Process Design Report

2.3.1 Process and Reconcile Payroll
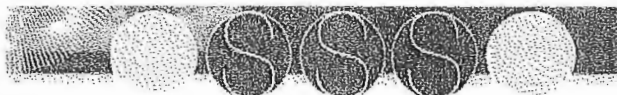
Reference Number: CD_B08-0006

Stream: QHIC

Version: 3.0

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Shared Service Solutions

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Document Information

Document Source

The source of this document is named QHIC_PDR 2.3.1 Process and Reconcile Payroll_v2.0.doc.

Author: QHIC Process Team

Reference Number: CD-B08-0006

Revision History

Version No.	Revision Date	Summary of Changes	Primary Author
0.1	07/03/2008	HRBS Sub-program Detailed Process Design Report rebadged for QHIC Project New sections titled QHIC Project Overview and QHIC Business Process Scope inserted The following sections were removed: ■ Sub-process Business Requirements ■ Integration ■ Risks ■ Level 5 Assumptions; Pre-Requisite Business & Systems Inputs and Outputs; Roles & Responsibilities; Authorisation Considerations ■ Appendix – System Design Decisions	QHIC Process Team
0.2	25/03/2008	Document updated following completion of Process Design and Integration Workshops with QHEST, SSP and HR Branch representatives The following sections were updated: ■ Section 1 – Definitions ■ Section 4 – Level 3 and 4 Sub-Processes and, in particular, Sub-Process Variants, Assumptions and Issues ■ Section 5 – Level 5 Sub-Processes, including Key Concepts, Business Process Diagrams and Business Process Tasks for in scope processes	QHIC Process Team
0.3	31/03/2008	Document updated following internal QHIC Project Review	QHIC Process Team

Program 42

Version No.	Revision Date	Summary of Changes	Primary Author
1.0	14/04/2008	Document finalised. The following sections were updated: ■ Section 1 – Definitions ■ Section 4 – Level 3 and 4 Sub Processes updated to reflect QHIC Project Scope ■ Section 5 – Level 5 Sub-Processes – Inclusion of supporting forms, reports and interfaces where applicable; Minor changes to text in Business Process Tasks for each Level 5 process; Description of the Time Evaluation process corrected in 2.3.1.1.1.	QHIC Process Team
2.0	18/04/2008	Document updated incorporating feedback from SDA and QHEST review. The following sections were updated: ■ Section 1 – Definitions ■ Section 2.1 – Key Scope Decisions ■ Section 4.1.1 – Activities and Outcomes ■ Section 4.1.3 – Assumptions ■ Section 5 – Level 5 Sub Processes – Added new process for Workbrain Payroll Close-out – Updated Prepare Payrun, Run Time (Final), Run Payroll (Final), Generate Post Payrun Files (Final) and Finalise Payrun processes to include additional tasks relating to SAP and Workbrain integration including actioning errors/issues in Workbrain, re-running the Work Detail Interface following data corrections in Workbrain and re-running Time Evaluation – Updated Ad-hoc Payment processes – Removed Stop Pay processes	QHIC Process Team
3.0	03/07/2008	Final Version	PDO

Reviewer List

Name	Title

Distribution

Date	Distributed To	Version

Related Documents

Release Date	Title of Document	Version
21/02/2008	QHIC Scope Definition	1.0
14/04/2008	QHIC Process Design Report – 2.1.1 Create Employee Records	1.0
14/04/2008	QHIC Process Design Report – 2.1.2 Maintain Employee Records	1.0
14/04/2008	QHIC Process Design Report – 2.2.1 Maintain Leave Entitlements – Roster	1.0
14/04/2008	QHIC Process Design Report – 2.2.2 Record Time & Attendance – Roster	1.0
14/04/2008	QHIC Process Design Report – 2.3.2 Process and Reconcile Regulatory Information	1.0
14/04/2008	QHIC Process Design Report – 4.1.4 Manage Fixed-Term Separations	1.0
14/04/2008	QHIC Process Design Report – 4.2.1 & 4.2.2 Administer Age Retirement & Resignation	1.0
14/04/2008	QHIC Process Design Report – 5.4.1 Administer Claim Applications	1.0
14/04/2008	QHIC Process Design Report – 5.4.5 Reconcile Compensation Payments	1.0
14/04/2008	QHIC Process Design Report – 8.2.1 Plan Roster	1.0
14/04/2008	QHIC Process Design Report – 8.2.2 Create Roster	1.0
14/04/2008	QHIC Process Design Report – 8.2.3 Maintain Roster	1.0
14/04/2008	QHIC Process Design Report – 8.3.1 Maintain Job Documentation	1.0
14/04/2008	QHIC Process Design Report – 8.3.2 Conduct Job Evaluation	1.0
14/04/2008	QHIC Process Design Report – 8.3.3 Maintain Job Details	1.0

Table of Contents

Program 42

1. Definitions

The following acronyms are used throughout the document.

Term	Description
CATS	Cross Application Timesheets
CBA	Commonwealth Bank of Australia
CT	CorpTech
DPDR	Detailed Process Design Report
DRM	Document Records Management
EBA	Enterprise Bargaining Agreement
EDC	Electronic Data Collection
EFT	Electronic Funds Transfer
ESS	Employee Self Service
GDES	Government Direct Entry Services
HR	Human Resources
HRBS	Human Resources Business Solution
LSL	Long Service Leave
MSS	Manager Self Service
QH	Queensland Health
QHEST	Queensland Health Enterprise Solutions Transition
QHIC	Queensland Health Implementation of Continuity Project
QHSSP	Queensland Health Shared Service Provider
RIPA	Rostering Improvement Program Approach
RTP	Returned Third Party
SSP	Shared Service Provider
TOE	Terms of Employment
woG	Whole of Government
YTD	Year to date

Program 42

2. QHIC Project Overview

The QHIC Project will replace the existing Queensland Health LATTICE HR/Payroll and ESP systems with SAP and Workbrain applications. This solution is only an interim HR/Payroll solution with the complete woG solution scheduled to be rolled out in October 2009. The Interim Solution will provide the minimal HR/Payroll functionality sufficient for QH to pay its staff.

The major benefits of implementing the Interim Solution include:

- Accurate, consistent and timely award interpretation
- Supported payroll solution
- Reduced payroll risk

2.1 Key Scope Decisions

- Service delivery model will be based on the agreed QH RIPA, which provides Rostering and HR/Payroll services through service delivery hubs operated by SSP.
- ESS and MSS functions will not be delivered as part of the QHIC project, and as a result technical components that would be required to deliver these functions are not in scope (i.e. SAP Enterprise Portal).
- As the SAP Enterprise Portal will not be deployed as part of the interim solution; SAP end users will use the SAPGui to execute transactions.
- The Workbrain application will be accessed via the Workbrain web client.
- There will be separate log-ons for both SAP and Workbrain, and each application will have their own user, role and authentication methods defined and implemented.
- Processes have been based on the recommended approach outlined in Policies, Directives and industrial instruments.
- SAP Business Warehouse will not be deployed as part of the Interim Solution.
- The manual forms in scope for the QHIC Project will be accessed via the QH intranet.
- The DPDRs available on the CT Extranet are the current baseline for the process design and associated system design.

3. Process Description and Scope

3.1 Whole of Government HR Hire-to-Retire Business Process Framework

The woG HR Hire-to-Retire business process framework outlines the common processes activities and technologies that impact Government employees from the time they commence employment to the time they retire.

The figure below depicts each of the Level 2 HR business processes comprising the framework, and which of these business processes are within scope for the QHIC Project.
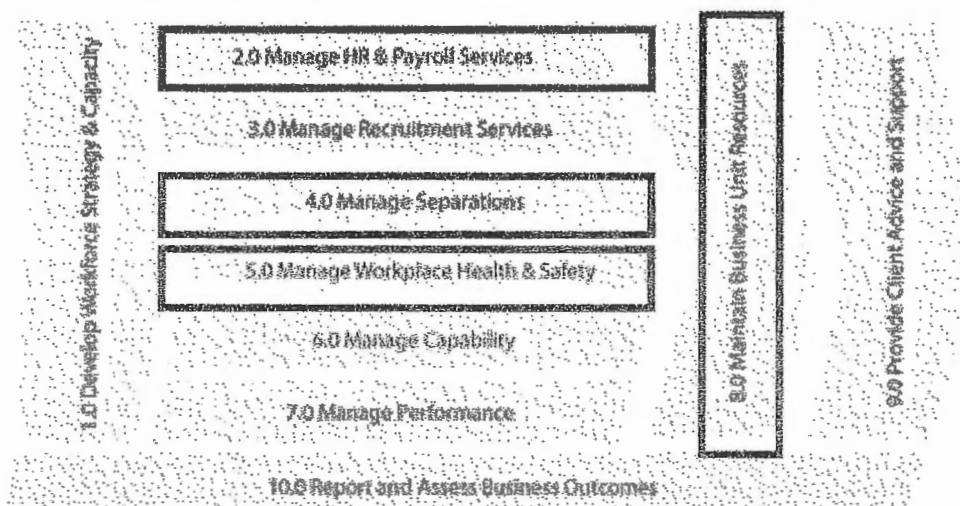
High-level QHIC Business Process Scope

3.2 QHIC HR Hire-to-Retire Process Framework Exclusions

The following Level 2 processes are out of scope for the woG SO and consequently the QHIC Project:
- 1.0 Develop Workforce Strategy & Capability;
- 9.0 Prove Client Advice and Support; and
- 10.0 Report and Assess Business Outcomes.

Furthermore, as the QHIC Project will provide the minimal HR and Payroll functionality sufficient for QH to pay its staff, the following Level 2 processes are out of scope for the Interim Solution. These business processes will be rolled out to QH in October 2009 when the woG Solution is scheduled to be deployed.
- 3.0 Manage Recruitment Services;
- 6.0 Manage Capability; and
- 7.0 Manage Performance.

Program 42

4. Level 3 and 4 Sub-Processes

For the Level 2 HR business process 'Manage HR and Payroll Services', the following Level 3 and 4 sub processes are included in the QHIC Project.

In QHIC Scope
Not in QHIC Scope
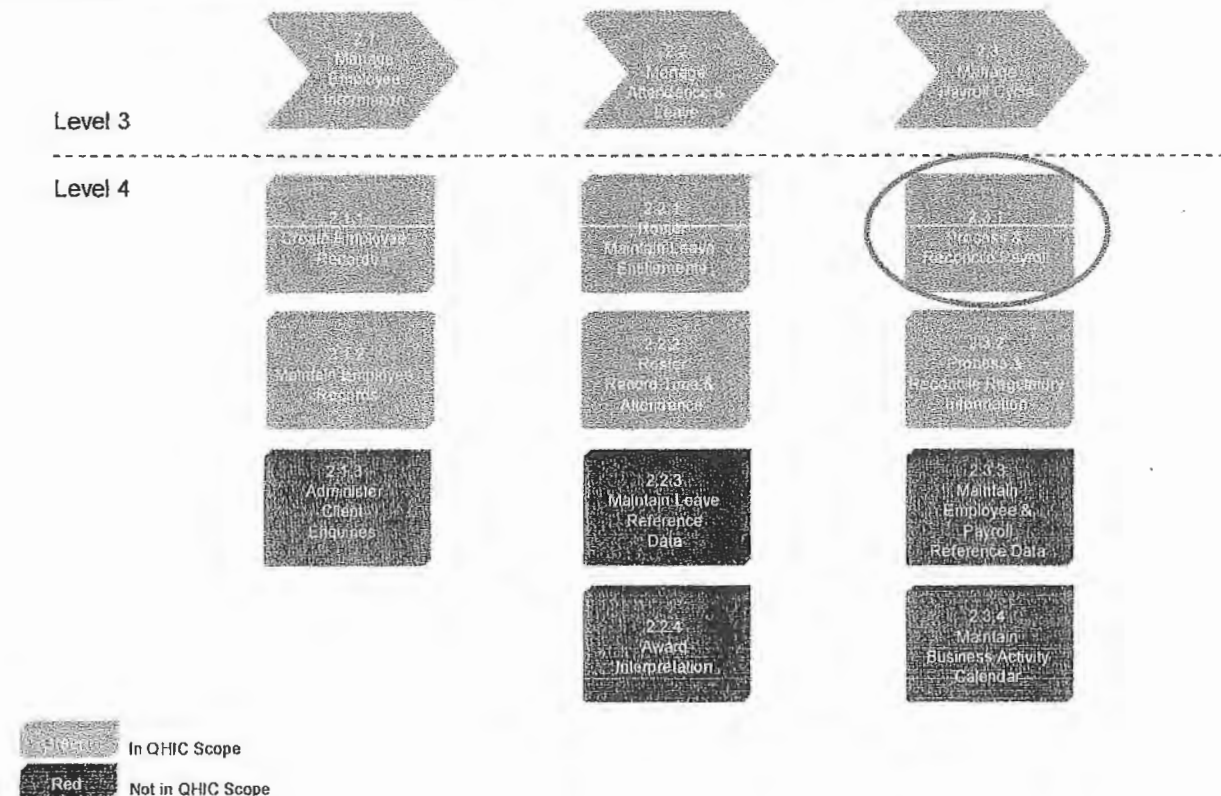
4.1 Level 4 Sub-Process: 2.3.1 Process and Reconcile Payroll

4.1.1 Activities and Outcomes

The sub-process 2.3.1 Process and Reconcile Payroll covered by this document contains the following activities / outcomes:

- Closing out payroll in Workbrain to enable time and attendance data entered in Workbrain to be exported to SAP.
- Generating and reconciling standard and off-cycle payments for employee entitlements and liabilities in relation to their TOE.
- Disbursement of employee entitlements and information according to regulatory requirements.
- It includes payslips, banking, superannuation, taxations, deductions and financials.

