PY-18 Identifying Employees with Positive Wages Greater than 90 Days and/or Negative Wages Crossing Calendar Years in a Payoll Run

Purpose

The purpose of this Business Process Procedure is to explain how to identify employees with positive wages greater than 90 days and/or negative wages crossing calendar years in a payroll run in the Integrated HR-Payroll System.

Trigger

Use this procedure to identify employees with positive wages > (greater than) 90 days and/or negative wages crossing calendar years in a payroll run. The SAP system does not calculate the employee and employer retirement contributions on these positive and negative wages in a payroll run per the Department of State Treasurer, Retirement Systems Division reporting guidelines.

Business Process Procedure Overview

If the employee’s wages have been underreported and the period since then has been more than 90 days, the agency must notify the employee and work with them in completing Form 466, Purchasing Retirement Credit for Unreported Service Omitted through Error. The agency should submit the completed form to the NC Department of State Treasurer, Retirement Systems Division to verify the employee’s eligibility to purchase. The Retirement

Systems Division will calculate the cost to purchase the service and mail a cost statement with further instructions to the employee and the employer.

If negative wages are identified which cross calendar years with the exception of December adjustments made in January, the agency must submit a completed Form 316, Employer Request for a Refund of Contributions Reported to the Retirement System in Error to the NC Department of State Treasurer, Retirement Systems Division. Only the employee retirement contributions erroneously reported to the Retirement System in prior calendar years will be refunded to the employee directly. The employer contributions reported in error in prior calendar years will not be refunded.

Access Transaction

Via Transaction Code: PC00_M99_CWTR - Wage Type Reporter

Various Used:

- Agency LATE ORBIT Payments
- ORBIT Earnings w/PERNR & Name

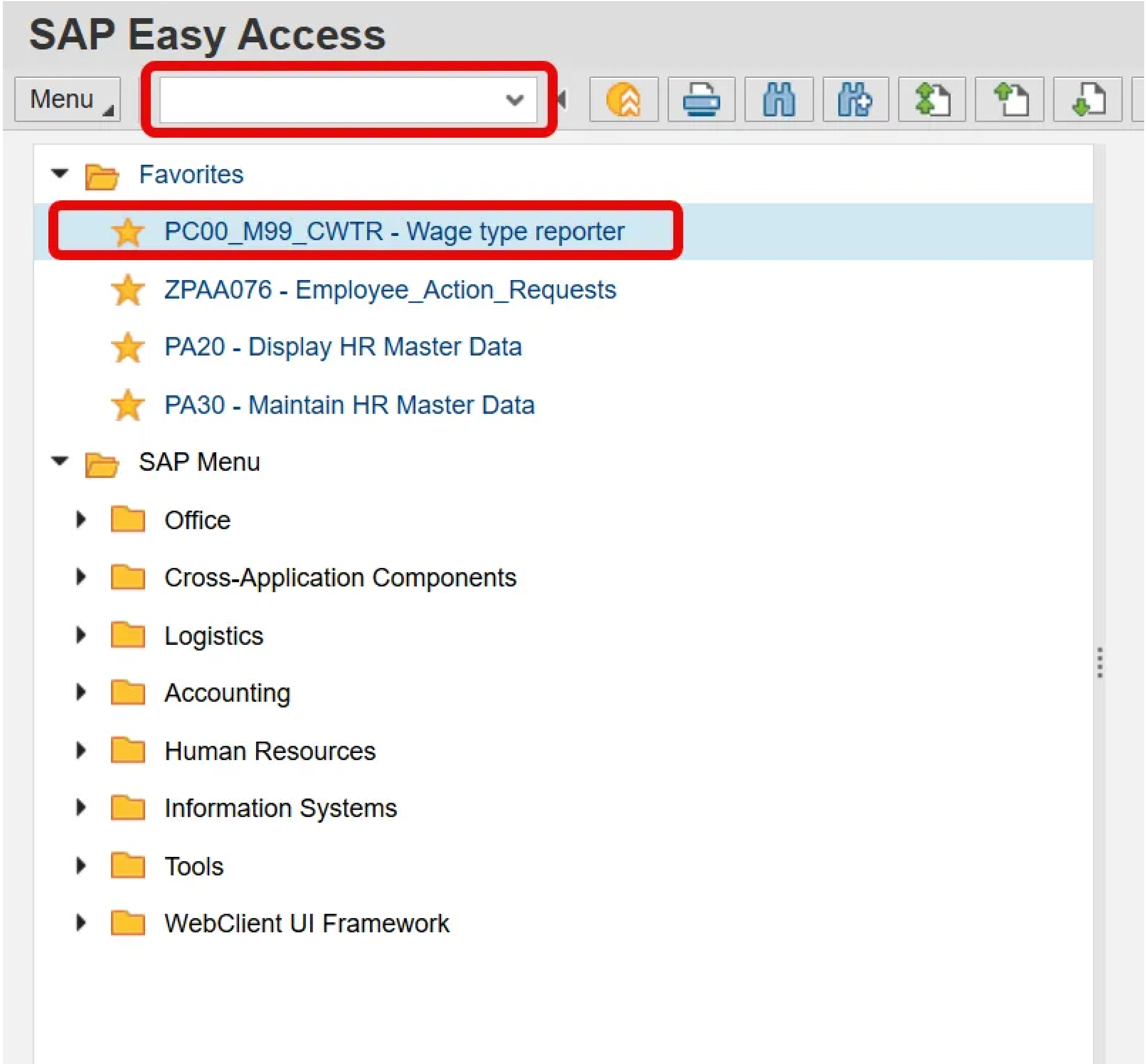
Procedure

Use these procedures to retrieve a list of the employees with positive wages greater than 90 days and/or negative wages for prior calendar years.

There are 10 steps to complete this process.

Step 1.   Enter **PC00_M99_CWTR** in the Command field on the SAP Easy Access screen, or select the transaction from the Favorites Folder.

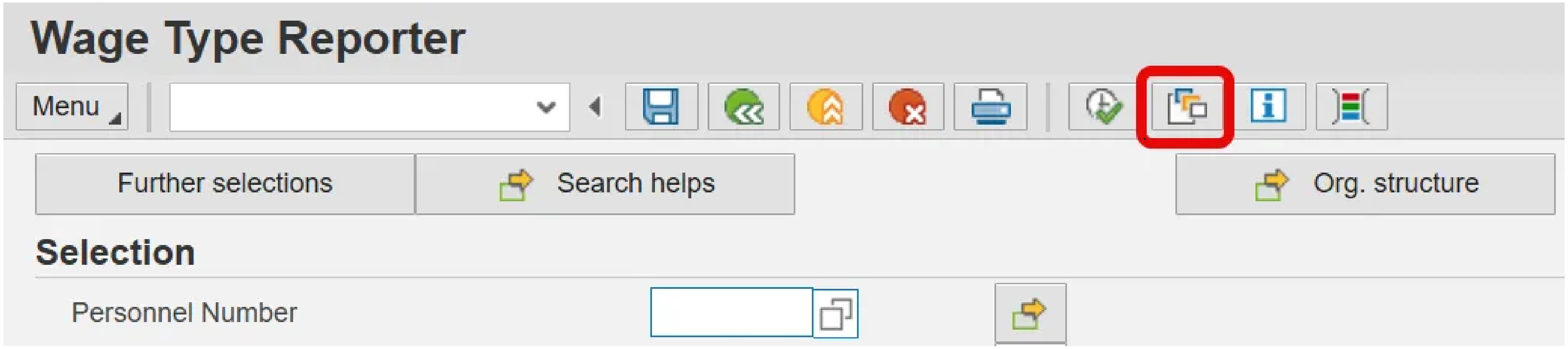
Image


SAP Easy Access
Menu
Favorites
PC00_M99_CWTR - Wage type reporter
ZPAA076 - Employee_Action_Requests
PA20 - Display HR Master Data
PA30 - Maintain HR Master Data
SAP Menu
Office
Cross-Application Components
Logistics
Accounting
Human Resources
Information Systems
Tools
WebClient UI Framework

Step 2. Click **Enter**.

