

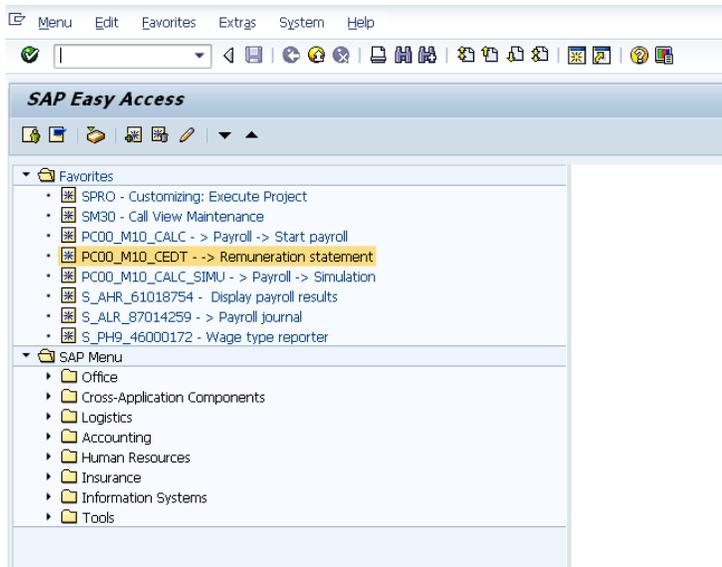


Salary Statement - Print Instructions

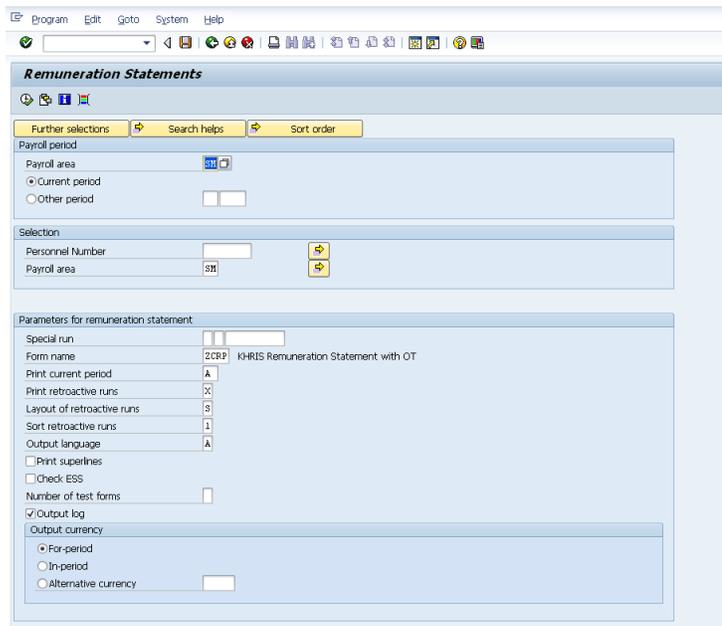


From the SAP Easy Access Menu

Enter transaction **PC00_M10_CEDT** in the upper left white box. You may want to save this transaction to your Favorites.



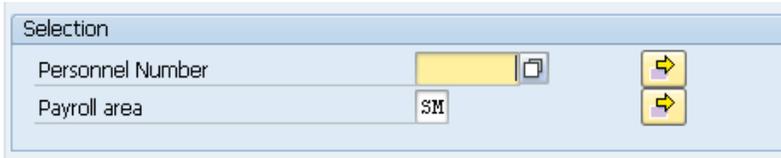
The following screen should appear.



This statement will be defaulted to the current period. If a different pay period is needed, select the radio button next to **Other period** and enter the 2 digit pay period and 4 digit year.

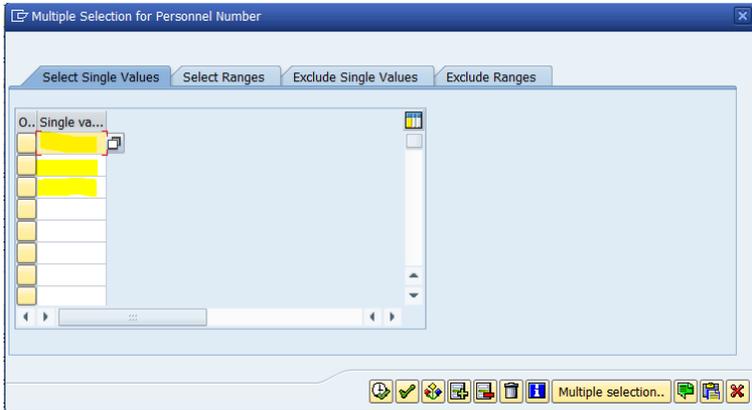
NOTE: Certain selection and parameter fields will contain default information. Do not change this.

Enter the employee's PERNR in the Personnel Number box. If the PERNR is unknown use the drop down box to look up the employee's PERNR.