Program 42

4.1.2 Sub-Process Variants

The level 4 sub-process 2.3.1 Process and Reconcile Payroll includes the following variants.

- 2.3.1-01 Manage Payroll Cycle
- 2.3.1-02 Manage Pay Period Cycle
- 2.3.1-03 Process Off-Cycle Payments
- 2.3.1-04 Return Third-Party/Pay Rejects

Diagrams for those within the scope of the QHIC Project are presented on the following pages.

Note: The sub-process variants are presented in the context of the woG HR Hire-to-Retire process framework, which includes items identified as out of scope for the QHIC Project. Consequently, the inputs, outputs, controllers and mechanisms depicted are not an accurate reflection of the QHIC Project scope.

4.1.2.1 Sub Process Variant: 2.3.1-01 Manage Payroll Cycle

Legislative instruments
woG Governance Committee Policy and Guidelines
Industrial Instruments
ATO Legislation
Delegations
woG Policy & Procedures
woG Audit Policy
woG Security Policy

Updated Employee Data
   Personal Data
   Leave Entitlements Data
   Banking Data
   Allowance Data
   Taxation Data
   Superannuation Data
   Deduction Data
   Costing Data
   Payroll Data
Updated Time & Attendance data
Updated Leave Entitlements
Separation Data (4.1.1, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.3.1, 4.3.2)
Request for Off-Cycle Payment (Employee, 4.1.1, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.3.1, 4.3.2)
Request for Off-Cycle Payment Cheque (4.3.2)

Run Time

2.3.1.1

Time Results

Run Payroll

2.3.1.2

Payroll
Results

Generate Post
Payrun Files

2.3.1.3

Payroll results (2.3.2)
Output Files
Financial Postings (Finance)
Off-Cycle Payment Notification (Employee)
Off-Cycle Payment Cheque (4.3.2)

Controller Pay Run
Reviewer Payroll
Processor Payroll
IHRS

Controller Pay Run
Reviewer Payroll
Processor Payroll
IHRS

Controller Pay Run
Reviewer Payroll
Processor Payroll
Specialist
iHRS

Program 42

4.1.2.2 Sub Process Variant: 2.3.1-02 Manage Pay Period Cycle
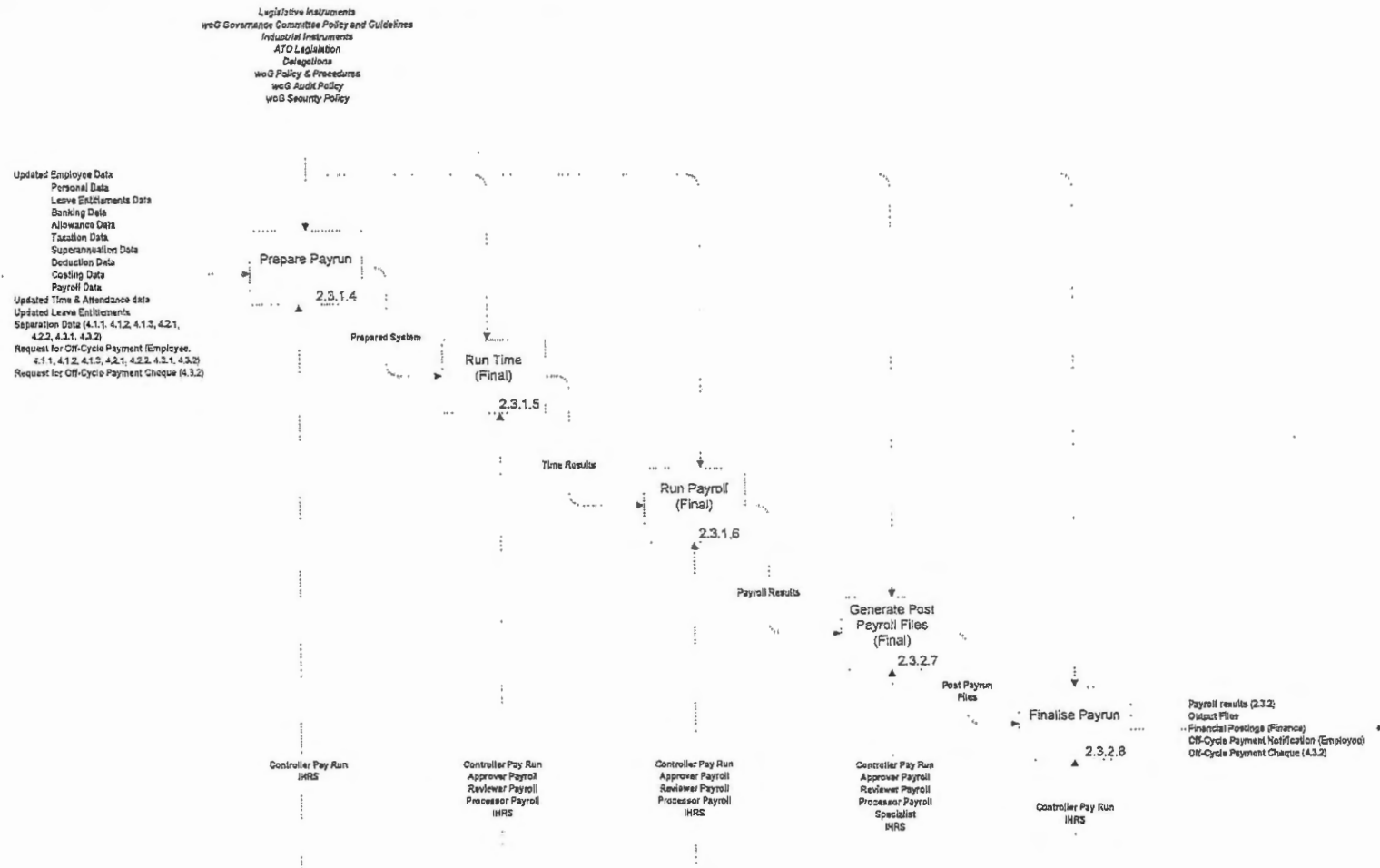
Program 42

4.1.2.3 Sub Process Variant: 2.3.1-03 Process Off-Cycle Requests

Legislative Instruments
woG Governance Committee Policy and Guidelines
Industrial Instruments
ATO Legislation
Delegations
woG Policy & Procedures
woG Audit Policy
woG Security Policy

Request for Off-Cycle Payment (Employee,
4.1.1, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.3.1, 4.3.2)
Request for Off-Cycle Payment Cheque (4.3.2)

Request Off-Cycle

2.3.1.9

Off-Cycle
Payment Request

Approve Off-Cycle Request

2.3.1.10

Approved Off-Cycle
Payment Request

Process Off-Cycle Request

2.3.1.11

Off-Cycle
Payment Data

Run Off-Cycle Payroll

2.3.1.12

Output Files
Off-Cycle Payment Notification (Employee)
Off-Cycle Payment Cheque (4.3.2)

Employee
IHRS

Line Manager
IHRS

Processor Payroll
IHRS

Controller Pay Run
IHRS

Program 42

4.1.2.4 Sub Process Variant: 2.3.1-04 Return Third-Party/Pay Rejects

Legislative Instruments
woG Governance Committee Policy and Guidelines
Industrial Instruments
ATO Legislation
Delegations
woG Policy & Procedures
woG Audit Policy
woG Security Policy

Return Third Party File

Identify Third
Party Return

2.3.1.13

Return Third Party
Distribution File

Fix Third
Party Returns

2.3.1.14

Updated
Return Third Party
Distribution File

Remit Fixed
Third Party
Returns

New Return Third Party File

2.3.1.15

Controller - Pay Run

HR Consultant - Payroll
Processor - Payroll
Reviewer Payroll

Controller Pay Run
HR Consultant - Payroll

Key

Out of Scope
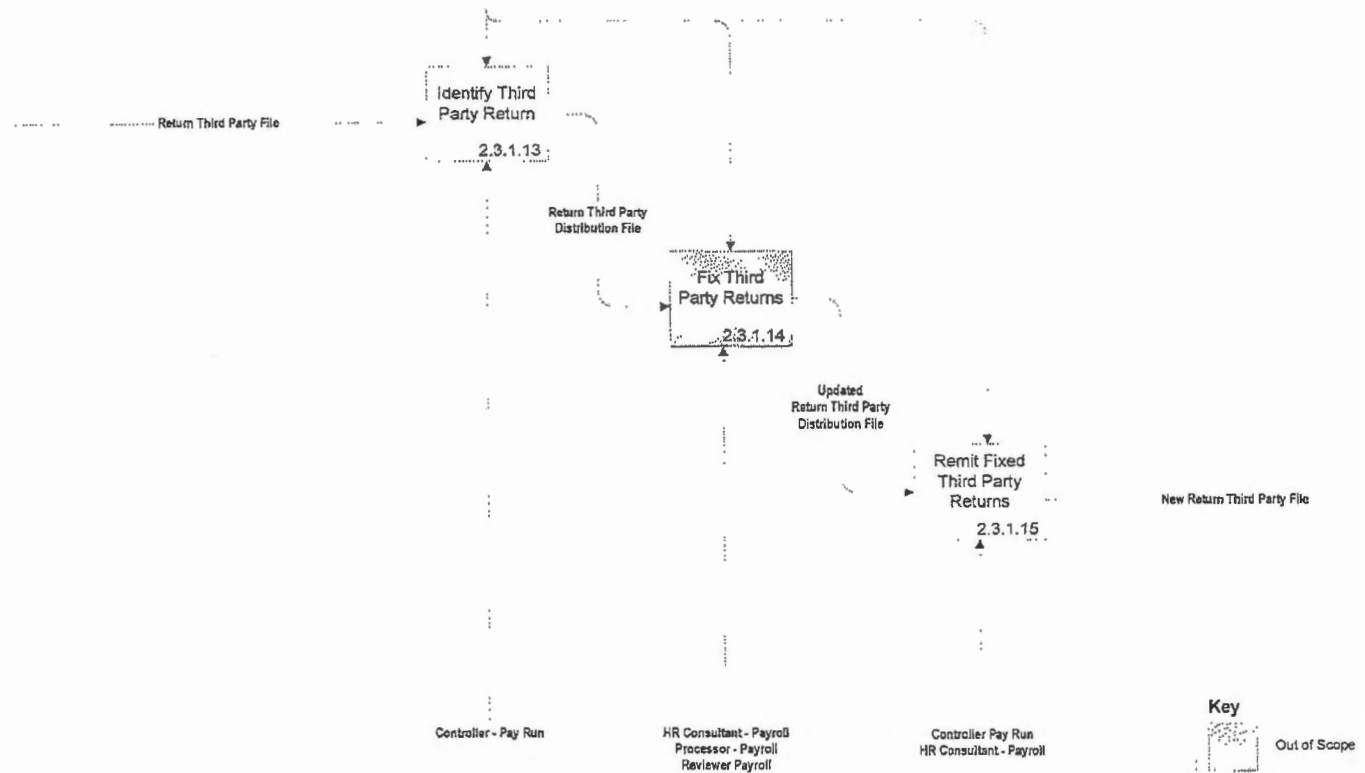
4.1.3 Assumptions

The following assumptions have been made in the preparation of this document.

Ref No.	Description
1.	Time and attendance data and Workbrain specific allowances are interfaced to SAP via the Work Detail Interface.
2.	Workbrain is the system of truth for the time and attendance data and leave.
3.	The Work Detail Interface will run three times during the fortnightly payroll period – Sunday of week one, Thursday of week two and Pay Monday.
4.	Where financial errors have been identified in running the payroll, corrections by the financial role assigned to the process will be completed in a timely manner to ensure payroll is not unnecessarily delayed.
5.	A select group of processors will have sufficient system privileges to correct errors SAP and Workbrain whilst the systems are in a locked state.
6.	Where possible both critical and non-critical errors identified in the payrun will be addressed.
7.	The management of technical errors resulting from the Work Detail Interface is out of scope.
8.	Integration between HR/Payroll to Finance will occur via the Man series applications; there will be no direct integration to FAMMIS.
9.	Given Assumption No. 8, a live posting document is not required and accordingly will not be generated as part of the Finalise Payrun process.

4.1.4 Issues

The following issues remain unresolved at the time of finalising this process design, and the resolution of these issues has the potential to affect the design presented in this document.

Ref No.	Description
1.	The management of concurrent employment remains an open issue. SAP Concurrent Employment functionality is currently being investigated by the SAP Technology Team to confirm its applicability for the QHIC Project.