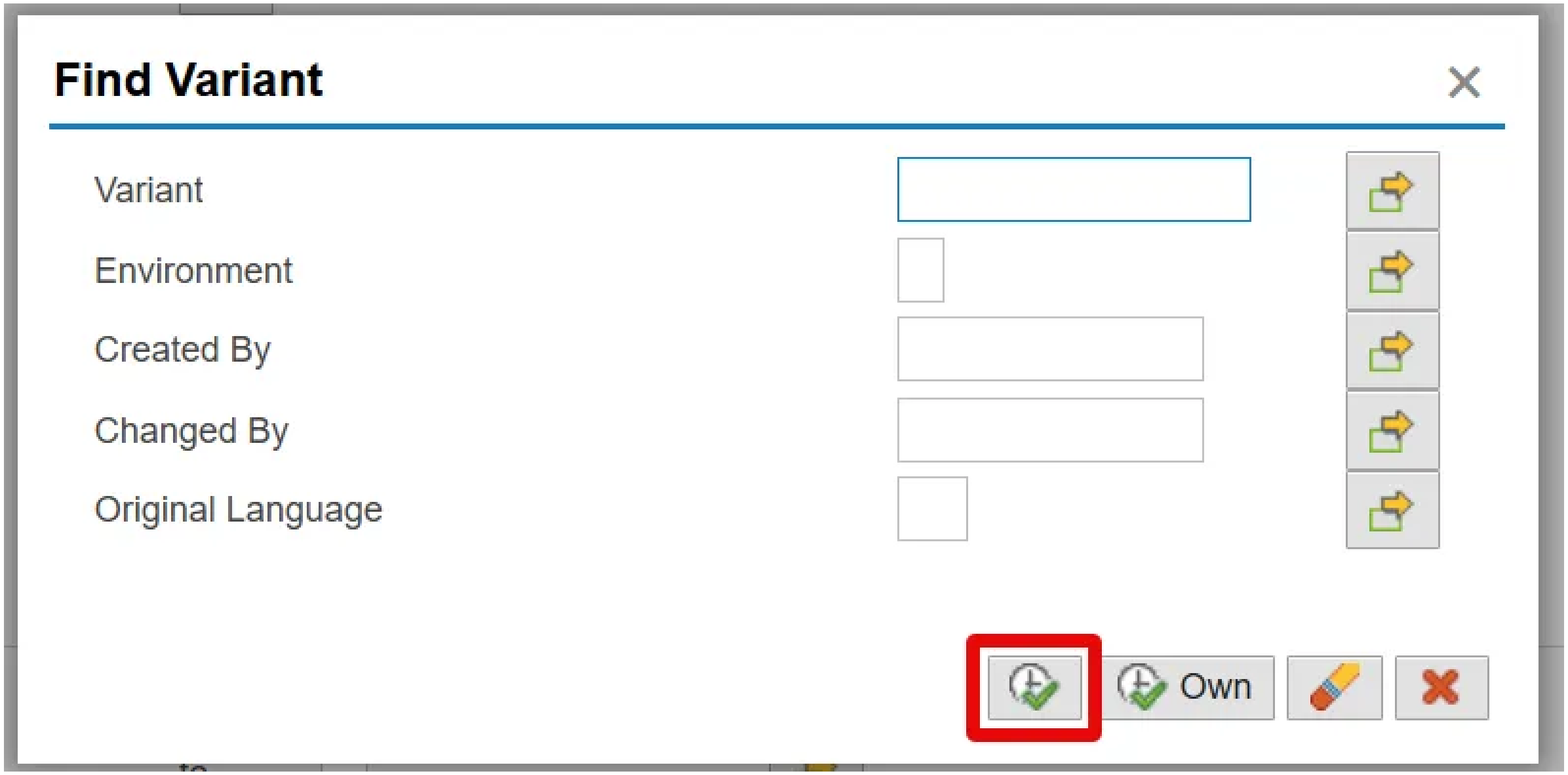
Step 3. Click the **Get Variant** icon.

Image



Step 4. Remove your personnel number from the Created By field in the pop-up window and click the **Execute** button.

Image



Step 5. Select the appropriate **Agency LATE ORBIT Payments** variant.

Image

Variant Name	Short Description	Environm...	Protected
ZPROD-BW WCL	PROD - BW WC Long Retirement	A	☐
ZPROD-BW WCR	PROD - BW WC Retirement	A	☐
ZPROD-BW-BM	PROD - BW Payroll Sample	A	☐
ZPROD-BW-LTORB	Agency Late ORBIT Payments	A	☐
ZPROD-BW-NG	PROD - BW National Guard	A	☐
ZPROD-BW-ORB-B	ORBIT Not Late Payments (B)	A	☑
ZPROD-BW-ORB-C	ORBIT Late Payments (C)	A	☑
ZPROD-BW-ORBDE	ORBIT Deductions EE	A	☑
ZPROD-BW-ORBDR	ORBIT Deductions ER	A	☑

(monthly)

Image

ZPROD-MO-LTORB	Agency Late ORBIT Payments

(bi-weekly)

