

PeopleSoft®

**EnterpriseOne Xe
Global Solutions - Mexico
PeopleBook**

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J.D. Edwards World Source Company
7601 Technology Way
Denver, CO 80237

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Solutions Summary

J.D. Edwards Business Solutions for Mexico

J.D. Edwards Country Information

Region	Americas
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Payroll Solutions Summary

J.D. Edwards solutions for payroll requirements in Mexico include:

- Tax calculations and reporting
- Employee information
- Payment processing
- Payment formats
- IDS calculations
- IMSS liquidations
- Disability payments
- Bonuses
- Savings funds
- Loans

- Terminations
- Annual tax adjustments

Tax Calculations and Reporting

J.D. Edwards software provides tax processing to withhold taxes from employee pay. J.D. Edwards supports the following basic types of taxes:

- Article 80
- Article 86
- Article 141

J.D. Edwards also provides federal and state tax reporting.

Availability: OneWorld Xe

Employee Information

The process of adding employee information for Mexico includes the following country-specific features:

- To support governmental reporting, the system stores employee names as first given name, additional given name, last name, and mother's last name.
- The system validates legal identifiers such as fiscal tax ID and Social Security Number.
- Additional fields identify the relation between the employee and various government institutions.

Availability: OneWorld Xe

Payment Processing

To process country-specific payments, J.D. Edwards provides the following features for pay types, deductions, benefits, and accruals (PDBAs):

- Variable limits for payments based on other calculation results or federal minimum wage salaries
- Exempt calculations
- Tax information
- The ability to multiply or divide PDBA values

- The ability to base a payment on different kinds of salaries
- Integration of government-defined amounts and percentages in calculations
- The ability to split payments between payment types based on the number of hours and defined rules
- Limits to the basis of calculation
- Governmental reporting information

Availability: OneWorld Xe

Payment Formats

J.D. Edwards supports the following payment formats for payroll:

- Checks
- Automatic deposits
- Cash payments

Availability: OneWorld Xe

IDS Calculations

J.D. Edwards solution for integrated daily salary (IDS) calculations includes the following features:

- Calculation of various types of IDS whenever recalculation is required
- The ability to track IDS changes and report on them

Availability: OneWorld Xe

IMSS Liquidations

J.D. Edwards solution for IMSS liquidations includes the following features:

- The ability to recalculate payroll information at the time of reporting to accommodate any changes in pay that might have taken place since the last payroll calculation
- The ability to calculate and report monthly and bimonthly liquidations for IMSS
- Historical files to track IMSS contributions and liquidations

Availability: OneWorld Xe

Disability Payments

J.D. Edwards software enables companies to handle disability payments in any of the following ways:

- The company can have no involvement with disability payments. The employee must collect both the disability certificate and disability payment from IMSS.
- The company can pay the IMSS payment to the employee and then collect reimbursement from IMSS.
- The company can supplement the IMSS payment but require the employee to collect the IMSS payment from IMSS.
- The company can pay both the IMSS payment and a supplement to the IMSS payment, and then collect reimbursement from the IMSS payment from IMSS.

Availability: OneWorld Xe

Bonuses

J.D. Edwards provides for calculation of the following amounts outside the normal payroll cycle:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing
- Vacation pay and vacation bonuses

J.D. Edwards also supplies reports that allow you to review the calculation of special process amounts. You can also view detailed information about transactions regarding vacation pay and bonuses, including whether any payment is still to be paid.

Availability: OneWorld Xe

Savings Funds

J.D. Edwards provides the following features that support savings funds and mutual savings funds:

- Reports and inquiries
- Calculation of contributions, interest, and withdrawals during payroll processing
- Partial and final liquidations

Availability: OneWorld Xe

Loans

J.D. Edwards provides the following features for company loans:

- The system can manage multiple loans for each employee, including the repayment amounts, interest, and taxes.
- You can calculate different loan interest rates and taxes based on union or company.
- The system can calculate loan discounts, interest, and taxes within limits, and can update loan balances with amounts not taken.
- The system deducts loan interest and taxes from employees' pay before deducting the loan repayment amount.
- During special process (bonus) calculations, the system can deduct loan repayment amounts, but does not calculate interest or taxes.

Availability: OneWorld Xe

Terminations

J.D. Edwards provides a special process called termination (finiquito) that you run when an employee terminates employment for any reason. The termination process calculates and generates a payment that includes a statement that no outstanding obligations exist between the company and the employee, and that all legal payments to which the employee is entitled were made and all salaries were paid. The statement also lists all the deductions from the employee's pay that occurred during the employee's period of employment.

You can process a termination in test mode to verify the payment amount, negotiate the payment amount, or hold the total payment amount in reserve if a union or group of employees will stop working at a given time.

Availability: OneWorld Xe

Annual Tax Adjustments

J.D. Edwards provides an additional process to adjust the employee taxes that were calculated during the year. J.D. Edwards also provides the following annual tax reports that are required by the federal government:

- Income and Retentions Certificates
- Wages and Salaries Stratified Report
- Annual Tax Credit Report

Availability: OneWorld Xe

Payroll Overview

Processing payroll in-house allows your organization to eliminate costly service bureau charges and to gain complete control of your payroll functions. The J.D. Edwards Payroll system offers simple yet complete solutions for all your payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of your organization, even as your business grows and your requirements change.

System Integration

To streamline data entry between Payroll and Human Resources users, you enter much payroll-related information into the Human Resources and Payroll Foundation system. This system contains the central database for all of the information that human resources and payroll users typically share. For example, you use the HR and Payroll Foundation system to track the following information:

- Complete employee information
- Job information
- Pay type, deduction, benefit, and accrual (PDBA) information
- Time accounting information

The Payroll system contains the additional functions that you need to process payroll for employees.

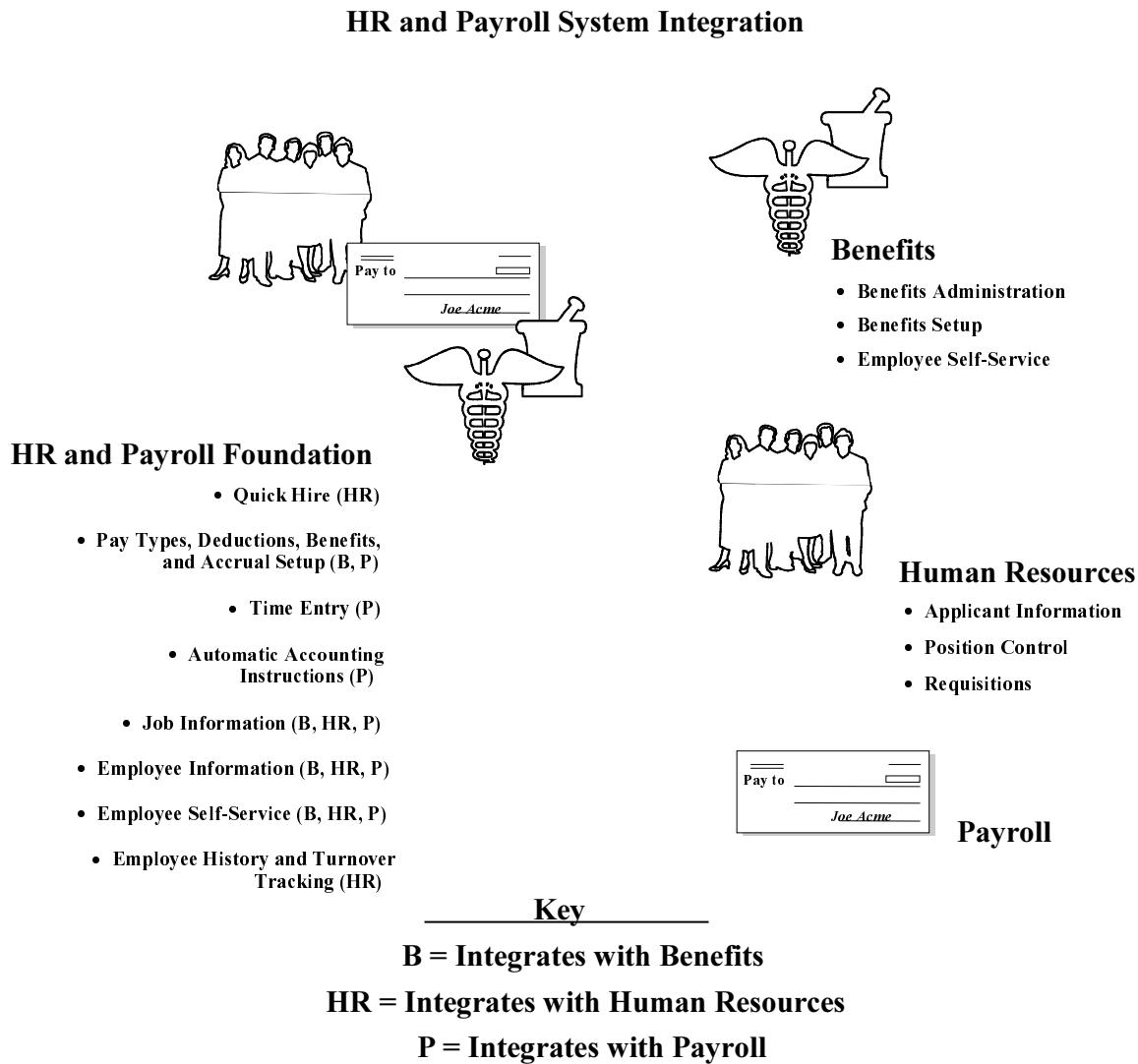
An integrated, central database means that, when the human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

- Eliminates redundant data entry
- Maintains current and accurate information across all your business operations
- Improves communication among departments

Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security that allows users to access only the information that they need for their jobs. Typically, your system administrator sets up system security

during system implementation. The system administrator can set up security for an entire form or for individual fields on a form.

The following graphic shows how the HR and Payroll Foundation system supports human resources, benefits administration, and payroll:



To simplify your processes and facilitate communication within your organization, the Payroll system also integrates with the following J.D. Edwards systems:

Address Book

The Address Book system stores employee names and addresses.

General Accounting

You can set up your Payroll system to integrate with the General Accounting system so that the Payroll system automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and run a summary of your liabilities and cash accounts.

Accounts Payable

You can set up your Payroll system to integrate with the Accounts Payable system so that the Payroll system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third parties. Accounts Payable integration automates the tasks of calculating the payments due to each third party and generating the associated Accounts Payable vouchers.

System Features

The Payroll system includes many features that you can adapt to meet the unique payroll needs of your organization. The following table lists some of the many ways that you can use the system to meet your payroll processing needs:

Define your payroll environment

You can use your Payroll system to perform the following tasks, which allow you to define your payroll environment:

- Track information for an unlimited number of companies within your organization.
- Keep your payroll journal entries in balance when employees work in multiple companies.
- Set up default values for commonly used information. (When necessary, you can override default values.)
- Set up master pay cycles that define your organization's pay periods and corresponding payment dates.
- Define an unlimited number of employee and employer payroll deductions, benefits, and accruals.
- Restrict access to confidential information.
- Process your payroll in a union environment.

Simplify tax calculations	You can use your Payroll system to simplify tax calculations in the following ways: <ul style="list-style-type: none">• Identify an unlimited number of taxing entities.• Take advantage of the payroll tax program that integrates with the Payroll system. This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, provincial, and local taxes for employees in the United States and Canada. For employees in Mexico, Australia, and New Zealand, you set up payroll tax calculations in the Payroll system.• Calculate taxes for employees who work in more than one state or province during a single pay period.
Offer various payment options to employees	You can set up employees to receive their payments by check, automatic deposit, or a combination of these forms of payment.
Process payroll cycles efficiently	When you process payroll cycles, you can do any of the following tasks: <ul style="list-style-type: none">• Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.• Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the payroll cycle.• Manage the sequencing of employees' payments to simplify the task of distributing payments.• Print time entry, pay, summary, and tax reports during a payroll processing cycle.• Create journal entries automatically each time you process a payroll cycle. When you integrate J.D. Edwards Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Review payroll history	You can review payroll history for pay types, deductions, benefits, accruals, timecards, payments, taxes, and insurance. You can review historical information online or print history reports.

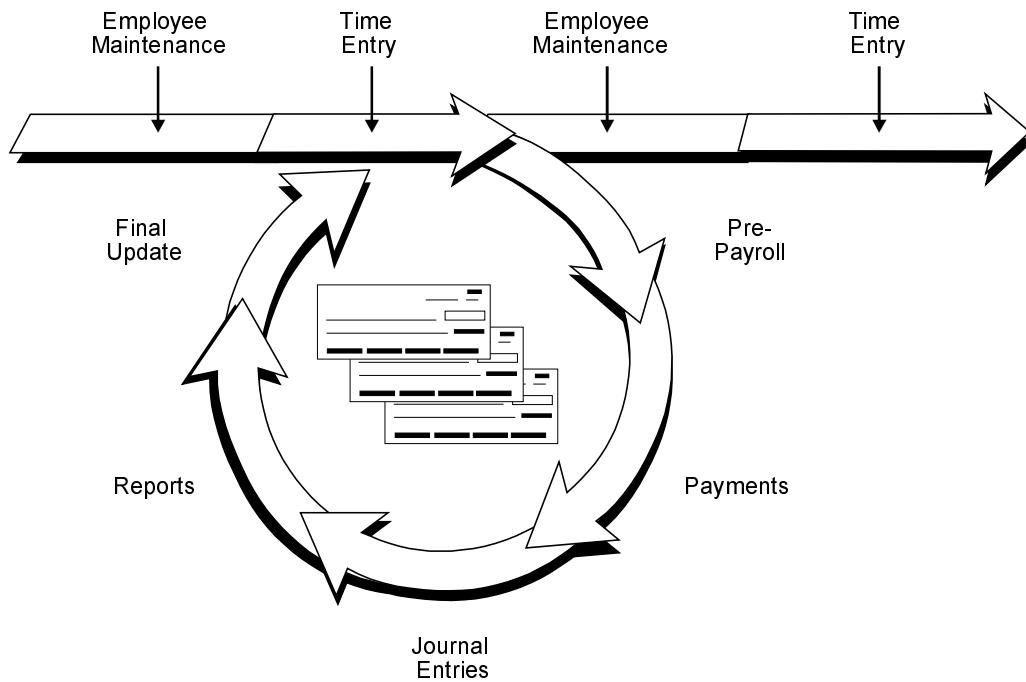
Process payments outside of the payroll cycle

You can use the interim payment feature when you need to process payments outside of the payroll cycle. Use this feature for special circumstances, such as terminations, pay advances, and advance vacation pay.

Payroll System Flow

The payroll cycle is a process that you complete each time you need to pay your employees. In addition to processing payroll cycles, you need to perform regular maintenance tasks, such as entering and updating employee information and entering timecards.

The following graphic shows the relationship between your regular maintenance tasks and the payroll cycle. The top line shows the flow of your regular work processes. The circle represents a payroll cycle.



Employee Maintenance

Employee maintenance involves entering and updating employee master information. Employee master information is the standard information that the Payroll system requires before you can pay an employee, such as the employee's

tax ID number, pay rate, and tax information. You, or a member of your human resources department, perform employee maintenance in the HR and Payroll Foundation system.

Time Entry

Time entry involves entering and processing timecards. During payroll cycle processing, the system uses time entry records to create payments for employees. For salaried employees, the system automatically generates time entry records for regular pay. You enter time entry records in the HR and Payroll Foundation system.

Pre-Payroll

Pre-payroll processing creates the workfiles that the system needs in order to produce payments and reports. You use pre-payroll processing to do the following:

- Choose the employees to include in a payroll cycle
- Generate timecards for employees whose timecards are not entered manually
- Process timecards that are entered manually for the pay period
- Calculate gross-to-net pay for employees
- Print reports listing deductions, benefits, and accruals (DBAs); taxes withheld; and any unique overrides used in the calculations

Payments

Payments are the forms that employees receive when they get paid. You can print paychecks and automatic-deposit advice slips.

Journal Entries

During payroll processing, the system creates journal entries that must be posted to your general ledger. If your Payroll system is integrated with the J.D. Edwards General Accounting system, you can post the journal entries automatically to the general ledger.

Reports

To verify that the payroll information is accurate, you can print and review reports after you process pre-payroll, print payments, or process journal entries.

Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables and prepares the system for the next payroll cycle.

System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system uses during processing. You use this information to customize the system for your business needs.

J.D. Edwards country-specific processes for setup requirements in Mexico include the following:

- Setting up your system for localization
- Setting up company information
- Setting up pay type information
- Understanding deductions, benefits, and accruals
- Setting up calculation-table information
- Setting up deductions, benefits, and accruals
- Setting up calculation information for PDBAs
- Setting up advanced DBAs
- Setting up deductions for wage attachments
- Reviewing the basis of calculation hierarchy
- Setting up payroll tax information
- Setting up the payroll cycle
- Setting up loan information
- Additional information

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the following additional tasks for Mexico:

- Setting up user display preferences
- Setting up user defined codes

Setting Up User Display Preferences

Some of J.D. Edwards localized software uses country-server technology to isolate country-specific features from the base software. For example, if during normal transaction processing, you capture additional information about a supplier or validate a tax identification number to meet country-specific requirements, that additional function is performed by a localized program instead of by the base software. The country server indicates that this localized program should be included in the process.

To take full advantage of J.D. Edwards localized solutions for your business, you must set up your user display preferences to specify the country in which you are working. To do this, specify a country code in your user display preference. The country server uses this information to determine which localized programs should be run for the specified country.

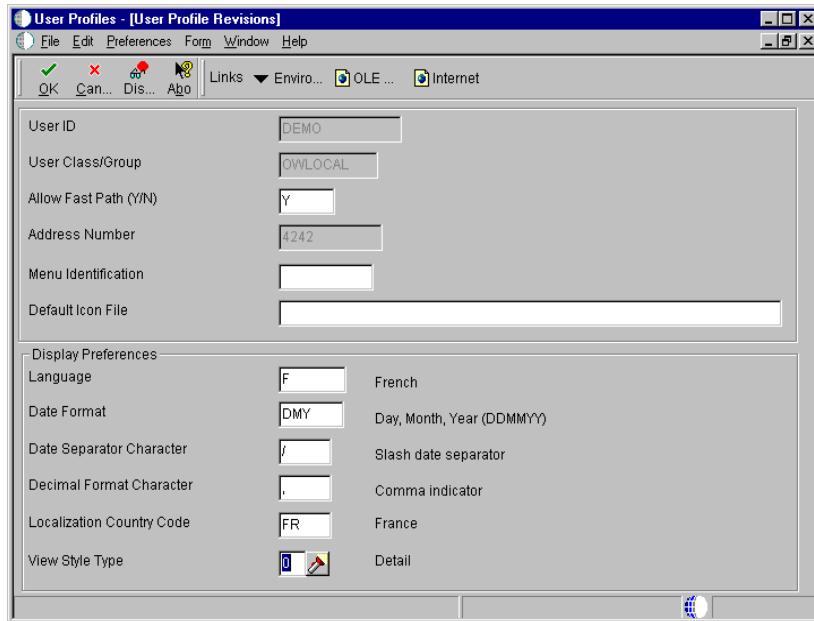
J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support given to that country. See the *International Product Handbook* for more information about J.D. Edwards localization tier classifications and policies.

You can also set up user display preferences to use other features in J.D. Edwards software. For example, specify a date format to control how the system displays dates (such as DDMMYY, the typical European format) or specify a language to override the base language.

► To set up user display preferences

From the System Administration Tools menu (GH9011), choose User Profiles.

