

Payroll postings

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, new_zealand, emea_transversal, apac_transversal
- 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. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

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

Domain:

Responsibility area:

Table of contents

- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
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 - [Scope of applicability: ww, country_accounting](#)
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- [Table of contents](#)
 - [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
 - [2. Definitions](#)
 - [3. Tasks description](#)
 - [3.1. I request twice a month to the Payroll team the Tax and Garnishment reports](#)
 - [3.2. I prepare the file of the reconciliation](#)

Scope

NAM/LAM

ERP

PI2

Frequency



Month

References

Forms

Attachments

<< Payroll postings >>

1. Objective and Scope

1.1. Objective of this Operation

The payroll account 50560USD52 needs to be zero balance at the month end.

The remaining open balance on the last day of the month must be identified and posted in the respective affiliate IBA

1.2. Scope

This procedure is applied for the entity 4044: Syensqo Finance (America), LLC in PI2 System.

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I request twice a month to the Payroll team the Tax and Garnishment reports

3.1.1. Tax and Garnishment reports

In order to do the reconciliation, we need to request twice a month to the Payroll team the Tax and Garnishment reports to proceed with the reconciliation.

The email is sent on the 20th day of the month and the 30th.

Send email to:

robert.aneses@syensqo.com

CC:

cristiene.scherch@syensqo.com

lisa.lambert@syensqo.com

treasury.accounting@syensqo.com

Here is an example of the email that need to be sent, always update the month accordingly to the closure month

4044 | Tax and garnishment reports 08.05 50560USD52 - Payroll postings x



Torres, Tânia <taniam.torres@syensqo.com>

to Robert, CRISTIE NE, Lisa, treasury ▾

Hello Robert,

Could you kindly send us the Payroll tax and Garnishment reports through August 5th?

Thank you.

Best regards,



Tânia Torres

Treasury Accounting & Reporting
Treasury Accounting Specialist
Global Business Services

3.2. I prepare the file of the reconciliation

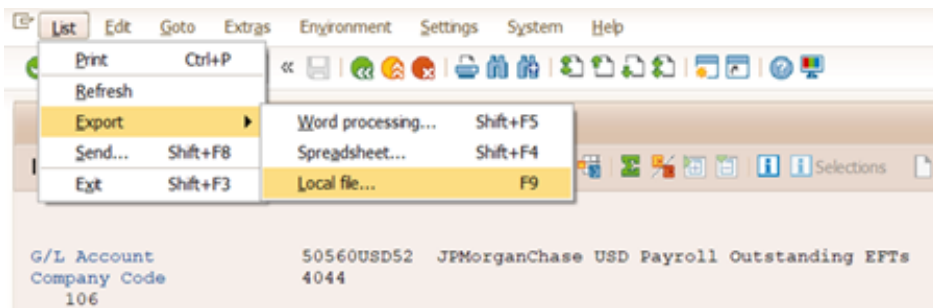
3.2.1. Extract the open item of the account 50560USD52

After we receive the reports requested above we can start the reconciliation.

We use the template of the file "MM.DD_Open Items Reconciliation" stored in \\ucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20YYMM.20YY\4044\4044 Payroll .

Update the Month and Day accordingly to the day of the reconciliation.

We extract the open item of account 50560USD52, with a layout with the same columns as the sheet "MM.DDDD" on the template file



Update the date on the template tabs:



3.2.2. Prepare the file "MM.DD_Open Items Reconciliation"

Location: \\lucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20YY\MM.20YY\4044\4044 Payroll

3.2.2.1. Prepare the tab "MM_DD"

On the file extracted from SAP, format the file and include 4 columns before text column:

E	F	G	H	I	J	K	L	M	N	O
Posting Date	Value Date	Entry Date	Posting Key	Amount in doc. curr.	Amount in local currency					Text
02/07/2025	02/07/2025	03/07/2025	40	628,758.51	628,758.51					2409967VV 2999600183JO YOUR REF : 2409967VV;P
02/07/2025	02/07/2025	02/07/2025	50	-12,898.91	-12,898.91					US U8 PAY AREA 07/03/2025
02/07/2025	02/07/2025	02/07/2025	50	-665,720.78	-665,720.78					US U8 PAY AREA 07/03/2025
03/07/2025	03/07/2025	04/07/2025	40	1,245,697.24	1,245,697.24					1223269729 1835867645TC ORIG CO NAME : CYTEC E
03/07/2025	03/07/2025	04/07/2025	40	170,376.28	170,376.28					1223268660 1835867642TC ORIG CO NAME : CYTEC I
03/07/2025	03/07/2025	02/07/2025	50	-1,416,073.52	-1,416,073.52					US U8 PAY AREA 07/03/2025
08/07/2025	08/07/2025	09/07/2025	40	11,893.11	11,893.11					5450379413 0200121189FG YOUR REF : 5450379413;P
08/07/2025	08/07/2025	09/07/2025	40	1,188.56	1,188.56					8100187420 0201061189FG YOUR REF : 8100187420;P
09/07/2025	09/07/2025	10/07/2025	40	639,776.41	639,776.41					2434772VV 2338600190JO YOUR REF : 2434772VV;P
09/07/2025	09/07/2025	10/07/2025	40	11,834.93	11,834.93					6200343093 0544471190FG YOUR REF : 6200343093;P
09/07/2025	09/07/2025	10/07/2025	40	1,188.56	1,188.56					1600428854 05447401190FG YOUR REF : 1600428854;P
09/07/2025	09/07/2025	09/07/2025	50	-12,840.73	-12,840.73					US U8 PAY AREA 07/10/2025
09/07/2025	09/07/2025	09/07/2025	50	-638,783.66	-638,783.66					US U8 PAY AREA 07/10/2025
10/07/2025	10/07/2025	11/07/2025	40	1,138,538.20	1,138,538.20					1223269729 1903931336TC ORIG CO NAME : CYTEC E
10/07/2025	10/07/2025	11/07/2025	40	208,009.71	208,009.71					1223268660 1903931333TC ORIG CO NAME : CYTEC I

Copy the information to the template with the respective date

JPMorganChase USD Payroll Outstanding EFTs												
Assignment	DocumentNo	Doc. Date	Pstng Date	Value Date	Entry Date	PK	Amount in doc. c	Amount in local cur.	Code	Text		
7008HR11	9001825996	TO 03/07/2025	03/07/2025	03/07/2025	02/07/2025	50	-1,416,073.52	-1,416,073.52	7008	US U8 PAY AREA 07/03/2025		
7008HR11	9001829050	TO 10/07/2025	10/07/2025	10/07/2025	09/07/2025	50	-1,346,547.91	-1,346,547.91	7008	US U8 PAY AREA 07/10/2025		
7008HR11	9001829054	TO 11/07/2025	11/07/2025	11/07/2025	09/07/2025	50	-3,174,457.26	-3,174,457.26	7008	US U5 PAY AREA 07/11/2025		
7008HR11	9001830878	TO 17/07/2025	17/07/2025	17/07/2025	15/07/2025	50	-1,482,570.63	-1,482,570.63	7008	US U8 PAY AREA 07/17/2025		
7008HR11	9001833148	TO 24/07/2025	24/07/2025	24/07/2025	22/07/2025	50	-1,421,446.73	-1,421,446.73	7008	US U8 PAY AREA 07/24/2025		
7008HR11	9001833477	TO 25/07/2025	25/07/2025	25/07/2025	23/07/2025	50	-3,351,042.95	-3,351,042.95	7008	US U5 PAY AREA 07/25/2025		
0058320400002	8000199764	SA 03/07/2025	03/07/2025	03/07/2025	04/07/2025	40	1,245,697.24	1,245,697.24	7008	7180	1223269729 1835867645TC ORIG CO NAME : CYTEC ENGIN	
0058320400003	8000199765	SA 03/07/2025	03/07/2025	03/07/2025	04/07/2025	40	170,376.28	170,376.28	7008	7008	1223268660 1835867642TC ORIG CO NAME : CYTEC INDUS	
0058366400003	8000199835	SA 10/07/2025	10/07/2025	10/07/2025	11/07/2025	40	1,138,538.20	1,138,538.20	7008	7180	1223269729 1903931336TC ORIG CO NAME : CYTEC ENGIN	
0058366400004	8000199836	SA 10/07/2025	10/07/2025	10/07/2025	11/07/2025	40	208,009.71	208,009.71	7008	7008	1223268660 1903931333TC ORIG CO NAME : CYTEC INDUS	
0058373800011	8000199855	SA 11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	2,171,382.36	2,171,382.36	7008	7180	1223269729 1911324728TC ORIG CO NAME : CYTEC ENGIN	
0058373800012	8000199856	SA 11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	940,632.78	940,632.78	7008	7008	1223268660 1911324725TC ORIG CO NAME : CYTEC INDUS	
0058373800014	8000199858	SA 11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	62,442.12	62,442.12	7008	7188	1811342502 1911324719TC ORIG CO NAME : CEM DEFENSE	
0058413000002	8000199935	SA 17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	1,305,427.94	1,305,427.94	7008	7180	1223269729 1979173430TC ORIG CO NAME : CYTEC ENGIN	
0058413000003	8000199936	SA 17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	177,142.69	177,142.69	7008	7008	1223268660 1979173427TC ORIG CO NAME : CYTEC INDUS	
0058457600004	8000200018	SA 24/07/2025	24/07/2025	24/07/2025	25/07/2025	40	1,248,407.81	1,248,407.81	7008	7180	1223269729 2042737817TC ORIG CO NAME : CYTEC ENGIN	
0058457600005	8000200019	SA 24/07/2025	24/07/2025	24/07/2025	25/07/2025	40	173,038.92	173,038.92	7008	7008	1223268660 2042737814TC ORIG CO NAME : CYTEC INDUS	
0058413000004	8000199937	SA 17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	2,769.23	2,769.23	7008		NONREF 8096600196JO YOUR REF : NONREF;PAID TO : FI	