5. Level 5 Sub-Processes

Level 5 presents business process flows of the Level 4 sub-process. The level 5 business process diagram names of this complete Sub-Process are:

- 2.3.1.18 Workbrain Payroll Close-out
- 2.3.1.1 Run Time
- 2.3.1.2 Run Payroll
- 2.3.1.3 Generate Post Payrun Files
- 2.3.1.4 Prepare Payrun
- 2.3.1.5 Run Time (Final)
- 2.3.1.6 Run Payroll (Final)
- 2.3.1.7 Generate Post Payrun Files (Final)
- 2.3.1.8 Finalise Payrun
- 2.3.1.9 Request Ad-hoc Payment
- 2.3.1.10 Approve Ad-hoc Payment Request
- 2.3.1.11 Process Ad-hoc Payment Request
- 2.3.1.12 Run Off-Cycle Payroll
- 2.3.1.13 Identify Third Party Returns
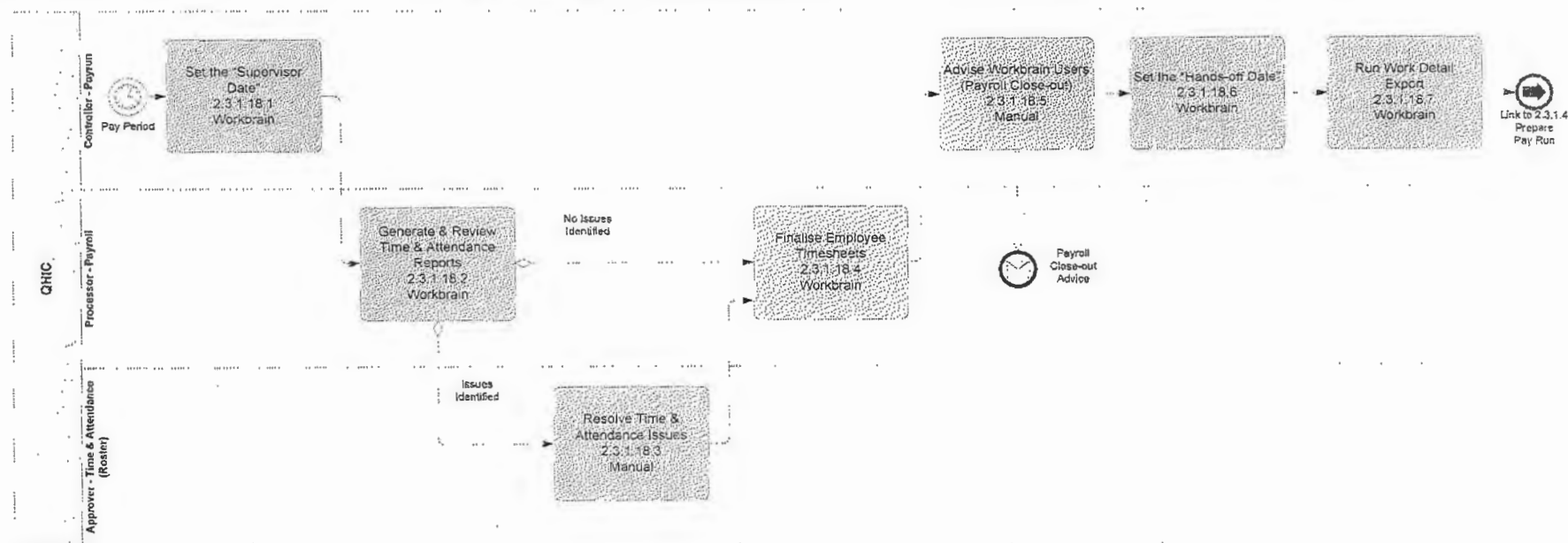- 2.3.1.15 Remit Fixed Third Party Returns

Program 42

5.1 Level 5 Sub-Process: 2.3.1.18 Workbrain Payroll Close-out

This process involves preparing the Workbrain system and stakeholders for the upcoming payrun process.

Program 42

5.1.1 Business Process Diagram of 2.3.1.18 Workbrain Payroll Close-out

Program 42

5.1.2 Business Process Tasks of 2.3.1.18 Workbrain Payroll Close-out

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.18.1	**Set the "Supervisor Date"** The Supervisor Date is used to lock timesheets to preserve the integrity of the Work Detail export. The Controller – Payrun sets the supervisor date to the last day of the pay period to lock all records up to that date for all users, other than those with "Supervisor" access. Users will still be able to update records for the dates after the supervisor date.	Controller – Payrun	Workbrain	
2.3.1.18.2	**Generate and Review Time and Attendance Reports** The Processor – Payroll generates time and attendance reports to assess if any records will require updates prior to the Work Detail Interface being run.	Processor – Payroll	Workbrain	Unauthorised Records Report
2.3.1.18.3	**Resolve Time and Attendance Issues** Any records that require correction prior to the running of the Work Detail Interface are brought to the Approver – Time and Attendance (Roster)'s attention.	Approver – Time and Attendance (Roster)	Manual	
2.3.1.18.4	**Finalise Employee Timesheets** The Processor – Payroll ensures all timesheets have been recorded correctly and are authorised.	Processor – Payroll	Workbrain	
2.3.1.18.5	**Advise Workbrain Users (Payroll Close-out)** The Controller – Payrun advises users of the upcoming payrun process, and unavailability of aspects of the system's functionality.	Controller – Payrun	Manual	
2.3.1.18.6	**Set the "Hands-off Date"** The Controller – Payrun sets the Hands-Off Date to the last day of the pay period to lock all records up to that date. Users will still be able to update records for the dates after the Hands-Off Date".	Controller – Payrun	Workbrain	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.18.7	**Run Work Detail Export** The Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface are run. Interface files are placed in a secure CT directory ready for retrieval by SAP.	Controller – Payrun	Workbrain	Work Detail Interface Leave Balance Interface Payslip Messaging Interface

Program 42

5.2   2.3.1.1 Run Time

The Run Time process encompasses the generation of "time" results and the subsequent review and correction of issues related to these results.

5.2.1   Key Concepts

- This process is completed each time the Work Detail interface from Workbrain to SAP is run, and prior to the final pay run.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on which system the error originated from.

Program 42

5.2.2 Business Process Diagram of 2.3.1.1 Run Time
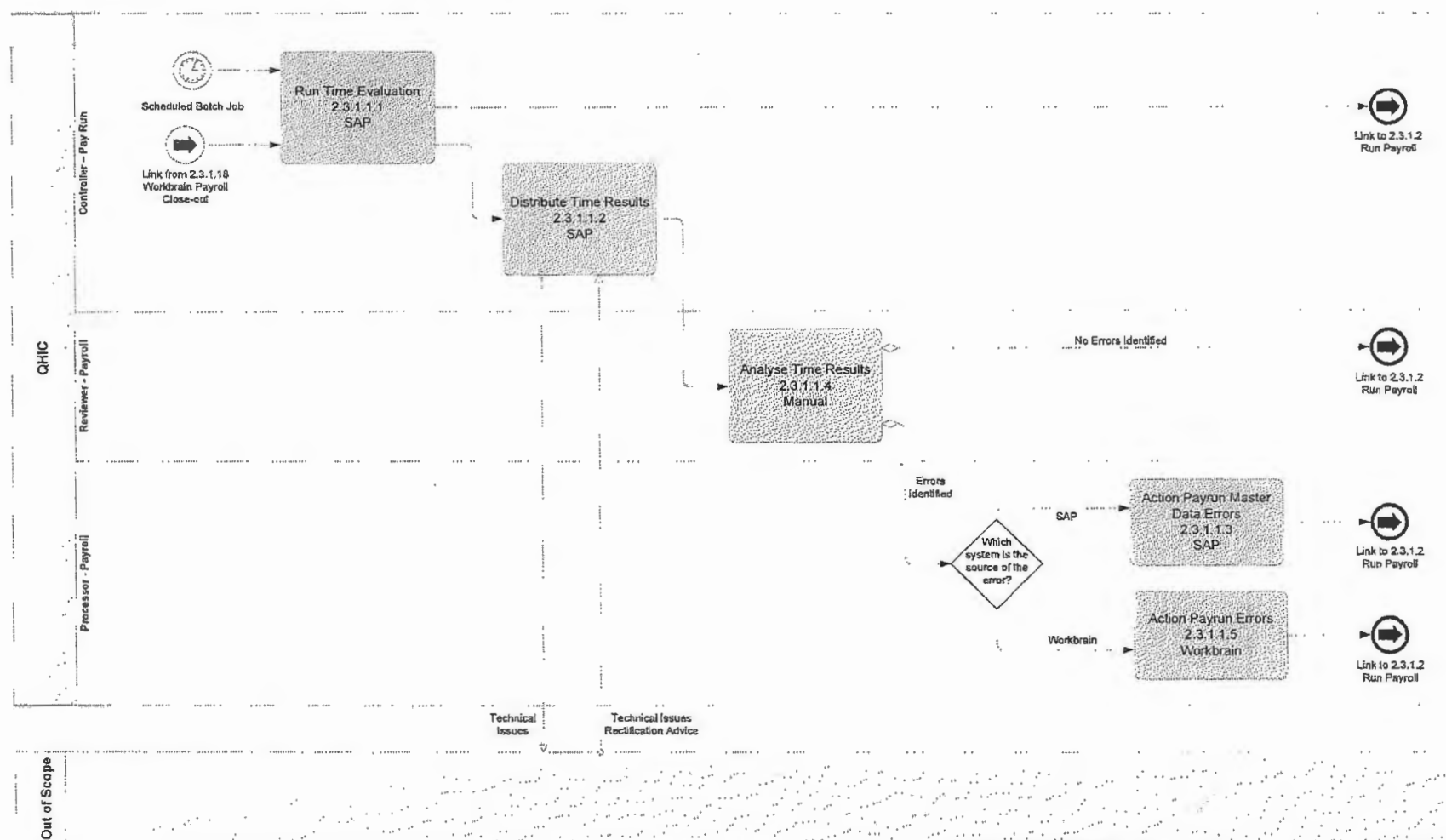
Program 42

5.2.3 Business Process Tasks of 2.3.1.1 Run Time

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.1.1	**Run Time Evaluation** Time Evaluation is the process that records the accrual of increment hours and maps attendance and absence types into wage types for payroll processing. Time and attendance data (including any Workbrain specific allowances) is interfaced from Workbrain via the Work Detail Interface twice per pay period prior to the final payrun.	Controller – Pay Run	SAP – Payroll and Legal Reporting	Work Detail Interface
2.3.1.1.2	**Distribute Time Results** Time Evaluation outputs a log that identifies any employee who was not processed correctly and the reason for the incorrect processing. These will be manually distributed via e-mail by the Controller – Pay Run to the relevant "cell" who will analyse the results so that any errors can be corrected.	Controller – Pay Run	SAP	
2.3.1.1.4	**Analyse Time Results** The Reviewer – Payroll analyses the results of the "Run Time" process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Errors Identified – If no errors are identified, the process continues on to 2.3.1.2 Run Payroll. ■ Errors Identified – If errors have been identified, the Reviewer – Payroll advises the Processor – Payroll who assesses the source of the error and updates data in the appropriate system to rectify this error.	Reviewer – Payroll	Manual	
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will automatically be processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records.	Processor – Payroll	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	After updating the master data, a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.			
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet, and will automatically be processed in subsequent pay runs. The processes that should be used to update records are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

Program 42

5.3   Level 5 Sub-Process: 2.3.1.2 Run Payroll

The Run Payroll process encompasses the generation of "payroll" results and the subsequent review and correction of issues related to these results.

5.3.1 Key Concepts

- This process is completed each time the Work Detail interface from Workbrain to SAP is run, and prior to the final pay run.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on the system the error originated from.

