

US - 7424 Employee Contributions Report

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

Country Accounting

ERP



Frequency

Monthly

References

Forms

[US WP1 Employee Deductions - Template](#)

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The main objective of this document is to demonstrate how to update the employee deductions report that must be sent to David Neuberger and Accounting Platform monthly.

1.2. Scope

This procedure applies to all ERP WP1, company 7424 and needs to be done on D-2.

2. Definitions

See Finance Glossary:

- [ERP](#)
- [PF1](#)
- [WP1](#)

3. Tasks description

3.1. Responsibilities

SBS Responsibilities:

- SBS Finance Operations is responsible for update this report monthly and send it to David Neuberger and Accounting Platform.

3.2. I update the "Employee Deductions" report

The HR Finance report used to update the information will be available [HERE](#) . This team site is manage by the HR Finance team, and contains the monthly payroll reports by cost center. The information should be available by D-2. David uses this to analyze our net benefit costs.

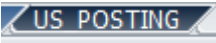


Note

If you don't have access, please submit a request to Sandra Dubourg.

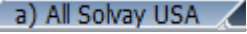
Look for the last file on the list (the file from the currently month you want to update):

Topic : Payroll (22)							
US_POSTING_2015_01	US_POSTING_2015_01	HRO PAYROLL	Salary postings	Payroll	30/01/2015 00:47	US	
US_POSTING_2015_02	US_POSTING_2015_02	HRO PAYROLL	Salary postings	Payroll	25/02/2015 21:17	US	
US_POSTING_2015_03	US_POSTING_2015_03	HRO PAYROLL	Salary postings	Payroll	30/03/2015 17:53	US	
US_POSTING_2015_04	US_POSTING_2015_04	HRO PAYROLL	Salary postings	Payroll	29/04/2015 21:41	US	
US_POSTING_2015_05	US_POSTING_2015_05	HRO PAYROLL	Salary postings	Payroll	29/05/2015 01:03	US	
US_POSTING_2015_06	US_POSTING_2015_06	HRO PAYROLL	Salary postings	Payroll	29/06/2015 22:36	US	
US_POSTING_2015_07	US_POSTING_2015_07	HRO PAYROLL	Salary postings	Payroll	30/07/2015 16:54	US	
US_POSTING_2015_08	US_POSTING_2015_08	HRO PAYROLL	Salary postings	Payroll	27/08/2015 01:36	US	
US_POSTING_2015_09	US_POSTING_2015_09	HRO PAYROLL	Salary postings	Payroll	08/10/2015 23:08	US	
US_POSTING_2015_10	US_POSTING_2015_10	HRO PAYROLL	Salary postings	Payroll	29/10/2015 14:19	US	
US_POSTING_2015_11	US_POSTING_2015_11	HRO PAYROLL	Salary postings	Payroll	25/11/2015 18:35	US	
US_POSTING_2015_12	US_POSTING_2015_12	HRO PAYROLL	Salary postings	Payroll	31/12/2015 22:18	US	
US_POSTING_2016_01	US_POSTING_2016_01	HRO PAYROLL	Salary postings	Payroll	27/01/2016 22:44	US	
US_POSTING_2016_02	US_POSTING_2016_02	HRO PAYROLL	Salary postings	Payroll	25/02/2016 17:52	US	
US_POSTING_2016_03	US_POSTING_2016_03	HRO PAYROLL	Salary postings	Payroll	28/03/2016 22:07	US	
US_POSTING_2016_04	US_POSTING_2016_04	HRO PAYROLL	Salary postings	Payroll	27/04/2016 22:55	US	
US_POSTING_2016_04_MID MONTH	US_POSTING_2016_04_MID MONTH	HRO PAYROLL	Salary postings	Payroll	20/04/2016 16:54	US	
US_POSTING_2016_05	US_POSTING_2016_05	HRO PAYROLL	Salary postings	Payroll	31/05/2016 23:59	US	
US_POSTING_2016_06	US_POSTING_2016_06	HRO PAYROLL	Salary postings	Payroll	24/06/2016 22:35	US	
US_POSTING_2016_07	US_POSTING_2016_07	HRO PAYROLL	Salary postings	Payroll	26/07/2016 15:56	US	
US_POSTING_2016_08	US_POSTING_2016_08	HRO PAYROLL	Salary postings	Payroll	26/08/2016 17:32	US	
US_POSTING_2016_09	US_POSTING_2016_09	HRO PAYROLL	Salary postings	Payroll	29/09/2016 14:26	US	

Copy and the paste the full report on the template [US WP1 Employee Deductions - Template](#), on tab  , starting on cell "B1" and delete the blank columns (D, M, N, O).

Step 1

To update the tables it's necessary to perform some filters:

1. **Filter by "Company Code", only 7424:** The report contains information from both legacies PF1 and WP1, but we only need company 7424. By doing this, copy all the information and paste on tab: 
2. As Chemlogics is using company 7424 to process their payroll, the information from both companies are under 7424 company code, to know which information belongs to Chemlogics the first columns consider a list of "Personnel Areas", following list:

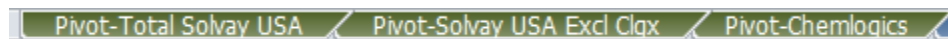
Chemlogics Personnel Areas					
8218	8221	8234	8237	8240	8243
8219	8232	8235	8238	8241	8244
8220	8233	8236	8239	8242	

Tab **US POSTING** contains a formula on column "A" that marks what is related to Chemlogics. Filter this column, then copy and paste this information on tab **b) Chemlogics**.

3. For last, go back and undo all the filters, now is necessary to filter only "Company Code" 7424, and on column "A", only "Blanks". Copy and paste this information on tab **c) Solvay USA Exc Chemlog**.

Step 2

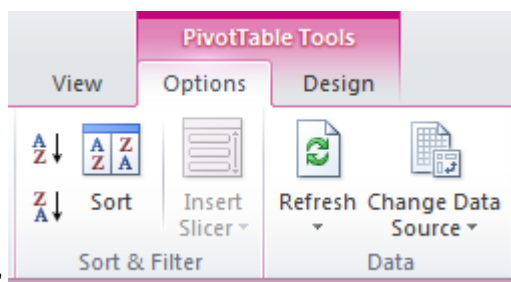
The second step is to refresh the pivot tables, on the following tabs:



This tables contain a filter by "Wage type", that only consider the items below:

Only Included WTs in all 3 pivot tables				
2451	3793	3E70	3ED0	3EP1
2963	3794	3E90	3EE0	
3792	3E50	3EB0	3EG0	

To refresh go to:



- "PivotTable Tools"/ "Refresh"

Step 3

The last part of this report is the "HSA and Flex Spending Deductions". The tab will sum the amounts per account and wage type:

7424 + Chem HSA and Flex

This table contains formulas, and is updated when the reports are filled. Just make sure that the current month you are reporting is in this table.

Solvay USA - Co. 7424						
HSA and Flex Spending Deductions						
2021						
	G/L 43900410, WT 3823, HSA			G/L 43900409, WT 3812/3815, Flex		
	Co. 7424, Excl Chemlogics	Chemlogics	Total Co. 7424	Co. 7424, Excl Chemlogics	Chemlogics	Total Co. 7424
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Total	-	-	-	-	-	-

3.3. I check and send the report

Make sure you have updated all the pivot tables and then send this report to David Neuberger and Accounting Platform for US WP1.

End of document.