1. On Work with User Profiles, complete the steps to locate a user profile.
2. Choose a record and click Select.



3. On User Profile Revisions, complete the following field:

- Localization Country Code

4. Complete the following optional fields:

- Language
- Date Format
- Date Separator Character
- Decimal Format Character

Field	Explanation
Localization Country Code	A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports. Before specifying a language, a language code must exist at either the system level or in your user preferences.

Field	Explanation
Date Format	<p>This is the format of a date as stored in the database.</p> <p>For OneWorld, the following date formats are valid: YMD, MDY, DMY, EMD. If you leave this value blank, the value will display according to the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation.</p> <p>For WorldSoftware, the following date formats are valid: DMY, MDY, YMD. Note: EMD is not a valid date format.</p>
Date Separator Character	<p>The character entered in this field is used to separate the month, day, and year of a given date.</p> <p>NOTE:</p> <ul style="list-style-type: none">• If an asterisk is entered (*), a blank is used for the date separator.• If left blank, the system value is used for the date separator.
Decimal Format Character	<p>The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal).</p> <p>If left blank, the system value is used as the default.</p>

See Also

- *OneWorld System Administration: User Profiles*

Processing Options for User Profile Revisions (P0092)

A/B Validation

Enter a '1' to enable editing on
address book number against the
F0101.

Setting Up User Defined Codes

To set up user defined codes, review the following topics:

- User defined codes for Payroll
- User defined codes for Mexico

See Also

- *OneWorld Foundation: Customizing User Defined Codes* for complete instructions on setting up user defined codes
- *HR and Payroll Foundation: Understanding User Defined Codes* for a list of additional user defined codes that apply to human resources.

User Defined Codes for Payroll

Caution: Some of the following UDC definitions refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Batch Source Type Codes (18/BS)

You use batch source type codes to specify the labor rules component, such as the overtime rule set, retroactive pay rule, or timecard template, used to generate a batch of timecards in the time management module.

Employee Group Select Table Codes (18/ST)

You use employee group select table codes to define the type of timecards that you wish to process in the Time Management module. Examples of timecard types that you might set up are current timecards or historical timecards.

Employee Group Type Codes (18/EG)

You use employee group type codes to identify a group of employees that you are including in time management processing.

Field/Function Usage Codes (18/UC)

You use field/function usage codes to specify where a definition can be used in the time management module. For example, you would not want to use the Home State field when defining a rate formula; however, you might use that field when defining employee groups for time management processing.

Field Definition Table Codes (18/F)

You use field definition table codes to identify which tables you can use to include fields from in the time management module. You might set up codes to reference the Employee Master table or the Pay Rates table.

Holiday Codes (07/HC)

You use holiday codes to designate holidays that are observed by your organization.

Insured Basis Table Codes (07/IP)

You use insured basis table codes to identify a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

Master Status Codes (18/MS)

You use master status codes to identify the status of batches of timecards that you are processing through the time management module. Examples of codes that you might use are Approved, Pending Approval, or Canceled.

Pay Cycle Codes (07/PY)

You use pay cycle codes to identify values for master payroll cycles. You must create a new code for each payroll cycle you wish to create. Examples of pay cycle codes are Weekly, Biweekly, and Monthly.

Pay Cycle Group Codes (07/PG)

You use pay cycle group codes to group similar groups of employees for payroll processing. For example, if a group of employees had a certain criteria that is not already being tracked by the system, you could create a pay cycle group and enter that group in the data selection when you process payroll.

User Defined Codes for Mexico

Many fields throughout the J.D. Edwards software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

Caution: User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

To process payroll in Mexico, set up Mexico-specific user defined codes in addition to the user defined codes for Payroll and the user defined codes for HR and Payroll foundation.

Apply Limit To Codes (76/FL)

You use apply limit to codes to specify whether a limit should be applied to the basis of a specific calculation or to the result of the calculation.

These codes are hard coded in the system and should not be changed.

Available Reports (76/PE)

You set up special process reports in this UDC to make them available to run as part of the process of generating special process amounts.

Bank Transit Codes (06/BC)

In Mexico, each bank has a different format for auto deposit files. You must create UBEs to create auto deposit files for each of the banks to which you send auto deposits.

You must set up all the banks to which you submit auto deposits on UDC 06/BC. In the Description 02 field, enter the name of the UBE that you use to create the auto deposit file for that bank. In the Special Handling field, enter the version of the UBE.

Country Codes (00/CN)

Country codes identify the country in which an employee resides. Mexican payroll also uses country codes to identify the currency for which you must track denominations. You should set up the following codes on UDC 00/CN:

- MXP - Mexican Pesos
- BD - Food Bonus

Day Worked (06/DS)

You use day worked codes to identify an employee's rest day when you submit vacation requests.

Denomination Codes (06/DN)

You use denomination codes to identify the denominations of Mexican Pesos and food bonus coupons in order to track cash and food bonus payments.

Disability Type Codes (76M/DT)

You use disability type codes to specify the general reason for the disability. Disability type codes include the following codes:

- ACC - Accident - Company
- ACP - Establishment Accident
- ACT - Accident in Transit
- EG - General Illness
- IPP - Disability after Childbirth
- MAT - Maternity

You should enter either of two codes that you can choose in the Description 2 field to indicate whether the disability type is due to accident or illness. For example, the sample data uses ILL to indicate illness and ACC to indicate accident.

You enter the illness and accident codes that you choose on the process options for the Disabilities Report (R76M0414).

Exemption Basis Codes (76M/EB)

You can calculate the amount of pay that is exempt from taxes as a percentage of the pay or as a multiple of a specific salary, such as the minimum wage for a certain geographic zone. You use exemption basis codes to specify whether the exemption should be calculated as a percentage of pay or to specify the salary that should be used to calculate the exemption. Exemption basis codes include the following codes:

- % - Percentage
- G - General Geographic Zone
- Z - Minimum Geographic Wage

These codes are hard coded in the system and should not be changed.

Family Medical Center Codes (76M/MF)

You use Family Medical Center codes to identify the clinic or hospital where an employee receives primary medical care. You specify the employee's medical center when you enter an employee record.

Geographic Zone Codes (76M/SM)

You use geographic zone codes when you set up minimum wage information, union information, and IDS calculations.

These codes are hard coded in the system and should not be changed.

IDS Type Codes (76M/SD)

You use IDS type codes to identify the different types of IDS that you calculate. IDS type codes include the following codes:

- EG - IDS EG
- FIN - IDS Firing
- INF - IDS INFONAVIT
- IV - IDS IV
- NET - IDS Without Limits
- SAR - IDS SAR
- SMG - IDS General Minimum Salary

Include/Exclude Based On Codes(76/EE)

You can apply DBAs to a group of employees based on information from the Employee Master table (F060116). For example, you might set up a certain value in a category code for some employees, and then apply the DBA only to employees with that value in the category code.

You can also apply the DBA to all employees *except* those with a specific value in a specific field in the Employee Master table.

You use the Include/Exclude Based On UDC to list any fields from the Employee Master table that you want to use as the basis for including or excluding employees. Enter the name of the data item associated with the field in the Code field.

Income/Tax Codes (76M/IT)

Income/tax codes correspond to the categories on the Income/Tax Certificate. You use income/tax codes to specify the category in which a PDBA should be reported. These codes are hard coded and should not be changed.

Kind of Calculation Table Codes (76M/CT)

You use kind of calculation table codes to specify the table that is used to calculate attendance bonus, Christmas bonus, vacation bonus, and vacation pay amounts.

Kind of Table Codes (76M/KT)

You use kind of table codes to specify the type of tax table when you set up specific tax tables. Valid codes are:

- C - Tax Credit
- I - Tax
- S - Subsidy

These codes are hard coded and should not be changed.

Kind of Worker for IMSS Codes (76M/KW)

You use kind of worker for IMSS codes to indicate the type of contract that an employee has. These codes are used for IMSS reporting. Valid values are:

- 0 - Fixed Salary
- 1 - Variable Salary
- 2 - Mixed Salary

These codes are hard coded and should not be changed.

Limit Basis Codes (76M/LB)

You use limit basis codes to specify the salary or amount that should be used to calculate the limit for an amount that is being calculated, such as a DBA, a special process amount, or a termination payment. Valid codes are:

- DBA - Existing DBA
- SB - Base Salary

- SDI - SDI IMSS
- SMG - General Minimum Salary
- SMZ - Zone Minimum Salary

These codes are hard coded and should not be changed.

Liquidation Method Codes (76M/LM)

Use liquidation method codes to specify the method for calculating savings fund liquidations. Valid codes are:

- A - Amount
- F - Factor

These codes are hard coded and should not be changed.

Liquidation Type Codes (76M/LC)

You use liquidation type codes to specify the portion of a savings fund or mutual savings fund that is eligible for liquidation. Valid codes are:

- A - Both Contributions
- C - Company Contribution
- E - Employee Contribution
- I - Only Interests
- T - All

These codes are hard coded and should not be changed.

Lists for Basis of Calculation Codes (76/BP)

You use lists for basis of calculation codes to set up the basis of calculation for the PDBAs used to calculate special processes. For example, the profit sharing bonus requires the following basis lists:

- PN - Normal Income
- DT - Days Worked

These codes are hard coded and should not be changed.

Loan Type Codes (76M/PT)

You use loan type codes to classify the types of loans that the company makes to its employees. For example, you might have separate loan types for car loans, house loans, and so on.

Method of Calculation Codes (06/DM)

You use method of calculation codes to specify the method that should be used to calculate a specific amounts. For example, you use method of calculation codes to calculate the new value of a PDBA when you override the value of that PDBA for a group of employees for one pay period only.

Mexican Processes Codes (76M/PM)

You use Mexican special process codes to identify special payments that can be calculated outside of the normal payroll cycle. Valid codes include the following:

- ABS - Attendance Bonus
- AG - Christmas Bonus
- BD - Food Bonus
- CA - Mutual Savings Fund
- FA - Savings Fund
- PBS - Production Bonus
- PTU - Profit Sharing
- PV - Vacation Bonus
- VAC - Vacations

For the Production Bonus, the Description 02 field contains the code that identifies the list used for the basis of calculation.

These codes are hard coded and should not be changed. However, you can add codes to set up other special processes.

Mexican Tax Table Codes (76M/MT)

You use Mexican tax table codes to identify the tables that are used to calculate taxes. The payroll system uses the following Mexican tax table codes:

- M91 - Method 1991

- T80 - Article 80
- 141 - Article 141

Payment Type Codes (76M/PA)

Mexican companies can pay IMSS disability payments to employees, supplement IMSS disability payments, pay IMSS payments and supplements, or have no involvement with disability payments. You use payment type codes to specify the company's involvement with disability payments. Valid codes are:

- C - Complete
- I - IMSS
- N - Nothing
- S - Subsidy

These codes are hard coded and should not be changed.

Percentage Type Codes (76M/TP)

You use percentage type codes to indicate the type of percentage rate to apply to loans. You associate a specific percentage rate with each percentage type. Valid codes are:

- CPP1 - CPP Bank Rate Percentage
- PTFJ - Fixed Rate Percentage
- PTVR - Variable Rate Percentage

These codes are hard coded and should not be changed.

Reduced Shift Codes (76M/JR)

You use reduced shift codes to indicate what part of the week an employee works. Reduced shift information is important for IMSS reporting.

Retirement Fund Bank Codes (76M/BA)

You use retirement fund bank codes to specify the financial institution that administers employees' retirement funds.

Salaries for Calculation Codes (76M/SC)

You use salaries for calculation codes to specify the type of salary to use to calculate various special process amounts. Valid codes are:

- SDI - IDS IMSS EG
- SMF - Frequently Used Salary
- SMG - General Minimum Salary
- SMZ - Zone Minimum Salary
- SN - Regular Salary
- SP - Average Salary

These codes are hard coded and should not be changed.

Savings Fund Process Codes (76M/SF)

You use savings fund process codes to specify the type of savings fund process to run. Valid codes are:

- F - Final Liquidation
- P - Loan
- R - Withdrawal
- V - Voluntary Contribution

Special Calculation Method Codes (76M/MC)

You use special calculation method codes in conjunction with special process codes to specify the method used for Mexico-specific PDBA calculations. These codes are hard coded and should not be changed unless you create a new calculation method. Valid codes are:

- CA - Mutual Savings Fund
- DIV - Division
- DT - Days Worked
- EXCDF - Excess Difference
- EXEM - Exemptions
- FA - Savings Fund
- IMPTO - Tax Calculations

- IMSS - IMSS Insurance
- INF - INF Credit
- LOAN - Special Loans
- MULT - Multiplication
- NETO - Ajuste Neto
- SALCA - Salary Calculation

Special Process Codes (76M/SP)

You use special process codes in conjunction with special calculation method codes to specify the method used for Mexico-specific PDBA calculations. These codes are hard coded and should not be changed unless you create a new calculation method. Valid codes are:

- 141 - Tax Article 141
- AJANT - Ajuste Neto Ant.
- ANETO - Ajuste Neto
- ART80 - Tax Article 80
- ART86 - Tax Article 86
- CA - Additional Quota Insurance
- CCA - Contribution to Mutual Savings Fund
- CF - Fixed Quota Insurance
- CFA - Contribution to Savings Fund
- CINF - INF Credits
- CS - Tax Salary Credit
- CV - Unemployment and Advanced Age
- EG - General Illness Insurance
- EST - State Tax
- GRD - Child Care Insurance
- I% - Tax Percentage
- INF - INFONAVIT Insurance
- INT - Interest
- IV - Invalidity and Life Insurance

- PD - Money Insurance
- REP - Retirement Fund Special
- RT - Work Risk Insurance
- SAR - Retirement Fund Insurance
- SB - Tax Subsidy
- TP - Tax Percentage

SS Insurance Codes (76M/SS)

You use SS insurance codes to identify the types of social security insurance that apply to the company and employee quotas. Valid codes are:

- EG - Enfermedad General (General Illness)
- IV - Invalidez y Vida (Life and Invalidity)
- PD - Prestaciones en Dinero
- CF - Cuota Fija (Fixed Quota)
- CA - Cuota Adicional (Additional Quota)
- REP - Reserva Especial para Pensionados (Insurance for Pensioned)
- GRD - Guarderías (Child Care)
- CV - Cesantía y Vejez (Unemployed and Advanced Age)
- SAR - Retiro (Retirement Fund)
- INF - INFONAVIT

Tax Adjustment Codes (76M/TA)

Tax adjustment codes correspond to the categories used for annual tax reporting. You use tax adjustment codes to specify in which category a PDBA should be reported. These codes are hard coded and should not be changed.

Tax Type Codes (76M/TX)

Use tax type codes to specify the type of tax that should be applied to various payments.

To set up a tax type with a fixed percentage, enter that percentage as a whole number in the Description 02 field.

Caution: Any value that you place in the Description 02 field will override any other calculation for the tax type. You should not enter a value in the Description 02 field for tax types that are calculated based on tax tables.

Termination/Change Reason Codes (06/T)

You use termination/change reason codes to specify the reason for a change to an employee record. For example, when you create an employee record for a newly hired employee, you specify “new hire” as the reason. If you change an employee’s salary, you might specify “promotion” as the reason.

In order to calculate integrated daily salaries (IDS) and generate IMSS reports, you must classify the termination/change reason codes by setting up one of the following values in the Description 02 field for each termination/change reason code:

- A - hire
- R - rehire
- C - changes
- B - terminations

Termination Payment Codes (76M/TE)

You use termination payment codes to identify the types of special pay that you give to terminated employees. Termination payment codes include the following:

- GA - Gratification by Service Year
- PA - Seniority Bonus
- PF - Indemnification Fixed Part
- PX - Indemnification Exempt
- 99 - Indemnification Tax

Caution: Do not change the Indemnification Tax code (99).

Termination Transaction Status Codes (76M/TS)

You use termination transaction status codes to specify whether a record should be included in the termination calculation, as well as whether it has been changed (overridden by the user) since its calculation. Valid codes are:

- Blank - Include the record in the termination calculation.

- C - Cancelled. Do not include the record in the termination calculation.
- O - Overridden. The record has been changed since its initial calculation.

These codes are hard coded and should not be changed.

Triple Time Integration Codes (76M/TT)

Hourly workers who work more than nine hours overtime in a week are eligible for triple-time pay for the overtime that they work beyond nine hours. If the overtime consists of time worked for more than one pay type, you use triple time integration codes to indicate in what order pay types should be deducted from the nine hours that are paid as double-time.

These codes are hard coded and should not be changed.

Vacation Bonus Payment Codes (76M/VP)

You use vacation bonus payment codes to specify the method for calculating partial vacation bonus payments. Valid codes are:

- D - Based on Days
- F - Factor

These codes are hard coded and should not be changed.

Variability - Integration Period Codes (76M/VI)

You use variability - integration period codes to specify the period that the system uses as the basis for calculating the salary that is used in the calculation of the special process amount. Valid codes are:

- A - Annual
- D - Daily
- M - Monthly

These codes are hard coded and should not be changed.

Variability Codes (76M/VA)

You use variability codes to specify the type of variability that is used in IDS calculations. Valid codes are:

- IMSS - Variability IMSS

- INF - Variability INFONAVIT

These codes are hard coded and should not be changed.

Variability Limit - Basis Codes (76M/VB)

If the portion of a PDBA that is exempt from variability calculations is a percentage of a specific salary, you use variability limit - basis codes to specify the salary to use to determine the exempt amount. Examples of valid codes are:

- SDI - IDS EG
- SMA - Minimum Wage Geo Zone A
- SMR - Minimum Wage Local Geo Zone

Variability Limit Based On Codes (76M/LV)

You use variability limit based on codes to specify whether the portion of a PDBA that is exempt from variability calculations is calculated as a percentage of the extra pay or of a specific salary, such as the minimum wage, or whether the exempt amount is calculated as a portion of the hours associated with the extra pay.

These codes are hard coded and should not be changed.

Wage and Salary Report Codes (76M/WA)

Wage and salary report codes correspond to the categories on the Wages and Salaries Stratified report. You use wage and salary report codes to specify in which category a PDBA should be reported. These codes are hard coded and should not be changed.

Setting Up Company Information

Before you can use any features of the Payroll system, you need to define company information. To set up company information, complete the following tasks:

- Setting up system options
- Setting up company options
- Setting up country-specific company options
- Setting up Social Security information
- Setting up business establishment information
- Setting up union information
- Setting up geographic zone information
- Setting up Social Security factors
- Setting up IDS information
- Setting up calculation tables for vacation and Christmas bonuses
- Setting up disability information

Setting Up System Options

To define default information that applies to your entire system, you set up system options. These options control the types of information that you track and the rules that the system uses to perform certain calculations. For example, you use system options to specify the date that the system will use for tracking changes.

You use system options to control the following types of information:

Pay information

To ensure that you enter acceptable pay rates for employees, set up the system to verify appropriate pay types for an employee's pay grade or pay-grade step.

Employee history and turnover	To define whether you want to keep historical records of employee information, set up employee history and turnover options. These options are crucial to successful history and turnover tracking.
Recruitment	To automate the process of creating and maintaining requisitions, set up requisition information.
Position control information	To create, monitor, and control position budgets, set up position information.