Program 42

5.3.2 Business Process Diagram of 2.3.1.2 Run Payroll
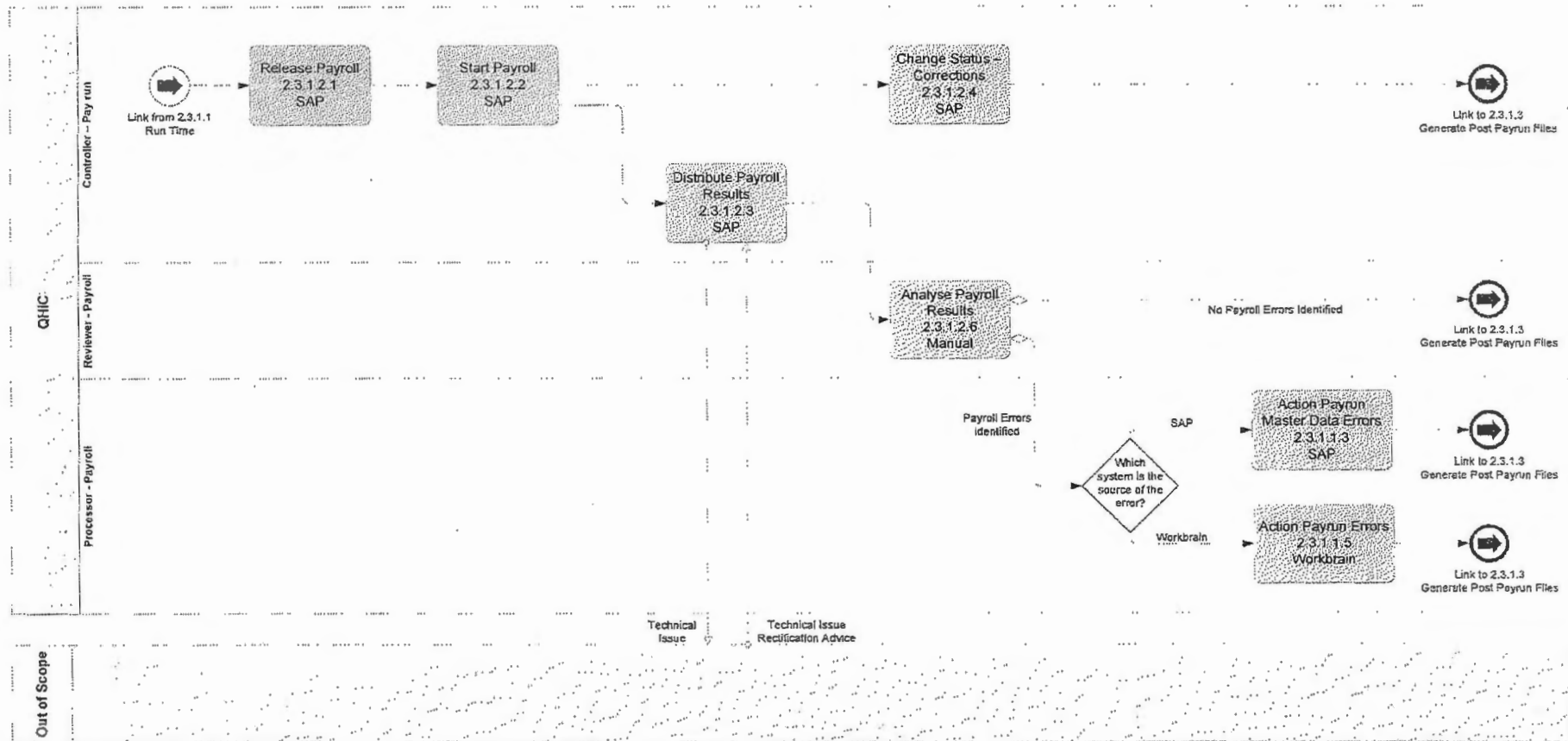
Program 42

5.3.3 Business Process Tasks of 2.3.1.2 Run Payroll

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.2.1	**Release Payroll** Releasing the payroll will change the payroll control record's status from 'Unlocked' to 'Locked' so that payroll can be executed.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.2.2	**Start Payroll** This task will process the current period's payroll for employees and will save the calculated values in a 'Pay Results' table in the database. The payroll process will automatically retrospectively recalculate the payroll values for any employee with a change in the past (i.e. previous pay period). Only employees who have had changes processed since the last payroll run will be included in this run.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.2.4	**Change Status – Corrections** The Corrections option will change the payroll control record to a different status that will unlock all master data and allow updates of any record that would effect the current period.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.2.3	**Distribute Payroll Results** Payroll outputs a log that identifies any employee who was not processed correctly and the reason for the incorrect processing. These will be automatically distributed via e-mail by the Controller – Pay Run to the relevant "cell", who will analyse the results so that any errors can be corrected.	Controller – Pay Run	SAP	
2.3.1.2.6	**Analyse Payroll Results** The Reviewer – Payroll analyses the results of the "Run Payroll" process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Payroll Errors Identified – If no errors are identified, the process proceeds to the task of Generate Post Pay Run Files. ■ Payroll Errors Identified – If errors have been identified, the reviewer	Reviewer – Payroll	Manual	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	advises the Processor – Payroll who assesses the source of the error and updates master data to rectify this error.			
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records. After updating the master data, a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet and will automatically be processed in subsequent pay runs. The processes that should be used to update records are detailed in the frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

5.4   Level 5 Sub-Process: 2.3.1.3 Generate Post Payrun Files

The Generate Post Payrun Files process encompasses the generation of post payrun files and reports and the subsequent review and correction of issues related to these results.

5.4.1 Key Concepts

- This process is completed each time the Work Detail interface from Workbrain to SAP is run, and prior to the final pay run.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on the system the error originated from.

Program 42

5.4.2 Business Process Diagram of 2.3.1.3 Generate Post Payrun Files
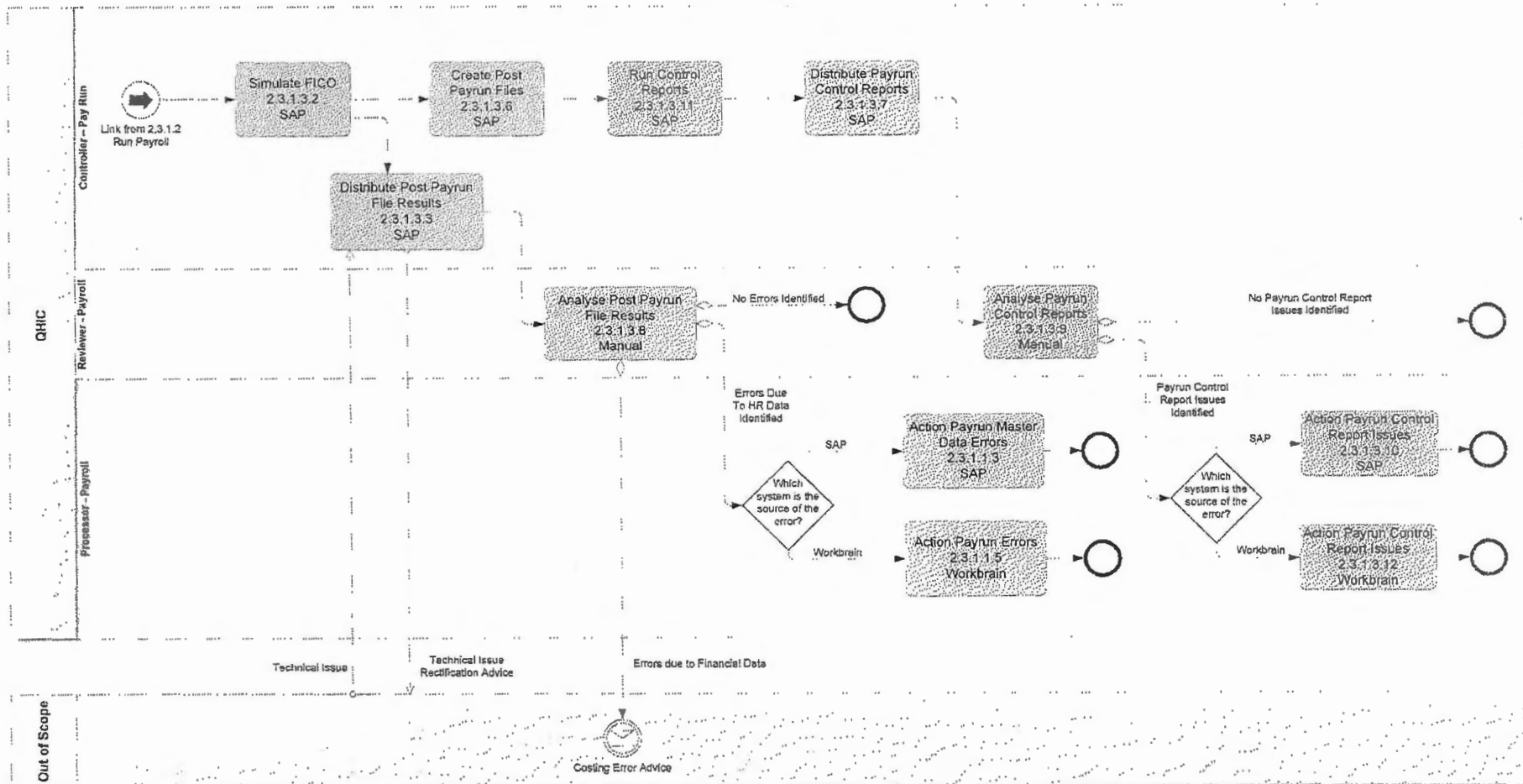
Program 42

5.4.3 Business Process Tasks of 2.3.1.3 Generate Post Payrun Files

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.3.2	**Simulate FICO** This process generates the payroll and associated costing information that needs to be transferred to the Finance system.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.3.3	**Distribute Post Payrun File Results** The post payrun file process outputs a number of logs that identify any employee who was not processed correctly and the reason for the incorrect processing. These will be distributed to the relevant "cell", which will analyse the results so that any errors can be corrected.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.3.8	**Analyse Post Payrun File Results** The Reviewer analyses the results of the "Generate Post Payrun Files" process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Errors Identified – If no errors are identified, no further activity is required. ■ Errors due to HR Data Identified – If errors have been identified, the Reviewer – Payroll advises the Processor – Payroll who assess the source of the error and updates master data to rectify this error. ■ Errors due to Financial Data – If errors have been identified, the Reviewer – Payroll advises the Financial role supporting this process of the error and potential solution.	Reviewer – Payroll	Manual	
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically picked up in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records.	Processor – Payroll	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	After updating the master data, a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.			
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet, and will be automatically processed in subsequent pay runs. The processes that should be used to update records are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	
2.3.1.3.6	**Create Post Payrun Files** Once payroll has been successfully run and all employees have results, post payrun files will be generated. ◾ QSuper Interface available to SSP for upload to EDC; ◾ EFT/Cemtex is disbursed to the CBA; ◾ Deduction Listing reports are disbursed to 3rd party deduction authority; and ◾ Employee Tax Declaration Interface is made available for upload to ATO software.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.3.11	**Run Control Reports** Control reports are run automatically after the simulation of the posting file to enable reconciliation of payroll results to be completed and exception messages produced in the form of logs. The control reports include the Audit Report, Payroll Exceptions Report and Payroll Reconciliation Report.	Controller – Pay Run	SAP – Payroll and Legal Reporting	Audit Report Payroll Exceptions Report
2.3.1.3.7	**Distribute Payrun Control Reports** The payrun control reports are distributed automatically to the officer(s) responsible for analysing them and ascertaining any post payrun data amendments required.	Controller – Pay Run	SAP – Payroll and Legal Reporting	Audit Report Payroll Exceptions Report

Program 42

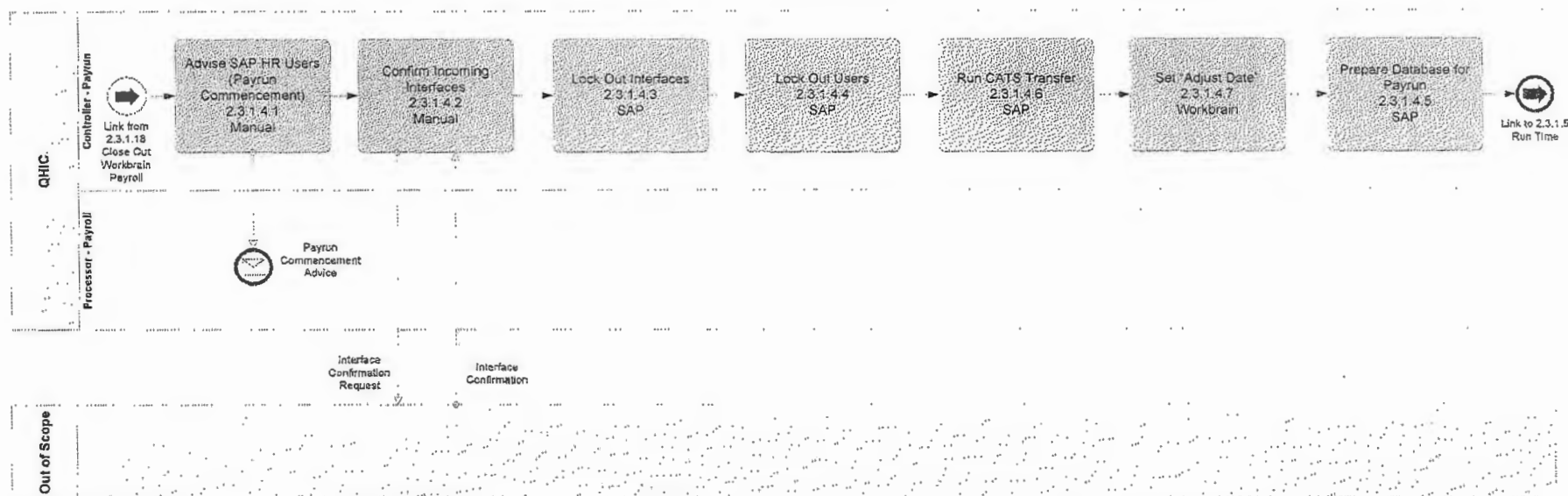| Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.3.9	**Analyse Payrun Control Reports** The Reviewer – Payroll analyses the payrun control reports, identifies any issues and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Payrun Control Report Issues Identified – If no issues are identified, no further activity is required. ■ Payrun Control Report Issues Identified – If issues have been identified, the Reviewer – Payroll advises the Processor – Payroll who assesses the source of the error and updates the data to rectify this error.	Reviewer – Payroll	Manual	
2.3.1.3.10	**Action Payrun Control Report Issues** Any master data related issues will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.3.12	**Action Payrun Control Report Issues** Any data related errors will be corrected in the effected employee's timesheet. Modification of an employee's payroll data from the timesheet will be automatically processed in subsequent payruns. The processes that should be used to update the data are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

Program 42

5.5 Level 5 Sub-Process: 2.3.1.4 Prepare Payrun

This process involves preparing the SAP system and stakeholders for the upcoming payrun process.

