# Table of Contents

- FFCRA Leave Process ............................................................................................................. 3
- Create FFCRA Event in FMLA Workbench ........................................................................... 4
- Adjust FFCRA Leave Requests in the FFCRA Workbench ................................................... 11
- Correct FFCRA Leave Adjustments ..................................................................................... 20
- View Employee’s Hourly Rate ............................................................................................. 49
- Run a Payroll Simulation .................................................................................................... 52
FFCRA Leave Process

This document outlines the typical procedure for processing Families First Coronavirus Response Act (FFCRA) leave. Training materials are provided for steps 3, 4, 5, 7 and 8.

1. **Employee**
   - Completes FFCRA forms and submits to agency HR.

2. **Agency HR**
   - Reviews forms and approves employee’s eligibility.

3. **Agency HR**
   - Creates FFCRA event in FMLA Workbench. Informs employee of which FFCRA leave type(s) to use.

4. **Employee**
   - Enters approved FFCRA leave in SCEIS Central. (Managers can also enter leave on behalf of their employee.)

5. **Manager**
   - Approves FFCRA leave in SCEIS Central Inbox.

6. **SCEIS**
   - Approved FFCRA leave goes through the SCEIS overnight process and is posted (if successful).

7. **Agency HR**
   - Reviews FFCRA leave requests and adjusts the requests as necessary in the FFCRA Workbench.

8. **Agency HR**
   - Runs Payroll Simulation for impacted employees on blue days and makes corrections if needed.
Create FFCRA Event in FMLA Workbench

Once an employee submits the Families First Coronavirus Response Act (FFCRA) leave request forms and the agency’s Human Resources department approves the request, an HR staff person will need to create an FFCRA event in the FMLA Workbench in SCEIS. The FFCRA event must be created before the employee can request FFCRA leave through SCEIS Central.

Create FFCRA Event in the FMLA Workbench

1. In the **Command** field on the Easy Access screen, type **PTFMLA**.
2. Click the **Enter** button.
3. In the **Personnel No.** field, enter the employee’s **Personnel Number**.
4. Click the **Create Request** button.
5. In the **FMLA Reason** field, choose the applicable **EFMLA or EPSL reason** by clicking the drop-down icon.

Depending on the situation, HR may need to create more than one FFCRA event in the FMLA Workbench. For example, if an employee is out due to the Governor’s order EPSL 1 Order would be applicable. If the employee does not exhaust the 80 hours for that reason and has to care for a family member due to COVID-19 reasons, a second event EPSL 4 Family Member would be entered to allow the employee to use the remainder of their 80 hours.
6. In the **Valid From** and **To** fields, enter the **Valid From** and **To** dates of the event.

7. Choose whether the absences will be **Continuous** or **Intermittent**.
   a. If Intermittent is chosen, enter the total Planned Hours of the absences.

8. Click the **Check Request** button.
9. SCEIS will provide an eligibility determination at this point. A **green check** indicates the employee is eligible, while a **red X** indicates ineligibility.

Note: The **Remainder in Weeks** and **Remainder in Hours** columns are based on the employee’s work schedule rule. Regardless of what is shown in these columns, SCEIS Central will allow every employee to enter up to a maximum of 80 hours of EPSL. There may be situations where an employee’s Remainder in Hours is 75.00, but they submit 80 hours of EPSL. You will not be able to associate the additional five hours of EPSL to the FMLA Workbench.

10. In the **Status** drop-down menu, select the appropriate **Status (Approved or Rejected)**.

11. Click the **Save** button.
Associate FFCRA Absences to the FMLA Workbench Event

As FFCRA absences are entered in SCEIS, HR staff must associate the absences with the workbench event in order to track entitlement hours.

The FFCRA leave entries will appear in the Absences tab. Agencies should run the ZHR_FMLA_EXCEPTION FMLA Exception Report at least once a week, so that HR staff will be aware of any absences needing to be associated. Instructions for running the ZHR_FMLA_EXCEPTION FMLA Exception Report can be found in the TM300 Leave Administration manual on the SCEIS uPerform site https://uperform.sc.gov.

1. In the Command field, on the Easy Access screen, type PTFMLA.
2. Click the Enter button.

![Image of Easy Access screen with PTFMLA entered in Command field]
3. In the **Personnel No.** field, enter the employee’s **Personnel Number**.
4. Select the appropriate **FMLA event** line.
5. Click the **Absences** button.

6. To associate the absences, check the **FMLA check box** by each absence line.
7. Click the **Save** button.
FMLA Absence Adjustments

Once an absence is associated, no changes may be made to the absence. If a change is necessary, you must unassociate the absence by unchecking the FMLA check box and saving the record.