Setting up system options includes the following tasks:

- Setting up general options
- Setting up position control options

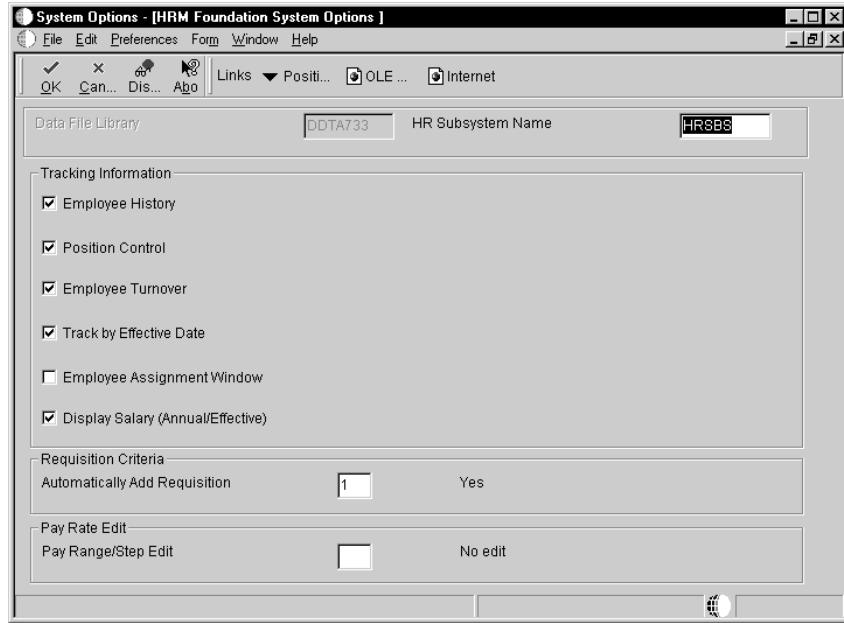
Before You Begin

- Choose data for history tracking. Also, research whether you should add employee records to the database before or after setting up employee history and turnover tracking options. See *Setting Up Employee History and Turnover Tracking*.

► To set up general options

From the HRM Setup menu (G05B4), choose System Options.

1. On Work With HRM Foundation System Options, if you are using the World Human Resources or Payroll system in conjunction with the OneWorld system, click the Co-Existence Flag option to turn it on.
2. Click Select.



3. On HRM Foundation System Options, click any of the following options that you want for the default system:
 - Employee History
 - Position Control
 - Employee Turnover
 - Track by Effective Date
 - Employee Assignment Window
 - Display Salary (Annual/Effective)
4. Complete the following fields:
 - Automatically Add Requisition
 - Pay Range/Step Edit
5. If you are tracking history and turnover, and you are using the OneWorld Human Resources system in conjunction with the World Human Resources system, you must complete the following field in the World Human Resources system:
 - HR Subsystem Name

See *Setting Up History and Turnover Constants* in the *Human Resources Guide* for World software.

If you clicked the Position Control option, complete the steps to set up position control options.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Employee History	A code that determines whether the system creates employee history records when you enter or change employee information. The system can create employee history records for only that information that is stored in the Employee Master table (F060116). To specify the information for which you want to track history, use the program, Select Data Items for History Tracking (P08041). Employee history records are stored in the HR History table (F08042). For World: Before the system can create history records, you must start the Human Resources subsystem and monitor.
Position Control	A code that indicates whether you want the system to create records in the Position Activity table (F08111) when you enter or change position-related information for an employee. If you choose to use this feature, you must also choose to track employee history.
Employee Turnover	A code that determines whether the system creates employee turnover records when you change employee information. Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank. For World: Before the system can create turnover records, you must start the Human Resources subsystem and monitor.

Field	Explanation
Track by Effective Date	<p>A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. This field controls the dates that appear on history and turnover reports and review forms. It does not function as a suspense operation that allows you to enter a change now, and update the history and turnover tables at a later time. When this field is activated, the system tracks both the effective date of a change and the date that the change was entered into the system.</p>
	<p>Valid values for World are:</p> <ul style="list-style-type: none"> Y Yes, use the effective date of the change (data item EFTO) to track employee history and turnover N No, instead of using the effective date of change, use the date on which you entered changes into the system
	<p>Valid values for OneWorld are:</p> <ul style="list-style-type: none"> On Use the effective date of the change (data item EFTO) to track employee history and turnover Off Instead of using the effective date of change, use the date on which you entered changes into the system
	<p>If you choose to use the effective date of the change, the system prompts you to enter an effective date each time you change any employee information for which you are tracking history or turnover.</p>
	<p>If you choose to use the effective date of the change, you must also choose to track employee history, employee turnover, or both.</p>
Employee Assignment Window	<p>This field specifies whether the system displays the Employee Assignment window when an employee changes to a new job, position, or home business unit. You use the employee assignment window to update requisition information for the requisitions affected by the change.</p>

Field	Explanation
Display Salary (Annual/Effective)	<p>A field that specifies whether the system displays annual or effective salaries for employees.</p> <p>An employee's annual salary is the number of hours per year that the employee works multiplied by the employee's hourly rate. The effective salary is (annual salary divided by pay frequency) multiplied by periods to pay. For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p>You can set up your system to use the Pay Grade Step table as the source of employee pay rates. The pay rates in the Pay Grade Step table are based on the table's number of hours worked per year (hours per day times days per year). When the employee's standard hours per year are different than the amount in the table, the employee's hours per year times the table's hourly rate is the employee's effective salary.</p> <p>When the table hours and employee hours are the same, the employee's effective and annual salaries are the same.</p> <p>For OneWorld:</p> <ul style="list-style-type: none"> Valid values are: On Display annual salaries Off Display effective salaries <p>For World:</p> <ul style="list-style-type: none"> Valid values are: A Display annual salaries E Display effective salaries
Automatically Add Requisition	This field specifies whether the system automatically creates a requisition for the position when you terminate an employee.

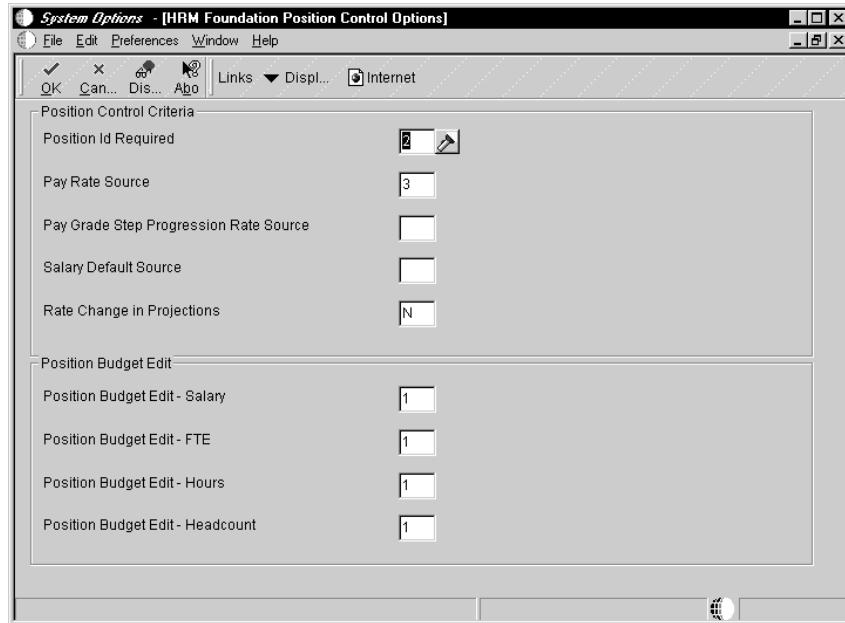
Field	Explanation
Pay Range/Step Edit	<p>This field specifies whether the system displays an error or warning message when you enter a pay rate for an employee that is not within the pay range for the employee's pay grade. If you are using pay grade step progression, the system displays an error or warning message when you enter a pay rate for an employee that does not match the rate for the employee's pay grade step.</p>
	<p>Allowed values are:</p>
	<p>blankNo Edit</p>
	<p>1 Warning message if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing continues.</p>
	<p>2 Hard error if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing stops, and the system does not update any tables.</p>
HR Subsystem Name	<p>Enter the name of the Human Resources subsystem. A subsystem is the portion of the overall processing capacity of the computer that is used for a specific purpose. The system creates the subsystem (if it doesn't already exist) when you run the program that starts the Human Resources subsystem. Because the Human Resources subsystem provides a place for the monitor to run, it is important to know the name of the subsystem so you can determine if the monitor is running.</p>

► To set up position control options

From the HRM Setup menu (G05B4), choose System Options.

Set up position control options if you clicked the Position Control option when you set up general system options.

1. On Work with HRM Foundation System Options, choose Position Control from the Form menu.



2. On HRM Foundation Position Control Options, complete the following fields:
 - Position Id Required
 - Pay Rate Source
 - Pay Grade Step Progression Rate Source
 - Salary Default Source
 - Rate Change in Projections
 - Position Budget Edit - Salary
 - Position Budget Edit - FTE
 - Position Budget Edit - Hours
 - Position Budget Edit - Headcount

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Position Id Required	<p>This code determines whether you are using the position control feature and, if so, whether all employees are required to have a position ID.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Position ID is required. 2 Position ID is optional. The Position ID field appears on the HR Employee Entry form. 3 Position ID is not required, and the Position ID field does not appear on the HR Employee Entry form. <p>If you leave this field blank, the system assumes that the Position ID is optional (code 2).</p> <p>When you set this option to position ID required, the job ID associated with a position in the Position Master table becomes the default job for the employee.</p>
Pay Rate Source	<p>This constant specifies the default source for employee pay rates. When you add or change employee information, the system uses this constant to locate a pay rate for an employee when you leave the salary and hourly rate fields blank.</p> <p>Pay Rate Source</p> <ul style="list-style-type: none"> 1 Pay Rate Tables 2 Pay Grade Step Table 3 None <p>You choose a pay rate source in Setting Up System Options.</p> <p>To calculate a salary for the employee, the system multiplies the employee's standard hours per year by the hourly rate from the table.</p>
Pay Grade Step Progression Rate Source	<p>This field specifies the default pay grade step that the system uses to locate a pay rate for employees who have a salary forecast change date. The system uses this rate to calculate annual position budget amounts that are based on employee records.</p> <p>Step Progression Rate:</p> <ul style="list-style-type: none"> 1 Same Grade Step 2 Next Grade Step

Field	Explanation						
Salary Default Source	<p>This field specifies the default source for salary (pay rate) that the system uses to create new positions or to define vacancies when you run the Create Next Year's Position program (P081820). Allowed values are:</p> <ul style="list-style-type: none"> blankNone 1 Pay Grade Minimum 2 Pay Grade Midpoint 3 Pay Grade Maximum 4 Pay Grade Step Amount <p>When the salary default source is the Pay Grade Step table, that table's calculated hours per year (hours per day multiplied by days per year) is the default standard hours per year for the position. If standard hours per year do not exist in the table, the system uses the following default sequence to determine the standard hours per year for the position:</p> <ul style="list-style-type: none"> • Home Company Standard Hours Per Year • Default Company Standard Hours Per Year • Data Dictionary • 2080 						
Rate Change in Projections	<p>This constant indicates whether the system uses future rate changes, based on an employee's salary forecast change date, to calculate projected year-end values for position budgets.</p> <p>Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table>	Y	Yes	N	No		
Y	Yes						
N	No						
Position Budget Edit - Salary	<p>This field specifies whether you want the system to use position budget editing, and if so, whether the system displays a warning or error message when you enter or change a salary that is over the budgeted salary for the position. The system checks (edits) the Salary, Hourly Rate and Position fields on P0801CMP against the Position Master Table (F08101).</p> <p>Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>No edit</td> </tr> <tr> <td>1</td> <td>Warning message if over budget, but allowed to continue.</td> </tr> <tr> <td>2</td> <td>Hard error if over budget, processing stops, no table updates.</td> </tr> </table>	Blank	No edit	1	Warning message if over budget, but allowed to continue.	2	Hard error if over budget, processing stops, no table updates.
Blank	No edit						
1	Warning message if over budget, but allowed to continue.						
2	Hard error if over budget, processing stops, no table updates.						

Field	Explanation
Position Budget Edit - FTE	<p>This field specifies whether you want the system to use position budget editing for full-time equivalents (FTE), and if so, whether the system displays a warning or error message when a change to the the full-time equivalent field is not within the budgeted full-time equivalents for the position.</p> <p>Allowed values are:</p> <ul style="list-style-type: none"> Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.
Position Budget Edit - Hours	<p>This field specifies whether you want the system to use position budget editing for work hours, and if so, whether the system displays a warning or error message when the employee's work hours are not within the budgeted effective hours for the position.</p> <p>Allowed values are:</p> <ul style="list-style-type: none"> Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.
Position Budget Edit - Headcount	<p>This field specifies whether you want the system to use position budget editing for headcount, and if so, whether the system displays a warning or error message when you enter or change headcount that is not within the budgeted effective headcount for the position.</p> <p>Allowed values are:</p> <ul style="list-style-type: none"> Blank No edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.

Setting Up Company Options

To define default information that applies to a specific company within your organization, you set up company options. These options control the types of information that you track for a specific company. Typically, you first set up options for the default company. When you enter options for other companies, you can override the corresponding values that you entered for the default company. For example, you can enter standard hours per year for a particular company that vary from the standard hours per year that you entered for the

default company. The options that you enter for the default company apply to any other company for which you did not override these options.

You set up company options to control the payroll processing for the employees of each company. You must set up company options for the default company before you can process a payroll or account for labor.

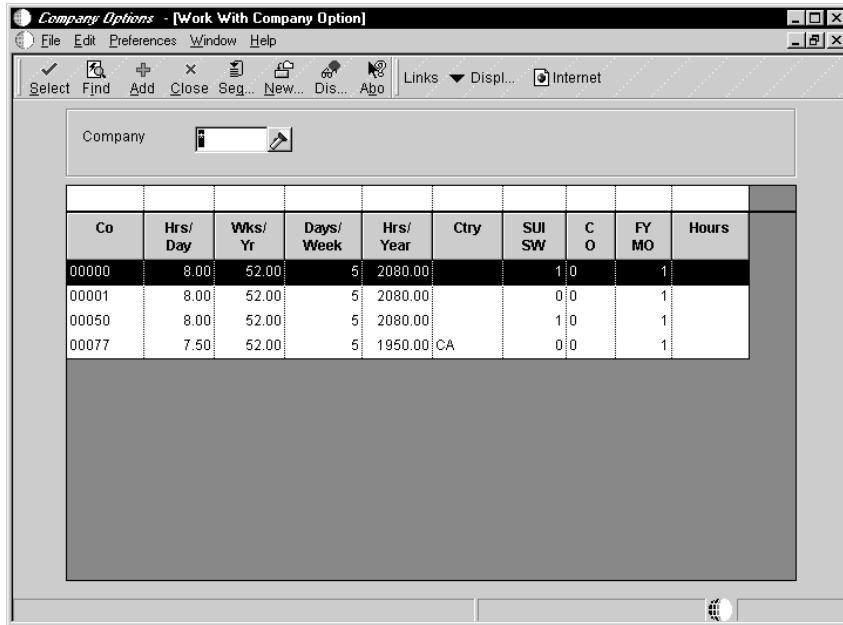
Note: If you use the J.D. Edwards General Accounting system, you must set up separate company options for that system.

Before You Begin

- ❑ Verify that the companies within your organization have been set up in the General Accounting system. Typically, the Accounting Department is responsible for setting up companies.

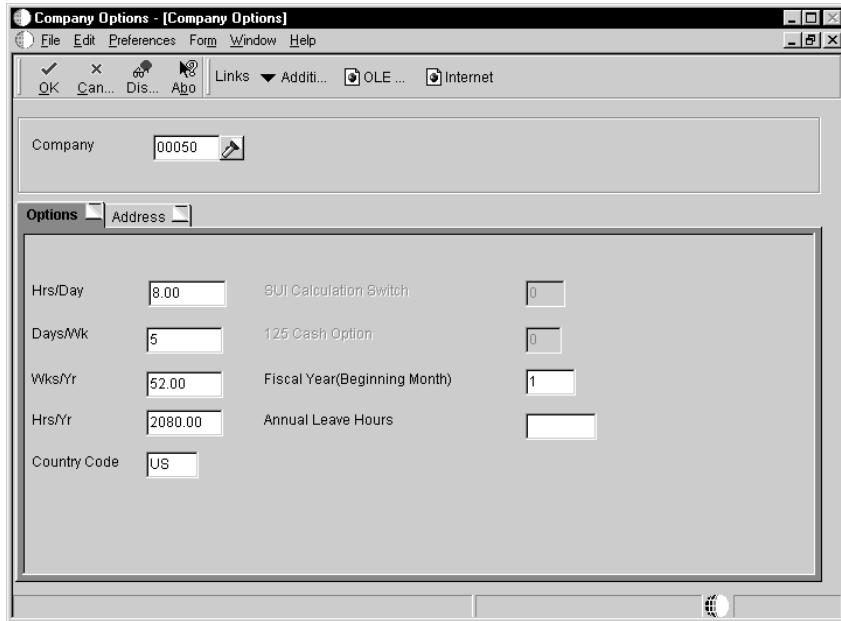
► To set up company options

From the HRM Setup menu (G05B4), choose Company Options.



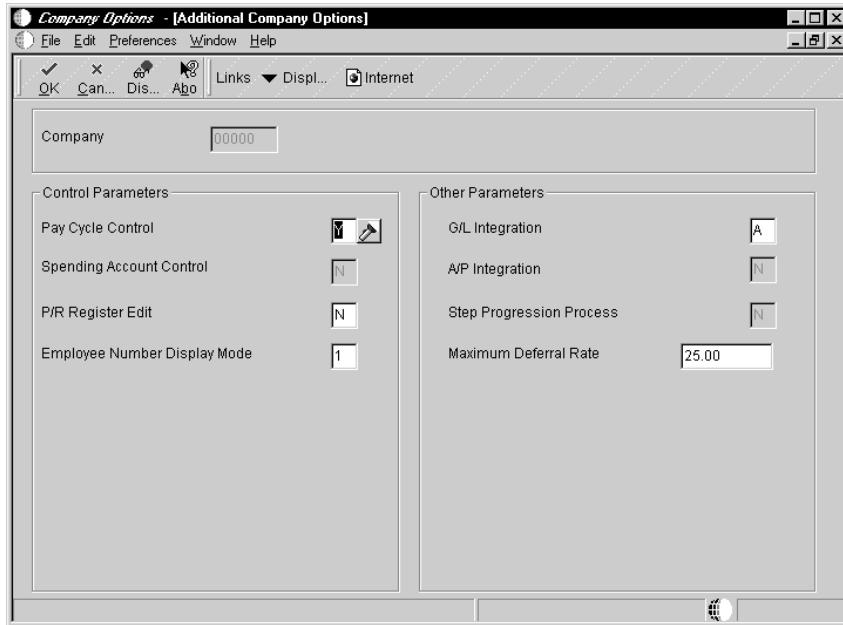
1. On Work With Company Option, to revise existing company options, choose a company and click Select.
2. To delete an existing company option, choose a company and click Delete.

3. To add new company options, click Add.



4. On Company Options, complete the following field:
 - Company
5. To define standard working times, on the Options tab, complete any of the following fields:
 - Hours per Std. Work Day
 - Days per Standard Week
 - Weeks (working)per Year
 - Hours per Standard Year
6. To use a country code for this company that varies from the default country code for the system, complete the following field:
 - Country Code
7. To define payroll information, complete the following fields:
 - Fiscal Period - Beginning Month
 - Hours Worked - Annual Leave

8. Click the Address tab and complete the following fields that are not already provided by default information:
 - Name - Mailing
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Postal Code
 - County
9. Choose Additional Options from the Form menu to set up more company options.