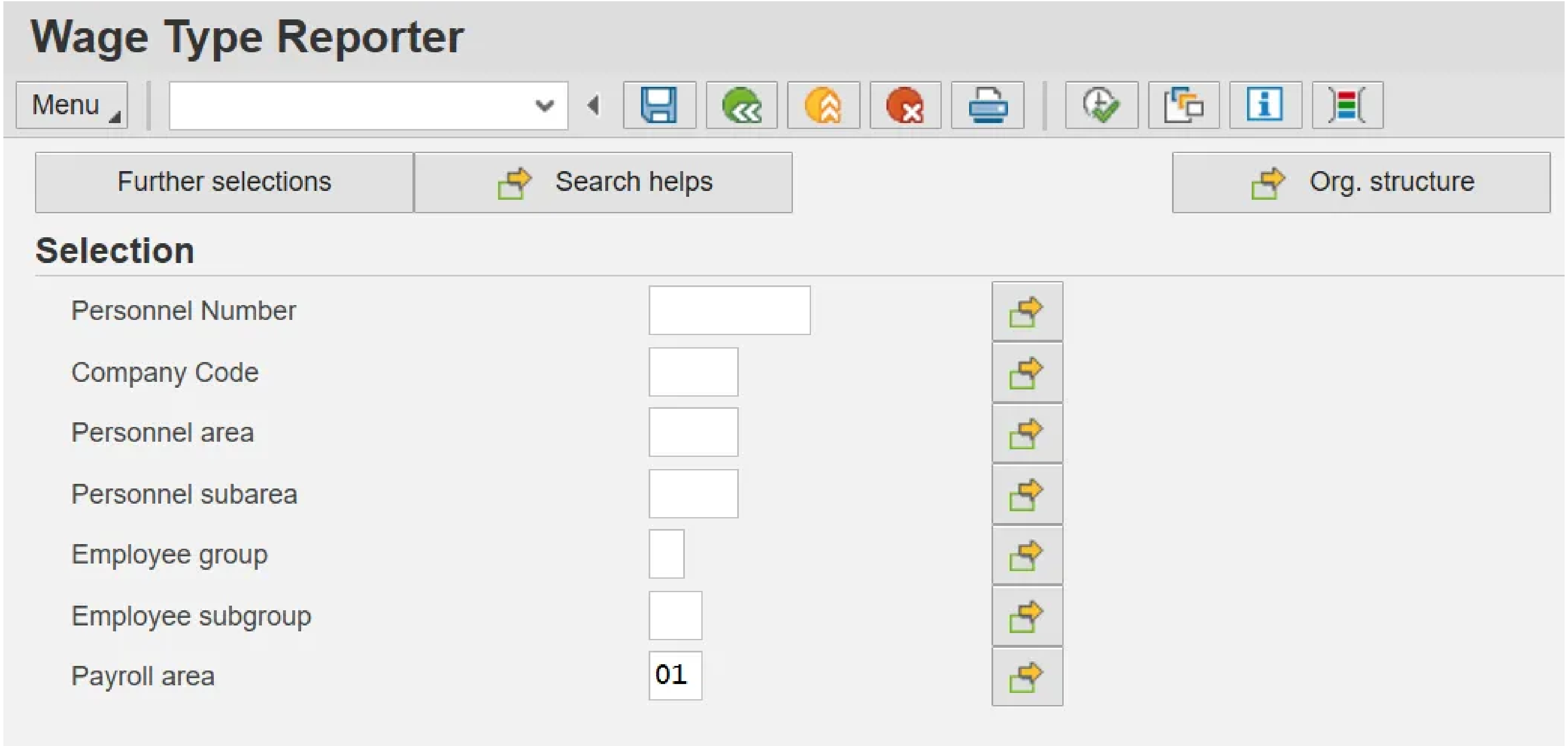
Image

ZPROD-BW-LTORB	Agency Late ORBIT Payments

Step 6. Click **Enter**.

Step 7. Update the fields in the Selection area.

Image



Note: You may click on “Org structure” if you would like to run the Wage Type Reporter for a periodical Org. Unit.

Field Name	Description	Values
Company Code	NC01 for all agencies except Transportation, which is NC02.	Enter Value in Company Code. Example: NC01

Field Name	Description	Values
Personnel area	Code identifying the agency and division associated with the position.	Enter value in Personnel Area. Example: 2001
Personnel subarea	Organizational entity which represents part of a personnel area characterized by personnel administration, time management, and payroll criteria.	Enter value in Personnel subarea. Example: NC01 (7day Norm)
Employee group	Employee’s working classification (e.g. permanent, temporary, probationary, etc.).	Enter value in Employee group. Example: A
Employee subgroup	Code identifying the employees exempt, non-exempt, or other working status.	Enter value in Employee subgroup. Example: A1
Payroll area	Code identifying the payroll area or frequency of payroll **01** for Monthly or **04** for Bi-Weekly	Enter value in Payroll area. Example: 01

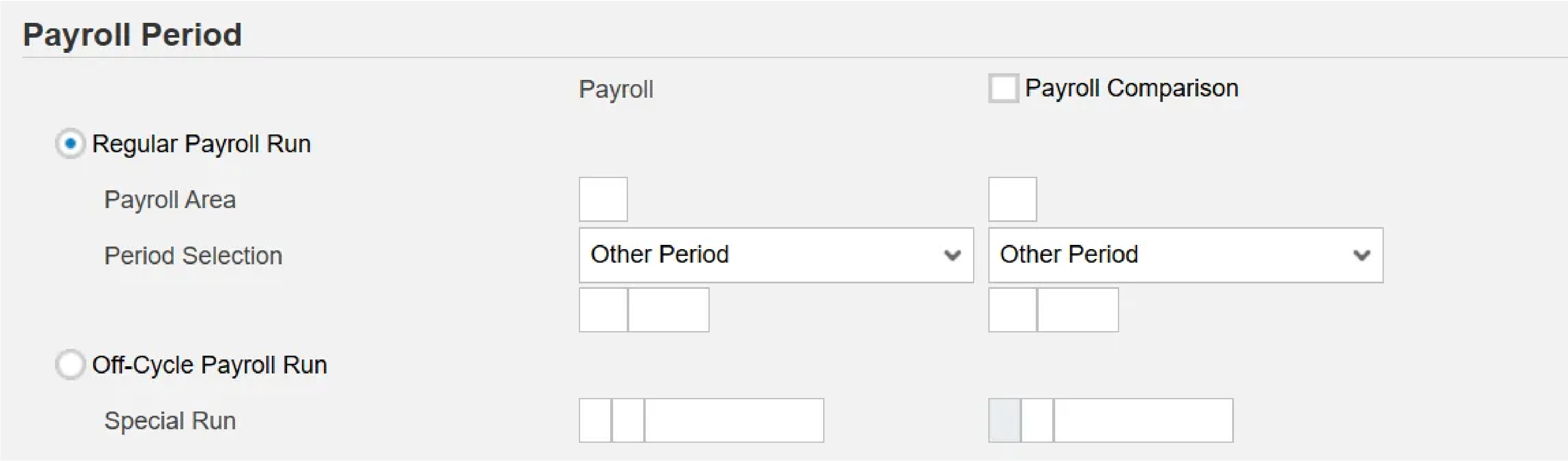
Note**:** The more selection criteria selected, the narrower your report results.

Step 8. Click the **Payroll Period** button.

Image

Step 9. Update the fields in the Payroll Period section.