Program 42

5.5.1 Business Process Diagram of 2.3.1.4 Prepare Payrun

Program.42

5.5.2 Business Process Tasks of 2.3.1.4 Prepare Payrun

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.4.1	**Advise SAP HR Users (Payrun Commencement)** All SAP users are advised of the upcoming payrun process, and unavailability of aspects of the system's functionality.	Controller – Pay Run	Manual	
2.3.1.4.2	**Confirm Incoming Interfaces** Any interface from a system that may impact the payroll processing needs to be co-ordinated, including the following Workbrain interfaces: ■ Work Detail Interface ■ Leave Balance Interface ■ Payslip Messaging Interface The status of interfaces is investigated and a risk assessment undertaken if a significant volume of interface items or critical interface items have not completed or errored. The payrun process may be delayed at this point whilst interface errors are addressed.	Controller – Pay Run	Manual	Work Detail Interface Leave Balance Interface Payslip Messaging Interface
2.3.1.4.3	**Lock Out Interfaces** After confirming the incoming interfaces, any interface process which may affect the running of the tasks is 'locked out'. The job that imports the interface may be postponed.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.4.4	**Lock Out Users** Any users that have no relevant input to the payrun process will have their access to the system modified so that any maintenance of employee master data cannot be performed.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.4.6	**Run CATS Transfer** SAP retrieves the files generated from the Interfaces from the secure CT directory and processes them accordingly.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.4.7	**Set "Adjust Date"**	Controller – Pay	Workbrain	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	The Adjust Date is used to ensure that any edits made to timesheets after the close of a payroll period result in a retrospective adjustment. Following the successful upload of files into SAP the Workbrain adjust date is set to the last day of the pay period.	Run		
2.3.1.4.5	**Prepare Database for Payrun** Any employee master file records that remained 'locked' are unlocked after all users are out of the system.	Controller – Pay Run	SAP – Payroll and Legal Reporting	

5.6   Level 5 Sub-Process: 2.3.1.5 Run Time (Final)

The Run Time (Final) process encompasses the 'final' generation of time results, correction of critical errors and the subsequent review and correction of issues related to these results.

5.6.1 Key Concepts

- This process is completed on "pay Monday".
- The final payrun process includes the concept of "critical errors"; an error that precludes the payrun from continuing until it is addressed.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on the system the error originated from.

Program 42

5.6.2 Business Process Diagram of 2.3.1.5 Run Time (Final)
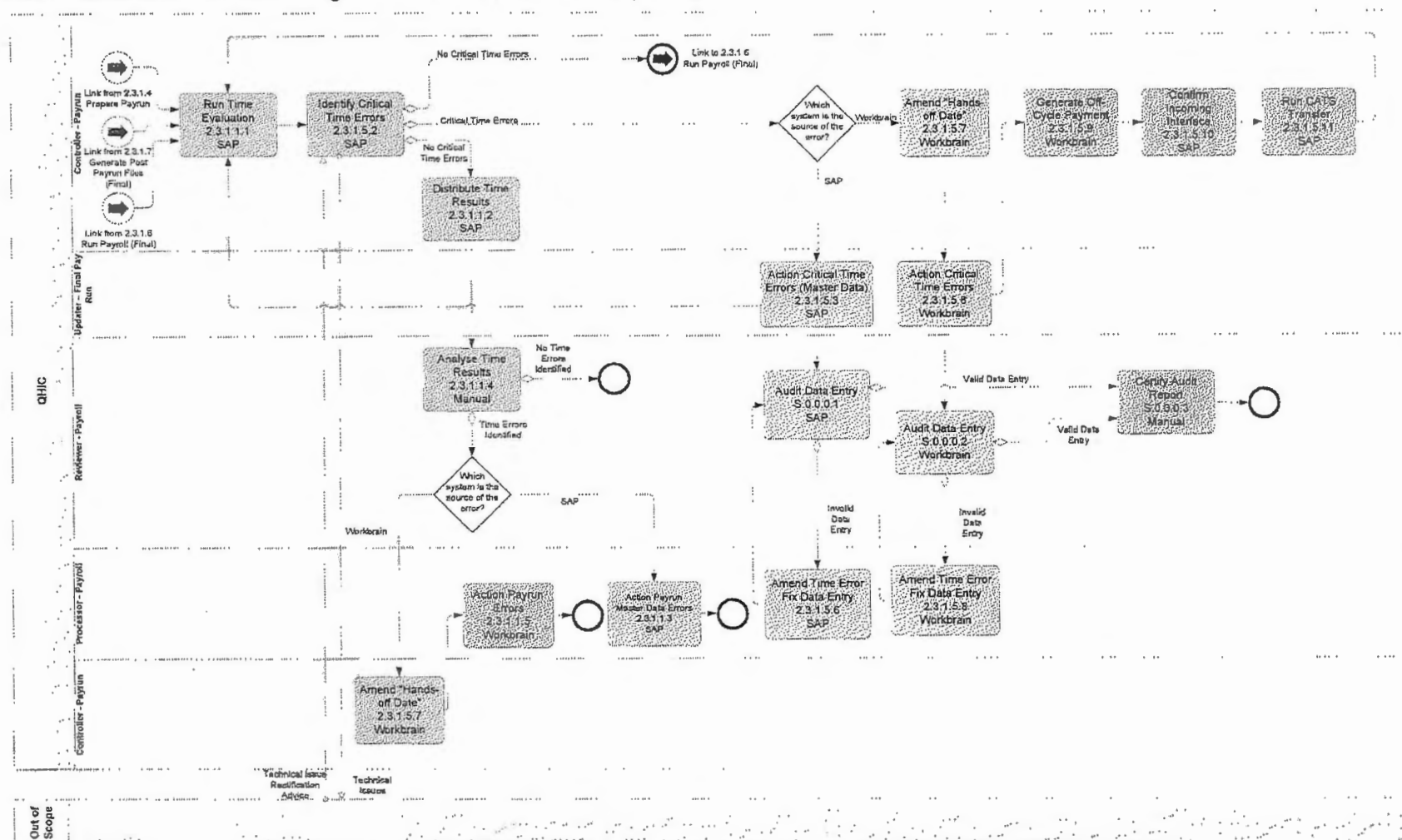
Program 42

5.6.3 Business Process Tasks of 2.3.1.5 Run Time (Final)

Task Number	Task Description	Role	Application and Module (if applicable)	Supporting Reports, Forms and Interfaces
2.3.1.1.1	**Run Time Evaluation** Time Evaluation is the process that records the accrual of increment hours and maps attendance and absence types into wage types for payroll processing. Time and attendance data (including any Workbrain specific allowances) is interfaced from Workbrain via the Work Detail Interface twice per pay period prior to the final payrun.	Controller – Pay Run	SAP – Payroll and Legal Reporting	Work Detail Interface
2.3.1.5.2	**Identify Critical Time Errors** The Time Evaluation process outputs a log that identifies any records that were unsuccessful, including critical errors. **Conditions** ■ No Critical Time Errors – If no critical errors are identified, the process continues to the Run Payroll (Final) process. ■ No Critical Time Errors – If no critical errors are identified, the process continues to the task of distributing the results of this activity. ■ Critical Time Errors – If critical errors are identified, the process moves to action these errors.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.5.3	**Action Critical Time Errors (Master Data)** The Updater – Final Pay Run creates, changes or deletes the record that is causing the critical time error.	Updater – Final Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.5.7	**Amend "Hands off Date"** The Hands-Off Date designates the date prior to which no information can be edited. The Controller-Payrun returns the hands-off date to the system go-live date to allow the Updater – Final Pay Run to correct errors in Workbrain.	Controller - Payrun	Workbrain	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.5.8	**Action Critical Time Errors** The Updater – Final Pay Run creates, changes or deletes the record that is causing the critical time error.	Updater – Final Pay Run	Workbrain	
2.3.1.5.9	**Generate Off-Cycle Payment** The Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface are run via the Workbrain Off-Cycle Interface. Interface files are placed in a secure CT directory ready for retrieval by SAP.	Controller – Payrun	Workbrain	
2.3.1.5.10	**Confirm Incoming Interfaces** The Controller – Payrun confirms the incoming Workbrain Interfaces, including the Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface. The status of interfaces is investigated and a risk assessment undertaken if a significant volume of interface items or critical interface items have not completed or errored. The payrun process may be delayed at this point whilst interface errors are addressed.	Controller – Payrun	SAP	
2.3.1.5.11	**Run CATS Transfer** SAP retrieves the files generated from the Interfaces from the secure CT directory and processes them accordingly.	Controller – Payrun	SAP	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
S.0.0.0.1	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported via a data entry audit report. The report includes both the old data and the newly updated data so the Reviewer can determine accuracy of the transaction. The Audit Report is validated against source documents to ensure accuracy and validity of the generated transactions. The report need not be printed and can be recalled at a future date if required (e.g. for a formal internal or external audit procedure). **Conditions** ■ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor of the errors in writing and corrections required. The source document is returned to the Processor to correct. ■ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	SAP – Payroll and Legal Reporting	Audit Report
2.3.1.5.6	**Amend Time Error Fix Data Entry** The Processor – Payroll corrects errors identified by the audit process.	Processor – Payroll	SAP – Payroll and Legal Reporting	
S.0.0.0.2	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported. The audit report is validated against source documents to ensure accuracy and validity of the generated transactions. **Conditions** ■ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor of the errors in writing and with the corrections required. ■ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	Workbrain	Overrides Report
2.3.1.5.12	**Amend Time Error Fix Data Entry**	Processor – Payroll	Workbrain	

Program 42

Task Number	Task Description	Role	Application and Module (if applicable)	Supporting Reports, Forms and Interfaces
	The Processor – Payroll corrects errors identified by the audit process.			
S.0.0.0.3	**Certify Audit Report** Data entry Audit Report's certification page is printed and signed off as approved. Audit Report Certification is filed as per DRM requirements.	Reviewer – Payroll	Manual	Audit Report
2.3.1.1.2	**Distribute Time Results** Time Evaluation outputs a log that identifies any employee who was not processed correctly and the reason for the incorrect processing. These will be manually distributed via e-mail by the Controller – Pay Run to the relevant "cell" that will analyse the results so that any errors can be corrected.	Controller – Pay Run	Manual	
2.3.1.1.4	**Analyse Time Results** The Reviewer – Payroll analyses the results of the "Run Time" process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Time Errors Identified – If no errors are identified, no further activity is required. ■ Time Errors Identified – If errors have been identified, the Reviewer – Payroll advises the Processor – Payroll who assesses the source of the error and updates the data in the appropriate system to rectify this error.	Reviewer – Payroll	Manual	
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records. After updating the master data, a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.	Processor – Payroll	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet, and will be automatically processed in subsequent pay runs. The processes that should be used to update records are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

5.7 Level 5 Sub-Process: 2.3.1.6 Run Payroll (Final)

The Run Payroll (Final) process encompasses the generation of "pay results" and the correction of errors resulting from these results.

5.7.1 Key Concepts

- This process is completed on the first working day of a pay week, typically "pay Monday".
- The final payrun process includes the concept of "critical errors"; an error that precludes the payrun from continuing until it is addressed.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on the system the error originated from.