10. On Additional Company Options, complete the following parameter fields:
 - Pay Cycle Control

- P/R Register Edit
 - Employee Number Display Mode
 - G/L Integration
 - Maximum Deferral Rate
11. If you are using the J.D. Edwards Payroll system and you want to use Payroll to create vouchers for payroll taxes and other payroll liability amounts, complete the following field:
- A/P Integration
12. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.
Hrs/Day	This field indicates the number of hours in a standard working day. This information may be used for automatic overtime computations and other scheduling purposes.
Days/Wk	The number of days in the work week. This number may be used (among other reasons) in the computation of automatic overtime.
Wks/Yr	The number of work weeks in the year. The number of bi-weekly, semi-monthly, and monthly periods in the year will be assumed to be 26, 24, and 12, respectively.

Field	Explanation
Hrs/Yr	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> • Employee entry forms (this field) • Pay Grade Step table (hours per day multiplied by days per year) • Payroll company constants for the employee's company • Payroll company constants for the default company (company 00000) • Data dictionary • System default value of 2080 standard hours per year
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.
Fiscal Year(Beginning Month)	The number of the month in which the payroll fiscal year begins.
Annual Leave Hours	The standard number of hours generated as Annual Leave during automatic wage processing.
Pay Cycle Control	<p>A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are:</p> <p>Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle.</p> <p>N No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.</p>
P/R Register Edit	<p>A code that specifies a type of error. The system always notes errors in the Payroll Register if the gross pay amount minus the taxes and applicable deductions does not equal net pay.</p> <p>Valid values are:</p> <p>Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code.</p> <p>N Soft error. This error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete.</p>

Field	Explanation
Employee Number Display Mode	<p>A code that specifies the type of employee number displayed on inquiry screens. Valid values are:</p> <ul style="list-style-type: none"> 1 Display the eight-digit Address Book number (default). 2 Display the nine-digit Social Security number. 3 Display the eight-digit Additional Employee number preceded by a forward slash (/). <p>All forms of employee number remain valid.</p>
G/L Integration	<p>Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are:</p> <ul style="list-style-type: none"> A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.
A/P Integration	<p>This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.</p> <ul style="list-style-type: none"> N No integration 0 Create vouchers for both DBAs and taxes that have been setup with A/P integration 1 Create vouchers only for DBAs that have been setup with A/P integration 2 Create vouchers only for taxes that have been setup with A/P integration

See Also

- *Understanding Accounts Payable Integration* in the *Payroll Guide* for more information about creating vouchers for payroll taxes and liabilities

Setting Up Country-Specific Company Options

When you set up a Mexican company for Payroll, you must set up country-specific information to be used in tax calculations and government reporting. This

information is stored in the Specific Company Information for Mexico table (F76M0001).

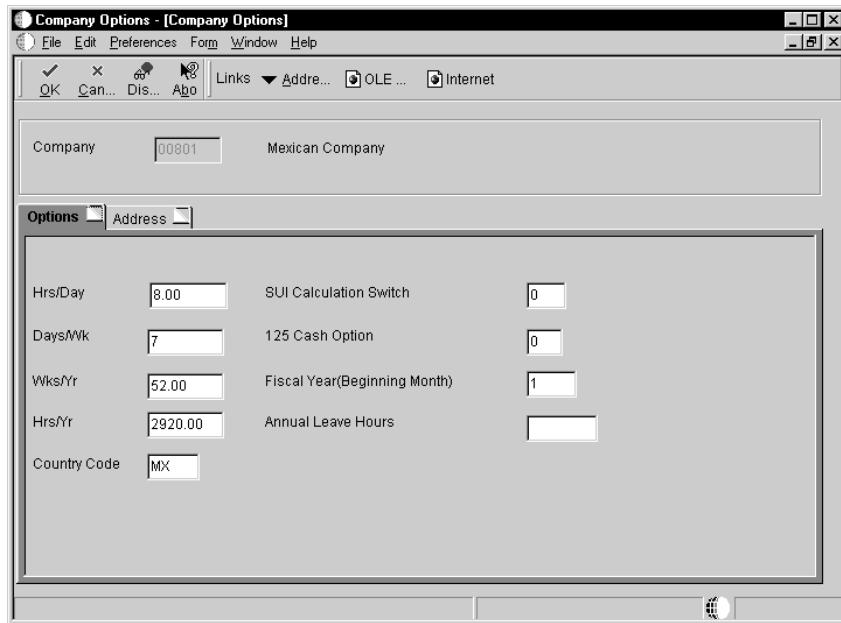
Before You Begin

- ❑ Set up company options. See *Setting Up Company Options*.

► To set up country-specific company options

From the HRM Setup menu (G05B4), choose Company Options.

1. On Work With Company Options, choose a company and click Select.

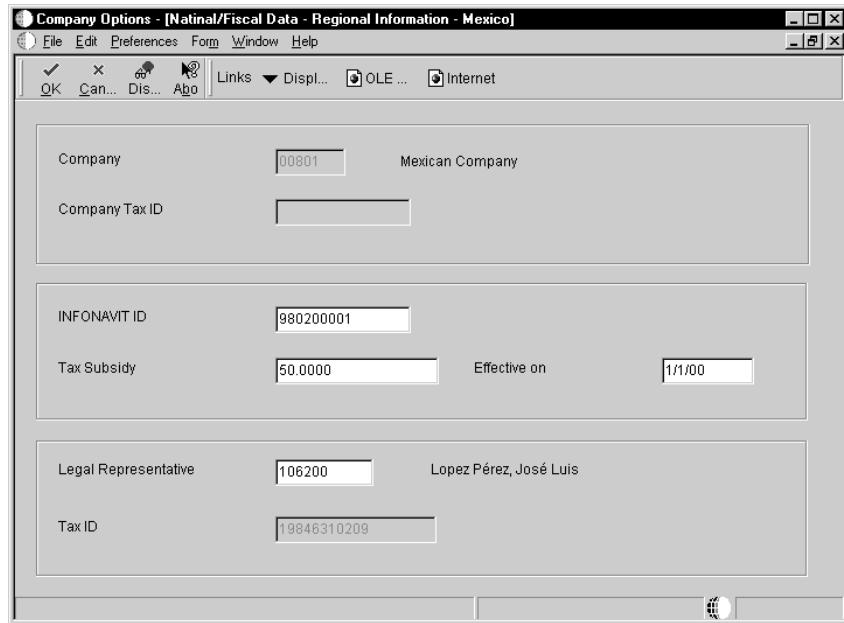


2. On Company Options, verify the value in the following field:

- Hrs/Yr

The number of hours per year is used in many Mexican payroll calculations. Therefore, it is very important that this value be accurate. If you change the hours/year value in Company Options after you have entered employee records in the Employee Master Information table (F060116), you must make corresponding changes in the Std Hrs/Year Hourly Rate fields on the Basic Compensation form.

3. Choose Regional Info from the Row menu.



4. On National/Fiscal Data - Regional Information - Mexico, complete the following fields and click OK:
- INFONAVIT ID
 - Tax Subsidy
 - Effective on
 - Legal Representative

Field	Explanation
Hrs/Yr	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> • Employee entry forms (this field) • Pay Grade Step table (hours per day multiplied by days per year) • Payroll company constants for the employee's company • Payroll company constants for the default company (company 00000) • Data dictionary • System default value of 2080 standard hours per year
INFONAVIT ID	The record identifying the company for the INFONAVIT agency. This information is required when presenting monthly or bimonthly reports regarding housing credits.
Tax Subsidy	<p>The subsidy that will be applied for Tax calculations. This amount is determined annually based on the benefits that the company gave to employees during the last fiscal year.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the factor that should be applied during the tax calculation in order to calculate the subsidy. Enter the tax subsidy as a percentage.</p> <p>The tax subsidy is determined each year by accounting departments based on the benefits that were given to employees during the previous fiscal year. A greater number of benefits results in a smaller subsidy.</p>
Effective on	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.

Field	Explanation
Legal Representative	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

Setting Up Social Security Information

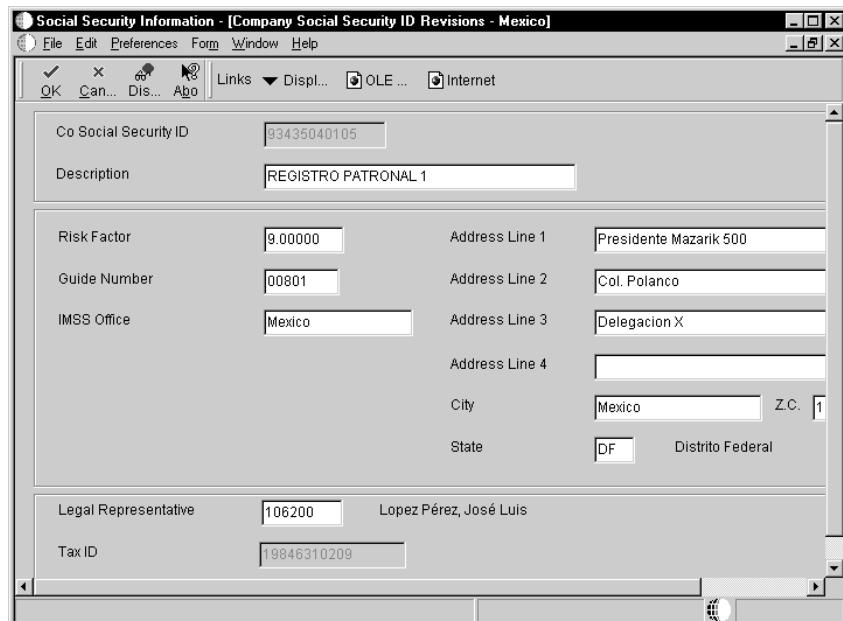
You must set up social security information for your company in order to report to IMSS. For example, you must enter the company social security ID and company name in order to produce electronic submissions for IMSS. You must also enter the address book number of the person at your company who IMSS should contact with questions regarding your social security reporting.

You must enter social security information for each social security entity within your organization.

► To set up social security information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Social Security Information.

1. On Work With Company Social Security ID - Mexico, click Add.



2. On Company Social Security ID Revisions - Mexico, complete the following fields:
 - Co Social Security ID
 - Description
 - Risk Factor
 - Guide Number
 - IMSS Office
 - Legal Representative
3. Use the following fields to enter the address of the Social Security entity that reports to IMSS:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - Z.C
 - State
4. Click OK.

Field	Explanation
Co Social Security ID	The company's social security ID. This identifier is required when information is presented to the government in a magnetic file.
Description	The company name the system uses for Social Security reports.

Field	Explanation
Risk Factor	The rate used to compute workers compensation insurance premiums. This is represented as a decimal fraction. <i>Form-specific information</i>
	The risk factor is used to calculate risk quotes. The risk factor amount represents the risk involved in working for the company, which is determined by the number of illnesses and injuries that occurred during a given time.
Guide Number	A code provided by Mexican Social Security Institute, which will be used for monthly file generation. The file is reported to the government.
IMSS Office	The identifier for the IMSS agency where all transactions regarding the company are going to be sent.
Legal Representative	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

Setting Up Business Establishment Information

You must enter the address of each physical location where your organization conducts business or performs services. This address is used when you report an accident or illness to IMSS.

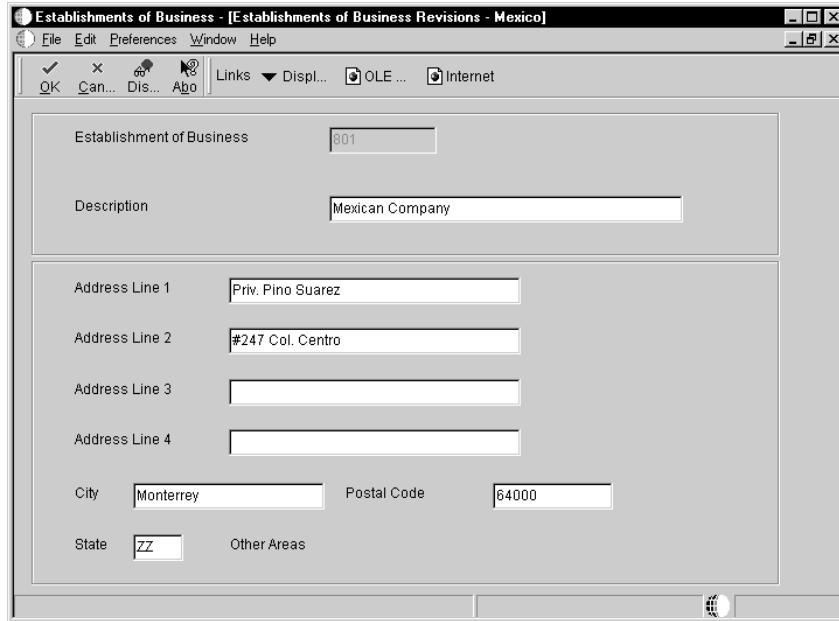
Before You Begin

- Set up an address book record for each location from which you do business. See *Address Book: Creating and Updating Address Book Records*.

► To set up business establishment information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Establishments of Business.

1. On Work With Establishments of Business - Mexico, click Add.



2. On Establishments of Business Revisions - Mexico, enter the address book number and name of the business location in the following fields:
 - Establishment of Business
 - Description
3. Complete the following fields and click OK:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - Postal Code
 - State

Field	Explanation
Establishment of Business	An Establishment is a single physical location where your organization conducts business or performs services or industrial operations.

Setting Up Union Information

Union information is used for several payroll processes as well as governmental and other reporting. Setting up union information provides information for payroll calculations and creates a cross-reference between the union, the company, the company social security ID, and the location of the business establishment. You must set up union information for each union within each company and location.

Before You Begin

- Set up social security information for the company. See *Setting Up Social Security Information*.
- Set up address book records and addresses for each location where you conduct business. See *Setting Up Business Establishment Information*.
- Set up address book records for each union. See *Address Book: Creating and Updating Address Book Records*.
- Set up UDC 76M/SM to identify each geographical region in which you do business. See *Setting Up User Defined Codes for Mexico*.

► To set up union information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Union Information.

1. On Work With Union Information - Mexico, click Add.

The screenshot shows a Windows application window titled "Union Information - [Unions Revisions]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with OK, Cancel, Discard, Abort, Links, Display, OLE..., and Internet buttons. The main area contains several groups of input fields:

- Union:** Union number (11500), Name (Operarios Eventuales).
- Company:** Company number (00801), Name (Mexican Company).
- IMSS:** IMSS number (98438810008).
- Location:** Location field.
- Geo Zone:** Geo Zone (B), Geographic Zone (B), State (MX).
- Bank Account:** Account number (50000002), Bank number (1234).
- Calculation:** Seventh Day Calc. (0), Tax Exemptions (0).
- FONACOT:** FONACOT Agency (1234), FONACOT Contract (9800000001).
- Representative:** Legal Representative (106200), Name (Lopez Pérez, José Luis).

2. On Union Revisions, complete the following fields:
 - Union
 - Company
 - IMSS
 - Location
 - Geo Zone
 - State
3. To identify the bank account from which you pay members of the union, complete the following fields:
 - Account
 - Bank
4. Complete the following fields:
 - Seventh Day Calc
 - Tax Exemptions
5. To identify the union to the FONACOT agency, complete the following fields:

- FONACOT Agency
 - FONACOT Contract
6. Enter the address book number of the contact person for the union in the following field and click OK:
- Legal Representative

Field	Explanation
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Company	The company number in which the employee generally works.
IMSS	The company's social security ID. This identifier is required when information is presented to the government in a magnetic file.
Location	An Establishment is a single physical location where your organization conducts business or performs services or industrial operations.
Geo Zone	A code that represents a geographical region. You can specify minimum income levels for employees who live in each region.
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.

Field	Explanation
Account	<p>The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.</p> <p>If you change this number, the system automatically prenotes the employee's auto deposit record again.</p> <p>Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables:</p> <p style="text-align: center;">F06560 - Bank Reconciliation - Issue Table F06561 - Bank Reconciliation - Paid Table</p>
Bank	<p>The bank transit number for the employee's financial institution. Banks might refer to this number as the ABA or payment routing number. This number can be obtained from the employee's check or deposit slip. It is located between the MICR colons (:) at the bottom of the check.</p> <p>For U.S. banks, this number contains 9 digits. If this number does not contain nine digits, you must contact the employee's financial institution to obtain the correct number.</p> <p>For Canadian banks, this number contains 8 digits. Therefore, Canadian clients must enter the bank transit number with a leading zero.</p> <p>If you change this number for an employee, the system creates a prenote for the employee's next auto deposit.</p>
Seventh Day Calc	<p>An indicator that determines when the seventh day is calculated for employees who have not worked full-time during the week. Valid values are:</p> <ul style="list-style-type: none"> 0 The seventh day is calculated proportionally to the time that the employee worked. 1 The seventh day is not calculated for those employees who worked less than full-time.

Field	Explanation
Tax Exemptions	A field that indicates how tax exemptions are handled. Valid values are: 0 Tax exemptions are placed in a benefit with no cash effect. This PDBA will be informative and will only be used during tax calculations. 1 Payment is split into two PDBAs, one contains the taxable amount of the payment and the other contains the non-taxable amount (exemption). Both PDBAs appear on employee's pay stub.
FONACOT Agency	This is the code of the FONACOT Agency that will receive information regarding employee's fees and deductions based on FONACOT credits.
FONACOT Contract	This is the number of the agreement between the company and FONACOT. This number will identify all information that the company needs to submit to this organization.
Legal Representative	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

Setting Up Geographic Zone Information

Mexico is divided into three geographic zones (A, B, and C). Each geographic zone has a minimum daily salary, which defines the minimum daily income for workers in that region. Minimum daily salaries are set by the government. You set up geographic zone information to record the minimum daily salary for each geographic zone. You should update this information whenever the minimum daily salary changes.

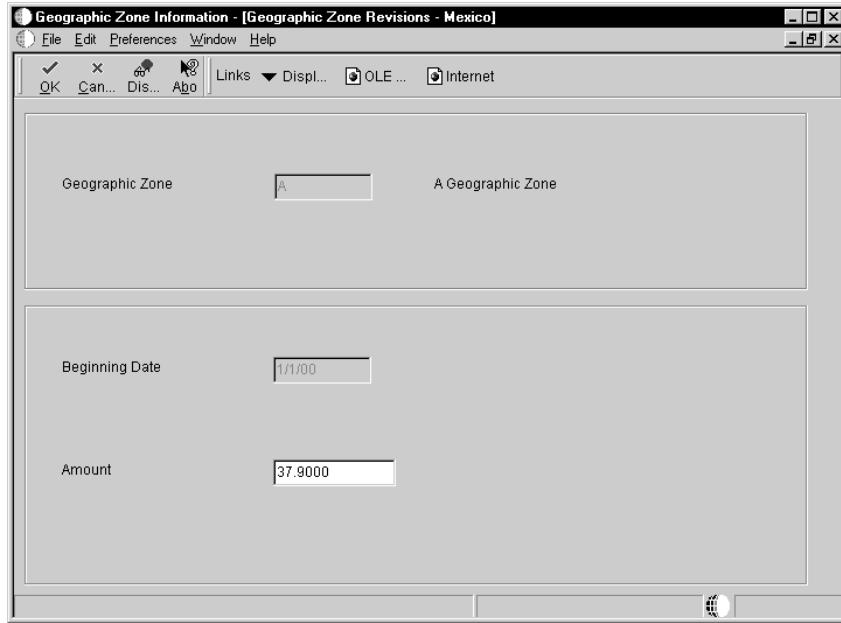
Before You Begin

- Set up UDC 76M/SM to identify each geographical region where you do business. See *Setting Up User Defined Codes for Mexico*.

► To set up geographic zone information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Geographic Zone Information.