FMLA Workbench Adjustments

If corrections need to be made to the FMLA event (for example, dates of the event or type of event,) unassociate any absences and correct the information.

SCEIS can recheck the eligibility prior to saving the changes. Once corrections are saved, reassociate the absences.
Adjust FFCRA Leave Requests in the FFCRA Workbench

Some FFCRA leave types are paid at a rate of two-thirds of the employee’s hourly rate. When the employee enters this type of FFCRA leave, the system will pay them for the time requested at their regular hourly rate unless an adjustment is made to the leave request in the FFCRA Workbench. It is imperative that HR staff adjust those FFCRA leave requests, so the employee’s pay is correct.

1. In the Command field on the Easy Access screen, type Z_FFCRA_WB.
2. Click the Enter button.

Selection area

In the Selection area, there are several filtering options. Filtering the report is optional. Leaving all fields blank in the Selection area will return all data you have access to view.

For detailed information on filtering the report, see Appendix A of this QRC.

3. Enter the appropriate values in the desired Selection area fields to filter the report.
Leave Request Display Options

4. In the Leave Request Display Options section, select one of the following:
   - **Show Requests Not Adjusted** – Workbench will only return those leave requests that have not been adjusted.
   - **Show Requests Adjusted** – Workbench will only return those leave requests that have been adjusted.
   - **Show All Requests** – Workbench will return leave requests that have not been adjusted and those that have been adjusted.

5. Click the **Search** button.

The FFCRA Workbench is displayed. For column definitions, please see Appendix B of this QRC.
Adjusting Leave Requests in the FFCRA Workbench

A red dot in the Status column indicates that the leave request has not been adjusted. *Again, it is imperative for HR staff to adjust FFCRA leave requests with a status of red so the employee’s pay will be correct.*

Depending on the employee and type of leave requested, the report will show the options to adjust the leave request, either by:

- Adjusting their pay (+/-) using Infotype 0015; or
- Using the employee’s leave to supplement their FFCRA leave so they will be paid at their regular rate.
  
  - Temporary hourly employees will not have the option of using leave to supplement their FFCRA leave because they typically do not earn leave.

The amount of the pay adjustment (+/-) is shown in the “IT15 Adj Amt” column (A). The total number of leave hours needed to supplement the request is in the “Quota Adj Hours” column (B). The system has done the math, so no additional math is needed.

6. To adjust a leave request, double-click the leave entry.
In this example, there are two options to adjust the leave request:

Option 1: The employee chooses to adjust pay (in this example it’s a reduction in pay of $72.23).

The information for this option is as follows:

- **Infotype 15 Date field** - the date of the Infotype 0015 entry.
- **Infotype 15 Wage Type field** - the wage type used in the Infotype 0015 entry.
- **Infotype 15 Salary Adjustment field** - the amount of the pay adjustment.

7. If the employee chooses to adjust their pay, click the radio button beside “Adjust Salary via Infotype 15.”
8. Click the **Make Selected Adjustment** button to save the adjustment.
8b. In the **Confirmation** pop-up window, select **Yes** to make the salary adjustment or **No** to go back to the previous step.

![Confirmation pop-up window](image)

After the adjustment is made, the status of the FFCRA leave request will be green, indicating that no further adjustment is needed. On blue days, a payroll simulation should be run on employees with FFCRA leave to ensure their pay is correct.
Option 2: The employee chooses to use other leave types to supplement the FFCRA leave to bring their pay to their regular rate (in this example 3.96 hours of leave is needed to bring their pay to the regular rate for this FFCRA leave request (to make it “whole”).

The information for this option is as follows:

- **Infotype 416 Date field** - the date of the IT0416 entry.
- **Infotype 416 Quota Type field** - the quota type being used will be selected from the drop-down list.
- **Infotype 416 No. to compensate field** - the number of hours to be used.

9. If the employee chooses to use other leave types to supplement the FFCRA leave, click the radio button beside “Adjust Quota via Infotype 416.”

10. In the **Infotype 416 Quota Type** drop-down menu, select the quota type the employee wishes to use.
11. If the employee must use multiple quota types to cover the leave adjustment, a second “Create Infotype 416 to adjust the employee’s quota” section will appear. In the second Infotype 416 Quota Type drop-down menu, select the second quota type the employee wishes to use.

Note: The system will not allow multiple leave types to be used to supplement FFCRA leave unless one leave type is not enough.
12. Click the **Make Selected Adjustment** button to save the adjustment.
12b. In the **Confirmation** pop-up window, select **Yes** to make the quota adjustment or **No** to go back to the previous step.

