



## MODERN PAYROLL EXECUTION FOR 180,000 PAYROLL CASES

and Audit-Compliant Further Payroll Development



### Customer

- IPEMA® SERVICE CENTER (ISC) in the Regional Financial Authority of Rhineland-Palatinate
- Employees: approx. 40 (ISC), approx. 600 (in total)
- Headquarters: Koblenz

### Industry

- Public service

### Key figures

- Payroll cases per month: 180,000
- Schemas: 360; customer rules: around 1,500

### Challenge

Due to numerous negotiated and statutory adjustments, the ISC employees need to permanently adjust and test payroll schemas and rules as well as table contents in their SAP HCM-based HR management system. Before the implementation of FIS/hrd, it was very complicated to control the complex structures of payroll and time management and further develop them in an audit-compliant way.

### Solution

- FIS/hrd SRA – Schema and Rule Analyzer
- FIS/hrd CCC – Copy Compare Convert

### Benefits

It is much easier with FIS/hrd to maintain and control complex payroll or time management structures and further develop them in an audit-compliant way. Changes can be traced due to versioning and HR data can also be protected for tests and training measures in the best possible way in accordance with GDPR even, if necessary, in non-production environments. The use of FIS/hrd considerably reduces expenses and optimizes payroll security and quality.

**For many years, the IPEMA Service Center in the Landesamt für Finanzen Rheinland-Pfalz (Regional Financial Authority of Rhineland-Palatinate) has been convinced of the FIS/hrd solution**

Since 2011, the Rhineland-Palatinate regional government authorities have used the SAP HCM-based IPEMA® HR management system for their payroll execution and personnel administration. The IPEMA® Service Center (ISC) in the Koblenz-based Regional Financial Authority (RFA) is responsible for the maintenance and further development of this software solution. As the adjustment of table contents, payroll schemas and rules as well as the audit-compliant documentation of versions was very complex, IPEMA® was looking for a service provider for individual SAP solutions. This is why ISC implemented the FIS/hrd Schema and Rule Analyzer (SRA) at the beginning of 2013 and FIS/hrd Copy Compare Convert (CCC) one year later. The components considerably facilitate the process of payroll maintenance and make it audit-compliant.

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Hermann-Josef Haag,  
manager of the IPEMA® Service Center



SAP HCM – internally called "Integrated HR management system", in brief IPEMA® – was implemented in 2011 due to a decision of the Ministerial Council in 2007 to replace the existing HR management processes of the Rhineland-Palatinate regional government authorities. The new integrated system for HR management and payroll was to be based on a standard software solution; SAP was implemented as a result. Today, 180,000 payrolls are generated monthly using SAP software. The Regional Financial Authority Koblenz has 600 employees. 280 employees alone are responsible for



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Frank Dausner,  
ISC payroll control department

payrolls. Another 1,200 employees execute HR tasks in the SAP HCM-based IPEMA® payroll system throughout Rhineland-Palatinate. Around 40 persons supervise the SAP system from the Koblenz headquarters. In the meantime, the IPEMA® Service Center (ISC), which is located as an independent administrative department in the building of the Regional Financial Authority, has developed many customer sections and country procedures. This means that IPEMA® comprises a large technical framework.

### **Quickly changing schemas and rules without extensive IT know-how**

Working with SAP was a big challenge for the administration department. Payroll schemas and rules are changing permanently due to negotiated and new statutory provisions. In some cases, ISC has to develop rules itself. A task that non-IT professionals can only manage with the help of external consultants. "We were therefore looking for a product we could use to adjust schemas, rules and tables ourselves and, at the same time, store all changes in an audit-compliant manner," remembers Hermann-Josef Haag, manager of the IPEMA® Service Center. In the end, the FIS/hrd Schema and Rule Analyzer was the ideal solution for all requirements with regard to the analysis, processing and documentation of schemas, rules and tables.

### **Significantly reduced workload and holistic quality assurance**

Within the ISC organization, FIS/hrd was implemented at two positions: in the application operation, where the Customizing of schemas, rules and wage types takes place, and in payroll control. In the application operation, the software replaces the SAP PE01 and PE02 standard transactions by internal transactions or amends them by further functions. After a short time of getting familiar with the tool, the users found their work much easier because they were able to complete their tasks much more quickly. One example is the regression tests that are executed once a month by ISC for the purpose of quality assurance. In the course of these simulation tests, all developments are settled before they are really imported to the production system. "The test payrolls of personnel cases

and the corresponding control are very important tasks for us. With FIS/hrd, these tests only take one or two hours instead of up to two days in the past," explains Frank Dausner, ISC payroll control department. The tool is used during all test phases (development, integration and regression tests) for various comparisons and analyses. It enables users to save much time and gain security. "A comparison of 500 payroll cases can be displayed on the screen within two minutes," says Andreas Biringer, ISC application operation.