Image



Regular Payroll Run

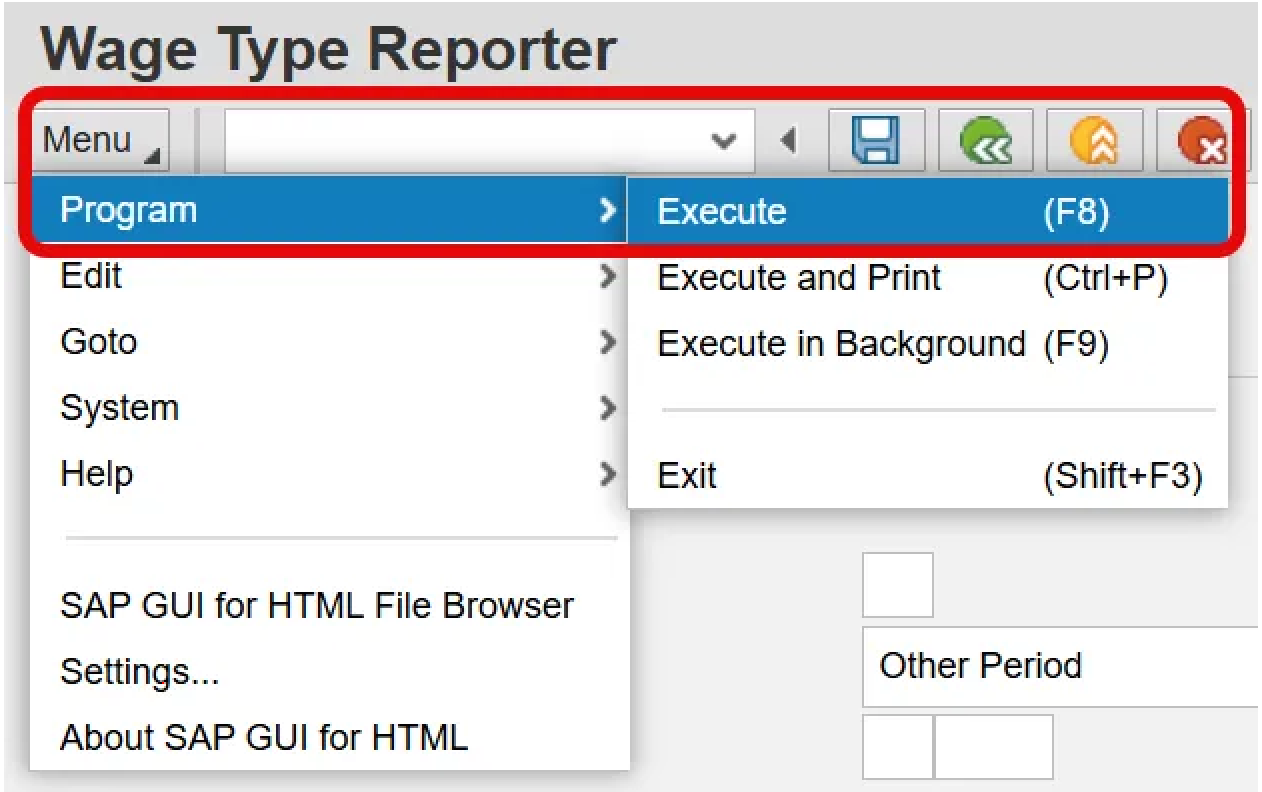
- Payroll Area: Code identifying the payroll area, or frequency of payroll (01 for Monthly, 04 for Bi-Weekly)
- Period Selection: Period identifying the payroll time frame (Current Period or Other Period)

Off-Cycle Payroll Run

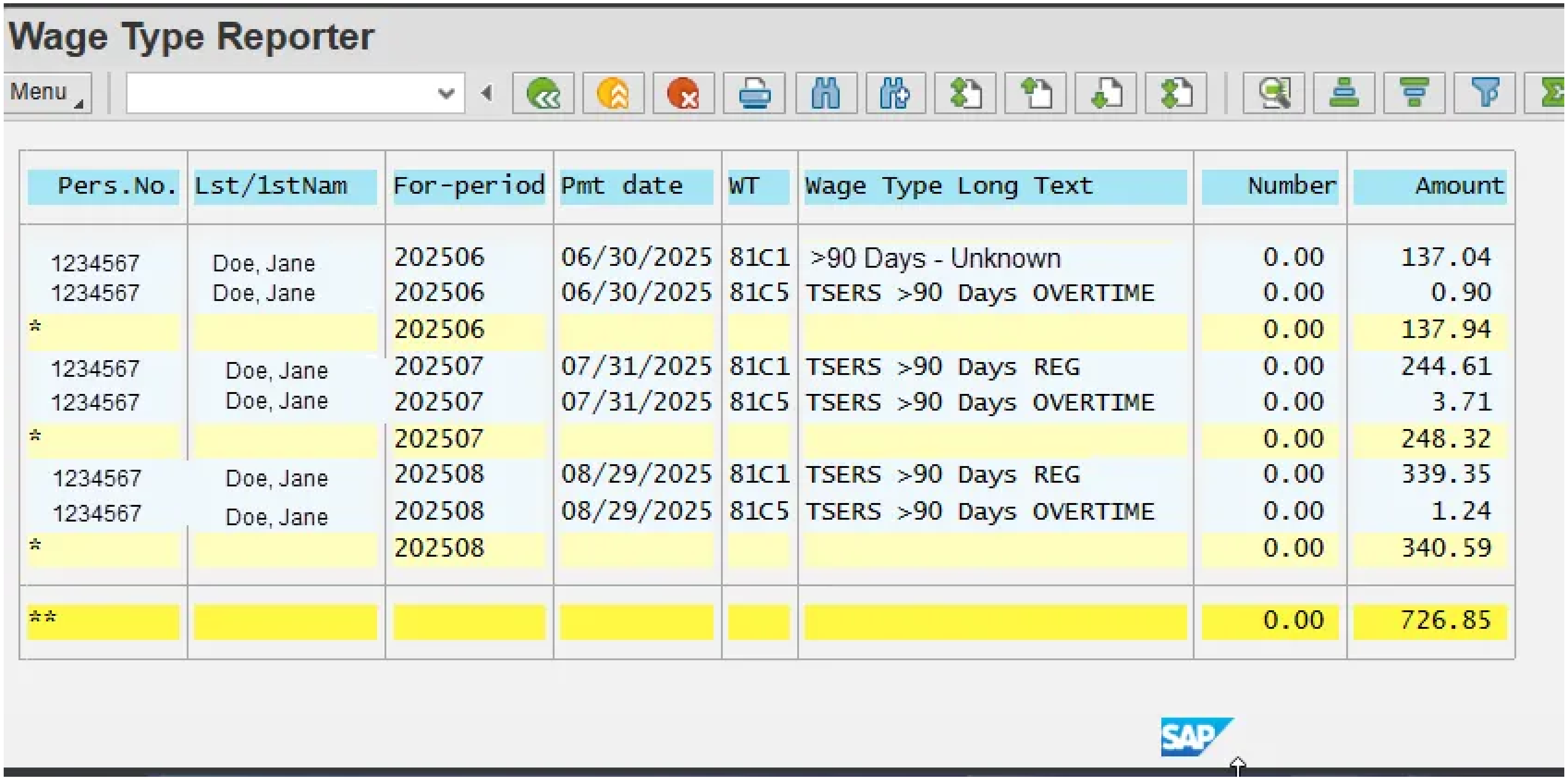
- Special Run: Period identifying the off-cycle payroll run.
  - Payroll Type
  - Payroll Identifier
  - Off-Cycle Payment

Step 10. Click **Execute** or **Execute in Background** from the program menu.