1. On Work With Geographic Zones - Mexico, click Add.



2. On Geographic Zone Revisions - Mexico, complete the following fields and click OK:
 - Geographic Zone
 - Beginning Date
 - Amount

Field	Explanation
Geographic Zone	A code that represents a geographical region. You can specify minimum income levels for employees who live in each region.
Beginning Date	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on. Form-specific information..... The date on which the minimum salary is effective. The minimum salary is in effect until you change the minimum salary and enter a new beginning date.

Field	Explanation
Amount	<p>The value of this field is either a percentage, a dollar amount or an hourly rate depending on where it is used.</p> <p>A For a Deduction, Benefit or Accrual, the meaning of this field depends on the Method code (DEDM). The method determines if it is a flat dollar amount, a percent or a multiplication rate.</p> <p>B For a Pay Type this field is an override to the hourly rate.</p>
<i>.....Form-specific information.....</i>	
	The dollar amount that will be used as the minimum daily salary.

Setting Up Social Security Factors

The Mexican Social Security Institute (IMSS) collects the following insurance fees for each employee working in a company:

- Additional Quota Insurance
- Fixed Quota Insurance
- Unemployment and Old Age Insurance
- General Illness Insurance
- Childcare Insurance
- INFONAVIT Insurance
- Life and Disability Insurance
- Money Insurance
- Retirement Fund Special Provision
- Work Risk Insurance
- Retirement Fund Insurance

Some of these fees are paid by the company, and others are deducted from employees' pay.

For each type of social security insurance, IMSS has defined factors that determine how much the employer and employee each contribute. You set up these factors so that the system can deduct an employee's social security contribution from the employee's pay. The factor is expressed as a percentage of the employee's integrated daily salary (IDS) multiplied by the number of days worked.

You also indicate which IDS type is used for social security calculations.

IMSS modifies social security factors at least once a year. You must update the factors in the system whenever the factors change.

The social security factors that are defined by IMSS apply to all companies and industries in Mexico. However, you can set up different factors for different unions or social security IDS if contract negotiations require the company to pay the employee contribution.

Before You Begin

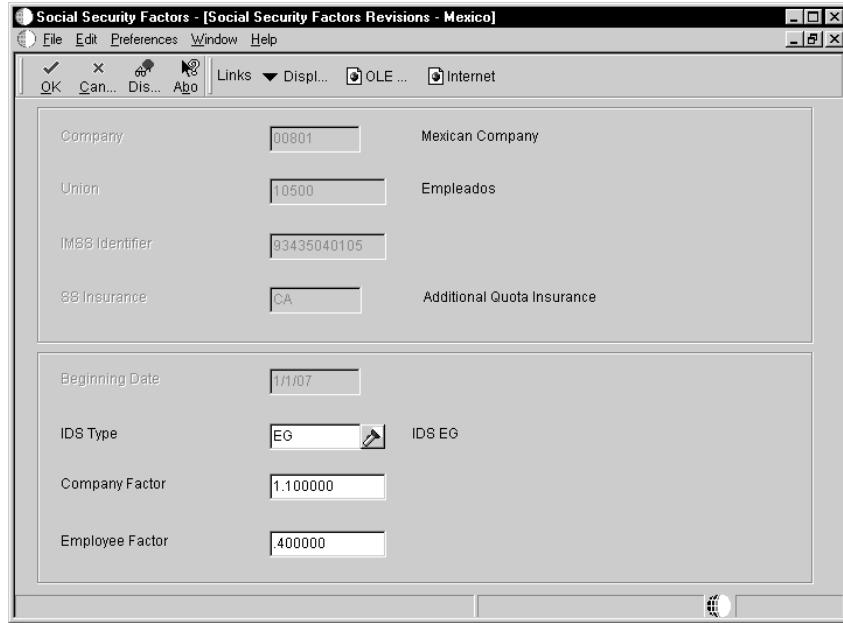
- Set up UDC 76M/SM to identify each geographical region in which you do business.
- Set up UDC 76M/SS to identify social security insurance codes.
- Set up UDC 76M/SD to identify IDS types.

See *Setting Up User Defined Codes for Mexico*.

► To set up social security factors

From the Mexican Payroll System Setup menu (G07BMXP4), choose Social Security Factors.

1. On Work With Social Security Factors - Mexico, click Add.



2. On Social Security Factors Revisions - Mexico, complete the following fields to identify the company, union, and social security insurance type:
 - Company
 - Union
 - IMSS Identifier
 - SS Insurance

3. To enter information used in social security calculations, complete the following fields and click OK:
 - Beginning Date
 - IDS Type
 - Company Factor
 - Employee Factor

Field	Explanation
Company	The company number in which the employee generally works.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Field	Explanation
IMSS Identifier	The company's social security ID. This identifier is required when information is presented to the government in a magnetic file.
SS Insurance	These are the types of social security insurance that apply to the company and employee quotas. Valid values are: EG Enfermedad General (General Illness) IV Invalididad y Vida (Life and Invalidity) PD Prestaciones en Dinero CF Cuota Fija (Fixed Quota) CA Cuota Adicional (Additional Quota) REP Reserva Especial para Pensionados (Insurance for Pensioned) GRD Guarderías (Child Care) CV Cesantía y Vejez (Unemployed and Advance Age) SAR Retiro (Retirement Fund) INF INFONAVIT
Beginning Date	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on. Form-specific information..... The date when the IDS factor becomes effective.
IDS Type	The Integrated Daily Salary code identifies the type of IDS to be used for calculations and limits.
Company Factor	Use this field to specify the company factor for each social security insurance.
Employee Factor	Use this field to specify the employee factor for each Social Security insurance.

Setting Up IDS Information

Integrated Daily Salaries (IDS) are the basis for IMSS calculations and reporting. The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. In order to calculate IDS, you must set up certain IDS information at the system level.

The IDS setup determines how each IDS is calculated. For example, you determine whether the system adds variability into IDS calculations and which type

of variability to use. You can also set upper limits that will be applied to the IDS based on the geographic zone and a multiple of the minimum salary for that geographic zone.

IDS setup also includes information about how a specific IDS type should be used for monthly reporting. For example, you can determine whether days away from work due to disabilities or absences should be included in the monthly IMSS liquidation report.

Because IMSS requires different IDS calculations for different reporting purposes, you must set up IDS information for each IDS type that you calculate.

Before You Begin

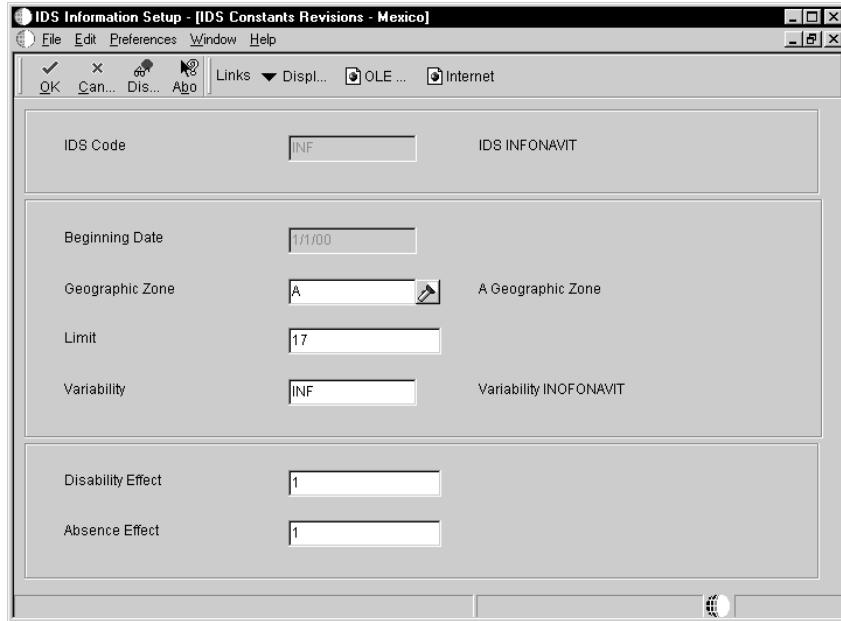
- Set up UDC 76M/SD to identify IDS types.
- Set up UDC 76M/SM to identify each geographical region in which you do business.
- Set up UDC 76M/VA to identify types of variability.

See *Setting Up User Defined Codes for Mexico*.

► To set up IDS information

From the Mexican Payroll System Setup menu (G07BMXP4), choose IDS Information Setup.

1. On Work With IDS Constants - Mexico, click Add.



2. On IDS Constants Revisions - Mexico, complete the following field to identify the IDS type that you are setting up:
 - IDS Code
3. To define calculation information for the IDS type, complete the following fields:
 - Beginning Date
 - Geographic Zone
 - Limit
 - Variability

The Geographic Zone and Limit work together to set the maximum value that an IDS can have. For example, if an employee makes \$1,040 as his daily salary, but the limit is set to 10 times the value of the minimum salary for Zone A, which is \$90 per day, the maximum IDS for this employee is \$900.

4. To indicate the effect that days absent from work due to either disability or absence have on the monthly IMSS liquidation report, complete the following fields:
 - Disability Effect
 - Absence Effect

A 1 in either field indicates that the days absent from work should be excluded.

5. Click OK.

Field	Explanation
IDS Code	The Integrated Daily Salary code identifies the type of IDS to be used for calculations and limits.
Beginning Date	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Geographic Zone	A code that represents a geographical region. You can specify minimum income levels for employees who live in each region.
Limit	Enter the number of times that the minimum legal salary of the geographic zone will be multiplied in order to obtain the limit that will be applied to the calculation of an Integrated Daily Salary (IDS).
Variability	The type of variability that will be used in IDS calculations.
Disability Effect	Determines the effect that disability days are going to have on the monthly IMSS declaration. Enter a 1 (yes) if you do not want to include disability days as part of the quotation days for specific IMSS fees.
Absence Effect	Use this field to indicate the effect absent days will have in monthly IMSS declaration. If 1 (yes) is placed, absent days will not be included as part of the quotation days for specific IMSS fees.

Setting Up Calculation Tables for Vacations and Christmas Bonuses

In order to calculate vacation and Christmas bonuses, you set up calculation tables that define the bonus amounts that employees receive based on specific limits, such as the length of their employment. You should set up the following calculation tables:

- Non-absence premium (AB)
- Christmas bonus absence (AD)

- Christmas bonus (AG)
- Productivity bonus (PT)
- Vacations (VC)

The two-letter code in parenthesis is the hard-coded name of the calculation table.

For the AB calculation table (non-absence premium), the limits are measured in number of days absent from work. For all other tables, the limits are measured in years of employment.

To use the same calculation table for all companies and all unions, leave the Company and Union Code fields blank. To use the setup information for all unions within a certain company, leave the Union Code field blank. To use different setup information for different unions, complete both the Company and Union Code fields.

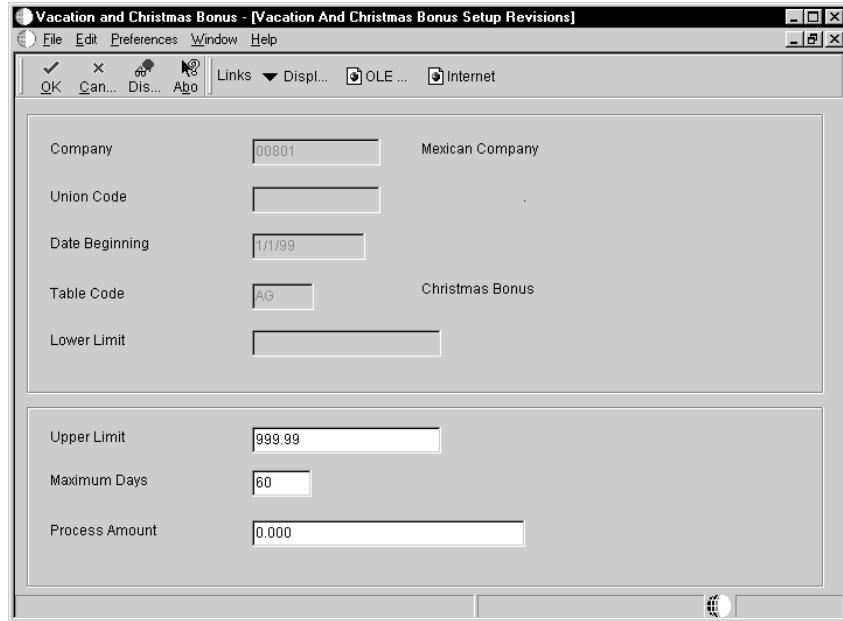
Caution: If you complete the Union Code field, you must also complete the Company field, even if the same union and setup information applies to different companies. If the same setup information applies to the same union in two different companies, you must set up the same vacation and Christmas bonus values for that union in both companies.

Calculation tables for vacation and Christmas bonuses are stored in the Vacation and Christmas Bonus Setup table (F76M0008).

► **To set up calculation tables for vacation and Christmas bonuses**

From the Mexican Payroll System Setup menu (G07BMXP4), choose Vacation and Christmas Bonus.

1. On Work With Vacation and Christmas Bonus Setup, click Add.



2. On Vacation and Christmas Bonus Setup Revisions, complete the following fields:
 - Company
 - Date Beginning
 - Table Code
3. To set up the current table for a specific union only, complete the following field:
 - Union Code
4. If you are setting up the first record in the table, leave the following field blank to indicate that the range begins with 0:
 - Lower Limit
5. Complete the following fields and click OK:
 - Upper Limit
 - Maximum Days
 - Process Amount
6. To set up an additional record for the same table, click Add and complete the following fields exactly as you did for the preceding record:

- Company
 - Date Beginning
 - Table Code
 - Union Code
7. Enter a number slightly higher than the upper limit of the preceding record in the following field:
- Lower Limit
- For example, if the upper limit of the preceding record was 1, you might enter 1.01 in the Lower Limit field.
8. Complete the following fields and click OK:
- Upper Limit
 - Maximum Days
 - Process Amount
9. Complete steps 6 through 8 for each record in the table.

Field	Explanation
Company	The company number in which the employee generally works.
Date Beginning	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Table Code	A code that indicates the type of table that is used for special processes. Valid values are: AG Christmas Bonus VC Vacation AB Non-absence Premium AD Christmas Bonus Absence
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Lower Limit	The lower or minimum amount to compare.

Field	Explanation
Upper Limit	The upper or maximum amount to compare.
Maximum Days	The maximum number of days for which a person is paid, or the number of days for which pay is deducted in the current process.
Process Amount	An entry that determines the percentage, days, or amount to pay, depending on the type of calculation.

Setting Up Disability Information

You set up disability information to define how you will handle disability payments. Disability information is set up by company and union code so that disabilities can be handled differently for different unions within a company, if necessary.

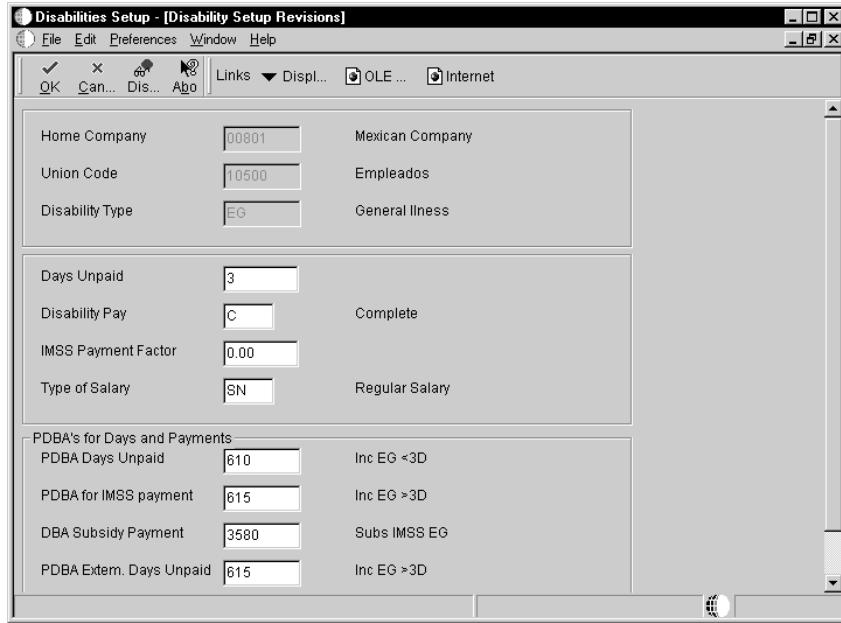
Before You Begin

- If you are providing disability payments to your employees rather than requiring the employee to collect disability payments from IMSS, set up the PDBAs for disabilities. See *Setting Up Pay Type Information* and *Setting Up Deductions, Benefits, and Accruals*.

► To set up disability information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Disabilities Setup.

1. On Work With Disability Setup, click Add.



2. On Disability Setup Revisions, complete the following field:
 - Disability Type
3. If you want the disability type that you selected to be handled differently for different companies or unions, complete either or both of the following fields:
 - Home Company
 - Union Code
4. Complete the following fields to define the IMSS payment for the disability:
 - Days Unpaid
 - IMSS Payment Factor
 - Type of Salary
5. Complete the following field to define the employer's involvement with disability pay:
 - Disability Pay
6. If you selected any value other than N in the Disability Pay field, which indicates no employer involvement in disability pay, complete the following fields:

- PDBA Days Unpaid
- PDBA for IMSS payment
- DBA Subsidy Payment
- PDBA Extem. Days Unpaid
- DBA Extemporany Pay

7. Click OK.

Field	Explanation
Disability Type	A code that indicates the type of illness. Example: GI - General Illness
Days Unpaid	Amount that indicates the days not to be paid for an employee disability.
IMSS Payment Factor	The percentage of the disability salary that IMSS will be paying. The IMSS payment for disabilities is calculated as a percentage of the salary that you specify in the Type of Salary field (TSALCAL).
Type of Salary	A code that indicates the type of salary on which the calculation of the special process is based. Valid values are stored in UDC 76M/SC.
Disability Pay	A code that indicates the employer's involvement with disability payments. Valid values are: N The company has no involvement with disability payments. I The company pays the IMSS payment to the employee. S The company supplements the IMSS payment, but the employee is required to collect the IMSS payment from IMSS. C The company pays both the IMSS payment and a supplement to the IMSS payment. If you select any option other than N, you must set up PDBAs for disability payments.
PDBA Days Unpaid	Indicates in which DBA the non-payment amount for disability is stored.
PDBA for IMSS payment	Defines the DBA in which the disability payment is stored.
DBA Subsidy Payment	Defines the DBA in which the subsidy for disability payment is stored.

Field	Explanation
PDBA Extem. Days Unpaid	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. <i>Form-specific information</i> The DBA for the non-payment amount for unpaid disability days that are reported extemporaneously.
DBA Extemporary Pay	A code to define the DBA where the extemporary payment for disability is going to be stored.

See Also

- *Overview of Disabilities* for an explanation of disability payments

Setting Up Pay Type Information

You set up pay types to categorize various employee earnings in order to direct labor costs to different accounts in the general ledger.

Setting up pay type information includes the following tasks:

- Setting up pay types
- Setting up additional pay type information
- Setting up pay type union overrides

Setting Up Pay Types

You set up pay types to categorize various employee earnings to direct labor to different accounts in the general ledger. You can define up to 999 different pay types, using the range of numbers 001 to 999. For example, most companies need to set up different pay types for holiday, sick, and vacation pay or for personal leave pay.

Setting up pay types also allows you to do the following:

- Define how different pay types are used when you compute employee pay
- Assign automatic pay methods for autopay employees
- Define a pay type to be tax exempt
- Define information to be printed on 1099 and W-2 forms for the associated pay type for U.S. payroll
- Define whether hours and dollar amounts should be passed to the general ledger

You can also attach a media object to a pay type for explanatory notes or other information. If you attach a text media object to the pay type, the first two lines of text that you enter appear on reports that include the pay type description.

