Report Description: The Wage Type Reporter generates reports that display employees with specified wage types such as total gross wages, net wages and other wage-related situations such as employees in claims status or hourly employees who have been paid for time which they have not yet submitted for approval. The Wage Type Reporter also reveals variances among pay periods.

Report Timing: Run the Wage Type Reporter each pay period, on or after “blue” days on the Comptroller General’s Office payroll calendar.

Who Can Run This Report: Employees with the Agency Payroll Administrator security role.

Important Note: Before you run this report, make sure you have the following details ready: the personnel numbers and subareas, employee group, employee subgroup, payroll area and payroll period for which you would like to view results.

1. Log into SCEIS, and use one of the following methods to access the Wage Type Reporter:
   • Enter PC00_M99_CWTR in the Command Field and click on the Enter button.
   • From the SAP menu path select Human Resources > Payroll > Americas > USA > Subsequent Activities > Per payroll period > Lists/Statistics > PC00_M99_CWTR – Wage Type Reporter.

2. When you reach the Wage Type Reporter screen shown at the top of the next page, start by clicking the Get Variant button (circled in the screen shot on page 2) to select a variant for which you would like to view results. SCEIS provides several variants, which are listed below, or you may create a custom variant to suit your needs (see page 12 of this guide for instructions on creating your own variant).

Variants available in SCEIS:
• Variant Gross Payroll – ZPROD-SM/101
• Variant Net Payroll – ZPROD-SM/560
• Variant Claims – ZPROD-SM/561
• Variant Retro Difference – ZPROD-SM/552
• Variant Gross Comparison – ZPROD-GROSCOMP
• Variant Net Comparison – ZPROD-NET COMP
• OTHER VARIANTS as desired
3. When you click the Get Variant button (circled in red in the screen shot above), the Find Variant window shown below will open. Type the variant for which you would like to view results into the Variant text field, then click the Execute button (circled in the screen shot below). If your name appears on the Created by text field, and you are not searching for a variant you created, delete your name from the field to search all variants, rather than only those you have created in the past.
4. When you click the Execute button, the ABAP: Variant Directory of Program H99CWTR0 window shown below will open, displaying variants similar to the one you entered into the Variant text box a moment ago. Click on the variant for which you want to view results, and click on the Choose button (circled in the screen shot below) to finalize your variant selection.

When you have selected your variant, some fields on the Wage Type Reporter screen will be populated (different variants will cause different fields to populate). In the example below, the variant Gross Payroll – ZPROD-SM/101 was selected, causing the Payroll area, Regular Payroll Run, In-view payroll period, Wage Type and SAP List Viewer fields to populate.
5. Complete the **Selection** section (boxed in red in the screen shot below) as appropriate to narrow your search results to display only the information you need.

**Definitions: Selection Criteria**

- **Personnel Number:** The unique personnel number (unique identifier) of the employee or employees for whom you would like to view results. You may use the Multiple Selection button (circled in red above) to enter a single personnel number or a range of personnel numbers, or you may opt to exclude a single personnel number or a range of personnel numbers.

- **Company Code:** Enter SC01 here.

- **Personnel Area:** Enter your agency code.

- **Personnel Subarea:** Enter the personnel subarea for which you would like to view results or leave blank to view all Personnel Subareas.

- **Employee Group:** Enter the Employee Group for which you would like to view results. Options include Classified FTE, Unclassified FTE and Temporary. You may also leave this field blank to select all Employee Groups.

- **Employee Subgroup:** Enter the Employee Subgroup for which you would like to view results. Options include Full-time and Part-time. You may also leave this field blank to select all Employee Subgroups.

- **Payroll Area:** The Payroll Area is usually pre-populated. For the State of South Carolina, the Payroll Area is SM – SC Semi-Monthly.
• **Further Selections Button:** Click the Further Selections button (circled in red below) to customize your report by adding optional fields to your selection criteria. When you click the Further Selections button, the Choose Selection Fields window, shown below, will open. Use the arrow buttons in the center of the window to customize the selection fields that will appear on your report, then click the continue button (circled in black below) to save your selections.