Image



Image



Pers.No.	Lst/1stNam	For-period	Pmt date	WT	Wage Type Long Text	Number	Amount
1234567	Doe, Jane	202506	06/30/2025	81C1	>90 Days - Unknown	0.00	137.04
1234567	Doe, Jane	202506	06/30/2025	81C5	TSERS >90 Days OVERTIME	0.00	0.90
*		202506				0.00	137.94
1234567	Doe, Jane	202507	07/31/2025	81C1	TSERS >90 Days REG	0.00	244.61
1234567	Doe, Jane	202507	07/31/2025	81C5	TSERS >90 Days OVERTIME	0.00	3.71
*		202507				0.00	248.32
1234567	Doe, Jane	202508	08/29/2025	81C1	TSERS >90 Days REG	0.00	339.35
1234567	Doe, Jane	202508	08/29/2025	81C5	TSERS >90 Days OVERTIME	0.00	1.24
*		202508				0.00	340.59
**						0.00	726.85

In the sample Wage Type Reporter above, Personnel Number 1234567 has Wage Types >90 Days in the June 2025 Payroll Period in the For-period(s) as follows:

Pers.No.	For-period	Pmt date	WT	Wage Type Long Text	Amount
1234567	202506	06/30/2025	81C5	TSERS >90 Days OVERTIME	0.90
1234567	202507	07/31/2025	81C1	TSERS >90 Days REG	344.61
1234567	202507	07/31/2025	81C5	TSERS >90 Days OVERTIME	9.71
1234567	202508	08/29/2025	81C1	TSERS >90 Days REG	339.35
1234567	202508	08/29/2025	81C5	TSERS >90 Days OVERTIME	1.24

In the sample Wage Type Report above, Personnel Number 1222222 has a Wage Type >90 Days in the October 2020 Payroll Period in the For-period(s) as follows:

Pers.No.	For-period	Pmt date	WT	Wage Type Long Text	Amount
1222222	202506	06/30/2025	81C1	>90 Days – Unknown	137.04

For the employees to receive service/salary credit for the positive wages > 90 days, a Form 466, Purchasing Retirement System Credit for Erroneously Omitted Service or Purchasing Contributions for Underreported Salary must be completed on each employee listed on the Wage Type Reporter who meets the eligibility requirements specified by law for purchases. The agency must notify the employee(s) and work with them on completing the form. Once the employee(s) has completed Sections A through E, the agency must provide the employee(s)'s compensation in Section F for each month underreported. The agency will submit the completed form(s) to the Department of State Treasurer, Retirement Systems Division to verify the employee(s) eligibility to purchase and DST will prepare cost statement(s). The employee(s) and employer will receive a cost statement letter from the Retirement Systems Division.

For the wages submitted to the Retirement System in error for prior calendar year(s), a Form 316, Employer Request for a Refund of Contributions Reported to the Retirement System in Error must be completed on each employee listed on the Wage Type Reporter. The negative wages and correct salary must be listed separately for each pay period in Section D. A brief explanation of why the refund is being requested must be included on the form. As indicated on the form, employer contributions reported in error in prior calendar years will not be refunded. Only employee retirement contributions erroneously reported to the Retirement System in prior calendar years will be refunded. A check for the erroneously reported prior calendar year employee contribution only will be made payable to the employee in a lump sum distribution and will be mailed directly to the employee's most recent address in ORBIT.

For Wage Type 8000 (> 90 Days – Unknown) - The agency must determine the pay period(s) included in the Wage Type > 90 Days – Unknown total amount to accurately report the employee's compensation which was underreported and/or erroneously reported. An additional Wage Type Reporter must be run on each employee to make this determination.

Procedure

Use these procedures to obtain the details of the > 90 days - unknown wages for an employee.

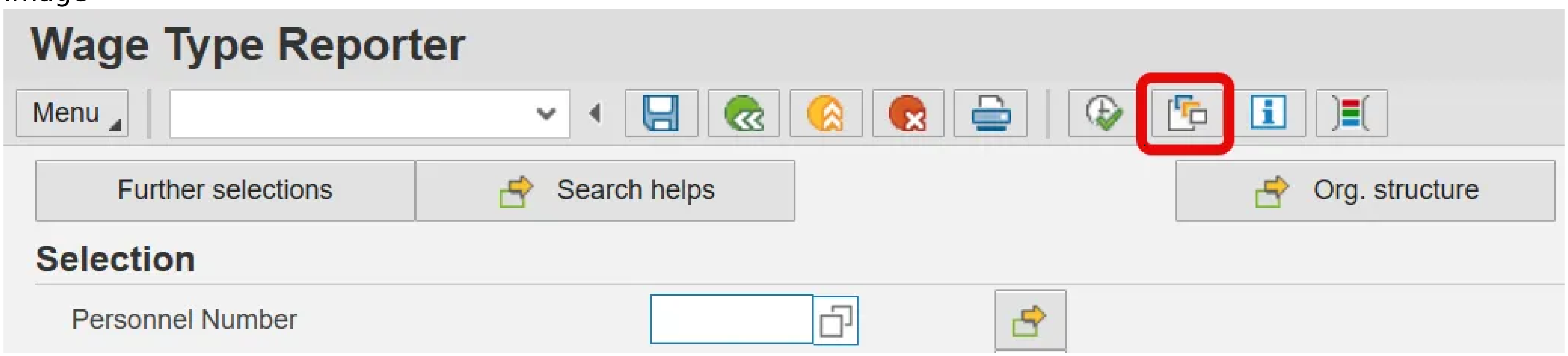
There are 9 steps to complete this process.

Step 1. Enter **PC00_M99_CWTR** in the Command field on the SAP Easy Access screen.

Step 2. Click **Enter**.

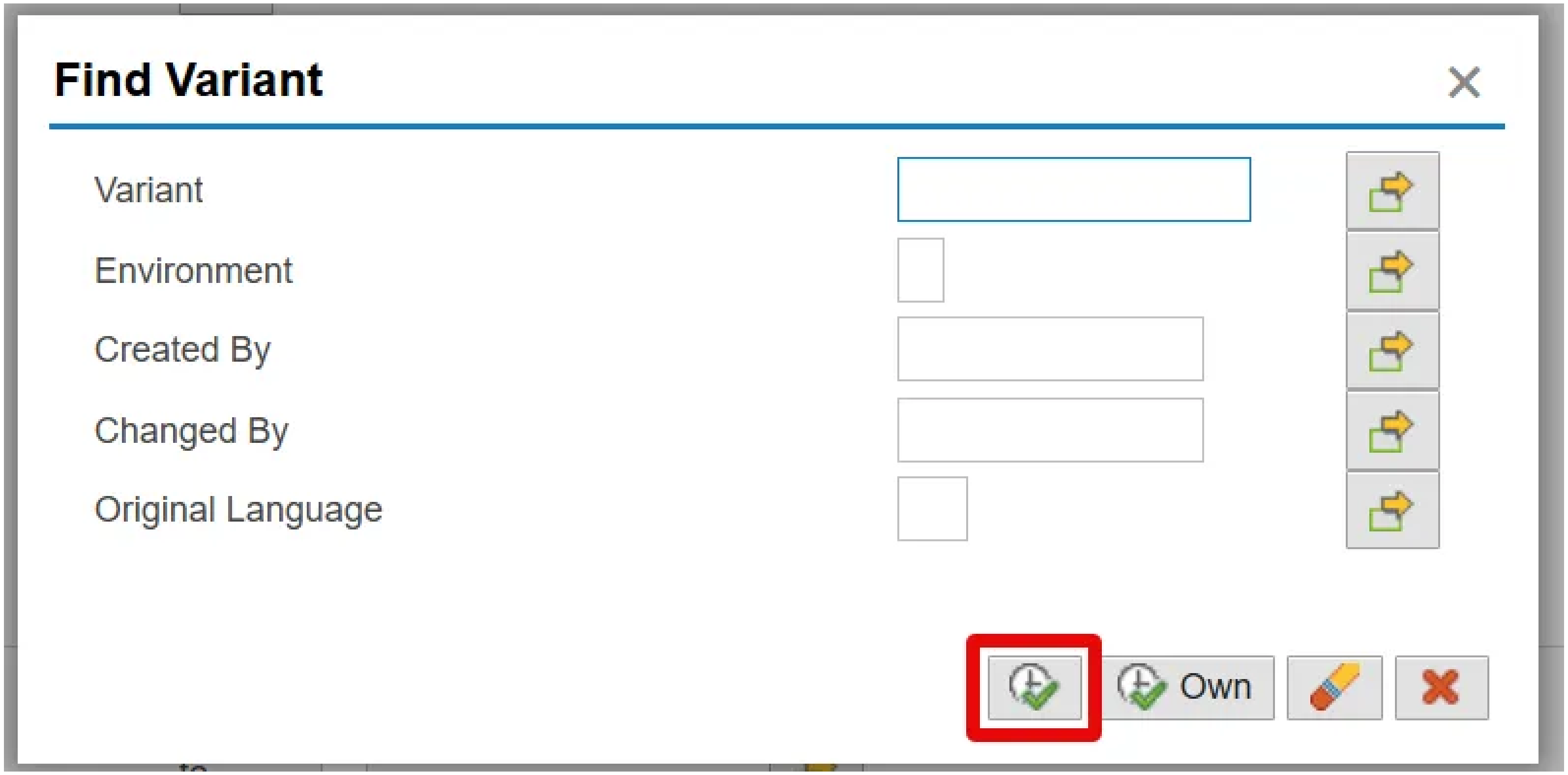
Step 3. Click the **Get Variant**.

