



South Carolina Enterprise Information System

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**SCEIS HR/Payroll Reports**  
**SCGFOA CONFERENCE 2010**  
*Jennifer Lauer, SCEIS HR/Payroll Team*

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD



- 🔄 Introduction
- 🔄 HR/Payroll Statewide Advances
- 🔄 Time Reporting
- 🔄 Payroll Reporting



**How has the implementation of the South Carolina Enterprise Information System (SCEIS) changed the way the State is processing payroll?**



Does anyone here know how to run payroll?



Payroll

- Integration among human resources, time management, organizational management, and payroll modules.



Payroll

- Support for multiple payroll cycles, and retroactive payroll accounting



Payroll

- Processing of non-resident aliens is entered by the agency at time of employment in SCEIS and managed by the Comptroller General's office for tax reporting.

## Payroll

- Payment file information is no longer sent by the agency to the CG's Office. Agencies make entries directly in SCEIS.

## Payroll

- SCEIS utilizes BSI tax software to provide multi-state taxing for out-of-state employees, as well as Federal and South Carolina tax calculations.

## Payroll

- Payroll calculations are automated in SCEIS. This includes the processing of shift differentials, on-call pay, call back pay, overtime, etc.



South Carolina Enterprise Information System

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# HR/Payroll

# Statewide Advancements



- With the implementation of SCEIS the State of South Carolina has had the opportunity to customize solutions to support agency operations unique to our State.



Automated Cost Allocation Strategy



Automated processing of payments for employees who follow an academic schedule and who work less than 12 months (i.e. Teachers who work for the Special Schools).



Ability to use costing information directly on the Cross Application Time Sheet (CATS) for time entered into the system and generate detailed reports by employee or group of employees. Valuable for agencies who track hours worked towards grants or contracts.



Custom solution for DHEC to process payments to health care employees who are paid based on a “per visit” basis.

# SCEIS HR/Payroll



Automation of the processing rules for payment of shift differentials, overtime, on-call pay, and call back premium payments for employees based upon assigned work schedule and FLSA work week/work period.



Ability to process retroactive master data changes to ensure the accuracy of data and financial accounting records.



Self-Service functionality in MySCEmployee that affords employees the ability to maintain banking information, address information (to ensure correct information for tax reporting), maintain W-4 information, and maintain certain deduction information that directly feeds payroll.



Benefits integration via interfaces with EIP and third party vendors to ensure the accuracy of data entered into SCEIS from a single point of entry for the correct processing of benefit payroll deductions.



South Carolina Enterprise Information System

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# Time Reporting

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

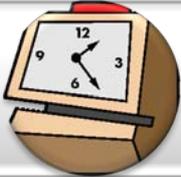


# Time Reporting



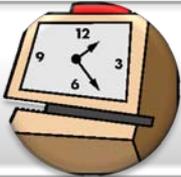
ZHRMTR

Missing/Unapproved/No Time  
Report for the current period



CATC

Missing/Unapproved/No Time  
Report Outside the current period



CATS\_DA

Timesheet Report



PT\_QTA10

Quota Accrual Report for Multiple Employees



PT\_BAL00

Time Evaluation Results for Time Wage Types



# Missing Time Report

Program Edit Goto System Help



## Missing Time Reports



Selections from

Selection	
Personnel Number	<input type="text" value=""/> 
Personnel area	<input type="text"/>
Cost center	<input type="text"/>


