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Overview

The Payroll and Travel Integration program is a custom development undertaken by the UN to cover two main functional integration points between travel and payroll.

- 1) In line with the United Nations Staff Rule and Regulations, staff members are required to submit expense report 14 days following the completion of the trip. The travel advance recovery portion of the program is designed to recover travel advances for scenarios whereby the travellers have not submitted their expense reports within the set timeline.
- 2) The second portion of the program is designed to enable the payment of travel entitlements or recovery of travel advance overpayment as a result of the travel expense report settlement through payroll.

Objectives

This Job Aid provides guidelines for the integration of the travel and payroll functional modules to enable the recovery or reimbursement of travel entitlements through payroll. In addition, it provides guidelines on how to execute a report to monitor these transactions on a regular basis.

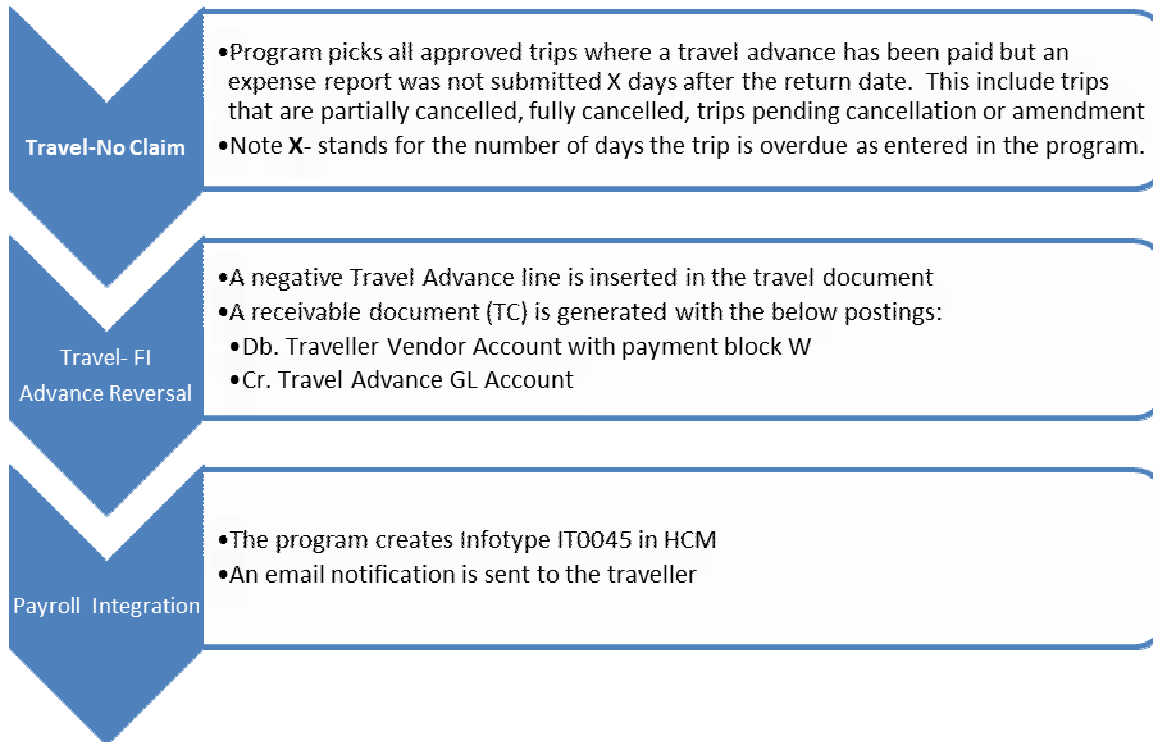
Enterprise Roles

Travel Administrator(TA), Travel and Shipment Approver (TSA), Travel Claim Processor (TCP),

* * * * *

Travel Advance Recovery

The following section details the step by step procedure undertaken by the Travel and Payroll Integration program to recover travel advances.



Expense Report Settlement via Payroll

The settlement of certain expense reports or recovery of travel advance overpayment is processed through payroll. The following three scenarios are covered as part of the travel expense report settlement and payroll integration.

Scenario	Remarks	Payroll
Expense Report with net payable <\$200	All travel expense report settlement that result in a net payable of \$200 is disbursed through payroll in the upcoming payroll cycle. The system would post a TI document crediting the vendor account with a payment block W	IT0015 is created automatically by the system
Travel Advance Overpayment	If the final expense report settlement results in recoverable due from the traveller, the overpayment of the travel advance is recovered from the staff member's payroll in the upcoming payroll cycle.	IT0045 is created automatically by the system
Expense Report Processing following Travel Advance Recovery	Anytime a travel advance is recovered through payroll and if a traveller attempts to submit an expense report following the recovery, the only payment option available for the settlement of the expense report is through payroll. In such cases, the system will create a credit to the vendor account with payment block W	IT0015 will be created automatically by the system

Processing of Expense Reports following Recovery of Travel Advances

Once a travel advance is recovered by the system, the FI posting entry and the corresponding payroll infotypes are created as follows:

FI				Payroll
DocType	Db/Cr	Account	Payment Block	Infotype
TC	Db	Traveller Vendor	W	Infotype 45 is created to recovery through payroll
	Cr.	Travel Advance GL		

Once the traveller submits an expense report, the settlement of the claim can only be processed through payroll. Once the claim is approved and posted to FI, the following FI posting entry and payroll infotype is created:

FI				Payroll
DocType	Db/Cr	Account	Payment Block	Infotype
TI	Db.	Expense Account		Infotype 15 is created to pay through payroll
	Cr.	Traveller Vendor	W	

Currently the claim settlement process through payroll is executed once during the beginning of the month for all claims posted prior to the run date. This process will eventually be scheduled to be run on a daily basis.