Image



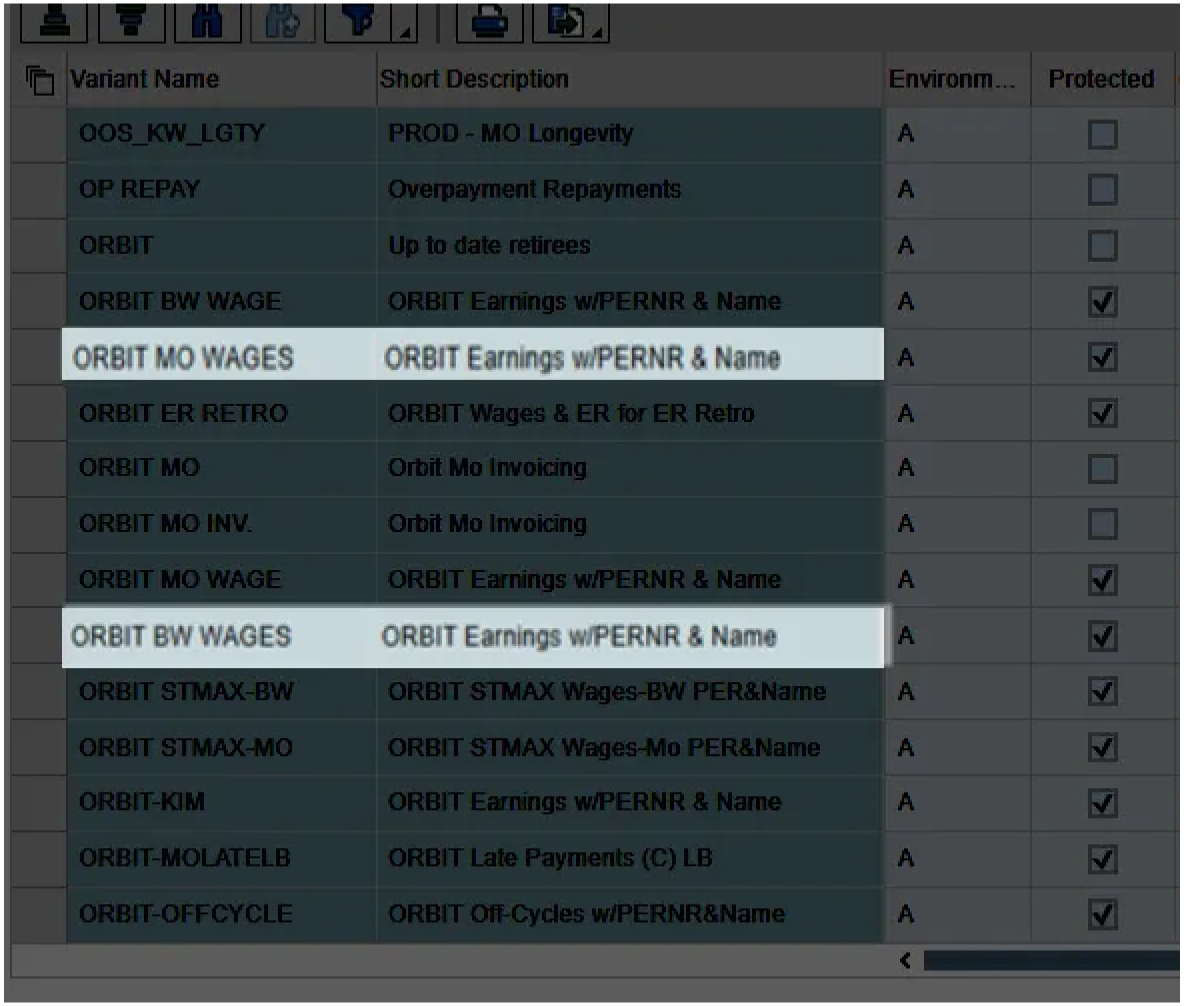
Step 4. Remove your personnel number from the Created By field in the pop-up window and click on the **Execute**.

Image



Step 5. Select the appropriate **ORBIT Earnings w/PERNR & Name** variant.

Image



Variant Name	Short Description	Environm...	Protected
OOS_KW_LGTY	PROD - MO Longevity	A	☐
OP REPAY	Overpayment Repayments	A	☐
ORBIT	Up to date retirees	A	☐
ORBIT BW WAGE	ORBIT Earnings w/PERNR & Name	A	☑
ORBIT MO WAGES	ORBIT Earnings w/PERNR & Name	A	☑
ORBIT ER RETRO	ORBIT Wages & ER for ER Retro	A	☑
ORBIT MO	Orbit Mo Invoicing	A	☐
ORBIT MO INV.	Orbit Mo Invoicing	A	☐
ORBIT MO WAGE	ORBIT Earnings w/PERNR & Name	A	☑
ORBIT BW WAGES	ORBIT Earnings w/PERNR & Name	A	☑
ORBIT STMAX-BW	ORBIT STMAX Wages-BW PER&Name	A	☑
ORBIT STMAX-MO	ORBIT STMAX Wages-Mo PER&Name	A	☑
ORBIT-KIM	ORBIT Earnings w/PERNR & Name	A	☑
ORBIT-MOLATELB	ORBIT Late Payments (C) LB	A	☑
ORBIT-OFFCYCLE	ORBIT Off-Cycles w/PERNR&Name	A	☑

(monthly)

Image

ORBIT MO WAGES	ORBIT Earnings w/PERNR & Name

(bi-weekly)