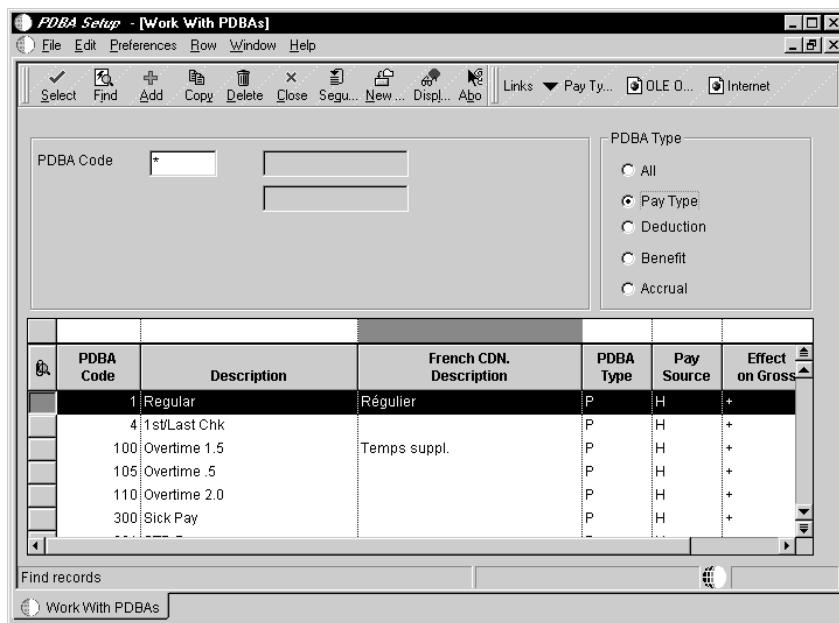
When you set up a basic pay type, you define the minimum amount of information that the system needs to perform the calculation.

Before You Begin

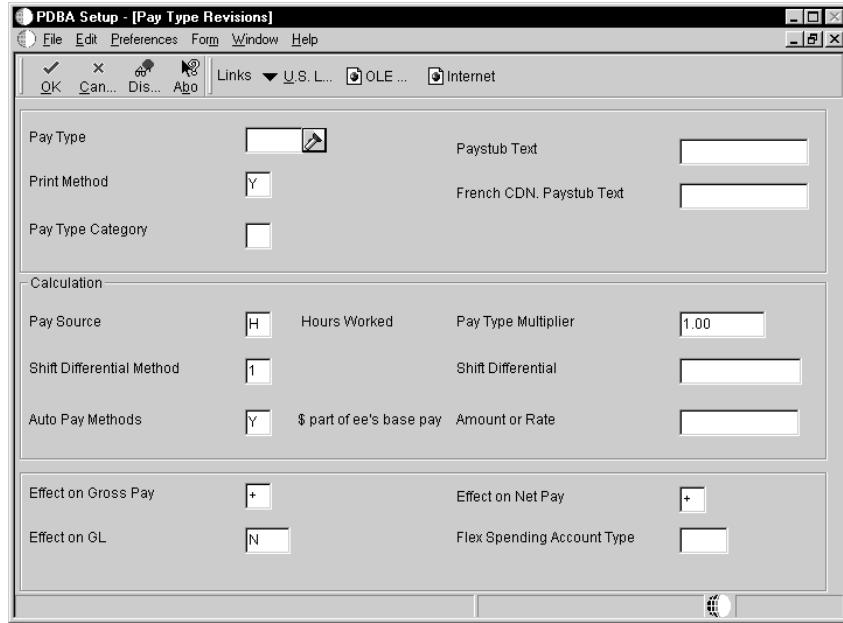
- ❑ Set up user defined codes (07/FS).
- ❑ Review how to add text to a pay type. See *Media Object Attachments* in the *OneWorld Foundation Guide*.

► To set up a pay type

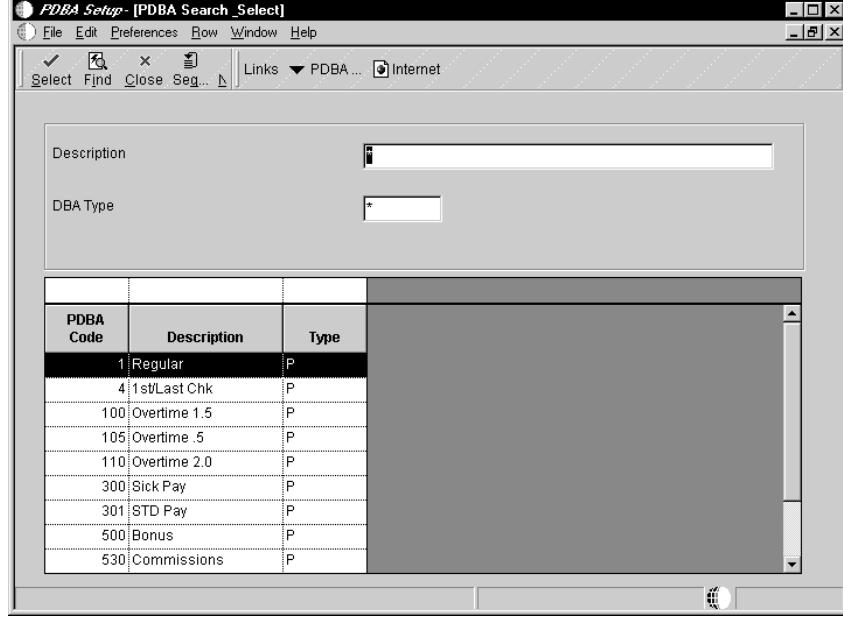
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.



1. On Work With PDBAs, click the Pay Type option in the PDBA Type area and click Add.



2. On Pay Type Revisions, click the Search button in the following field to review a pay type before setting one up:
 - Pay Type



3. On PDBA Search and Select, choose a pay type and then choose PDBA Recap from the Row menu.
4. On Pay Type Recap, review the pay type information, and then click Cancel.

The PDBA Search and Select form appears.

5. Click Close.

The system displays the Pay Type Revisions form again.

6. On Pay Type Revisions, complete the following fields:

- Pay Type
- Paystub Text
- Pay Type Category
- Effect on GL

7. To define how you want to calculate the pay type, complete the following fields:

- Pay Source
- Pay Type Multiplier
- Shift Differential Method
- Shift Differential
- Auto Pay Methods

8. To override the hourly rate, complete the following field:

- Amount or Rate

9. To define how the pay type affects an employee's pay, complete the following fields:

- Effect on Gross Pay
- Effect on Net Pay

10. For tax exempt pay types, choose Tax Exemptions from the Form menu, and enter * in the following field:

- Tax Type 01

11. To assign a category code to a pay type, choose Category Codes from the Form menu and assign as many category codes as needed.

12. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Pay Type	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	The text that you want the system to print on the employee's paystub. For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.
Pay Type Category	A user defined code (07/PC) that specifies the pay type categories you want to use: <ul style="list-style-type: none">• For regular pay• To generate overtime• For reporting purposes on the Certified Payroll Register (U.S. only).
	A code that indicates whether the system writes journal entries from the Payroll system to the general ledger, and the method to use. Valid values are: H Write only hours to the general ledger. This code is valid for generating timecard journals. The code should not be used when journals are generated through the pay cycle. M Do not write monetary amounts or hours to the general ledger. Do not calculate workers' compensation and general liability. N Write monetary amounts and hours to the general ledger. Y Write only monetary amounts to the general ledger. W Do not write monetary amounts or hours to the general ledger, but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be written to the general ledger

Field	Explanation
Pay Source	A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. 0 (zero) is not a valid multiplier. The default value is 1.00.
Shift Differential Method	<p>A code that specifies how the system should calculate shift differential.</p> <ul style="list-style-type: none"> 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours. 2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours. <p>Blank The system follows the shift differential method that is associated with the pay type from the Pay Type table (F069116).</p> <p>The multiplier is the pay rate multiplier from the Pay Type table (F069116). When the pay rate is derived from the Union Rate table, the multiplier is assumed to be 1 as it is built into the table. In this case, all methods produce the same result.</p>
Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).</p> <p>.....Form-specific information.....</p> <p>Enter a monetary amount in this field. The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.</p>

Field	Explanation
Auto Pay Methods	<p>A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay. N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay. S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate. B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular commissions, and lump sums use auto pay method B. C The hours or dollars entered using this pay type override all autopay instructions. <p>For World:</p> <p>If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. For example, if the job code, job step, home business unit, or position have been overridden in time entry, and if multiple active jobs exist for the employee, and if the overridden information does not match an existing active job record, this system processes pay types with the Auto Pay Method set to Y as additional pay. J.D. Edwards recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.</p> <p>If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.</p> <p>If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to accumulate wages. Enter C as the autopay method for this pay type.</p>

Field	Explanation
Amount or Rate	<p>A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ul style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Tax Type 01	<p>You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.</p> <p>If you enter * in the first element of this list, no taxes are computed.</p>
Effect on Gross Pay	<p>A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> + Pay type will be added to the employee's gross pay - Pay type will be subtracted from the employee's gross pay blank Pay type will not have an effect on the employee's gross pay <p>A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.</p> <p>When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.</p>

Field	Explanation				
Effect on Net Pay	<p>A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> + Pay type will be added to the employee's net pay - Pay type will be subtracted from the employee's net pay blankPay type will not have an effect on the employee's net pay 				
	<p>A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.</p>				
	<p>When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.</p>				
Flex Spending Account Type	<p>Defines which type of spending account is being used. An example of a spending account type setup might be:</p> <table style="margin-left: 20px;"> <tr> <td>MED</td> <td>Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).</td> </tr> <tr> <td>DCR</td> <td>Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).</td> </tr> </table>	MED	Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).	DCR	Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).
MED	Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).				
DCR	Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).				

Setting Up Additional Pay Type Information

You set up additional pay type information to provide all the information that is needed to process pay types and perform special pay calculations, such as seventh day pay, overtime pay, and additional pay for special jobs.

The additional pay type options described below are designed to manage the pay of hourly workers. You should set up these options for hourly pay types.

Seventh-Day Pay

Hourly workers who work for 48 hours (six days) in a week get paid for seven days of work. If an hourly worker works fewer than 48 hours in a week, the employer can choose whether to pay a proportional amount of the seventh day or to withhold seventh-day pay. You determine how to treat seventh-day pay for workers who work fewer than 48 hours per week at the union level.

If you want to track seventh-day pay independently from regular pay, you must set up a special pay type or benefit for the seventh-day pay. You then use the additional pay type options on the pay types for hours worked to indicate the pay type or benefit for seventh-day pay.

If you do not want to track seventh-day pay independently, set up a shift differential on the regular pay types to calculate seventh-day pay.

See

- *Setting Up Union Information* for information on setting up seventh-day pay at the union level

Triple Time

Hourly workers who work more than nine hours overtime in a week are eligible for triple-time pay for the overtime they work beyond nine hours. For the first nine hours of overtime, the worker is paid double time.

You must indicate in the additional pay type options the order in which pay types should be considered for triple-time calculations. For example, suppose an employee worked 12 hours of overtime during a week as follows:

- Pay type 100 - six overtime hours
- Pay type 105 - two overtime hours
- Pay type 110 - four overtime hours

Suppose you set up these pay types with the following triple-time indicators:

- Pay type 100 - 1
- Pay type 105 - 2
- Pay type 110 - 3

To determine which nine hours of overtime should be calculated as double-time, the system would first subtract the six overtime hours worked under pay type 100, then the two hours worked under pay type 105, and then one of the hours worked under pay type 110. The remaining three hours worked under pay type 110 would be paid as triple-time.

Use the labor rules module to set up specific rules about how the nine double-time hours are distributed.

Different Job Codes

If an employee who normally works in a certain job temporarily works in another job that pays more, the extra pay that the worker earns in the second job is considered variable pay for the purpose of IDS calculations. You track the base and variable pay in this situation by setting up a pay type for the variable pay and specifying that pay type in the additional pay options on the pay type for base pay.

In time entry, you enter the hours worked under the base pay type. The system splits the pay between the base pay type and the pay type for variable pay, and prints the actual pay types used on the pay slip.

For example, suppose a worker normally works in job X1, which pays \$10 per hour. For 10 hours, the worker works in job X2, which pays \$15 per hour, so the worker earns \$150 instead of the \$100 that the worker would normally earn. When you enter time for this employee, you enter 10 hours for job X2. The system splits the payment so that the first \$100 is recorded under the base pay type and the other \$50 is recorded under the pay type for variable pay.

See Also

- *Working with Overtime Rule Sets* for information on setting up rules to control the distribution of double-time and triple-time hours
- *Setting Up Variability Information* for information on determining how variability is calculated for DBAs
- *Setting Up Tax Information for PDBAs* for information on determining how taxes are calculated for PDBAs

Before You Begin

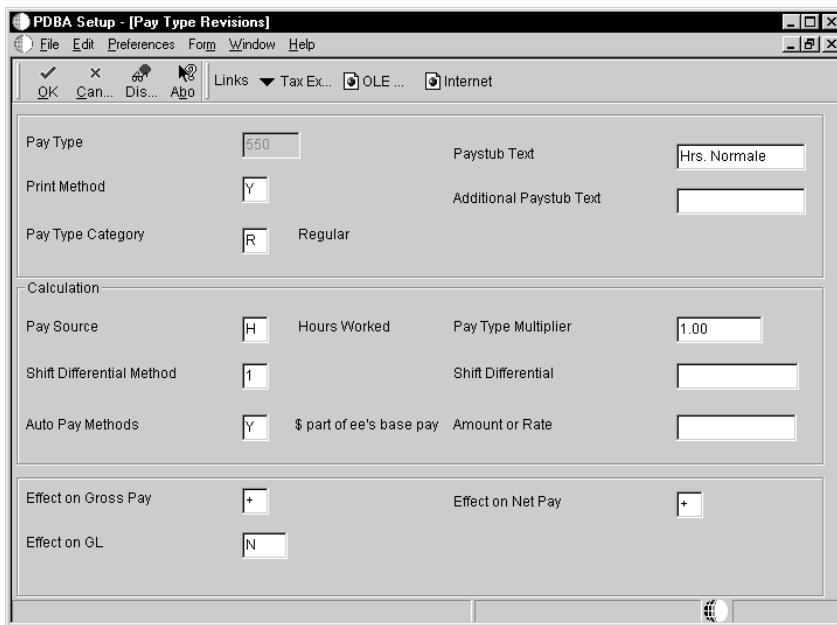
- If you are using PDBAs to track seventh-day pay, set up a pay type or benefit for seventh-day pay.
- Set up a pay type to track the variable pay that results when a worker temporarily works in a special job.

See *Setting Up Pay Types*.
- Set up a DBA to track double-time pay for IMSS reporting. See *Setting Up Deductions, Benefits, and Accruals*.

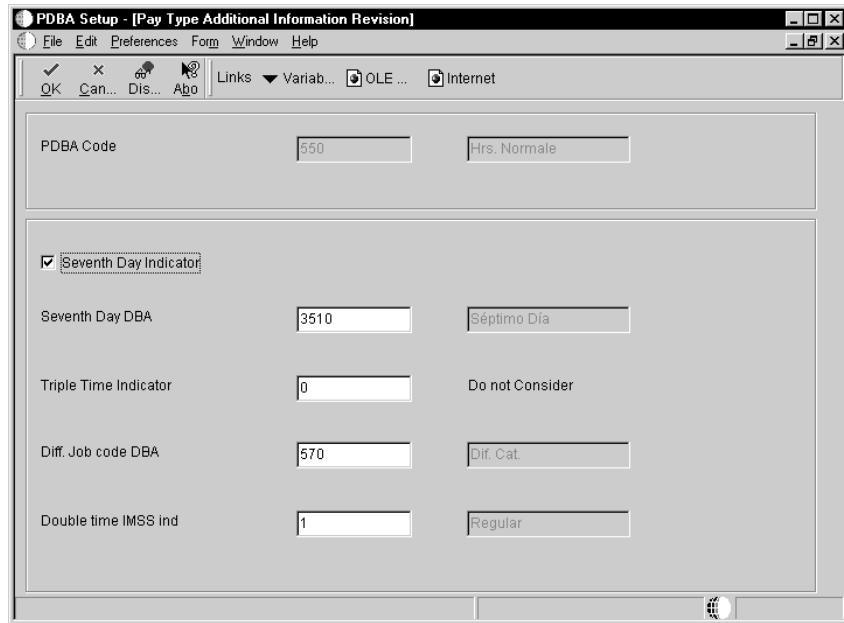
► **To set up additional pay type information**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click the Pay Type option in the PDBA Type area and click Find.
2. Choose the row containing the pay type that you are setting up and then click Select.



3. On Pay Type Revisions, choose Mexico Leg/Reg from the Form menu.



4. On Pay Type Additional Information Revision, complete the following fields if the pay type is being used to calculate seventh-day pay:
 - Seventh Day Indicator
 - Seventh Day DBA

5. Complete the following fields and click OK:
 - Triple Time Indicator
 - Diff. Job code DBA
 - Double time IMSS ind

Field	Explanation
Seventh Day Indicator	A field that indicates whether the pay type is paid for the proportional part of the seventh day.
Seventh Day DBA	A code indicating the PDBA where payment for the seventh day will be stored. This is only applicable if payment for the seventh day is separate from regular pay.
Triple Time Indicator	Select the order in which the pay types should be considered for triple-time calculations. A value of 0 indicates no integration. The highest level is the one to consider last for triple-time separation.
Diff. Job code DBA	A PDBA code indicating the difference between the pay rate for an employee's regular job and the pay rate the employee earns while working in a different job.

Field	Explanation
Double time IMSS ind	An indicator that shows whether a pay type paid as double time will be considered for IMSS variability.

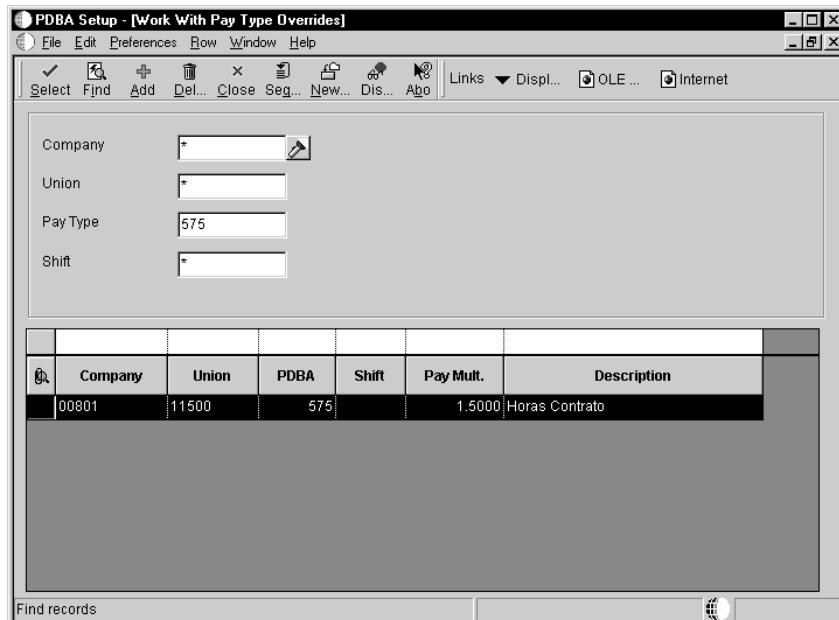
Setting Up Pay Type Union Overrides

You may need to override either the description of a pay type or the pay type multiplier because of union requirements. Rather than creating a pay type that is a duplicate of another pay type except for the description or pay type multiplier, you can override those elements of the pay type for a specific union or a specific shift within a union.