6. Complete the **Payroll Period** section (boxed in red in the screen shot below). If you need to view results for the current payroll period, you do not need to enter anything here; the report will generate results for the current payroll period by default.
Definitions: Payroll Period Criteria

• **Payroll Comparison:** Select the Payroll Comparison check box (circled in red in the screen shot at the bottom of page 5) to perform a comparison of two regular payroll runs. When you check the Payroll Comparison checkbox, then select the Regular Payroll Run radio button (detailed below), you will be allowed to enter a regular payroll period into the Other Period text box, as well as the text box that defaults to display Current Period, and run a comparison report of the two periods.

• **Regular Payroll Run:** Select this payroll period type to run a report displaying results on a regular payroll period, or comparing two regular payroll periods if you select the Payroll Comparison checkbox (detailed above). To complete this area, be sure that the Payroll Area is correct—it should show SM, for SC Semi-Monthly—and, if you would like to run the report for a period or periods other than the current payroll period, which is the default setting, enter the period(s) for which you would like to view results in the Period Selection area.

• **Off-Cycle Payroll Run:** Select this Payroll Period type to run a report showing an off-cycle payroll run. To complete this area, be sure to enter the appropriate payroll type, payroll indicator and date of the off-cycle run in the Special Run text boxes and choose one of the Comparison Parameters described below. (Do not use either the Abs. Difference No. or Perc. Difference No. Comparison Parameters.)
  - **Abs. Difference Amnt:** Compares the difference in total dollar amounts.
  - **Perc Difference Amnt:** Compares the difference in total percentage amounts.

• **Payroll Interval Button:** Click the Payroll Interval button (circled in black in the screen shot on page 5) if you need to view results for multiple Payroll Periods. When you click the Payroll Interval button, the Wage Type Reporter screen will change to look like the one below. Complete the Payroll Interval criteria (boxed in red below) as appropriate to select the Payroll Periods for which you need to view results.
Definitions: Payroll Interval Criteria

- **Period:** Enter the start and end dates of the payroll period for which you would like to view results.

- **Payroll Type:** Enter the payroll types for which you would like to view results. Options include: A – Bonus payment, B – Correction accounting, C – Manual check, Default – Regular payroll run or S – Additional payment.

8. Complete the **Period Determination** section (boxed in red in the screen shot below).

Definitions: Period Determination Criteria

- **In-view Payroll Periods:** Select this option to view changes made during the period you have selected, including any retroactive changes.

- **For-view Payroll Periods:** Select this option to view only those changes made during the period you have selected. Retroactive changes will not display.
9. Complete the **Other Selections** section (boxed in red in the screen shot below), as needed.

**Definitions: Other Selections Criteria**

- **Wage Type:** This field typically populates with the appropriate value when you select a variant.
- **Archived Payroll Results:** Do not select this option, as it is not currently applicable.
- **Display Recs With Null Value:** Check this box to include records with zero values.
10. Complete the Output Section (boxed in red in the screen shot below), as appropriate.

Definitions: Output Options

• SAP List Viewer: This is the default view. The Layout Variant text field will be populated with the correct value based on the variant you selected for the report. See example below.
• **ALV Grid Control:** Select the ALV Grid Control view to use pre-defined SAP standard layouts or create your own layout by sorting columns in ascending or descending order, setting filters and/or setting up total and subtotal lines. The Layout Variant text field will be populated with the correct value based on the variant you selected for the report. See example below.

![ALV Grid Control Screenshot](image1.png)

![Microsoft Excel Screenshot](image2.png)

• **Microsoft Excel:** Select this view to display your report results in a Microsoft Excel document. See example below.