The screenshot shows a form titled "Selection". It has two main input areas. The first is labeled "Personnel Number" and contains a yellow text box with a small document icon to its right and a yellow arrow button to its left. The second is labeled "Payroll area" and contains a text box with "SM" entered, a small document icon to its right, and a yellow arrow button to its left.

If you'd like to run this for multiple employees, select the arrow button . A window will appear where you can enter individual PERNRs or you can select the file button  to import a list you already have created as a text file. Once you have your data added, click the **clock** with the green check at the bottom of the window, to close it.



The screenshot shows a dialog box titled "Multiple Selection for Personnel Number". It has four tabs: "Select Single Values", "Select Ranges", "Exclude Single Values", and "Exclude Ranges". The "Select Single Values" tab is active, showing a list of input fields. The first field is labeled "O... Single va..." and has a yellow highlight. Below it are several other empty input fields. At the bottom of the dialog, there is a toolbar with several icons, including a clock icon with a green checkmark, which is the "clock" mentioned in the text.

[If you anticipate running this for the same multiple employees in the future, you can save it as a variant by clicking the save a variant button  .]

Execute the form by clicking on the **clock** with the green check in the upper left tool bar. 

The salary statement should appear if all information was entered correctly and the employee has been paid for the selected pay period. If ran for multiple employees, you can scroll down to see them all.

Remuneration Statements						
501 High Street, 3rd Floor Frankfort, KY 40601						
EMPLOYEE NAME	ADAMS, JOHN			PERIOD ENDING	02/28/2015	
PERSONNEL NUMBER	00890321			PAY DATE	03/13/2015	
COSTCENTER	55793000					
Check/EFT Number	Gross	-	Taxes	-	Deductions	= Net
00033215397854123	Current: 1,615.42	-	409.53	-	120.92	= 1,084.97
	Hours	Retro-active Amount		Current Period Amount		Year To Date Amount
EARNINGS						
Compensated Hours				1,615.42		8,077.10
Overtime 1.5						77.56
*** Total Earnings				1,615.42		8,154.66
STATUTORY DEDUCTIONS						
FED TX Withholding Tax				190.58		952.90
FED TX EE Social Security Tax				92.66		467.81
FED TX EE Medicare Tax				21.67		109.41
KY TX Withholding Tax				73.12		365.60
KY20 TX EE Occupation Tax				31.50		159.01
*** Total Statutory Deductions				409.53		2,054.73
EMPLOYEE DEDUCTIONS						
CW Livingwell CDHP PreTx				23.99		119.95
KERS HI 2008 Ret EE				96.93		489.33
*** Total Employee Deductions				120.92		609.28
EMPLOYER CONTRIBUTIONS						
Basic Life/AD&D Employer						1.60
CW Livingwell CDHP ER				320.65		1,603.25
KERS HI 2008 Ret ER				626.30		3,148.66
FED TX ER Social Security Tax				92.66		467.81
FED TX ER Medicare Tax				21.67		109.41
*** Total Employer Contributions				1,061.28		5,330.73
LEAVE QUOTAS						
						Balance
*** Annual						124.75
*** Sick						140.00
*** Compensatory						201.18
NOTICE: Beginning in 2012, salary statement and payment dates for each June 1-15 pay period may differ. When a Budget Bill is enacted by the General Assembly, pay that would otherwise fall on June 30th shall not be released until the first business day of July, although payroll processing is completed according to the usual schedule. This will not affect employees in the County Clerk's and and Sheriff's offices.						



To print the salary statement for distribution to the employee, click on **PRINT icon in the toolbar.**

A popup box will appear with your default printer. Click the Green checkmark button to PRINT.

[Recommendation: If only printing 1 statement, check the “Print from page button” and then enter ‘1’ To ‘1’ to avoid having a second sheet of paper print out wastefully.]

Print Screen List

Output Device:

Windows printer:

Number of copies:

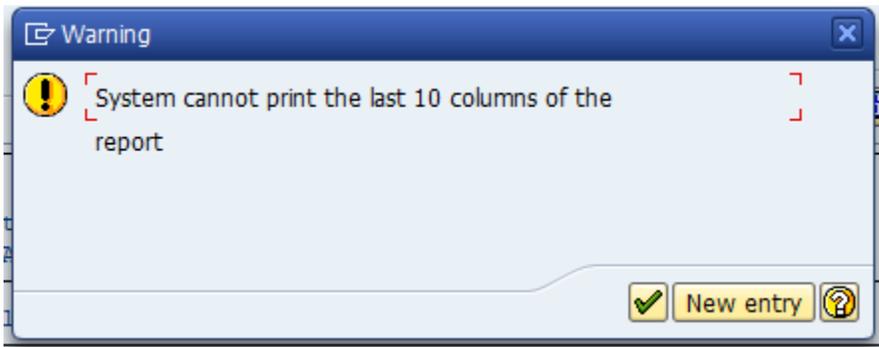
Number of pages

Print all

Print from page To

Properties

The following error message should appear.



Click the Green Check again and the salary statement(s) will print.