

# Functional Documentation - Payroll

## 1.0 Overview

Payroll  
Menu

Labor Cost report is an overview of employee salary costs organized by packages with the detail of wage types per employee and day. With this report we are able to reproduce an employee payslip.

Data is available after each payroll run (day 8 of each month). Meaning, you need to select in the initial prompt the previous month corresponding to the payroll run.

Warning: If you are using the Labor Cost query on the first 5 business days of the current month and the time period you've selected is this same month, no data is available to display because this query only retrieves data of a given month 5 business days after the end of the payroll month.

### Application User Profile

Key user profiles:

HR - Payroll & Related Services Design

Target Users:

HR

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	26.10.2023	Emma Glasson	Initial draft

### Application Type

#### Data Product Type

- Dashboard
- Report
- Advanced analytics
- AI
- Others <specify which one>

#### Technologies

- BW
- Tableau
- QlikSense
- Talend
- Dataiku
- Others <specify which one>

#### Data Sources

Note: list of all applications and various environment

- SAP PF1 (Production environment)
- SAP WP1
- SAP PI1
- BW (versions)
- iCare CRM
- CORE CRM
- Others - euHReka /PP9, SF Easy Comp

## 2.0 Business Process

## 3.0 Application Feature Overview

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name

<b>Labor Costs</b>	<p>Labor Cost report is an overview of employee salary costs organized by packages with the detail of wage types per employee and day. With this report we are able to reproduce an employee payslip.</p> <p><b>Warning: only countries that are part of the corporate payroll are available in this report.</b></p>	<p>Functional Roles ★</p> <p>Calendar Year/Month ★</p> <p>★ mandatory field</p>	n.a	BW_QRY_C PHRPY002_ 0002
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## 4.0 Functional Specification

### 4.1.1 General Data/Calculations

Please find below general dimension, common to all BW HR reports:

Dimension	Definition
<b>Company Code</b>	Company code to which an employee belongs on the time period selected in the report
<b>Country of the company</b>	Country of company where the employee has his employment contract
<b>Calendar</b>	Time dimensions available: Day, Month, Year, Year/Month
<b>Division (Entity)</b>	Division (former entity) to which an employee belongs on the time period selected in the report
<b>Employee NR (NS)</b> <b>Employee PERN</b>	Employee payroll number
<b>Employee status</b>	Active, Active Leave, Inactive Leave  Dormant, reported No Show  Terminated, Inactive
<b>Employment status</b>	Valid for historical data - the period before 1 November 2020.  Equivalent to the current dimension Employee status
<b>Employee sub-group grouping (Gr)</b>	<p>Identification of employee by:</p> <ul style="list-style-type: none"> <li>• Cadre</li> <li>• Employee</li> <li>• Blue Collar</li> <li>• Sales Cadre</li> <li>• External</li> <li>• N.A.</li> </ul> <p>The employee sub-group grouping is a grouping definition of the employment type.</p>
<b>Location Grp (Site)</b>	Employee's site
<b>Person ID</b>	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
<b>User Name</b>	User account name (to access system/tool)

### 4.1.2 Specific dimensions:

Please find below specific dimensions, common to all HR Payroll Labor costs report:

Dimension	Definition
<b>Pay Grade</b>	Pay grade structure points to the reference salary for a certain group of jobs
<b>Pay Scale Area (SAP)</b>	The pay scale structure covers pay aspects which are dependent (industrial-specific, regional, collective agreements, etc)

<b>Wage Type</b>	Wage types are used to assign payments and deductions in the payroll system.
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## 4.2 Process Detail

### 4.2.1. Report/Process Definition

<b>Domain</b>	Human Resources (HR)
<b>Application</b>	BW Payroll
<b>Provider</b>	CPHRPY00
<b>Existing Documentation</b>	<a href="#">HR Reports</a>

### 4.2.2. KPI's/Calculations/Indicators

Indicators available:

<b>Indicators /KPI's</b>	<b>Definition</b>	<b>Calculation /Extraction of data</b>
Base Salary (local)	Monthly amount before benefits, bonuses, or compensation is added in local currency	
Base Salary (EUR)	Monthly amount before benefits, bonuses, or compensation is added in EUR	
Shifts & premiums (local)	All paid allowances linked to shifts such as night/weekend/shift supervising allowances or standby on duty; All paid amount linked to : call back shift changes & special premium linked to work conditions (as duty or heavy work) in local currency	
Shifts & premiums (EUR)	All paid allowances linked to shifts such as night/weekend/shift supervising allowances or standby on duty; All paid amount linked to : call back shift changes & special premium linked to work conditions (as duty or heavy work) in EUR.	
Overtime (local)	All amounts paid on generated overtime hours in local currency.	
Overtime (EUR)	All amounts paid on generated overtime hours in EUR.	
Bonus & Premium PSU (local)	Amounts paid for : Individual Bonus, R.O.E. Bonus, Merit Bonus, performance Bonus; no segregation cadre /non-cadre in local currency.	
Bonus & Premium PSU (EUR)	Amounts paid for : Individual Bonus, R.O.E. Bonus, Merit Bonus, performance Bonus; no segregation cadre /non-cadre in EUR.	
Other Benefits (local)	Others : meal vouchers, seniority premium, innovation premium, representative fees, car allowance, internet, electricity, crèche, etc- Note: in some countries, seniority premium may be considered Base Salary: Portugal (legal) in local currency (Country currency).	
Other Benefits (EUR)	Others : meal vouchers, seniority premium, innovation premium, representative fees, car allowance, internet, electricity, crèche, etc- Note: in some countries, seniority premium may be considered Base Salary: Portugal (legal) in EUR.	
Expatriation Costs (local)	All costs related to expatriated employee Eg: Mobility premium; expat allowance, moving-in-expenses	
Expatriation Costs (EUR)	All costs related to expatriated employee Eg: Mobility premium; expat allowance, moving-in-expenses	
Health & Life Insurance (local)	Health plans,Insurance programs : life, disability (Country currency).	
Health & Life Insurance (EUR)	Health plans,Insurance programs : life, disability (EUR)	
Social contributions (local)	Social security contribution (Country currency).	

Social contributions (EUR)	Social security contribution	
Pension (local)	Saving plans & pensions, Participation to Company results	
Pension (EUR)	Saving plans & pensions, Participation to Company results	
Termination Costs (local)	Costs of termination of work for internal employee (restructuring and other, excl. outplacement): ex: severance	
Termination Costs (EUR)	Costs of termination of work for internal employee (restructuring and other, excl. outplacement): ex: severance	
Holiday pay (local)	Vacation and Christmas allowance. Eg: "thirteenth salary"	
Holiday pay (EUR)	Vacation and Christmas allowance. Eg: "thirteenth salary"	
Headcount Payroll ( Cumulated Headcount )		
Total gross earnings	Monthly amount with extra hours included	
Total gross earnings (EUR)	Monthly amount with extra hours included	
Cost per HC	Total monthly cost to the company, without considering holidays costs.	
Cost per HC (EUR)	Total monthly cost to the company, without considering holidays costs.	
Amount (Local)	Measure that gives the amount for all wage types. <b>Note:</b> do not use this measure to make totals.	
Amount (EUR)	Measure that gives the amount for all wage types. <b>Note:</b> do not use this measure to make totals.	
Quantity	Dynamic value dependent on the wage type. Example: For extra hours wage types the quantity will display the number of hours; for ticket meals wage type the quantity will display the number of days considered to the ticket meals.	

## 5.0 Non-functional Descriptions

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### 5.1 Usability

as per standards

### 5.2 Regulatory Compliance

GDPR compliant. Report that contain sensitive data.

### 5.3 Security

- Only authorised Users be able to access data.
- Data are not yet split between SCO or ECO. The report contains both companies data.

### 5.4 Performance

as per standards

### 5.5 Reliability

as per standards

## **5.6 Scalability**

*Historical report, no small enhancements will be performed and no new access except for new joiners in HR domain.*

## **5.7 Compatibility**

as per standards

## **5.8 Availability**

as per standards

## **5.9 Refresh of the Data**

Monthly refresh, at 03:00 CET, Following month 5th working day.