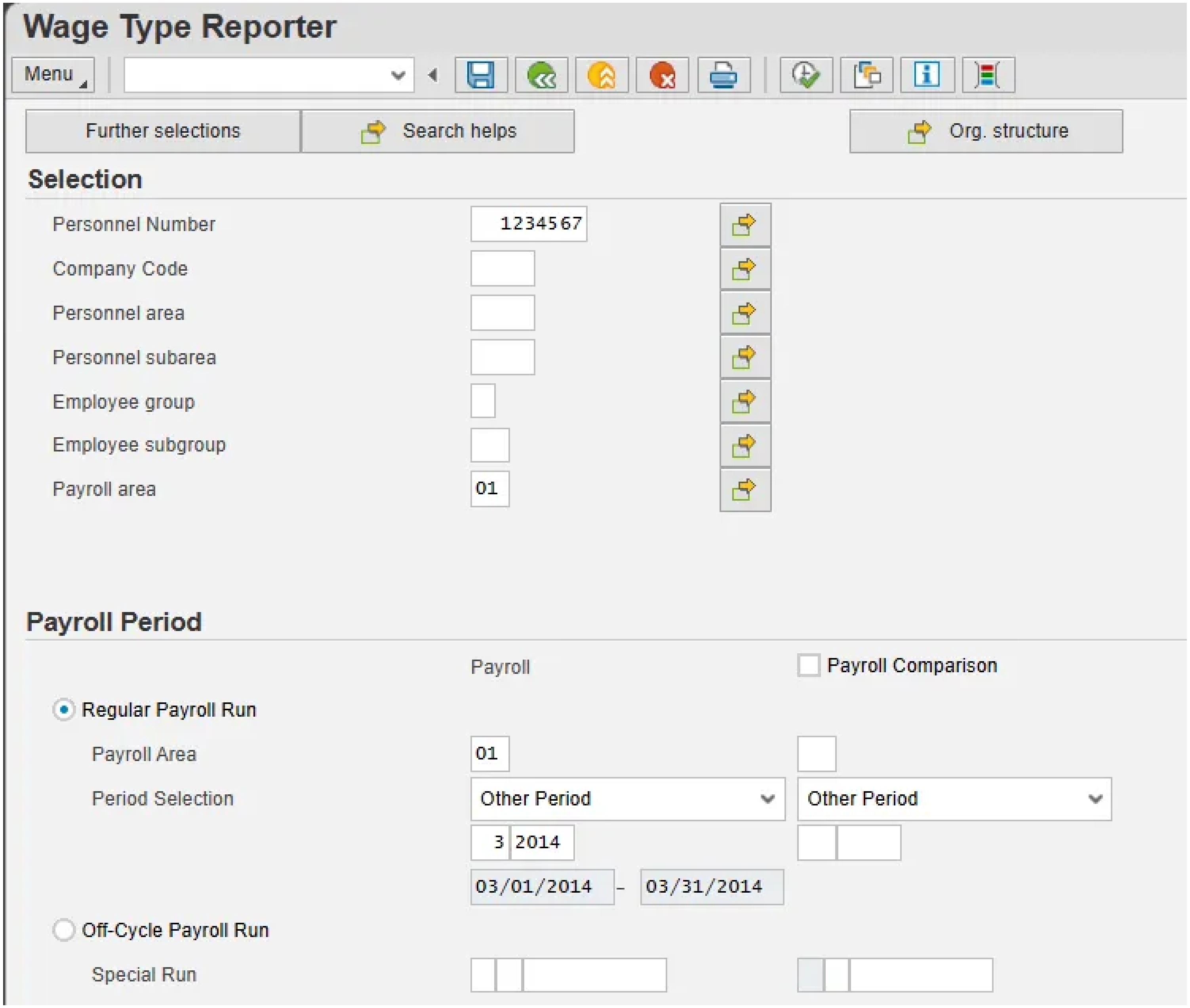
Image

ORBIT BW WAGES	ORBIT Earnings w/PERNR & Name

6. Click **Enter**.

7. Enter the **Personnel Number** of the employee with the Wage Type 8000, > 90 Days – Unknown.

Image

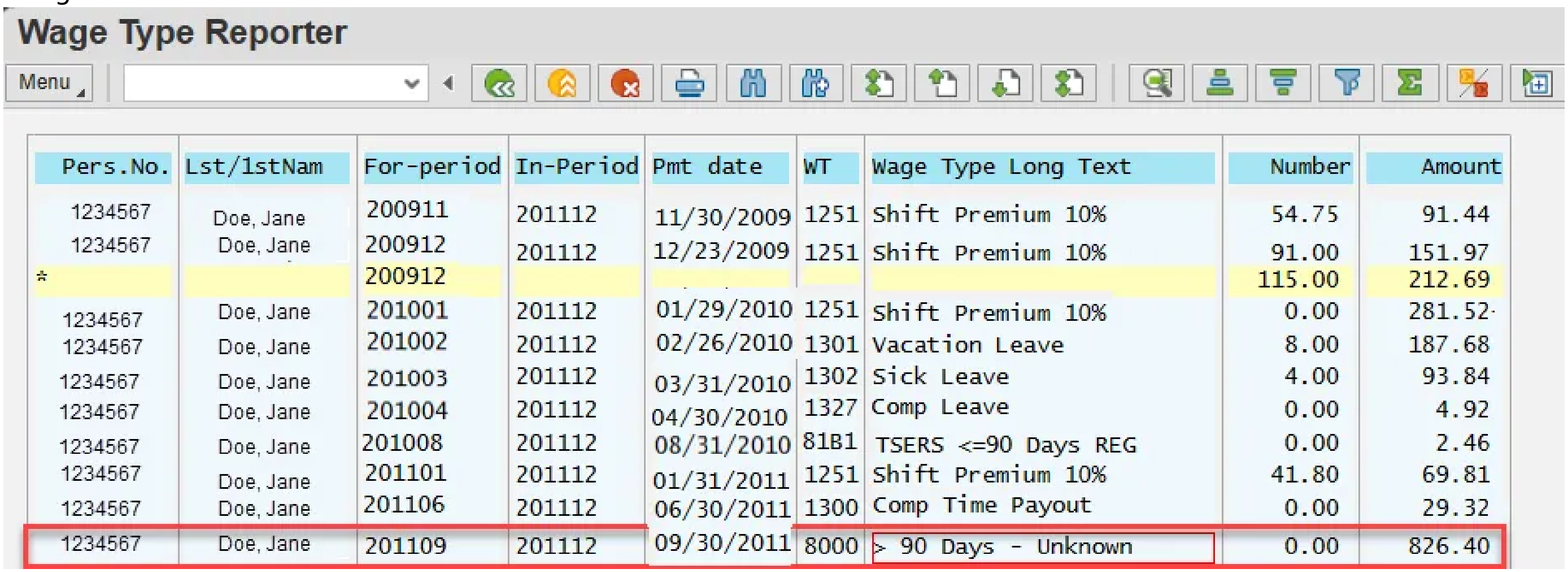

Wage Type Reporter
Menu
Further selections
Search helps
Org. structure
Selection
Personnel Number
1234567
Company Code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area
01
Payroll Period
Payroll
Payroll Comparison
Regular Payroll Run
Payroll Area
01
Period Selection
Other Period
Other Period
3 2014
03/01/2014 - 03/31/2014
Off-Cycle Payroll Run
Special Run

Step 8. Enter the **same Payroll Period** used when the variant such as ZPROD-MO-LTORB: Agency Late ORBIT Payments was run previously.

Step 9. Click **Execute**.

