

Introduction

Description

Run this report to view payment activity for one or more employees within the organizational units to which you have access. Data returned will be limited by the date range you specify.

Note the data restriction based on organizational unit. This report answers the question “who in my organization is being paid, regardless of what the source of that funding is?” The source might be a payment from your department’s operational budget or another Cost Center or a grant associated with a department or center outside your own.

The data in this report is identical to that contained in the report [Payroll Inquiry by Distribution \(PA12\)](#). The only difference between the two is the order in which the data columns are initially displayed.

Menu Path

Reporting → Human Capital Management (HCM) → Payroll (Distributed) → Payroll Inquiry by Employee (PA15)

Tips and Tricks

- As stated previously, this report restricts data based on organizational unit. **A second labor distribution report secures data based on funding source instead of organization.** That report, *Labor Distributions: Funds Center Report*, implicitly answers the question “what employees am I paying, regardless of what organization those employees are assigned to?”
- Because most students are not assigned to an organizational unit, the PA15 report is not useful for viewing student payments.
- This report contains several hidden Key Figures. Use the *Filter* command to show/hide the figures as described in this Help Guide: [BW How to - Hide or Show a Key Figure](#).
- Among the hidden Key Figures are **Salary % Distribution** and **Total Gross % Distribution**. Adding either of these to the report will allow you to view both amount paid and the corresponding percentage the amount represents. Percentage is calculated based on the total paid during the period being examined. An example is provided in Use Case #2 on page 3.

Procedure

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable**	Current Selection	Description
Posting Date	07/01/2022 - 03/17/23	07/01/2022 - 03/17/2023
Payment Date		
End Date of For-Per.		
End Date of In-Per.		
BU ID		
Employee		
Organizational Unit		
Master Cost Center		
Fund		
Funds Center		
Cost Center		
Internal Order		
WBS Element		
Grant		
Payroll Area		
Personnel Area		
Personnel Subarea		
Employee Group		
Employee Subgroup		

OK | Check

Note that no variable is required.

Posting Date: this is the date range during which payroll expenses posted. The variable is initially populated with a start date of July 1 in the current fiscal year through the current day¹.

The default date can be overwritten with whatever time period is required. Note that report syntax requires that when specifying a date in any field that contains a date range, this form must be used:

Start-date + “ - ” + end-date (space dash space must separate the dates)

Report Output – Initial View

These data fields are included in the initial report result:

Posting Date ▲	Payment Date ▲	Employee Name ▲	BU ID ▲	Funds Center ▲	Order ▲	G/L Account ▲	Wage Type ▲	Salary** \$	Salary Accrual**	Total Gross** \$
								750.00		750.00
								2,855.34		2,855.34
								750.00		750.00
								2,855.34		2,855.34
								750.00		750.00
								2,855.34		2,855.34
								750.00		750.00
								2,855.34		2,855.34
								2,741.12		2,741.12
								2,741.12		2,741.12

Free Characteristics

The report contains 40 data Characteristics and Free Characteristics.

Key Figures (metrics)

The report initially displays only **Annual Salary**, but there are several other metrics available. Refer to the Help Guide [BW How to - Hide or Show a Key Figure](#) for instructions regarding how to add any of the hidden metrics to your report.

¹ Keep in mind that the Business Warehouse is always one day behind the rest of SAP, so report data will run through the day prior to the end date specified.

Use Cases

1. Aggregate payroll results by employee

Based on column position, data in the initial report layout is organized primarily by **Posting Date**, then by **Payment Date** and **Employee**, in that order. Therefore, to organize by employee name, **Employee** must be positioned in the left-most column. This can be accomplished by moving this Characteristic to the left, moving the two date fields to the right of **Employee** or simply removing the date fields.

Here's what the result would look like with the date fields were removed. The report data is now organized (aggregated) by employee.

Employee Name ▲	BU ID ▲	Funds Center ▲	Order ▲	G/L Account ▲	Wage Type ▲	Salary** \$	Salary Accrual** \$	Total Gross** \$
						12,750.00		12,750.00
						3,000.00		3,000.00
						74,250.00		74,250.00
							-1.00	-1.00
						90,000.00		90,000.00

2. Show payment source amounts as a percentage of total paid to an employee

In this example, report output has been filtered to select the salary results for a single faculty member. Other changes to the report include adding **Cost Center** (to show payment amounts from an unrestricted budget) and removing extraneous fields – **BUID, Funds Center, G/L Account and Wage Type**. Using the technique described in this Help Guide, [BW How to - Hide or Show a Key Figure](#), the **Salary % Distribution** Key Figure was added. All salary amounts and the corresponding percentages of the total paid are now visible.

Employee Name ▲	BU ID ▲	Cost Center ▲	Order ▲	Salary % Distribution %	Salary** \$
				7.01	11,000.00
				61.81	92,700.00
				10.98	16,400.00
				0.00	0.00
				10.48	15,700.00
				9.72	14,500.00
				100.00	150,000.00