### **Audit compliance and highest data quality for payrolls**

The FIS/hrd Schema and Rule Analyzer also makes all processing activities made in the system audit-compliant. The software solution saves each change in the control of payroll runs in an audit-compliant way. In the course of audits, ISC can call the data again at any time and show differences. This guarantees maximum control in the field of payroll runs. The note function of the tool enables a complete and traceable documentation of the objects: they are automatically versioned upon transport release. The versions are created prior to each payroll for audit and subsequent analysis. They are used for matching before SAP service packs are imported. "It is very important for us to be able to see at any time what has been changed in the system. This minimizes the error risk and makes us audit-compliant. All users are denied access to the system for a short time before and after the payroll so that we achieve highest data quality and know exactly which case was settled with which version," says Hermann-Josef Haag.

### **Test, copy, comparison - the protection of HR data has top priority**

After having worked with the SRA component in the Regional Authority for about a year, CCC, the second FIS/hrd component, was implemented in spring 2014, which is particularly used for the anonymization of employee data for analyses, training purposes or system updates. Andreas Biringer, ISC application operation, explains the advantages of the solution: "Precisely when we develop new solutions for payroll cases, these have to be created first. Instead of starting from the beginning, FIS/hrd CCC enables us to clone cases and anonymize them



f.l.t.r. Andreas Biringer, Hermann-Josef Haag und Frank Dausner

completely for data protection; this can be done not only for individual cases but also for a large number of cases."

In addition to copying, the comparison of payroll results plays an important part for the IPEMA® Service Center. "We settle payroll cases and compare them with the production in order to achieve maximum quality," explains Hermann-Josef Haag. At the beginning, the function did not fully comply with ISC's requirements concerning comparisons and result checks. Therefore, FIS further developed the solution exactly in accordance with customer requirements. "90 % of our customers use our tools in the standard version. Usually, we are also able to implement special customer requirements promptly as the solution is very flexible due to its individual Customizing," says Martin Bugner, Senior Solution Architect Human Experience Management at FIS.

The comprehensive FIS/hrd CCC analysis and comparison functions enable the analysis of data both for single employees and across departments. What is most important: the

templates are based on valid data protection directives. FIS/hrd CCC shows which data in the SAP system needs to be protected and determines person-related entries in different depths of analysis. Afterwards, the data can be processed in accordance with GDPR.

In addition to these tasks, there will always be new activities where the public administrators will benefit from the numerous functions of this FIS tool.

### Many years of successful cooperation

Using FIS/hrd, the administration department was not only able to reduce costs for external consultants but also considerably minimize the error and default risks by seamless versioning and comprehensive analysis functions. As a result, ISC can safely settle 180,000 payroll cases monthly and always control them in the best possible way. "The countrywide payout volume of the RFA amounts to over 40% of the Land

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ISC Anwendungsbetrieb



budget. We have a great responsibility," says Hermann-Josef Haag, who also emphasizes the long years of close and straight-forward cooperation with short communication channels.

ISC and FIS have been cooperating successfully for almost ten years. The users from the Regional Financial Authority no longer want to do without the *FIS/hrd* tool in their daily work.



## Landesamt für Finanzen Rheinland-Pfalz

The Landesamt für Finanzen Rheinland-Pfalz is responsible for making salaries payable as well as for the accounting of travel expenses, separation allowance, relocation costs and subsidies ("Beihilfe" in Germany) for medical expenses of officials, employees and pension recipients of Rhineland-Palatinate. In addition, it has taken over the payment of wages for numerous government-related institutions. With more than 600 employees, the LfF is one of the largest "payroll offices" in Rhineland-Palatinate and coaches some 180,000 civil servants. The total payout volume amounts to approx. 7.1 billion EURO (almost 40 % of the Land budget). The LfF field of responsibility also includes the tasks of the Restitution Office. Moreover, it is also responsible for the Service Center of the countrywide integrated IPEMA® HR management and payment payroll system.



## FIS Informationssysteme und Consulting GmbH

FIS Informationssysteme und Consulting GmbH is an expanding, independent company and forms the umbrella of the FIS Group. Within this group, more than 800 employees work to make companies more modern, more economical and more competitive every day. The focus of FIS is on SAP projects and the development of efficient solutions that drive digitalization in companies. As one of the leading SAP system houses in the D-A-CH region, FIS is the market leader in technical wholesale with its complete solution FIS/wws. Together with its subsidiary Medienwerft, FIS covers the complete SAP range of topics for the Customer Experience (CX) area.

In the subsidiary FIS-ASP, more than 100 specialists operate and administer customers' SAP systems in their own data centers in southern Germany. The subsidiary FIS-SST is a competent partner for nearshoring projects. Collaborative solutions for the convenient and secure process handling of different companies on common platforms are developed at the subsidiary FIS-iLog.



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