Wage Type Reporter – Variant: ORBIT Earnings w/PERNR & Name (Personnel Number 1234567)

Image



Pers.No.	Lst/1stNam	For-period	In-Period	Pmt date	WT	Wage Type Long Text	Number	Amount
1234567	Doe, Jane	200911	201112	11/30/2009	1251	Shift Premium 10%	54.75	91.44
1234567	Doe, Jane	200912	201112	12/23/2009	1251	Shift Premium 10%	91.00	151.97
*		200912					115.00	212.69
1234567	Doe, Jane	201001	201112	01/29/2010	1251	Shift Premium 10%	0.00	281.52
1234567	Doe, Jane	201002	201112	02/26/2010	1301	Vacation Leave	8.00	187.68
1234567	Doe, Jane	201003	201112	03/31/2010	1302	Sick Leave	4.00	93.84
1234567	Doe, Jane	201004	201112	04/30/2010	1327	Comp Leave	0.00	4.92
1234567	Doe, Jane	201008	201112	08/31/2010	81B1	TSERS <=90 Days REG	0.00	2.46
1234567	Doe, Jane	201101	201112	01/31/2011	1251	Shift Premium 10%	41.80	69.81
1234567	Doe, Jane	201106	201112	06/30/2011	1300	Comp Time Payout	0.00	29.32
1234567	Doe, Jane	201109	201112	09/30/2011	8000	> 90 Days - Unknown	0.00	826.40

In the sample Wage Type Reporter above, Personnel Number 1234567 has wages >90 Days in the December 2011 Payroll Period in the For-periods as follows:

Pers.No.	For-period	Pmt date	Wage Type >90 Days per For-Period	Pay Type
1234567	200911	11/30/2009	91.44	REG

Pers.No.	For-period	Pmt date	Wage Type >90 Days per For-Period	Pay Type
1234567	200912	12/23/2009	151.97	REG
1234567	201001	01/29/2010	281.52	REG
1234567	201002	02/26/2010	187.68	REG
1234567	201003	03/31/2010	93.84	REG
1234567	201008	04/30/2010	4.92	REG
1234567	201101	08/31/2010	2.46	REG
1234567	201106	01/31/2011	69.81	REG
1234567	201109	06/30/2011	29.32	ANNLEAVE
Total:			**912.96**	

Note**:** Wages are reported to the Retirement System under pay types as defined by ORBIT. Only wages earned under certain wage types are retirement eligible.

The Payroll Job Aid, Wage Types Reported to ORBIT, lists the wage types that are retirement eligible, and under which pay type they are reported to the Retirement System.

Wage Type Reporter – Variant: ORBIT Earnings w/PERNR & Name

(Personnel Number 1222222)

Image

Wage Type Reporter

Menu

Pers.No.	Lst/1stNam	For-period	In-Period	Pmt date	WT	Wage Type Long Text	Number	Amount
1222222	Smith, John	200805	201112	05/30/2008	1210	Overtime	0.00	0.27
1222222	Smith, John	200805	201112	05/30/2008	1212	Overtime Premium	0.00	0.13
*		200805					0.00	0.40
1222222	Smith, John	200807	201112	07/31/2008	1210	Overtime	0.00	1.74
1222222	Smith, John	200807	201112	07/31/2008	1212	Overtime Premium	0.00	0.87
*		200807					0.00	2.61
1222222	Smith, John	200809	201112	09/30/2008	1210	Overtime	0.00	8.75
1222222	Smith, John	200809	201112	09/30/2008	1212	Overtime Premium	0.00	4.46
*		200809					0.00	13.21
1222222	Smith, John	201111	201112	11/26/2008	1210	Overtime	0.00	40.48
1222222	Smith, John	201111	201112	11/26/2008	1212	Overtime Premium	0.00	20.24
*		201111					0.00	60.72
1222222	Smith, John	200812	201112	12/23/2008	1210	Overtime	0.00	4.92
1222222	Smith, John	200812	201112	12/23/2008	1212	Overtime Premium	0.00	2.46
*		200812					0.00	7.38
1222222	Smith, John	200901	201112	01/30/2009	1210	Overtime	0.00	8.40
1222222	Smith, John	200901	201112	01/30/2009	1212	Overtime Premium	0.00	4.27
*		200901					0.00	12.67
1222222	Smith, John	200904	201112	04/30/2009	1210	Overtime	0.00	34.56-
1222222	Smith, John	200904	201112	04/30/2009	1212	Overtime Premium	0.00	17.07-
*		200904					0.00	51.63
1222222	Smith, John	200905	201112	05/29/2009	1210	Overtime	0.00	8.12-
1222222	Smith, John	200905	201112	05/29/2009	1212	Overtime Premium	0.00	4.06-
*		200905					0.00	12.18-
1222222	Smith, John	200907	201112	07/31/2009	1210	Overtime	0.00	17.28-
1222222	Smith, John	200907	201112	07/31/2009	1212	Overtime Premium	0.00	8.64-
*		200907					0.00	25.92-
1222222	Smith, John	200909	201112	09/30/2009	1210	Overtime	0.00	1.79-
1222222	Smith, John	200909	201112	09/30/2009	1212	Overtime Premium	0.00	0.91-
*		200909					0.00	2.70-
1222222	Smith, John	200911	201112	11/30/2009	1210	Overtime	0.00	15.66
1222222	Smith, John	200911	201112	11/30/2009	1212	Overtime Premium	0.00	7.83
*		200911					0.00	23.49

In the sample Wage Type Reporter above, Personnel Number 1222222 has wages >90 days in the December 2011 Payroll Period in the For-periods as follows:

Pers.No.	For-period	Pmt date	Wage Type >90 Days per Period	Pay Type
1222222	200805	05/30/2008	.40	OVERTIME
1222222	200807	07/31/2008	2.61	OVERTIME
1222222	200809	09/30/2008	13.21	OVERTIME
1222222	200811	11/26/2008	60.72	OVERTIME
1222222	200812	12/23/2008	7.38	OVERTIME
1222222	200901	01/30/2009	12.67	OVERTIME
1222222	200904	04/30/2009	51.63	OVERTIME
1222222	200905	05/29/2009	-12.18	OVERTIME
1222222	200907	07/31/2009	-25.92	OVERTIME
1222222	200909	09/30/2009	-2.70	OVERTIME
1222222	201101	01/31/2011	0	
Total:			**107.82**	

Once the wages >90 days have been determined per For-period, the appropriate form(s) must be completed and mailed to N.C. Department of State Treasurer, Retirement Systems Division.

In the examples above:

Personnel Number 1234567: The agency must contact the employee regarding the positive wages underreported. If the employee elects to purchase the contributions for the underreported salary, Form 466 must be completed and mailed to the Retirement Systems Division.

Personnel Number 1222222: The agency must contact the employee regarding the positive wages underreported for periods 200805, 200807, 200809, 200811, 200812 and 200901. If the employee elects to purchase the contributions for the underreported salary, Form 466 must be completed and mailed to the Retirement Systems Division. Also, the agency must complete Form 316 since there are negative wages for periods 200904, 200905, 200907 and 200909.

Note**:** Wages are reported to the Retirement System under pay types as defined by ORBIT. Only wages earned under certain wage types are retirement eligible.

The Payroll Job Aid, Wage Types Reported to ORBIT, list the wage types that are retirement eligible, and under which pay type they are reported to the Retirement System.

Additional Resources

NC Department of State Treasurer/Retirement & Savings/Government Employers
NC Department of State Treasurer/Retirement Systems/Forms

- Form 316 – 316-Pink Sheet Refund
- Form 466 – Purchasing Retirement System Credit for Unreported Service Omitted Through Error

ORBIT

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View PDF