After the adjustment is made, the status of the FFCRA leave request will be green, indicating that no further adjustment is needed. On blue days, a payroll simulation should be run on employees with FFCRA leave to ensure their pay is correct.
Correct FFCRA Leave Adjustments

If you make a mistake when adjusting FFCRA leave requests, you cannot correct them through the FFCRA Workbench. Below is a high-level overview of what you must do to correct an adjustment:

A. Calculate what the appropriate Infotype 0015 and Infotype 0416 entries should be using the amounts in the FFCRA Workbench.

B. Delete the incorrect entries made in Infotypes 0015 and 0416.

C. Create new Infotype 0015 and 0416 entries with the correct amounts as needed.

1. In the Command field on the Easy Access screen, type Z_FFCRA_WB.
2. Click the Enter button.

A. Calculate what the correct Infotype 0015 and Infotype 0416 entries should be using the amounts in the FFCRA Workbench.
3. In the **Personnel Number** field, enter the personnel number of the employee you need to correct.

4. In the **Leave Request Display Options** section, select **Show All Requests**. The Workbench will return leave requests that have not been adjusted and those that have been adjusted.

5. Click the **Search** button.
6. Adjust any outstanding FFCRA leave requests for the pay period you need to correct. This will turn the status of the request to green and reflect that they have been adjusted.

Next, review the FFCRA leave requests for **ONE PAY PERIOD ONLY**. When calculating what the correct Infotype 0015 and 0416 entries should be, do not include FFCRA leave request from other pay periods!

The leave request from 04/20/20 is in a different pay period. Do not include in calculation!
Sample Correction Scenarios:

I selected Adjust Salary via Infotype 15 but meant to select Adjust Quota via Infotype 416

Situation 1 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:
- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:
- 04/07/2020 – Selected IT416.
- 04/08/2020 – Selected IT416.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:
1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT416 record for a total deduction of leave hours in the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

In this example, you would add the 4/7, 4/8, 4/9, 4/13, 4/14, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.
Situation 2 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:
- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:
- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT15.
- 04/16/2020 – Selected IT15.

How to correct:
1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction the pay period.
   - In this example, you would add the 4/7, 4/8, 4/15 and 4/16 amounts in the IT15 Adj Amt column together.
3. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.
   - In this example, you would add the 4/9, 4/13 and 4/14 quota hours in the Cal Quota Adj Hours column together.
Situation 3 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:
- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:
- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:
1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

   In this example, you would add the 4/7 and 4/8 amounts in the IT15 Adj Amt column together.

4. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

   In this example, you would add the 4/9, 4/13 and 4/14, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.
Sample Correction Scenarios:

I selected Adjust Quota via Infotype 416 but meant to select Adjust Salary via Infotype 15

Situation 4 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:
- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:
- 04/07/2020 – Selected IT416.
- 04/08/2020 – Selected IT416.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:

1. Delete the appropriate 04/02/2020 IT416 record(s).
2. Create a new 04/02/2020 IT416 record for a total deduction of leave hours. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

   In this example, add the 4/7, 4/8, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.
3. Create a 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

In this example, add the 4/9, 4/13 and 4/14 amounts in the IT15 Adj Amt column.

Situation 5 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:
- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:
- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT15.
- 04/16/2020 – Selected IT15.

How to correct:
1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

In this example, add the 4/7, 4/8, 4/9, 4/13 4/14, 4/15 and 4/16 amounts in the IT15 Adj Amt column together.
Situation 6 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:

1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.
   
   In this example, add the 4/7, 4/8, 4/9, 4/13 and 4/14 amounts in the IT15 Adj Amt column.

4. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.
   
   In this example, you would add the 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.
Delete Infotype 0015 Record

1. In the Command field on the Easy Access screen, type **PA30**.
2. Click the Enter button.

![SAP Easy Access - User Menu For Train HR 60](Image)
3. In the **Personnel no.** field, enter the employee’s **Personnel Number**.

4. In the **Infotype** field, type **15**.

5. Click the **Enter** button.

6. In the **Period** section, click the **All** radio button.

7. Click the **Overview** button.
8. Click the **gray square** next to the IT0015 record that matches the date and wage type found in the FFCRA Workbench.

9. Click the **Delete** button.

10. Click the **Delete** button again.
Delete Infotype 0416 Record

1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button 📈.
3. In the **Personnel no.** field, enter the employee’s **Personnel Number**.

4. In the **Infotype** field, type **416**.

5. Click the **Enter** button.

6. In the **Period** section, click the **All** radio button.

7. Click the **Overview** button.

![SCEIS screenshot](image-url)

**SCEIS**

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In the Personnel no. field, enter the employee’s Personnel Number.

