

SAP Report and Reconciliation Instructions:

The reconciler requests the district's payroll clerk generate the Payroll Results Edit Report by Pay Period for Wage Type 1128 Cash Equivalent Incentive Award. Request this report for the pay periods in each quarter for reconciliation purposes. If an employee, given a cash equivalent award during the past quarter per the log, is not listed on the report:

- A FI 48 Form may not have been completed and turned into the payroll clerk for entry into the payroll system, or
- When the FI 48 information was entered into the payroll system, an incorrect wage type was entered.

Work with the payroll clerk and management to ensure the taxable award is entered correctly into the payroll system within the calendar year for tax reporting purposes.

Example of SAP Screen to generate a Payroll Results Edit Report by Pay Period for Wage Type 1128 Cash Equivalent Incentive Award:

The screenshot shows the SAP 'Payroll Results Edit Report' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main content area is titled 'Payroll Results Edit Report' and contains several sections for data entry:

- Selections from:** A section for choosing the report type.
- Payroll period:** Fields for 'Payroll area' (set to 'UB'), 'from' date (09/01/2012), 'To' date (09/14/2012), and radio buttons for 'Current period' and 'Other period' (selected).
- Selection:** Fields for 'Personnel Number' and 'Organization key' (set to '00 020 0312*').
- Selection Filters (select one and press enter for additional criteria):** Radio buttons for 'Total Paid Hours', 'Wage Types' (selected), 'Amount', 'Hours', 'Gross Pay', 'Net Pay', 'Retro Records', 'Retro Difference', and 'Wage Report'. The 'Wage Types' field is set to '1128'.
- Page Breaks:** Radio buttons for 'Yes' and 'No' (selected).

The SAP logo is visible in the bottom right corner of the screen.