Report Type

Missing Time Report    Year

Unapproved Time Report

No Time Recorded Report







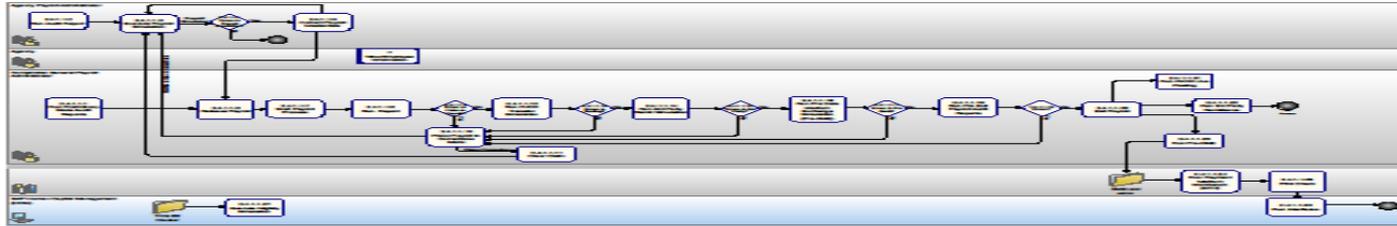
# Payroll Reporting

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# Payroll Process



# Payroll Schedule

## COMPTROLLER GENERAL SCEIS PAYROLL SCHEDULE January 2010 - December 2010

### Legend:

- BEGIN PAYROLL FOR CURRENT PAY PERIOD-SYSTEM UNAVAILABLE 11:00 am -1:00 pm
- SUBSEQUENT PAYROLL RUNS-SYSTEM UNAVAILABLE 11:00 am - 1:00 pm
- LOCK PAYROLL FOR CORRECTIONS / EXIT PAYROLL FOR COMPLETION
- SYSTEM UNAVAILABLE ALL DAY
- REGULAR PAYROLL DATE
- OFF CYCLE PAYROLL DATE-TO INCLUDE EMERGENCY AND BONUS

**January 2010**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2010**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2010**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2010**

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2010**

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2010**

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**July 2010**

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August 2010**

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September 2010**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October 2010**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November 2010**

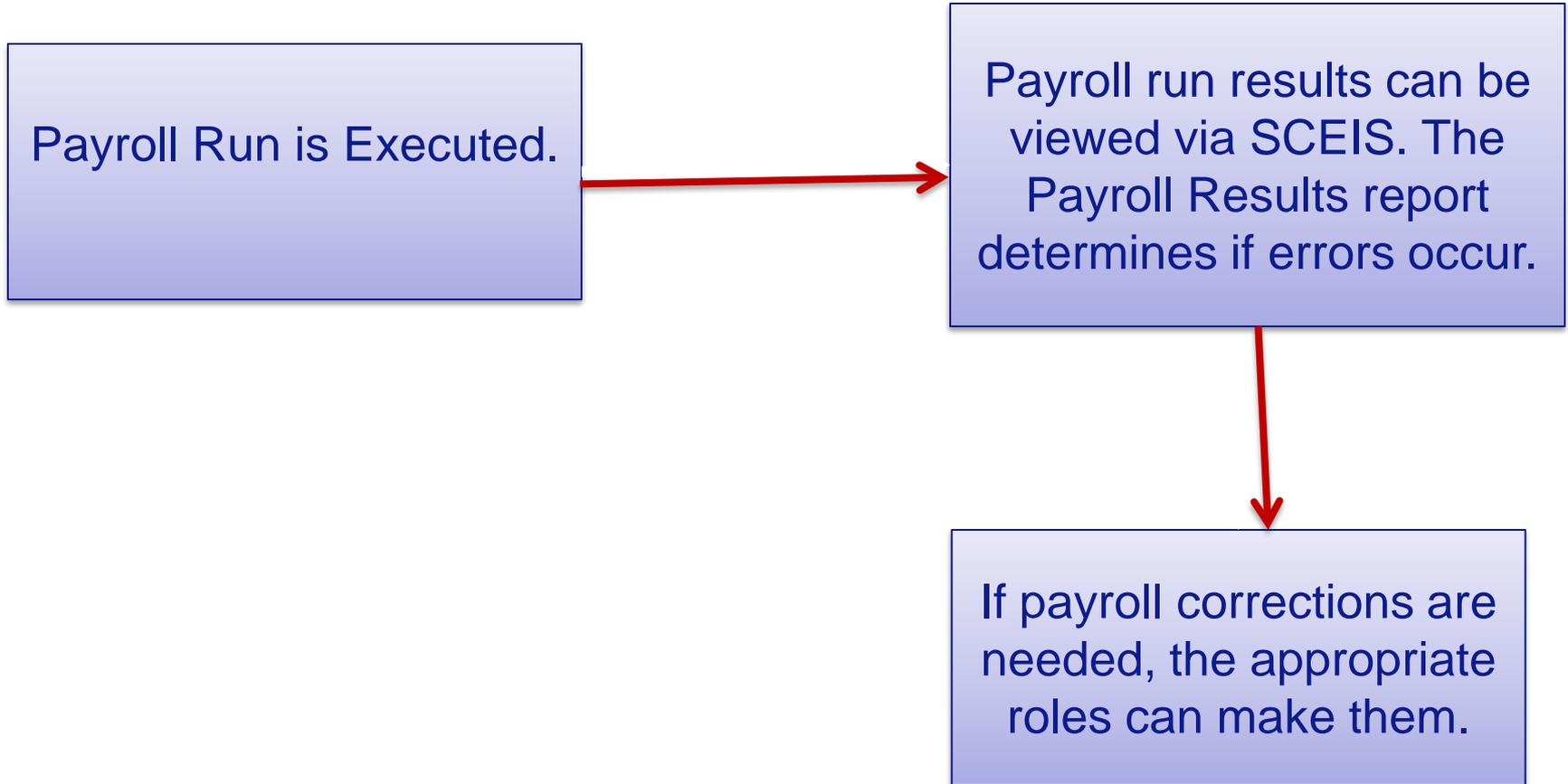
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December 2010**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# Payroll Process