In the Infotype field, type 416.

Click the Enter button.

In the Period section, click the All radio button.

Click the Overview button.
8. Click the **gray square** next to the IT0416 record(s) that matches the date and quota types found in the FFCRA Workbench.

9. Click the **Delete** button.

10. Click the **Delete** button again.

Repeat this process if there were multiple IT0416 records created for supplementing FFCRA leave for that pay period.
Create Infotype 0015 Record

1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button.

![SAP Easy Access - User Menu For Train HR 60](image)
3. In the **Personnel no.** field, enter the employee’s **Personnel Number**.
4. In the **Infotype** field, type **15**.
5. Click the **Enter** button 🔄.
6. Click the **Create** button 📋.
7. In the **Wage Type** field, enter the appropriate wage type found in the FFCRA Workbench.
8. In the **Amount** field, enter the dollar amount to be deducted for that pay period.
9. In the **Date of origin** field, enter the **IT15 Date** (effective date) found in the FFCRA Workbench.
10. Click the **Enter** button.
11. Click the **Save** button.

After making corrections a payroll simulation should be run on the employee to ensure their pay is correct.
Create an Infotype 0416 Record to Decrease a Quota

1. In the Command field on the Easy Access screen, type PA30.
2. Click the Enter button.
3. In the **Personnel no.** field, enter the employee’s **Personnel Number**.

4. In the **Infotype** field, type **416**.

5. Click in the **STy** field and click the **List** button 🔄.
6. In the Subtype list, double-click the **1000 Free compensation** option.
7. Click the **Create** button ☐.
8. In the **Start** field, enter the **IT416 date** (effective date) found in the FFCRA Workbench.

9. Click in the **Time quota type** field and click the **List** button.

10. **Double-click** the appropriate leave type.
11. In the **No. to compensate** field, enter the **number of hours** you want to reduce the quota balance by.

12. Click the **Enter** button.

13. Click the **Save** button.
Appendix A

Filtering the FFCRA Workbench Report
Filtering the FFCRA Workbench Report

In the Selection area, to filter by a specific data point, enter the appropriate value in the field(s) below:

- **Personnel Number** – To see the FFCRA leave requests for one employee, enter the employee’s personnel number.
- **Company Code** – Not used.
- **Personnel area** – Enter the agency code to speed up the runtime of the report.
- **Personnel subarea** – Enter a personnel subarea to display only those leave requests submitted by employees in that personnel subarea.
- **Employee group** – Enter an employee group to display only those leave requests submitted by employees in that employee group.
- **Employee subgroup** – Enter an employee subgroup to display only those leave requests submitted by employees in that employee subgroup.
- **Payroll area** – Enter either SM (semi-monthly) or GA (monthly) to filter by payroll area.

Tip: You can click the **Multiple Selection** button to the right of any of the above fields to enter a list of values.

Adding Additional Fields to the Selection Area

Clicking the **Further selections button** will provide additional fields that can be filtered such as Cost center, Organizational unit, etc.

1. Click the **Further selections button**.
2. In the **Choose Selection Fields** pop-up window, in the Selection options box, **click the gray square** beside the field you would like to filter by.
3. Click the **arrow pointing to the right** to add the field to the Selection fields box.
4. Click the **Continue** button. The field is now added to the Selection area and you can enter values to filter by.
Selecting a Particular Organizational Unit

Clicking the **Org. structure button** displays the org structure the user has access to. A particular org unit could be selected from this view.

1. First, click the **Org. structure** button. The org structure you have access to displays.

2. **Expand the folders** in the org structure to locate the org unit you wish to filter by.

3. **Double-click the org unit.**

![Image](image.png)

Tip: **Leaving all fields in the Selection area blank** will return all employees’ FFCRA leave that you have access to view.
Appendix B

FFCRA Workbench Column Definitions
FFCRA Workbench Column Definitions

- **Status** –
  - Red (R) indicates an adjustment is needed on the FFCRA leave request.
  - Yellow (Y) indicates a partial quota adjustment was made. The employee had an insufficient leave balance for the selected absence types.
  - Green (G) indicates the FFCRA leave request does not need an adjustment or has already been adjusted.

