Payroll & Finance

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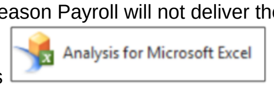
The objective of this page is to upload any relevant information that supports the communication between Payroll and Finance, promoting best practices, dos and don'ts.

PAY18 - Reinforce Single Entry of Payroll Requests

Best Practices:

1. Always open a request via Service One under HR catalog (soon there will be a dedicated category for Finance);

2. The Headcount and Cost Center data are available in the Reporting self-sevice tool (Excel Analysis) and or this reason Payroll will not deliver these reports. For more information on how to access 

please consult this presentation or open a case in the reporting area;

3. The variations of Labor costs are visible in the posting report which includes the amounts by wage type, by CC, by GL account (payroll should not be responsible to deliver this information);

4. The basic reports are the posting report and the restructuring report: Individual data can not be communicated. If need for re-invoicing, an average per category of employees should be taken.

DOs	DON'Ts
Prioritize the usage of Self Service Tools	Request via other communication channel rather than S1
Request any support by raising a case directly in S1	Have your payroll contact to raise the ticket on your behalf
Provide approval inside the tool	Contact payroll via other tools rather than Service One to speedup the process
Keep case discussion inside the tool	Request data already available on Self Service Too