Program 42

5.7.2 Business Process Diagram of 2.3.1.6 Run Payroll (Final)
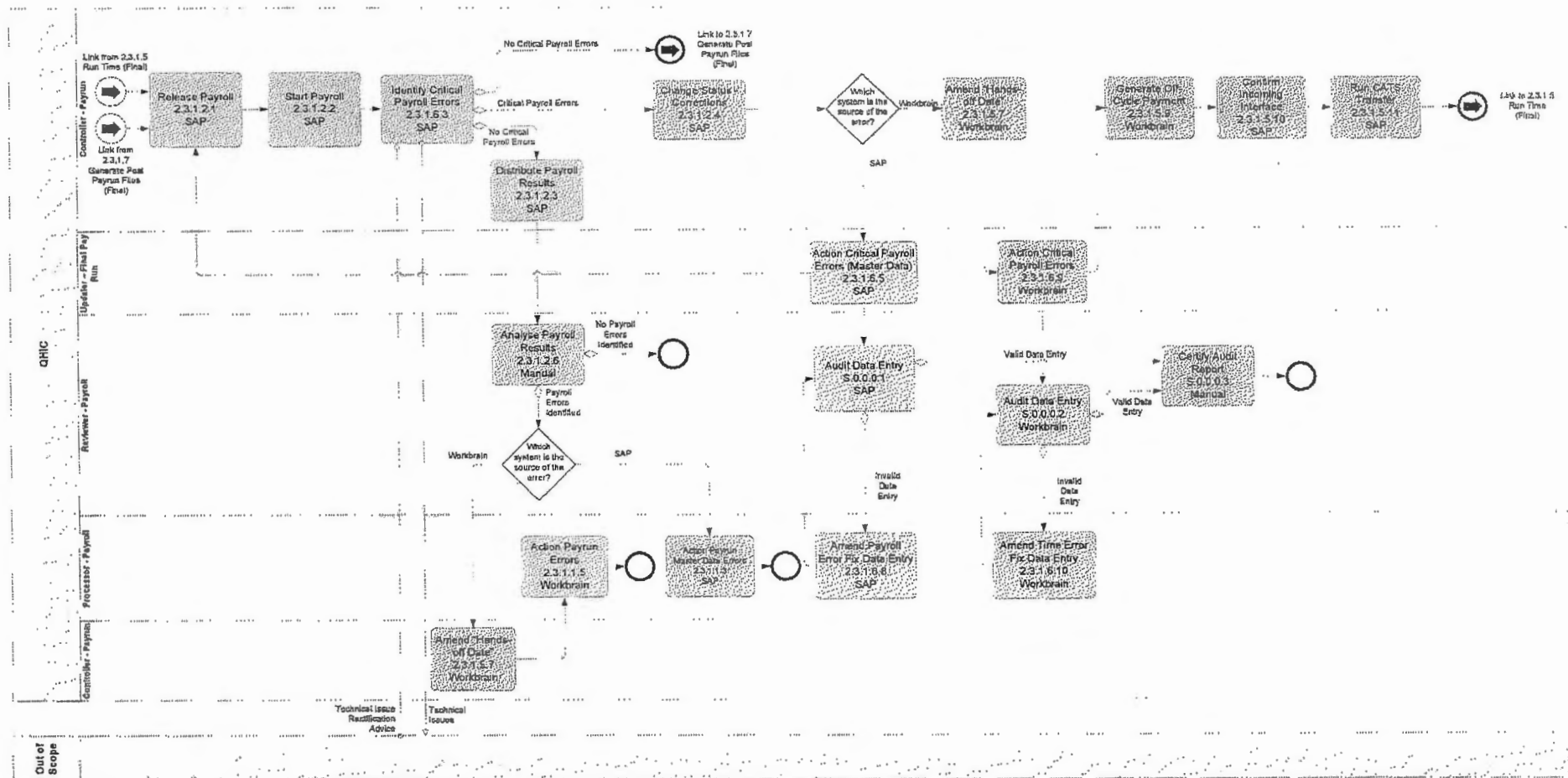
Program 42

5.7.3 Business Process Tasks of 2.3.1.6 Run Payroll (Final)

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.2.1	**Release Payroll** Releasing the payroll will change the payroll control record's status from 'Unlocked' to 'Locked' so that payroll can be executed.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.2.2	**Start Payroll** This task will process the current period's payroll for employees and will save the calculated values in a 'Pay Results' table in the database. The payroll process will automatically retrospectively recalculate the payroll values for any employee with a change in the past (i.e. previous pay period). As part of the selection criteria, the Controller – Pay Run will be able to select the employees that have only been hired or had changes since the last payroll run.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.6.3	**Identify Critical Payroll Errors** The payroll process outputs a log which will identify any records that were unsuccessful, and critical errors are identified. **Conditions** ■ No Critical Payroll Errors – If no critical errors are identified, the process continues to the 2.3.1.7 Generate Post Payrun Files (Final) process. ■ No Critical Payroll Errors – If no critical errors are identified, the process continues to the task of distributing the results of this activity. ■ Critical Payroll Errors – If critical errors are identified, the process moves to action these errors.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.2.4	**Change Status – Corrections** The Corrections option will change the payroll control record to a different status which will unlock all master data and allow updates of any record that would effect the current period.	Controller – Pay Run	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.5.7	**Amend "Hands off Date"** The Hands-Off Date designates the date prior to which no information can be edited. The Controller-Payrun returns the hands-off date to the system go-live date to allow the Updater – Final Pay Run to correct errors in Workbrain.	Controller - Payrun	Workbrain	
2.3.1.6.9	**Action Critical Payroll Errors** The Updater – Final Pay Run creates, changes or deletes the record that is causing the critical payroll error.	Updater – Final Pay Run	Workbrain	
2.3.1.5.9	**Generate Off-Cycle Payment** The Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface are run via the Workbrain Off-Cycle Interface. Interface files are placed in a secure CT directory ready for retrieval by SAP.	Controller - Payrun	Workbrain	
2.3.1.5.10	**Confirm Incoming Interfaces** The Controller – Payrun confirms the incoming Workbrain Interfaces, including the Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface. The status of interfaces is investigated and a risk assessment undertaken if a significant volume of interface items or critical interface items have not completed or errored. The payrun process may be delayed at this point whilst interface errors are addressed.	Controller - Payrun	SAP	
2.3.1.5.11	**Run CATS Transfer** SAP retrieves the files generated from the Interfaces from the secure CT directory and processes them accordingly.	Controller - Payrun	SAP	
2.3.1.6.5	**Action Critical Payroll Errors (Master Data)** The Updater – Final Pay Run creates, changes or deletes the record that is causing the critical payroll error.	Updater – Final Pay Run	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
S.0.0.0.1	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported via a data entry audit report. The report includes both the old data and the newly updated data so the Reviewer can determine accuracy of the transaction. The Audit Report is validated against source documents to ensure accuracy and validity of the generated transactions. The report need not be printed and can be recalled at a future date if required (e.g. for a formal internal or external audit procedure). **Conditions** ▪ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor in writing of the errors and corrections required. The source document is returned to the Processor to correct. ▪ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	SAP – Payroll and Legal Reporting	Audit Report
S.0.0.0.2	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported. The audit report is validated against source documents to ensure accuracy and validity of the generated transactions. **Conditions** ▪ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor in writing of the errors and the corrections required. ▪ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	Workbrain	Overrides Report

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.6.8	**Amend Payroll Error Fixes Data Entry** Errors identified are corrected by the Processor – Payroll as required and return through the Audit Data Entry process. Process repeats until all errors are corrected.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.6.10	**Amend Payroll Error Fixes Data Entry** Errors identified are corrected by the Processor – Payroll as required and return through the Audit Data Entry process. Process repeats until all errors are corrected.	Processor – Payroll	Workbrain	
S.0.0.0.3	**Certify Audit Report** Data entry Audit Report's certification page is printed and signed off as approved, and filed as per DRM requirements.	Reviewer – Payroll	Manual	Audit Report
2.3.1.2.3	**Distribute Payroll Results** Payroll outputs a log that identifies any employee who was not processed correctly and the reason for the incorrect processing. These will be manually distributed via e-mail by the Controller – Pay Run to the relevant "cell" who will analyse the results so that any errors can be corrected.	Controller – Pay Run	SAP	
2.3.1.2.6	**Analyse Payroll Results** The Reviewer – Payroll analyses the results of the "Run Payroll" process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Payroll Errors Identified – If no errors are identified, the process proceeds to the Generate Post Pay Run Files process. ■ Payroll Errors Identified – If errors have been identified, the Reviewer advises the Processor – Payroll, who assesses the source of the error and updates master data to rectify this error.	Reviewer – Payroll	Manual	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records. After updating the master data, a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet, and will be automatically processed in subsequent pay runs. The processes that should be used to update records are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

5.8 Level 5 Sub-Process: 2.3.1.7 Generate Post Payrun Files (Final)

The Generate Post Payrun Files (Final) process encompasses the production of Post Payrun Files and Control Reports, distribution and correction of associated errors.

5.8.1 Key Concepts

- This process is completed on the first working day of a pay week, typically "pay Monday".
- The final payrun process includes the concept of "critical errors"; an error that precludes the payrun from continuing until it is addressed.
- Processing errors may need to be corrected in either SAP or Workbrain, depending on the system the error originated from.

Program 42

5.8.2 Business Process Diagram of 2.3.1.7 Generate Post Payrun Files (Final)

Program 42

5.8.3 Business Process Tasks of 2.3.1.7 Generate Post Payrun Files (Final)

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.3.2	**Simulate FICO** This process generates the payroll and associated costing information that needs to be transferred to the Finance system.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.3.6	**Create Post Payrun Files** Once payroll has been successfully run and all employees have results, post payrun files will be generated. ■ QSuper Interface available to SSP for upload to EDC; ■ EFT/Cemtex is disbursed to the CBA; ■ Deduction Listing reports are disbursed to 3rd party deduction authority; and ■ Employee Tax Declaration Interface is made available for upload to ATO software.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.7.5	**Identify Critical Post Payrun File Errors** The Post Payrun File process outputs logs that identify any records that were unsuccessful, including critical errors. **Conditions** ■ No Critical Post Payrun File Errors – If no errors that will delay the payrun process are identified, the process continues to the Finalise Payrun process. ■ No Critical Post Payrun File Errors – If no errors that will delay the payrun process are identified, the process continues to the task of generating the payrun control reports. ■ No Critical Post Payrun File Errors – If no errors that will delay the payrun process are identified, the process continues to distribute the results of this activity. ■ Critical Post Payrun File Errors – If errors are identified that will delay	Controller – Pay Run	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	the payrun process, an assessment is conducted to determine if SAP or Workbrain is the source of the error. The process moves to action these errors in the appropriate system. ■ Critical Finance Data Error – If errors are identified due to SAP Finance data that will delay the payrun process are identified, advice is sent to a Finance role to action these errors.			
2.3.1.2.4	**Change Status – Corrections** The Corrections option will change the payroll control record to a different status which will unlock all master data and allow updates of any record that would effect the current period.	Controller – Payrun	SAP	
2.3.1.7.9	**Action Critical Post Payrun File Errors** Action is undertaken to rectify a critical error, including locking a particular transaction to exclude it from the payrun process through to updating master data for an employee. **Conditions** ■ All Errors Actioned, Time must be Rerun – When all critical errors have been actioned "Time" is run again to regenerate the results.	Updater – Final Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.5.7	**Amend "Hands-off Date"** The Hands-Off Date designates the date prior to which no information can be edited. The Controller-Payrun returns the Hands-off Date to the system go-live date to allow the Updater – Final Pay Run to correct errors in Workbrain.	Controller – Payrun	Workbrain	
2.3.1.7.13	**Action Critical Post Payrun File Errors** The Updater – Final Pay Run creates, changes or deletes the record that is causing the critical error.	Updater – Final Pay Run	Workbrain	
2.3.1.5.9	**Generate Off-Cycle Payment** The Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface are run via the Workbrain Off-Cycle Interface. Interface files are placed in a secure CT directory ready for retrieval by SAP.	Controller – Payrun	Workbrain	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.5.10	**Confirm Incoming Interfaces** The Controller – Payrun confirms the incoming Workbrain Interfaces, including the Work Detail Interface, Leave Balance Interface and Payslip Messaging Interface. The status of interfaces is investigated and a risk assessment undertaken if a significant volume of interface items or critical interface items have not completed or errored. The payrun process may be delayed at this point whilst interface errors are addressed.	Controller – Payrun	SAP	
2.3.1.5.11	**Run CATS Transfer** SAP retrieves the files generated from the Interfaces from the secure CT directory and processes them accordingly.	Controller – Payrun	SAP	
S.0.0.0.1	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported via a data entry audit report. The report includes both the old data and the newly updated data so the Reviewer can determine accuracy of the transaction. The Audit Report is validated against source documents to ensure accuracy and validity of the generated transactions. The report need not be printed and can be recalled at a future date if required (e.g. for a formal internal or external audit procedure). **Conditions** ▪ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor in writing of the errors and corrections required. The source document is given back to the Processor to correct. ▪ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	SAP – Payroll and Legal Reporting	Audit Report
2.3.1.7.10	**Amend Payrun File Error Data Entry** Errors identified are corrected by the Processor – Payroll as required and return	Processor – Payroll	SAP – Payroll and Legal	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	through the Audit Data Entry process. Process repeats until all errors are corrected.		Reporting	
S.0.0.0.2	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported. The audit report is validated against source documents to ensure accuracy and validity of the generated transactions. **Conditions** ■ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor in writing of the errors and the corrections required. ■ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	Workbrain	Overrides Report
2.3.1.7.14	**Amend Payroll Error Fixes Data Entry** Errors identified are corrected by the Processor – Payroll as required and return through the Audit Data Entry process. Process repeats until all errors are corrected.	Processor – Payroll	Workbrain	
S.0.0.0.3	**Certify Audit Report** Data entry Audit Report's certification page is printed and signed off as approved. Audit Report Certification is filed as per DRM requirements.	Reviewer – Payroll	Manual	Audit Report
2.3.1.3.3	**Distribute Post Payrun File Results** The post payrun file process outputs a number of logs that identify any employee who was not processed correctly and the reason for the incorrect processing. These will be manually distributed via e-mail by the Controller – Pay Run to the relevant "cell" that will analyse the results so that any errors can be corrected.	Controller – Pay Run	Manual	
2.3.1.3.8	**Analyse Post Payrun File Results** The Reviewer analyses the results of the "Generate Post Payrun Files"	Reviewer – Payroll	Manual	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	process, identifies any errors and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Errors Identified – If no errors are identified, no further activity is required. ■ HR Data Errors – If HR data errors have been identified, the Reviewer – Payroll advises the Processor – Payroll who assesses the source of the error and updates master data to rectify this error. ■ Finance Data Errors – If Finance data errors have been identified, the Reviewer - Payroll advises the Financial role supporting this process of the error and potential solution.			
2.3.1.1.3	**Action Payrun Master Data Errors** Any master data related errors will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records. After updating the master data a simulated payrun process can be run for an employee or group of employees to ensure the data change has corrected the error in question.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.1.5	**Action Payrun Errors** Any errors will be corrected in the effected employee's timesheet, and will be automatically processed subsequent pay runs. The processes that should be used to update records are detailed in frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	
2.3.1.7.11	**Run Control Reports** Control reports are run automatically after the simulation of the posting file to enable reconciliation of payroll results to be completed and exception messages produced in the form of logs. The control reports include Audit	Controller – Pay Run	SAP – Payroll and Legal Reporting	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	Report, Payroll Exceptions Report and Payroll Reconciliation Report.			
2.3.1.7.12	**Distribute Payrun Control Reports** The payrun control reports are distributed to the officer(s) responsible for analysing them and ascertaining any post payrun data amendments required.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.3.9	**Analyse Payrun Control Reports** The reviewer analyses the payrun control reports, identifies any issues and outlines solutions to be passed to the Processor – Payroll for action. **Conditions** ■ No Payrun Control Report Issues - If no issues are identified, no further activity is required. ■ Payrun Control Report Issues - If issues have been identified, the reviewer advises the Processor – Payroll to update master data to rectify this error.	Reviewer – Payroll	Manual	
2.3.1.3.10	**Action Payrun Control Report Issues** Any master data related issues will be corrected using the standard Master file Maintenance transaction (PA30). Modification of an employee's payroll data will be automatically processed in subsequent payruns. The processes that should be used to update the master data are detailed in framework 2.1.2 Maintain Employee Records.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.3.12	**Action Payrun Control Report Issues** Any data related errors will be corrected in the effected employee's timesheet. Modification of an employee's payroll data from the timesheet will be automatically picked up in subsequent payruns. The processes that should be used to update the master data are detailed in the Frameworks 2.1.2 Maintain Employee Records, 2.2.1 Maintain Leave Entitlements – Roster and 2.2.2 Record Time and Attendance – Roster.	Processor – Payroll	Workbrain	