> **Important Reminder:** Data saved locally may be accessible by others. You are responsible for making sure any sensitive data is protected as outlined by your agency's security policies and any applicable State regulations.

11. Once you have completed all sections of the Wage Type Reporter screen, click the Execute button ( ) to run the report. Your results will look like the screen shot that corresponds with the Output option you selected in step 10.
NOTE: The preceding information is all you need to run the Wage Type Reporter. Provided in the following pages are instructions for customizing the Wage Type Reporter by creating your own variants and using optional views, once you have mastered the basics.
Creating Custom Variants: Wage Type Reporter

Many employees run the Wage Type Reporter using the same variant on a routine basis. To make this process go more quickly, you can create your own custom variant. Below are instructions for creating a custom variant.

1. When you have run a Wage Type Reporter using the variant and other options you would like to save in your custom variant, follow the menu path detailed below or click on the Save as Variant button.

   - **Save as Variant Menu Path:** Goto > Variants > Save as Variant.

   - The Variant Attribute screen will then open, displaying a list of objects you can select for your variant.

2. Enter a name for your variant in the **Variant Name** text field, then enter a description of your variant in the **Meaning** text field.

3. Go through the list of selection objects, and check the appropriate columns—Protect field, Hide field, Save field without values or Required field—next to the selection objects you would like to save in your variant.
3. Click the Save button (circled in red in the screen shot on page 12) to save your variant once you have selected all of the necessary selection objects.

To access your variant when you run the Wage Type Reporter in the future, enter your name in the Created by text field in the Find Variant window, then click the Execute button, and your variant will appear in the options displayed in the Variant Directory that appears (see steps 3 and 4 of this guide for more detailed instructions). Select the variant you saved from the directory, then click the Choose button. Once you have chosen your variant, you can execute the report using the selection objects you have saved, or make any modifications you need. Finally, click the Execute button to run the report.
**Viewing Options: Wage Type Reporter**

When you select the SAP List Viewer Output option, you can customize your view to get the most out of your Wage Type Report. Below are instructions for taking advantage of this powerful tool.

Colored circles in the image below correlate to descriptions that begin with text of the same color in the following pages.
1. **Display View:** To display details about one line of the report, click inside the box in the leftmost column of the report, on the same line that you would like to view in detail, then click on the Details button (circled in red in the screen shot on page 14). This will open the Detail: Display screen shown below. When you have gotten the information you need from the Detail: Display screen click on the Overview List button (circled below) to return to the report results.

![Detail: Display](image)

2. **Display Total Amounts:** To display a total and/or subtotal amount, highlight the column to which you would like to apply totaling or subtotaling, then click the green total or yellow and orange subtotal button, as appropriate. (The Total and Subtotal buttons are circled in orange on page 14.)

The highlighted portion of the screen shot on page 14 shows the appearance of the Wage Type Reporter with the Amount column totaled. An example of subtotaling is displayed in the highlighted portions of the below screen shot.

![Wage Type Reporter](image)
3. Sort Ascending or Descending: To sort your report in ascending or descending order, highlight the column you would like to sort by, then select the Ascending button, which resembles a pyramid or the Descending button, which resembles an upside-down pyramid. (The Ascending and Descending buttons are circled in pink in the screen shot below, and in the screen shot on page 14.)

The screen shot below shows the results sorted in ascending order by the Personnel Area Text column.
4. **Customize Layout:** You can further customize your report by changing to your specifications (changing the column position or width of a column, for example) or selecting a pre-existing layout.

To customize your layout, click on the **Change Layout** button, **Select Layout** button or the **Save Layout** button. (These buttons are circled in lime green in the screen shot below and in the screen shot on page 14.)

The example below shows the Wage Type Reporter with the Changed Layout window open, and set to display Wage Type Amounts from High to Low. To complete and save a layout change, click on the **Copy** button (circled in red in the screen shot below). This will save your change and return you to the Wage Type Reporter screen.