Important Note: During payroll freeze, though the travel expense report is processed and posted, the payroll infotype entry will not be created as the corresponding payroll area will be locked during that time. It is, therefore, strongly recommended to suspend submission or approval of expense report during the payroll lock period.

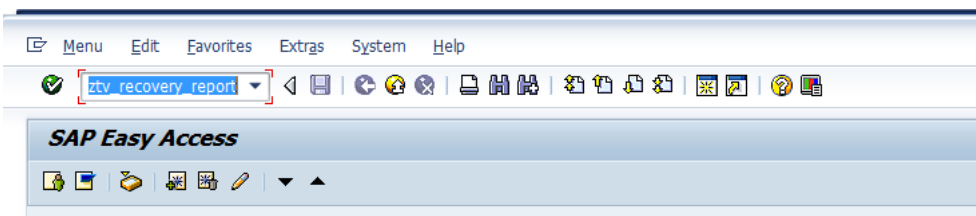
If an expense report is approved and posted during the lock period, a manual extraction will be undertaken and corresponding payment will be uploaded in payroll for the next payroll cycle.

Report to Monitor Travel-Payroll Payable or Recoverable

The execution of the Payroll and Travel Integration Program generates a log in the system that can be used to extract and review these entries using various input parameters such as payroll area, personnel subarea, trip or index number.

This report is currently packaged to the Travel Claim Processor and is accessible as follows:

1. Login into ECC and enter the t-code ZTV_Recovery_report and press [Enter]



2. The following input parameter screen launches:

Trip Recoveries: Report

Employee Data			
Personnel number		to	
Cost Center		to	
Payroll area		to	
Personnel area		to	
Personnel subarea		to	
Employee group		to	
Employee subgroup		to	

Trip Data	
Trip Number	

Execution Data			
Changed by		to	
Changed on		to	
Execution Mode		to	
Recovery Scenario		to	
Travel Execution Result		to	
FI Execution Result		to	

Labels A through E point to specific input fields in the form.

Input Parameter	Description	Values
A - Personnel Index	Entering the index number will extract all travel and payroll payable or recoverable data for all trips undertaken by this staff member	Staff members index number
B - Payroll Area	Extracts all travel payable or recoverable date processed through payroll for staff members administered on that specific payroll area	I1- Int'l UNHQ I2- Int'l UNOG L1 – Local UNHQ L2- Local UNOG, etc
C - Personnel Subarea	Extracts all travel payable or recoverables via payroll for that geographical location.	AE00 - Abu Dhabi AF00 - Kabul etc
D - Trip Number	Extracts all travel payable or recoverable for that specific trip number	Trip number
E - Changed by	Extracts all travel payroll payable or recoverable based on the execution date of the program	Date range



The following screen displays the report results.

Trip Recoveries: Report

ng record

rea	FArea	ESGrp	PS group	Trip Mode	Scenario	Changed on	Time	Changed by	Travel.Amt	Trip.Res	Trip Update:	Comments	FI Amount	Recov.Res
I4	FR	P-5		50677	T	Not Submitted	08.03.2017 15:41:36	AMARCOS	624.66-	✓	Trip to be processed		624.66-	✗
I4	FR	P-5		50677	R	Not Submitted	08.03.2017 15:52:00	AMARCOS	624.66-	✓	Trip to be processed		624.66-	✗
IF	PR	P-4		46967	T	Not Submitted	09.03.2017 04:21:50	HSEID	667.00-	✓	Trip to be processed		667.00	✓
IF	PR	P-4		46967	R	Not Submitted	09.03.2017 05:29:33	HSEID	667.00-	✓	Trip 0000046967 was saved		667.00	✓
. Please delete expense type ESTC from 03.01.2016														
ly created														
045 for Trip - 0000046967 for amount 667.00														
IF	FS	FS-4		34936	T	Not Submitted	09.03.2017 04:21:50	HSEID	765.00-	✓	Trip to be processed		765.00	✓
IF	FS	FS-4		34936	R	Not Submitted	09.03.2017 05:29:33	HSEID	765.00-	✗	Still incorrect Dests; Number: 2. Trip c		765.00	✓
. Please delete expense type ESTC from 06.12.2015														
ri: 2. Trip cannot be saved.														
en SAPMP56T 1900														
99	X1			28800	T	Not Submitted	08.03.2017 15:24:37	AMARCOS	886.50-	✓	Trip to be processed		886.50	✓
15	FR	P-3		51289	T	Not Submitted	08.03.2017 22:09:03	R9PYLEAD1	0.00	✗	Advance amount is zero. No further actio		1,058.00-	✗
15	FR	P-3		51289	R	Not Submitted	08.03.2017 15:52:00	AMARCOS	0.00	✗	Advance amount is zero. No further actio		1,058.00-	✗
ng														
urther action														

Report Column	Description
Mode	Displays the execution mode for the trip T- Test Run R- Actual Run
Scenario	This column indicates the travel and payroll integration scenarios. These include: Not Submitted- Travel with no expense report Pay or Recover – Expense report settlement Cancelled- Cancelled trips with no expense reports Partially Cance- Partially cancelled trips with no expense reports Already Processed- Trip has already been processed
Travel Amount	The amount shown in the travel solution
FI Amount	The amount pending in FI
Trip. Res	This shows the processing status in the travel module. ✓ - Successful Update ✗ - Failure to Update

	<p>The details of the processing details are captured in the [Trip Update: Comments] column</p>
Recov.Res	<p>This shows the processing status in the travel module.</p> <ul style="list-style-type: none">  - Successful Update  - Failure to Update <p>The details of the processing details are captured in the [Trip Update: Comments] column</p>