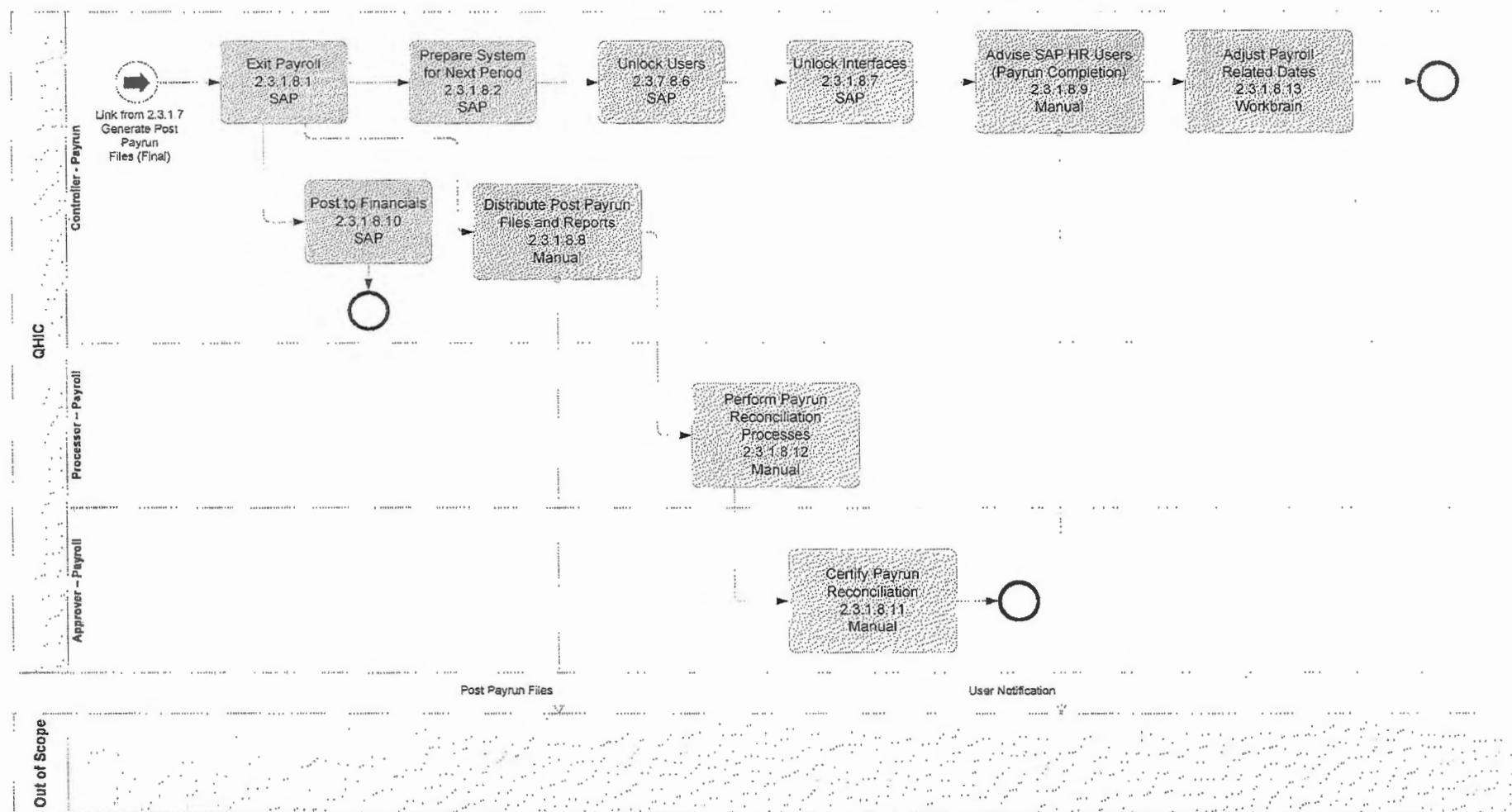## 5.9 Level 5 Sub-Process: 2.3.1.8 Finalise Payrun

The Finalise Payrun process includes reconciling and closing the current pay period and opening the new period, posting to financials and communicating to stakeholders.

5.9.1 Key Concepts

- The bank disbursement list will be sent as a cemtex file to Treasury, who will subsequently send the file to the XI Facilitator where the files will be made available for GDES (a section of the CBA) for collection. The funds will be disbursed on the nominated date.

5.9.2 Business Process Diagram 2.3.1.8 Finalise Payrun

Program 42

5.9.3 Business Process Tasks 2.3.1.8 Finalise Payrun

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.8.1	**Exit Payroll** Once the payroll process is deemed to be finalised, the process is required to be "Exited" prior to any final documents being produced. Undertaking this process "locks" the data generated in the payrun process and as such finalises the payrun process.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.8.10	**Post to Financials** The FICO results are posted to Finance.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.8.8	**Distribute Post Payrun Files and Reports** The post payrun files are distributed to the appropriate recipient. ■ QSuper Interface available to SSP for upload to EDC; ■ EFT/Cemtex is disbursed to the CBA; ■ Deduction Listing reports are disbursed to 3rd party deduction authority; and ■ Employee Tax Declaration Interface is made available for upload to ATO software. ■ Employee payslips file is sent to third party for disbursement via hard copy.	Controller – Pay Run	Manual	
2.3.1.8.12	**Perform Payrun Reconciliation Processes** Processor – Payroll completes payrun associated reconciliations including the following: ■ Payslip generation and disbursement; ■ Bank disbursement; ■ Superannuation contributions disbursement; ■ Taxation disbursements;	Processor – Payroll	Manual	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
	▪ YTD taxable gross; ▪ YTD taxation.			
2.3.1.8.11	**Certify Payrun Reconciliation** The Approver – Payroll certifies reconciliation activities completed by the Processor – Payroll are complete and correct.	Approver – Payroll	Manual	
2.3.1.8.2	**Prepare System for Next Period** Once the payroll has been exited, the payroll processing is complete for the period. The system's control record status will now have to be changed, using a two step process, so that the period will 'roll over' to the next period. 1. Selecting the "Release Payroll" will change the status, period number of the 'current period' and lock the payroll master files. 2. Setting the control record to the status of "Corrections" to deactivate the locking on the employee master data allowing day to day access to these records.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.8.6	**Unlock Users** As the payrun process has now completed all users are given full access to their "normal" system functionality.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.8.7	**Unlock Interfaces** As the payrun process has now completed all interfaces are given full access to their "normal" system access.	Controller – Pay Run	SAP – Payroll and Legal Reporting	
2.3.1.8.9	**Advise SAP HR Users (Payrun Completion)** An e-mail notification is sent to all users to advise that the payrun process has completed and that the system is now available for use.	Controller – Pay Run	Manual	

Program 42

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.8.13	**Adjust Payroll Related Dates** The following payroll related dates are adjusted after a payrun. ■ Roll forward payroll date – The payroll start and end dates determine the beginning and end of the current payroll period. These are adjusted to reflect the next payroll period. ■ Amend hands-off date – The Hands-Off Date designates the date prior to which no information can be edited. If not done so previously in the payrun (where a correction in Workbrain has been required) the hands-off date is returned to the system go-live date.	Controller – Payrun	Workbrain	

Program 42

5.10 Level 5 Sub-Process: 2.3.1.9 Request Ad-hoc Payment

This process outlines the steps for requesting an ad-hoc payment.

5.10.1 Key Concepts

- An ad-hoc payment includes any payment due to an employee that has been missed in a previous payrun.

Program 42

5.10.2 Business Process Diagram of 2.3.1.9 Request Ad-hoc Payment
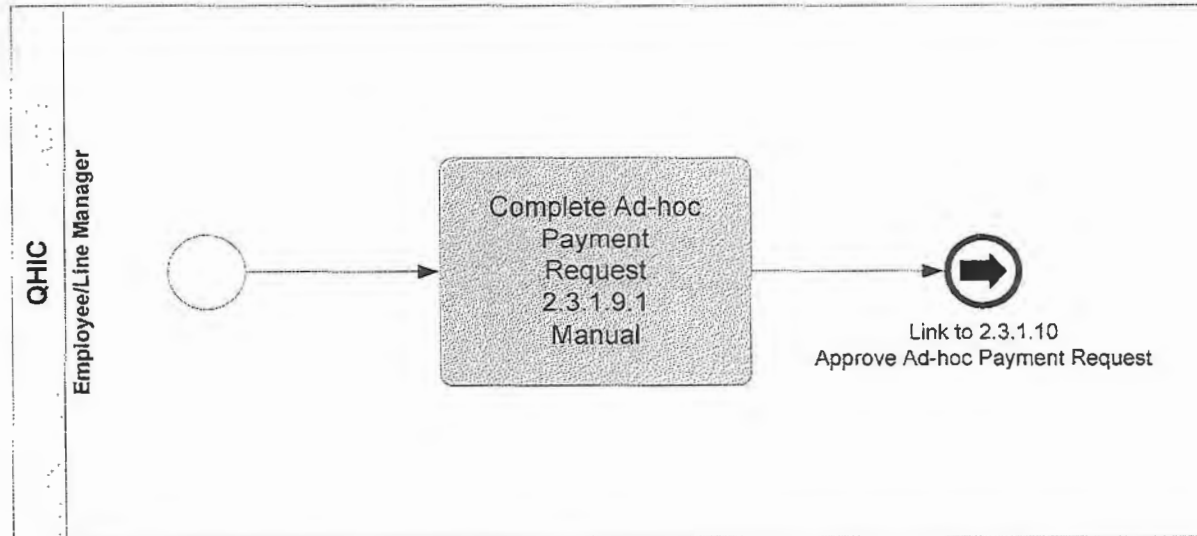
Program 42

5.10.3 Business Process Tasks 2.3.1.9 Request Ad-hoc

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.9.1	**Complete Ad-hoc Payment Request** Where a payment has been missed, the employee will request an ad-hoc payment.	Employee	Manual	

Program 42

5.11 Level 5 Sub-Process: 2.3.1.10 Approve Ad-hoc Payment Request

This process covers checking and approving an ad-hoc payment request.

Program 42

5.11.1 Business Process Diagram of 2.3.1.10 Approve Ad-hoc Payment Request
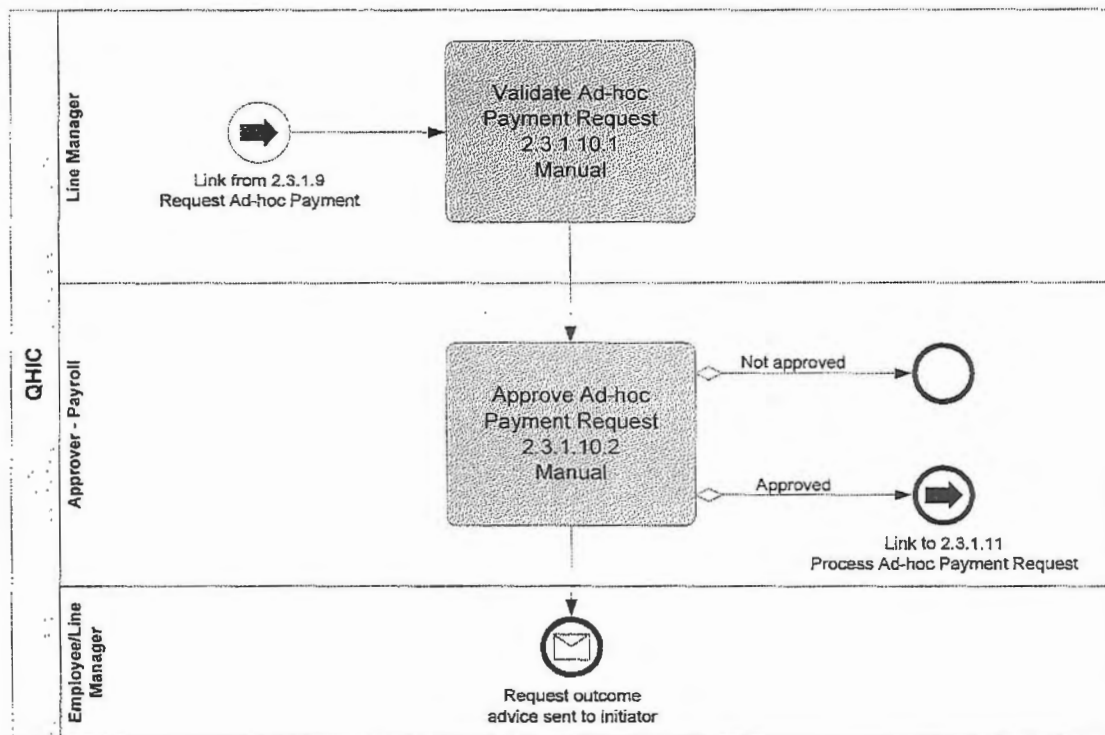
Program 42

5.11.2 Business Process Tasks of 2.3.1.10 Approve Ad-hoc Payment Request

Task Number	Task Description	Role	Application and Module and Transaction (if applicable)	Supporting Reports, Forms and Interfaces
2.3.1.10.1	**Validate Ad-hoc Payment Request** Validate that the Ad-hoc Payment Request is correct and supporting documentation (if required) has been provided. Validation includes sourcing of originating documentation to confirm accuracy of claim (e.g. sourcing a timesheet that shows approved overtime payment that has been missed).	Line Manager	Manual	
2.3.1.10.2	**Approve Ad-hoc Payment Request** Approve the request if it is appropriate and meets business requirements and policies. Policies may require that an assessment is conducted against the hardship that may be caused by not approving the ad-hoc request. When the request has been either approved or declined, the initiator is advised of the decision via e-mail. **Conditions** ▪ Not Approved – If the request is not approved, the process ends. ▪ Approved – If the request is approved, the process continues with processing the request.	Approver – Payroll	Manual	

Program 42

5.12 Level 5 Sub-Process: 2.3.1.11 Process Ad-hoc Payment Request

This process covers the processing of an ad-hoc payment request.