# Payroll Reporting

ZHR\_MISSING\_INFOTYPE REPORT

Missing Infotype Report

PC00\_M10\_CALC\_SIMU

Payroll Simulation Report

S\_PH9-46000360

Exemption Expiration Report

S\_PH9\_46000361

W-4 Withholding Allowance Report

ZHR\_GRANT\_REPORT

Temporary Grant Report

# Payroll Reporting

PC00\_M10\_CEDT  
Remuneration Statement

ZHRLDISTR  
Labor Distribution Report

PC00\_M99\_CWTR  
Wage Type Reporter

PC00\_N19\_CLJN  
Payroll Journal Report

PC\_PAYRESULT  
Payroll Results Report



# Payroll Journal Report

## Payroll Journal



### Period

- Today     
  Current month     
  Current year  
 Up to today     
  From today  
 Other period

Period  To

### Selection

Personnel Number    
 Payroll area

### Additional data

Payroll type  to    
 Payroll identifier  to    
 Date identifier   
 Alternative currency

# Wage Type Reporter

## Wage Type Reporter



Further selections

Search helps

Org. structure

### Selection

Personnel Number	<input type="text"/>	<input type="button" value="→"/>
Company Code	<input type="text"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	<input type="button" value="→"/>
Employee group	<input type="text"/>	<input type="button" value="→"/>
Employee subgroup	<input type="text"/>	<input type="button" value="→"/>
Payroll area	SM	<input type="button" value="→"/>

### Payroll Interval

Period	<input type="text" value="01/01/1999"/>	To	<input type="text" value="01/01/2010"/>	
Payroll type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Payroll Period

### Period determination

In-view payroll periods

- 
- ④ IT1018- Position Cost Distribution stored in the Organizational Management (OM) Module
  - ④ IT0027- Cost Distribution
    - Subtype 01 Wages/Salaries for automated cost allocation
    - Subtype 02 Travel expenses
  - ④ IT0014- Recurring Payments and Deductions
  - ④ IT0015- Additional Payments
  - ④ IT0554- Hourly Rate Per Assignment
    - Dual Employment
    - Multiple Employment
  - ④ Charge Objects on the Time Sheet in Time Management
    - Cost Center, Fund, Functional Area, Grant, WBS Element, Internal Order



# Labor Distribution Report


 List Edit Goto Views Settings System Help



## Preliminary Selection Report



Posting Date	Posting Run #	Text for Run	Run Information	SIMU	FI Doc. #	Grants Doc #	Funds Doc #	Controlling Doc #
01/31/2009	336		PArea SM/03/2009		8000000055	823	1000165592	1000113431
05/01/2009	486		PArea SM/09/2009		8000000105	1231		
05/01/2009	486		PArea SM/09/2009		8000000106	1262	1000169673	1000117664
05/04/2009	391	OFF-CYCLE PYRL	PyTyp A 05/04/2009		8000000068	972	1000165118	1000113102
05/04/2009	393	OFF-CYCLE PYRL	PyTyp A 05/04/2009		8000000069	917	1000165636	1000113443
05/06/2009	395		PyTyp A 05/06/2009		8000000070	988	1000165639	1000113445
05/17/2009	390	OFF-CYCLE PYRL	PyTyp A 0 05/17/2009		8000000067	962	1000165610	1000113268

# Missing Infotype Report Screen

Program Edit Goto System Help

## Program ZHR\_MISSING\_INFOTYPES

Further selections
Search helps
Sort order

**Period**

Today                       Current month                       Current year  
 Up to today                       From today

Other period

Data Selection Period  To   
 Person selection period  To

Payroll period

**Selection**

Personnel Number	<input type="text"/>	
Employment status	<input type="text"/>	
Company Code	<input type="text"/>	
Payroll area	<input type="text"/>	
Pers.area/subarea/cost cente	<input type="text"/>	
Employee group/subgroup	<input type="text"/>	



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