- **PERNR** – Personnel number
- **Employee Name** – Employee Name
- **Begin Date** – Beginning date of leave request
- **End Date** – End date of leave request
- **Abs Type** – FFCRA absence code
- **Description (Abs Type)** – FFCRA absence code description
- **Agency** – Agency Code
- **Description (Agency)** – Agency Name
- **Req Hrs** – Requested hours of leave
- **Req Days** – The number of days of leave requested
- **Adj IT15** – An “X” in this field indicates an adjustment was made on IT0015
- **Sal W/T** – “Salaried Wage Type” – The wage type used to adjust pay on IT0015 for a salaried employee
- **Hrly W/T** – “Hourly Wage Type” – The wage type used to adjust pay on IT0015 for an hourly employee
- **IT15 Adj Amt** – The dollar amount that will be adjusted on IT0015 (+ or -)
- **IT15 Date** – The effective date that will be used on the IT0015 entry
- **Cal Quota Adj Hours** – The calculated number of adjustment hours
- **Quota Unadjusted Hrs** – The adjustment hours remaining after a partial quota adjustment has been made (Yellow (Y) Status)
- **Adj IT416** – An “X” in this field indicates an adjustment was made on IT0416
- **Quota Type** – The quota type that was used in the IT0416 entry
- **IT416 Quota Adj Hrs** – The number of quota hours used of that particular quota type in the IT0416 adjustment
• **IT416 Date** – The effective date that will be used on the IT416 entry
  *Note: The AdjIT416, Quota Type, IT416 Quota Adj Hrs and IT416 Date fields are repeated a second time to display situations where two different quota types were used to adjust the FFCRA leave request.

• **Salary/Hourly** – Indicates whether the employee is salaried or hourly

• **Changed On** – Date the FFCRA leave request was adjusted

• **Changed On Time** – Time the FFCRA leave request was adjusted

• **Changed By** – The User ID that adjusted the FFCRA leave request
View Employee’s Hourly Rate

The Wage Type Reporter, transaction PC00_M99_CWTR provides details for employee wages. Filtering the report for wage type 9001 will display an employee’s hourly rate. This can be used by employers to calculate the daily rate for the purposes of calculating a daily amount for an employee.

1. On the **Easy Access** screen, in the **Command** field, enter **PC00_M99_CWTR**.
2. Click the **Enter** button.
3. Click the **Get Variant** button.
4. Double-click the **ZPROD-SM-9001 variant**.
5. In the **Personnel area** field, enter your agency’s personnel area (agency code).
6. Click the **Execute** button.
7. The report displays employee’s hourly rate.
Run a Payroll Simulation

A payroll simulation generates a mock payroll just as it will process in the real world, allowing agencies to anticipate the impact that master data, time and other changes will have on their employees’ pay. Agencies may run the payroll simulation for a single employee only and for the current payroll period only.

⚠️ Payroll simulations are not valid for past pay periods! To see pay results for a past pay period, you must use the transaction PC_PAYRESULT found in this lesson.

The output of a payroll simulation will be a screen shot of the employee’s pay stub.

1. In the Command field on the Easy Access screen, enter `PC00_M10_CALC_SIMU`.
2. Click the Enter button.
3. SCEIS created variants for each agency to make data entry in the Payroll Simulation easier. To select your agency’s variant, click the Get Variant icon.

4. In the Created by field, delete your User ID to see a list of all variants.

5. Click the Execute button.
6. **Double-click** your agency’s variant. The SCEIS created Variant name will start with your **Agency Code** and will be **Changed by VTRAYWICK**.

7. In the **Personnel Number** field, enter the employee’s **Personnel Number**.

8. Click the **Execute** button.
9. Click **Form** to display the simulated Remuneration Statement. (This simulated Remuneration Statement should never be given to an employee in lieu of an official Remuneration Statement.)

Below is an example of the simulated Remuneration Statement.

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Deductions</th>
<th>Taxes</th>
<th>Net Pay</th>
<th>Deductions</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,245.93</td>
<td>1,495.07</td>
<td>1,128.00</td>
<td>1,562.26</td>
<td>3422</td>
<td>367.65</td>
<td>1,102.95</td>
</tr>
<tr>
<td>12,735.99</td>
<td>4,485.21</td>
<td>3,563.98</td>
<td>4,686.80</td>
<td>3000</td>
<td>0.14</td>
<td>0.42</td>
</tr>
<tr>
<td>Earnings Hours</td>
<td>Current</td>
<td></td>
<td>YTD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4,245.93</td>
<td>12,735.99</td>
<td></td>
<td></td>
<td>3002</td>
<td>48.84</td>
<td>166.52</td>
</tr>
<tr>
<td>Regular Salary Exempt</td>
<td></td>
<td></td>
<td></td>
<td>3003</td>
<td>137.00</td>
<td>411.00</td>
</tr>
<tr>
<td>Total Earnings</td>
<td>4,245.93</td>
<td>12,735.99</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #2. Note: SCEIS Central may appear differently than above depending on the browser and device you are using.