Program 42

5.12.1 Business Process Diagram of 2.3.1.11 Process Ad-hoc Payment Request

Program 42

5.12.2 Business Process Tasks of 2.3.1.11 Process Ad-hoc Payment Request

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.11.7	**Confirm Ad-hoc Payment Approval** The Processor – Payroll confirms that approval to proceed with the ad-hoc request has been granted and all documentation is available.	Processor – Payroll	Manual	
2.3.1.11.10	**Process Ad-hoc Payment Request** The Processor – Payroll completes the Workbrain Off-Cycle Export On-line Form and selects Off-cycle (Ad-hoc) from the drop down menu.	Processor – Payroll	Workbrain	Off-Cycle Export On-line Form
2.3.1.11.9	**Simulate Payroll to Determine Payment Amount** Once the Work Detail Interface has been run, the Processor – Payroll simulates payroll to determine the exact amount of the ad-hoc payment. The results of a simulated payroll run are not saved to the database, however the results in the payroll log can be viewed and printed. The amount is then entered into SAP Infotype 0015 Additional Payments.	Processor – Payroll	SAP	
2.3.1.11.1	**Process Off-cycle Payment** The Processor – Payroll adds a record in Infotype 11 (External Bank Transfers) detailing the value of the payment to be made to the employee and the date the payment is to be made.	Processor – Payroll	SAP	
2.3.1.11.2	**Validate Off-cycle Data** The system validates the new or changed data fields updated by the Processor – Payroll, including the Start Date of a record is before End Date, and ensuring all mandatory data fields are complete before the record can be 'saved'. **Conditions** ■ Valid Data – If the data is valid, the process continues to the Run Off-cycle Payroll process. ▣ Invalid Data – If the data is invalid, the Processor – Payroll is prompted to amend the data to rectify any issues.	Processor – Payroll	SAP	

Program 42

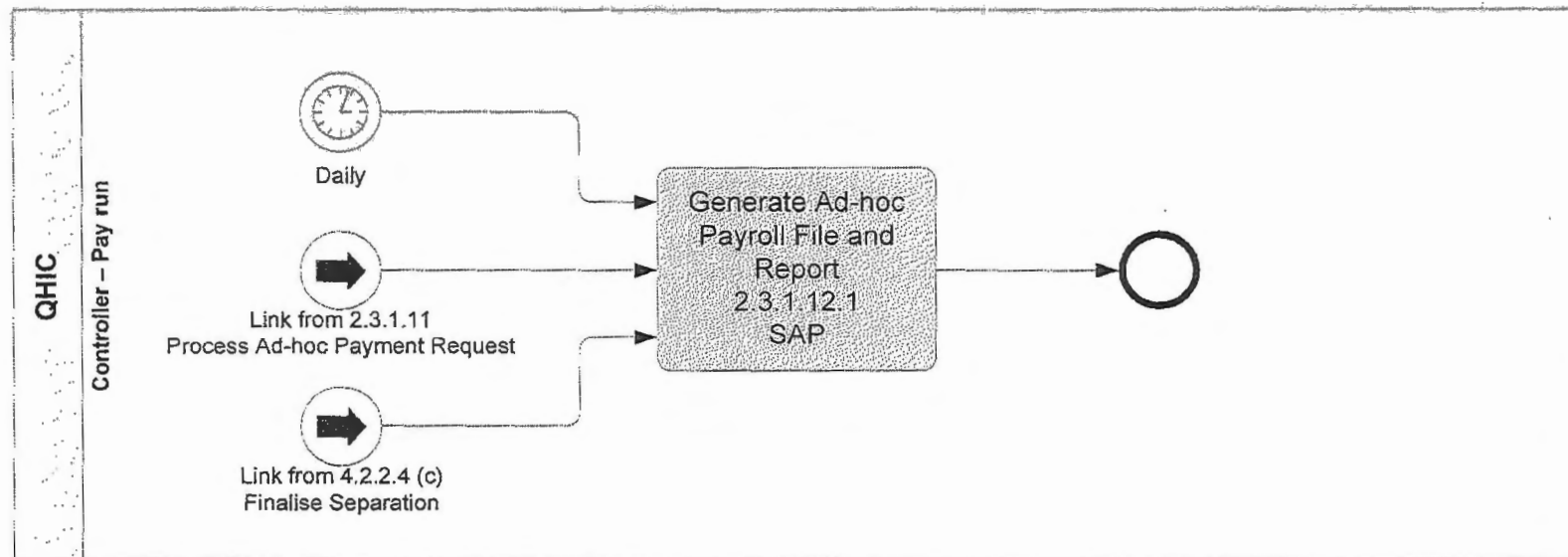| Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.11.3	**Amend Off-cycle Data** If the data is invalid the Processor – Payroll amends the data to rectify any issues.	Processor – Payroll	SAP	
S.0.0.0.1	**Audit Data Entry** All data entry transactions (create, update, delete) performed by the Processor role are reported via a data entry audit report. The report includes both the old data and the newly updated data so the Reviewer can determine accuracy of the transaction. The Audit Report is validated against source documents to ensure accuracy and validity of the generated transactions. The report need not be printed and can be recalled at a future date if required (e.g. for a formal internal or external audit procedure). **Conditions** ■ Invalid Data Entry – If errors are identified, the Reviewer advises the Processor of the errors in writing and corrections required. The source document is returned to the Processor to correct. ■ Valid Data Entry – If the data entry is correct, the process continues to the task of Certify Audit Log.	Reviewer – Payroll	SAP	Audit Report
2.3.1.11.8	**Amend Ad-hoc Payment Data Entry** Errors identified are corrected by the Processor – Payroll as required and return through the Audit Data Entry process. Process repeats until all errors are corrected.	Processor – Payroll	SAP	
S.0.0.0.3	**Certify Audit Report** Data entry Audit Report's certification page is printed and signed off as approved, and is filed as per DRM requirements.	Reviewer – Payroll	Manual	Audit Report

Program 42

5.13 Level 5 Sub-Process: 2.3.1.12 Run Off-Cycle Payroll

This process includes the generation and creation of an off-cycle payrun EFT file and associated notifications.

Program 42

5.13.1 Business Process Diagram of 2.3.1.12 Run Off-Cycle Payroll

Program 42

5.13.2 Business Process Tasks of 2.3.1.12 Run Off-Cycle Payroll

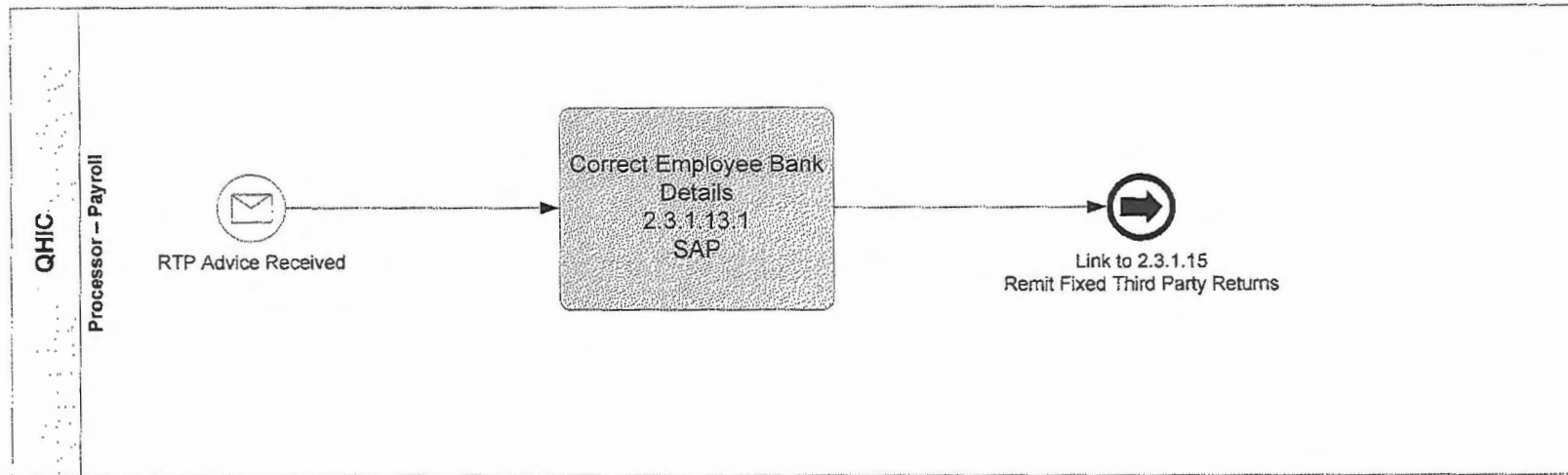| Task Number	Task Description	Role	Application and Module (if applicable)	Supporting Reports, Forms and Interfaces
2.3.1.12.1	**Generate Off-Cycle Payroll File and Report** The Controller – Payrun generates the off-cycle payment EFT file and notifications.	Controller – Payrun	SAP – Payroll and Legal Reporting	

Program 42

5.14 Level 5 Sub-Process: 2.3.1.13 Identify Third Party Returns

This process identifies employee payments that were unable to be processed by either the CBA or the employee's bank and have subsequently been returned to the QHSSP's bank account.

Program 42

5.14.1 Business Process Diagram of 2.3.1.13 Identify Third Party Returns

Program 42

5.14.2 Business Process Tasks of 2.3.1.13 Identify Third Party Returns

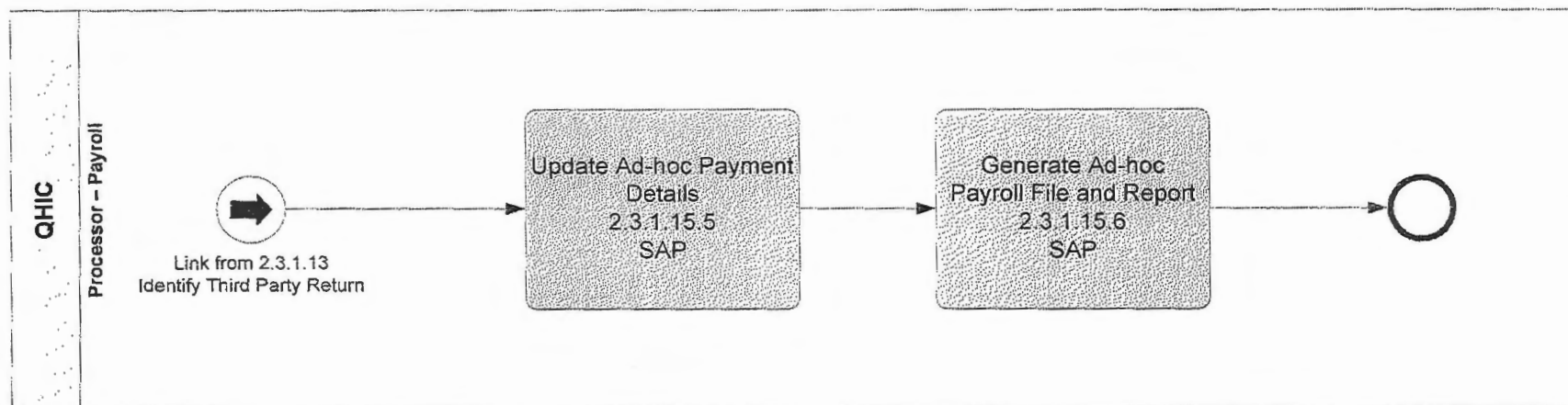| Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.13.1	**Correct Employee Bank Details** The Processor – Payroll identifies employee's with returned payments from details provided from Bank Reconciliation Officer (returned payments are identified on QH's bank statement.) The Processor – Payroll obtains the affected employee's correct bank account details or alternatively determines to pay the employee by cheque. The Processor – Payroll updates the employee's bank account details via Infotype 0009 (Refer to 2.1.2.8-01 Update IHRS – Maintain Personal and Payroll Details).	Processor – Payroll	SAP – Payroll and Legal Reporting	

Program 42

5.15 Level 5 Sub-Process: 2.3.1.15 Remit Fixed Third Party Returns

This process describes the generation of an ad-hoc payment to the employee to replace a returned payment.

Program 42

5.15.1 Business Process Diagram of 2.3.1.15 Remit Fixed Third Party Returns

Program 42

5.15.2 Business Process Tasks of 2.3.1.15 Remit Fixed Third Party Returns

Task Number	Task Description	Role	Application and Module (If applicable)	Supporting Reports, Forms and Interfaces
2.3.1.15.5	**Update Ad-hoc Payment Details** The Processor – Payroll completes Infotype 0011 (External Transfers) with appropriate payment information, including EFT/Cheque and, if applicable, bank details.	Processor – Payroll	SAP – Payroll and Legal Reporting	
2.3.1.15.6	**Generate Ad-hoc Payroll File and Report** The Controller – Pay Run generates the off-cycle payment EFT file and notifications.	Controller – Pay Run	SAP – Payroll and Legal Reporting	