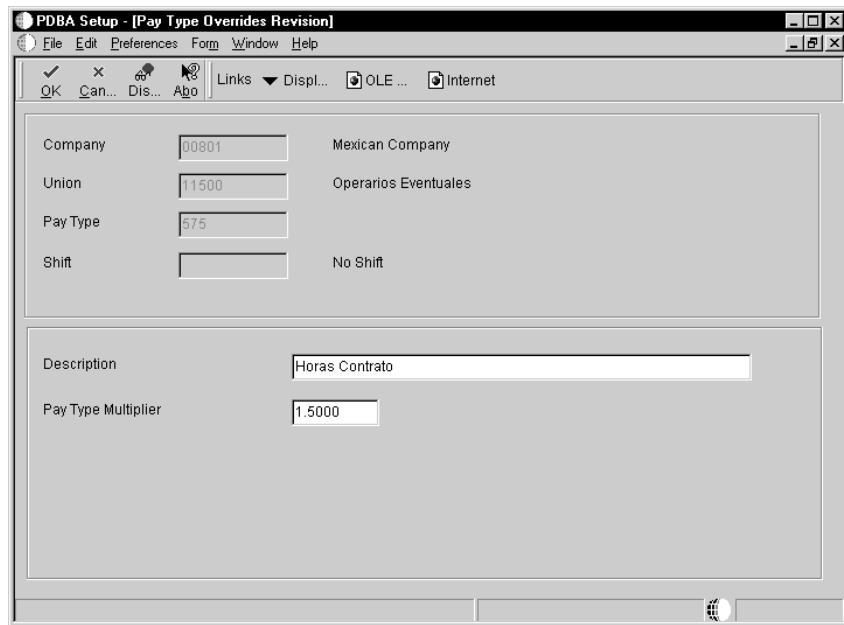
► To set up pay type union overrides

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, locate the pay type that you need to override and click Select.
2. On Pay Type Revisions, choose Union/CO Overrides from the Form menu.



3. On Work With Pay Type Overrides, click Add.



4. On Pay Type Overrides Revision, complete the following required fields:

- Company
- Pay Type

5. To override pay type information for a specific union only, complete the following field:

- Union

You can override pay type information for all unions within the company by leaving the Union field blank.

6. To override pay type information for a specific shift, complete the following field:

- Shift

7. To override pay type information, complete either or both of the following fields and click OK:

- Description
- Pay Type Multiplier

Field	Explanation
Company	The company number in which the employee generally works.

Field	Explanation
Pay Type	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Union	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>
Shift	<p>A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.</p>
Description	<p>Use this field to add text to print on the employee's paystub. The information can correspond to the name of the clause under the union labor contract negotiation.</p>
Pay Type Multiplier	<p>The value of this field is either a percentage, a dollar amount or an hourly rate depending on where it is used.</p> <ul style="list-style-type: none"> A For a Deduction, Benefit or Accrual, the meaning of this field depends on the Method code (DEDM). The method determines if it is a flat dollar amount, a percent or a multiplication rate. B For a Pay Type this field is an override to the hourly rate.

Understanding Deductions, Benefits, and Accruals

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting money from an employee's paycheck, calculating employee benefits, and tracking accruals when you run a payroll cycle.

Deductions	Deductions represent monetary amounts, excluding taxes, withheld from an employee's earnings. You set up deductions to automate the process of subtracting monies when you run a payroll cycle.
Benefits	Benefits represent amounts that the company funds for additional employee compensation. A benefit can be cash or non-cash, either taxable or nontaxable. Benefit information can be passed to the general ledger to track burden. You set up benefit DBAs to automate the process of calculating benefits when you run a payroll cycle.
Accruals	Accruals represent a number of paid hours that the company funds as additional employee compensation. Usually, an employee accrues a certain number of hours per pay period. The system can carry over from year to year accrued remaining balances, such as available vacation and sick time.

The following topics provide conceptual information about DBAs:

- A comparison of benefits and accruals
- Determining how to set up DBAs
- Calculating DBAs

A Comparison of Benefits and Accruals

To determine whether a DBA should be set up as a benefit or an accrual, consider the following:

- Benefits might or might not affect gross or net pay.
- Accruals have no effect on an employee's gross or net pay.

Determining How to Set Up DBAs

Before you set up deductions, benefits, and accruals for your company, consider the functions that you want the DBA to perform:

- Which method should the system use to calculate the DBA?
- When will the system calculate the DBA?
- What are the effective dates for the DBA?
- Should the system pass the information to the general ledger?
- Do you want to base the calculation for the DBA on another DBA or on a pay type?
- Should the deduction arrear in a negative pay situation?
- Should an accrual balance roll over into the next year?
- Should taxes be calculated for this DBA?
- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

Determining how to set up DBAs consists of the following tasks:

- Assigning DBA codes
- Assigning DBAs to employees

Assigning DBA Codes

When you set up DBAs, you assign each DBA a numeric transaction code. Because the numeric transaction codes 001-999 are reserved for pay types, use the numeric transaction codes 1000-9999 to define up to 9000 DBAs.

J.D. Edwards recommends that you group similar DBAs by function. For example, you might group all long-term disability deductions and assign numbers within a range, leaving some numbers available for later additions, as follows:

- 1220 - Long-term disability insurance coverage at 66 2/3 percent
- 1222 - Long-term disability insurance coverage at 50 percent

DBAs are not specific to one company. You can use DBAs across different companies.

Assigning DBAs to Employees

To assign DBAs to employees, you can do any of the following:

- You can set up a DBA for all employees.
- You can enroll an employee in benefit plans, and the system automatically assigns the employee DBAs associated with those benefit plans.
- You can assign specific DBAs to a single employee.
- For one time only, you can enter a DBA in time entry for the current payroll.

The system does not limit the number of DBAs that you can assign to each employee.

You can define the amount of a DBA as follows:

- When you set up the DBA
- At the group level
- At the employee level
- During time entry

You can override the amount at any level in time entry for any given payroll. The amount at the employee level overrides the DBA setup.

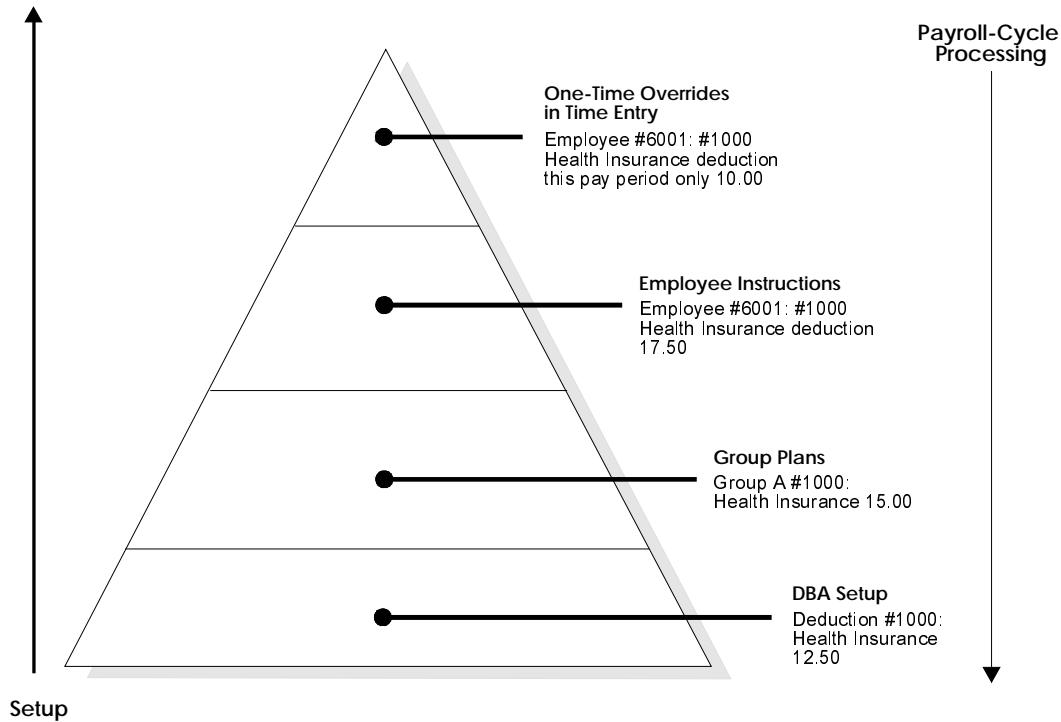
Example: DBA Amounts as a One-Time Override

An employee has a health insurance deduction included in the assigned benefit plan. If the employee is hired in the middle of the pay period, you can enter a prorated amount in time entry for the first pay period. The system deducts the regular amount for health insurance in subsequent pay periods.

See Also

- *Entering Employee Instructions and Overriding DBA Amounts One Time* for information about assigning DBAs

The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs:



When processing payroll, the system first calculates DBAs that have been entered as one-time overrides in time entry. For example, if you entered a DBA in an employee's DBA instructions for three pay periods, the system would calculate the DBA in the DBA instructions and not the amount for the same DBA as entered in DBA setup.

Calculating DBAs

The system can use different methods to calculate DBAs. The methods used to calculate DBAs include the following:

- Flat monetary amounts
- Percentages of gross pay
- Calculation tables with criteria that vary from employee to employee

Unlike the DBAs that the system calculates by flat monetary amounts and percentages, you can override a DBA at the employee level that is based on a calculation table, but this is not recommended. A DBA based on a calculation table has a table-method code attached to the DBA that tells the system how to calculate the DBA. The system will not recognize another method to calculate a DBA when a table-method code is attached to the DBA.

Example: DBA Calculations

DBA calculations can be based on values, such as gross pay, hours, pieces, salary, month-to-date, or year-to-date earnings. You might set up the following:

- Flat monetary amount for health insurance with a deduction of 12.50 per pay period
- Percentage deduction of 4 percent per pay period to be used for a retirement savings plan
- Calculation table using the following variables to determine an employee's annual vacation accrual:
 - 40 hours if employed 1-2 years
 - 80 hours if employed 3-5 years
 - 120 hours if employed 6-99 years

See Also

- *Setting Up Deductions, Benefits, and Accruals*
- *Setting Up Group Plan DBAs*

Setting Up Calculation-Table Information

You can set up table-method DBAs to calculate DBAs based on various table calculations. A table-method DBA is a calculation table that has a table-method code attached to it to tell the system how to calculate the DBA.

You set up calculation tables to define the parameters that the system uses to calculate DBAs. After setting up your calculation tables, you attach tables to a DBA by defining the appropriate table method when you set up a DBA.

Setting up DBA calculation-table information includes the following tasks:

- Setting up calculation tables
- Attaching calculation tables to DBAs

Setting Up Calculation Tables

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain table method codes.

Calculation tables contain user defined information to help define your standard DBA methods of calculation. Calculation tables provide calculations based on values that vary from employee to employee.

When you define a calculation table, you must first determine what the calculation is based on, such as any of the following factors:

- Age
- Annual salary
- Months of service
- Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The methods of calculation are attached to the following numeric codes defined in user defined code list 06/DM:

- 0 - Withholding periods
- 1 - Salary range
- 2 - Date range
- 3 - Age range (calculated by date of birth)
- 4 - Hours worked
- 5 - Pieces produced
- 6 - Variable months
- 7 - Workers Comp. Insurance
- 8 - Gross pay
- 9 - Age (calculated as of the date that you enter in the Employee Age field on the Personal form)

For example, to base a DBA on employee age, you can use code 3 or code 9 for the method of calculation.

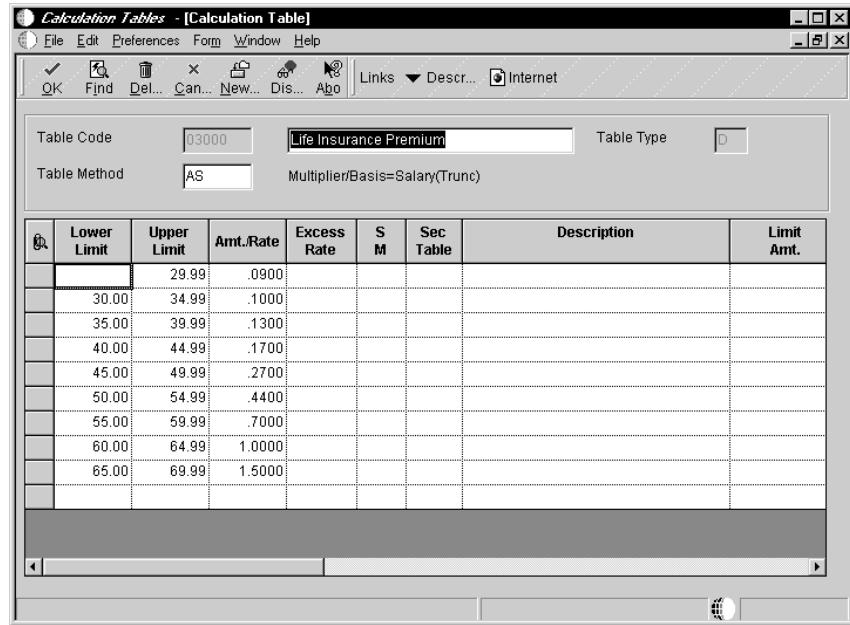
Before You Begin

- Choose a table method from user defined code list 06/DM that is appropriate as a method of calculation. Read the descriptions to find a method that describes how you want the system to perform the calculation.

► To set up calculation tables

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Calculation Tables.

1. On Work With Calculation Tables, click Add.



2. On Calculation Table, complete the following fields:
 - Table Code
 - Table Type
 - Table Method
3. To define the parameters of the calculation table, complete the following fields:
 - Lower Limit
 - Upper Limit
 - Amt./Rate
4. Complete the following optional fields and click OK:
 - Excess Rate
 - S M
 - Sec Table
 - Limit Amt.
 - Amt./Rate 2

- Additional Rate
5. Repeat steps 2-4 to define all the parameters that are needed for the calculation table.

Note: You do not need to include a line in the calculation table for zero amounts. For example, if vacation time is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D The system uses the table to calculate DBAs. R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Code	A numeric code that identifies this table in the Table table (F069026).
Table Method	A code that specifies the method the system uses to calculate the DBA.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table. For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. An employee might have 92 hours of available vacation at the end of the year, but the employee loses 12 hours of vacation and begins the new year with 80 hours of vacation.
Upper Limit	The upper or maximum amount to compare.
Lower Limit	The lower or minimum amount to compare.
Additional Rate	The rate to be used in the calculation of the transaction, via the table setup. The amount specified here overrides any other rate which might be retrieved through the standard hierarchy for Accrual, Benefit, or Deduction calculation.
Amt./Rate 2	The amount or rate to be used in the calculation of an Accrual, Benefit or Deduction. This field is used when the 'Method' of calculation specifies either 1, 2, 3, 4, 5, or 6 and therefore a specific basis table is being retrieved for the ultimate calculation of the transaction.

Field	Explanation
Limit Amt.	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
	<p>NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p>
	<ul style="list-style-type: none"> • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Sec Table	<p>A code which specifies the method under which the DBA is to be calculated.</p>
	<p>This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.</p>
S M	<p>A user defined code (07/DS) that indicates which method the system uses to calculate DBAs.</p>
Excess Rate	<p>A rate that the system applies to the amounts that exceed the table defined amount.</p>

See Also

- *Setting Up Rollover Information for DBAs*
- *Appendix A: DBA Table Methods Quick Reference*

Attaching Calculation Tables to DBAs

After you set up your calculation tables, attach a calculation table to the DBA by entering the table code on DBA Setup.

Although you can attach the same calculation table to more than one DBA, if you are attaching only one calculation table to one DBA, J.D. Edwards recommends that you make the table code the same as the DBA code for convenience.

► To attach calculation tables to DBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the following fields:
 - Method of Calculation
 - Table Code
3. Complete the remaining steps for setting up a DBA.

See *Setting Up Essential DBA Information*.

Field	Explanation												
Method of Calculation	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance. <i>Form-specific information</i> The method values are pre set by J.D. Edwards. If you use methods 0 - 6, 8, 9, or G, you must also enter a value in the Table Code field. For wage attachments use one of the following methods: <table><tr><td>C</td><td>Wage assignment (child support and maintenance)</td></tr><tr><td>G</td><td>Garnishment</td></tr><tr><td>K</td><td>Loan</td></tr><tr><td>L</td><td>Tax levy</td></tr><tr><td>A</td><td>Fees</td></tr><tr><td>%</td><td>Interest</td></tr></table>	C	Wage assignment (child support and maintenance)	G	Garnishment	K	Loan	L	Tax levy	A	Fees	%	Interest
C	Wage assignment (child support and maintenance)												
G	Garnishment												
K	Loan												
L	Tax levy												
A	Fees												
%	Interest												
Table Code	The table used if the calculation requires table values.												

Setting Up Deductions, Benefits, and Accruals

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run a payroll cycle. You must set up DBAs before you can assign them to employees or to special processes. Setting up deductions, benefits, and accruals for Mexican payroll includes the following tasks:

- Setting up essential DBA information
- Setting up additional DBA information
- Setting up group plan DBAs
- Processing options for Group Plan DBA Setup
- Setting up DBA union overrides
- Setting up category codes for DBAs
- Setting up a DBA based on another DBA

Setting Up Essential DBA Information

When setting up essential DBA information, you define the minimum amount of information that the system needs to perform the calculation. Typically, you will want to calculate essential DBA information in one of three ways:

Monetary amount

You set up a monetary amount to subtract a specific amount of money from the pay for the designated pay periods.

For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 USD each pay period. You might also set up a deduction for union dues.

Percentage rate You set up a percentage rate DBA to calculate a percentage of gross pay.

For example, the DBA might designate that 1 percent of gross pay should be deducted for United Way or another charitable fund.

Calculation tables You set up calculation tables for DBAs that are calculated by a formula. The calculation table defines the parameters that the system uses to calculate the DBAs.

When setting up essential DBA information, you can do one of the following:

- Define the actual amount or rate to calculate
- Omit the actual amount or rate to calculate

If you omit the actual monetary amount or the percentage rate information during setup, you can enter it when you assign the DBA at the employee or timecard level.

After setting up a DBA for which you have entered an amount or rate, you periodically might need to update that amount or rate. For example, when you set up a DBA for a medical deduction, you can enter the premium amount. A year later, when the medical plan carrier raises its premiums, you must update the premium amount for the DBA.

Determining the Basis of Calculation for a DBA

The system must have a value on which to base the calculation for each DBA. This is called the basis of calculation.

You set up a basis of calculation for a DBA to define the base value that the system uses to calculate the DBA during payroll processing. A DBA can be based on pay types, on another DBA, or on a combination of both pay types and DBAs (PDBAs). To define the base value, you must list one or more PDBA for each DBA that you create.

To determine which PDBA codes to assign to the DBAs that you set up, consider the following:

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).