b) If you are not able to identify any item posted in SAP, request clarification for the payroll team.

After finish the template, send the file to Payroll team for information and request the information related to the pending items, here is an example of the email:

4044 | Tax and garnishment reports 06.30 Inbox x 50560USD52 - Payroll postings x



Torres, Tânia <tania.torres@syensqo.com>
to Robert, CRISTIENE, Lisa, treasury, Danelle

Mon, Jun 30, 4:24 PM

Hi Team,

Please see attached the payroll rec as of today for 4044.

@Robert Aneses Can you please help us to identify the below items?

Garnishment Entry

Assignment	Document	Doc. Typ	Doc. Dat	Pstng Da	Value Dat	Entry Dat	PK	Amount in doc. cur.	Amount in local cur.	Text
	8000869280	KZ	30/06/2025	30/06/2025	30/06/2025	27/06/2025	50	-797.42	-797.42	
	8000869343	KZ	30/06/2025	30/06/2025	30/06/2025	30/06/2025	50	-2,535.63	-2,535.63	
	8000869756	KZ	30/06/2025	30/06/2025	30/06/2025	30/06/2025	50	-7,500.00	-7,500.00	
0058247300003	8000199450	SA	23/06/2025	23/06/2025	23/06/2025	24/06/2025	40	91,316.69	91,316.69	4600393698 0032411174FG YOUR REF : 4600393698;PAID

Payroll Tax Entry

Assignment	Document	D	Doc. Dat	Pstng Da	Value Dat	Entry Dat	PK	Amount in doc. c	Amount in local c	Text
0058264200003	8000199515	SA	25/06/2025	25/06/2025	25/06/2025	26/06/2025	40	653,369.67	653,369.67	2393695VV 1777800176JO YOUR REF : 2393695VV;PAID T
0058273500006	8000199521	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,828,907.53	1,828,907.53	2316805VV 2558600177JO YOUR REF : 2316805VV;PAID T
0058273500007	8000199522	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,500,037.34	1,500,037.34	2395882VV 2558700177JO YOUR REF : 2395882VV;PAID T
0058273500008	8000199523	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,099,162.74	1,099,162.74	2395880VV 2843700177JO YOUR REF : 2395880VV;PAID T
0058273500009	8000199524	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	269,145.78	269,145.78	2395883VV 2558900177JO YOUR REF : 2395883VV;PAID T
0058273500010	8000199525	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	27,617.21	27,617.21	2395881VV 2558500177JO YOUR REF : 2395881VV;PAID T

3.2.3. D+1: Prepare the file "MM.DD_Open Items Reconciliation"

Location: \\lucaps01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20Y\MM.20Y\4044\4044 Payroll

In D+1 we need to post the IBA entries in order to set the payroll account to zero and send the amounts to the respective affiliate:

- 06.30.2025_ Net Pay - garnishment
- 06.30.2025_ Net Pay - payroll taxes entry
- 06.30.2025_ Net Pay - payroll wire entry

In each tab, there is a summary of the amounts by company code, which we will use to fill the posting file:

SCO: Misc. Payroll Entries 06.30.2025 50560USD52 - Payroll postings x



Torres, Tânia <tania.torres@syensqo.com>

to acc_platform_curitiba, SCo-\$SBS, Diann, Michael, Maria, Martin, Lisa, Robert, Danelle, JENNYFFER, CRISTIENE ▾

Hello All,

I would like to inform you that the Payroll process for 4044 was posted for June.

Attached you can find the files for your reference.

Garnishment

Document 5010010978 was posted in company code 2232

Document 5010007642 was posted in company code 4044

Payroll taxes

Document 5010010979 was posted in company code 2232

Document 5010007643 was posted in company code 4044

Payroll Wires

Document 5010010980 was posted in company code 2232

Document 5010007644 was posted in company code 4044

In the end we can mark the FCC task: *"2230 4044: Payroll posting"* as complete.

End of document.