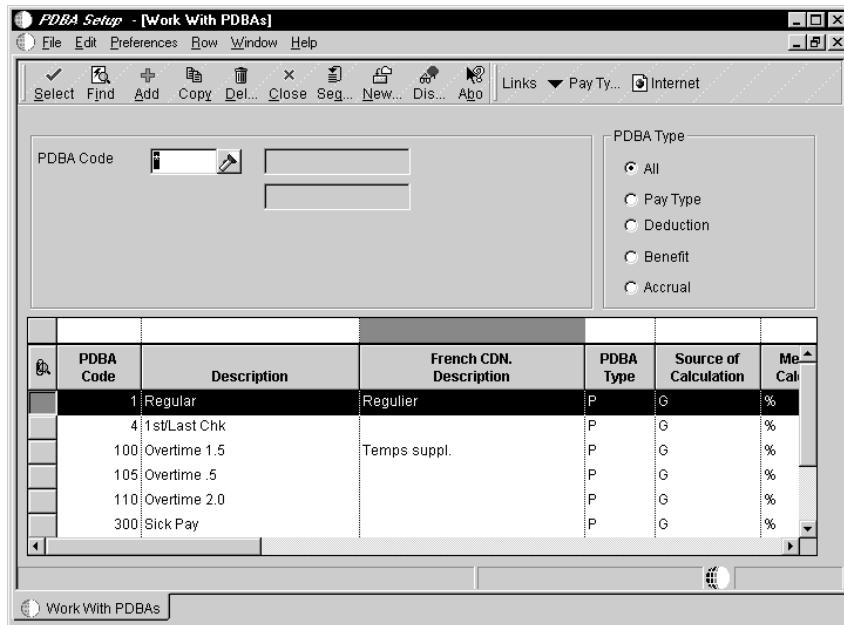
- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.
- If you base the DBA on a selected group of pay types, include only those pay types in the From PDBA Type and Thru PDBA Type fields. For example, if you base a DBA on all pay types except 801, enter 1 in the From PDBA Type field and 800 in the Thru PDBA Type field on the first line. On the second line, enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

Setting up essential DBA information includes the following tasks:

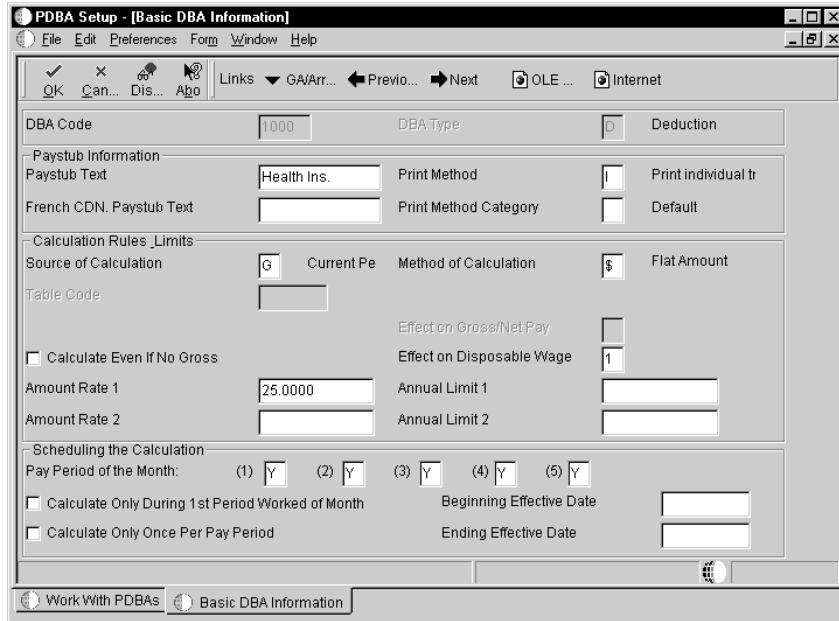
- Setting up basic DBA information
- Setting up general accounting and arrearage information
- Setting up the basis of calculation
- Adding text to a DBA

► To set up basic DBA information

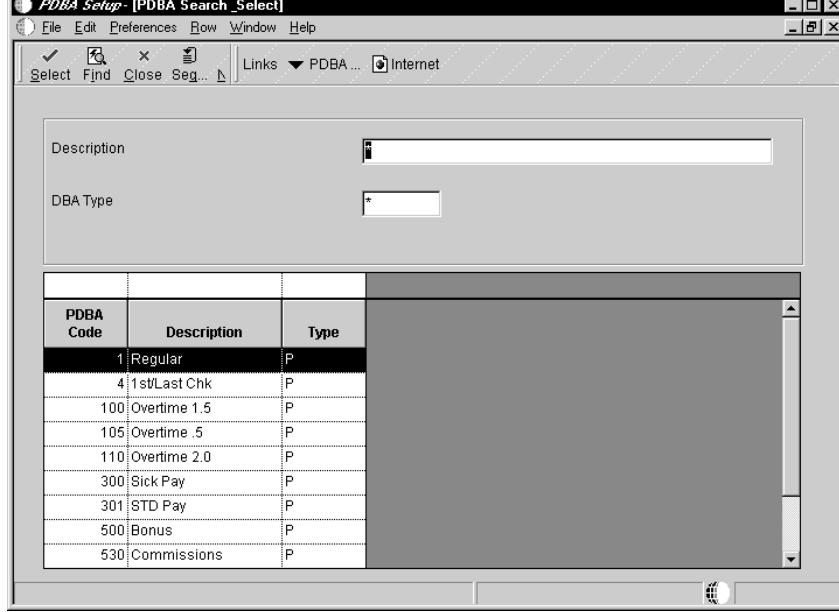
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.



1. On Work With PDBAs, click an option in the PDBA Type area to designate whether you are adding a deduction, benefit, or accrual and click Add.



2. On Basic DBA Information, click the visual assist in the following field to review a deduction, benefit, or accrual before setting one up:
 - PDBA Code



3. On PDBA Search and Select, choose a DBA and then choose PDBA Recap from the Row menu.
4. On DBA Recap, review the DBA information, and then click Cancel.

The PDBA Search and Select form appears.

5. Click Close.

The system displays the Basic DBA Information form again.

6. To define paystub text and whether DBA information prints on paystubs, complete the following fields:

- Paystub Text
- French CDN. Paystub Text
- Print Method
- Print Method Category

7. To define calculation rules and limits, complete the following fields:

- Source of Calculation
- Method of Calculation
- Calculate Even If No Gross

8. To designate the effect of a benefit on the employee's income, complete the following field:

- Effect on Gross/Net Pay

9. To designate the effect of a deduction on the employee's disposable wages, complete the following field:

- Effect on Disposable Wage

10. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:

- Amount Rate 1

11. To assign a maximum amount to withhold or accrue in a year, complete the following field:

- Annual Limit 1

12. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:

- Amount Rate 2

- Annual Limit 2
13. To schedule the DBA calculation, complete one or more of the following fields and click OK:
- Pay Period of the Month: 1-5
 - Calculate Only During 1st Period Worked of Month
 - Calculate Only Once Per Pay Period
 - Beginning Effective Date
 - Ending Effective Date

After you complete these steps, complete the steps to set up general accounting and arrearage information.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDAs.
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	The text that you want the system to print on the employee's paystub. For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDA.

Field	Explanation
French CDN. Paystub Text	<p>The text that you want the system to print on the employee's paystub.</p> <p>For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.</p>
Print Method	<p>A code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.</p> <p>Valid values for pay types and payroll taxes include:</p> <ul style="list-style-type: none"> Y Print on paystub (default) S Print separate payment (one item per payment) C Print separate payment (C types combined) N Do not print on paystub <p>Valid values for DBAs include:</p> <ul style="list-style-type: none"> Y Print as total deductions (default) S Print separate payment (one item per payment) C Print separate payment (include detail) N Do not print on paystub I Print individual DBA codes T Print by DBA print group <p>The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.</p>
Print Method Category	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> • For regular pay • To generate overtime • For reporting purposes on the Certified Payroll Register (U.S. only). <p>.....Form-specific information.....</p> <p>A user defined code (06/PC) that categorizes PDBAs, and prints the category on the pay stub. You can have more than one PDBA for each category. For example, V for overtime, might include time and a half and doubletime.</p>
Source of Calculation	<p>A user defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment.</p> <p>For wage attachments use one one of the following codes:</p> <ul style="list-style-type: none"> 1-8 Garnishment, tax levy, wage assignment (child support and maintenance) R Loan, interest O Fees

Field	Explanation
Method of Calculation	<p>A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.</p> <p>.....Form-specific information.....</p>
Calculate During Pre-Payroll	<p>The method values are pre set by J.D. Edwards. If you use methods 0 - 6, 8, 9, or G, you must also enter a value in the Table Code field.</p> <p>For wage attachments use one of the following methods:</p> <ul style="list-style-type: none"> C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest
Effect on Gross/Net Pay	<p>A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, calculate during pre-payroll processing. N No, calculate during the journal entry step of the payroll cycle. <p>In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation.</p> <p>If you want the benefit or accrual to print on the employee's paystub, use Y and complete the Method of Printing field.</p>

Field	Explanation
Calculate Even If No Gross	<p>This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are:</p> <ul style="list-style-type: none"> Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay. <p>NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if:</p> <ul style="list-style-type: none"> • Source of Calculation = G • Method of Calculation = A • Calculate if No Gross = Y <p>The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.</p>
Effect on Disposable Wage	<p>This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are:</p> <ul style="list-style-type: none"> 1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7. 2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.
Amount Rate 1	<p>A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ul style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.

Field	Explanation
Annual Limit 1	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
	<p>NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p>
	<ul style="list-style-type: none"> • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Amount Rate 2	<p>The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached.</p> <p>This field works in conjunction with the annual limit fields.</p> <p>The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.</p>
Annual Limit 2	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p> <p>NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.</p>

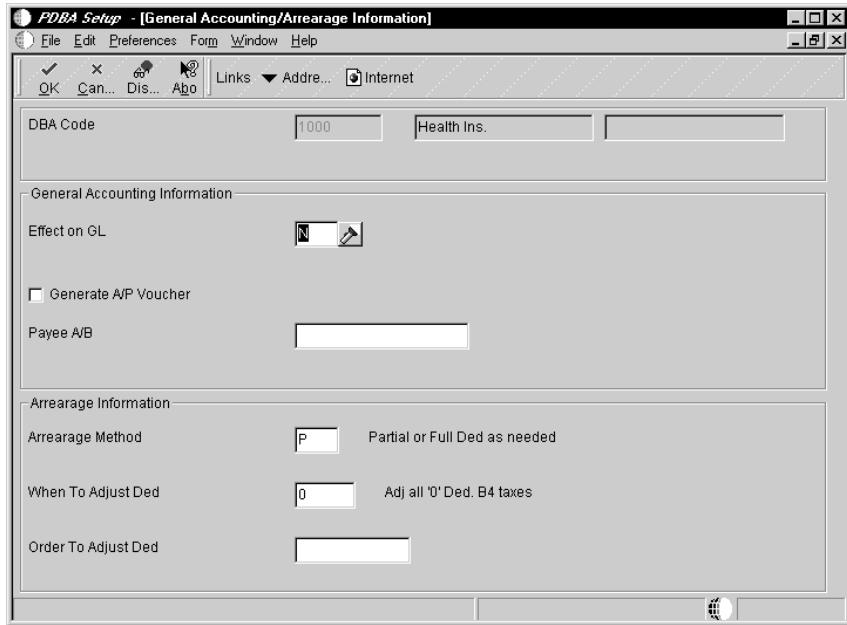
Field	Explanation
Pay Period of the Month:	<p>A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:</p> <ul style="list-style-type: none"> Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. <p>blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.</p> <p>M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.</p>
Calculate Only Once Per Pay Period	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
Beginning Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.

► To set up general accounting and arrearage information

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

After you complete the steps to set up basic DBA information, you must set up general accounting and arrearage information.

1. On Basic DBA Information, choose GA/Arrearage Info from the Form menu.



2. On General Accounting/Arrearage Information, complete the following field:
 - Effect on GL
3. To enter arrearage information for deductions, complete the following fields:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, complete the following field:
 - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
 - Payee A/B
- When you specify a payee, you should also select Generate A/P Voucher. If Generate A/P Voucher is not selected, the system might create an invalid journal entry.
6. Click OK.

After you complete the steps to set up general accounting and arrearage information, you must set up the basis of calculation.

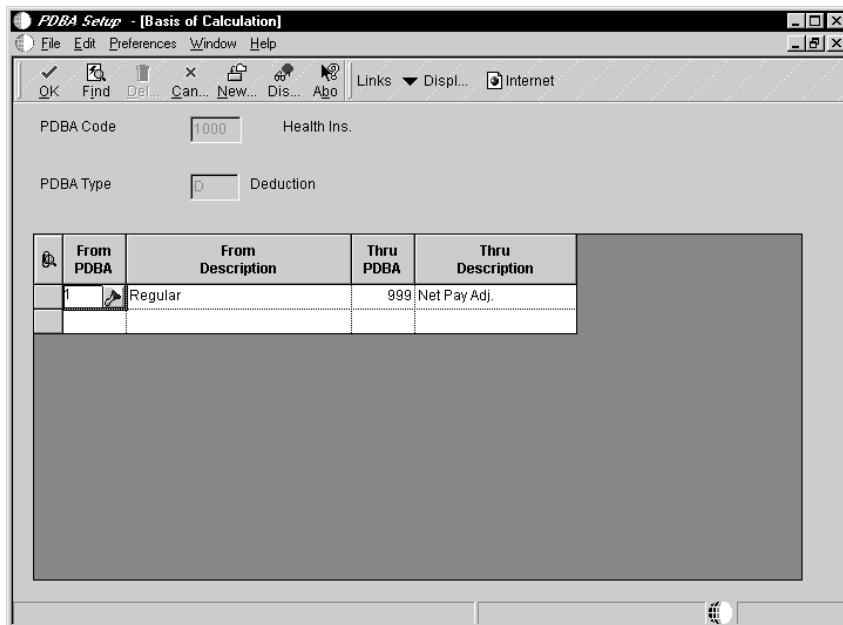
Field	Explanation
Effect on GL	<p>A code that you use to indicate whether you want the system to write journal entries from the Payroll system to the general ledger, and the method you want to use.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> N Write only dollars to the general ledger M Do not write dollars or hours to the general ledger. Use this value to track accruals in employee payroll history and the dollars to be omitted from the general ledger.
Generate A/P Voucher	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <ul style="list-style-type: none"> N No, do not generate a voucher Y Yes, generate a voucher
Payee	<p>The address book number for the supplier who receives the final payment.</p> <p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p> <p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p> <p style="text-align: center;"><i>.....Form-specific information.....</i></p> <p>For fund allocations, this is the address book number of the investment program.</p>
Arrearage Method	<p>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</p> <ul style="list-style-type: none"> P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.

Field	Explanation
When To Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Order To Adjust Ded	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.

► To set up the basis of calculation

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

You set up a basis of calculation for a DBA to define the base value that the system uses to calculate the DBA during payroll processing. A DBA can be based on pay types, on another DBA, or on a combination of both pay types and DBAs (PDBAs). To define the base value, you must list one or more PDBAs for each DBA that you create.



1. On Basis of Calculation, to include all pay types (1-999) for calculating the DBA, exit the Basis of Calculation form without making any entries.

The system enters 1 in the From PDBA field and 999 in the Thru PDBA field.

2. To limit the PDBAs, complete the following fields with the range of pay types that you want included in the calculation:

- From PDBA
- Thru PDBA

3. Click OK.

If the Basis of Calculation form contains only one row of values, you cannot delete that row. Every DBA must have a basis of calculation.

Field	Explanation
From PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.

► To add text to a DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, choose the DBA.
2. From the Row menu, choose Attachments.
3. On Media Objects, choose New, and then Text from the File menu.
4. Enter the text and choose Save & Exit from the File menu.

See Also

- *Media Object Attachments* in the *OneWorld Foundation Guide*

Setting Up Additional DBA Information

You use additional DBA information to set up the following:

- Calculation methods beyond those available using the Basis of Calculation form
- The limits that apply to the DBA
- The employees to whom the DBA applies
- The information that should print on pay slips

You must use additional DBA information to set up DBAs that calculate taxes, loans, savings fund contributions, IMSS insurance, and other special processes. Some other DBAs do not require additional DBA information.

Calculation Methods

You can use additional DBA information to calculate the value of a DBA in the following ways:

- Using an event rule or business function that has been set up to perform a specific calculation, such as a tax calculation
- By dividing the value generated by the basis of calculation by the value of another DBA
- Using a specific salary, such as the employee's average salary or most frequent salary over the period of employment, as the basis of calculation
- Using a percentage of another DBA

Depending on which calculation method you are using, you complete different fields on the DBA Legislative / Regulatory Revisions form. The following table lists the fields that are required for each method:

Specific Calculation	<ul style="list-style-type: none">• Class of Calculation• Calculation Method
Division	<ul style="list-style-type: none">• DBA Division
Specific Salary	<ul style="list-style-type: none">• Calculation Salary
Percentage of a DBA	<ul style="list-style-type: none">• Difference basis• Difference %

Calculation Limits

You can apply flexible limits to the DBA based on a percentage of some value, such as the minimum salary for a geographic zone. You can apply the limit to either the final result of the DBA calculation or to the initial basis of calculation used by the DBA.

For example, you might indicate that an employee's contribution to the savings fund cannot be more than 13 percent of the employee's base salary.

Employee Exceptions

You can apply the DBA to a group of employees based on information from the Employee Master table (F060116). For example, you might set up a certain value in a category code for some employees and then apply the DBA only to employees with that value in the category code.

You can also apply the DBA to all employees *except* those with a specific value in a specific field in the Employee Master table.

See Also

- *Setting Up Variability Information* for information on determining how variability is calculated for DBAs
- *Setting Up Tax Information for PDBAs* for information on determining how taxes are calculated for PDBAs
- *Setting Up the DBA Calculation Control Table* for information on customizing a DBA calculation using an event rule or business function

Before You Begin

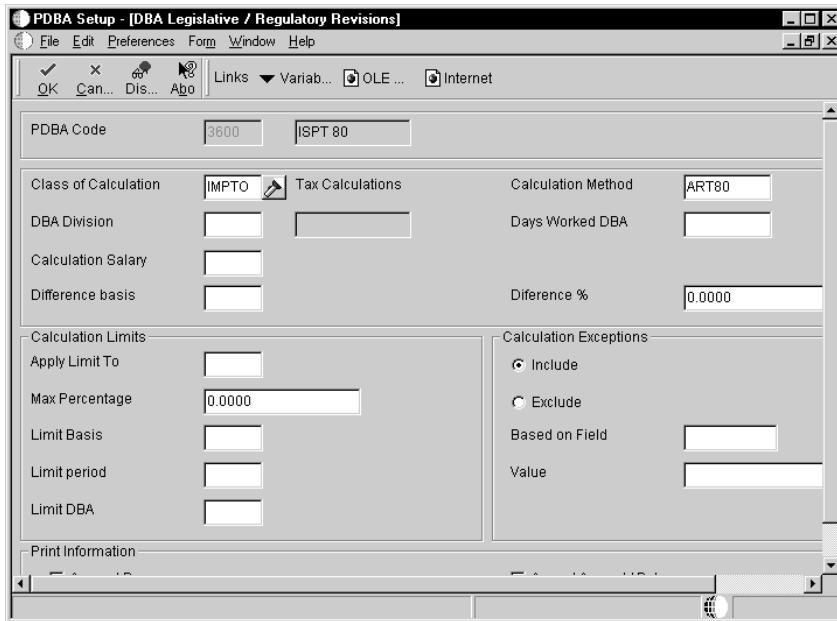
- Set up UDC table 76/EE to specify which field from the Employee Master table that you are using to select employees to whom the DBA should be applied. See *Setting Up User Defined Codes for Mexico*.

► To set up additional DBA information

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Find.

2. Locate the DBA for which you are setting up additional information and click Select.
3. On Basic DBA Information, choose Mexico Leg/Reg from the Form menu.



On DBA Legislative / Regulatory Revisions, complete step 5, step 6, step 7, or step 8, but do not complete more than one of these steps.

4. To calculate the DBA using a predefined event rule or business function, complete the following fields:

- Class of Calculation
- Calculation Method

J.D. Edwards supplies a variety of predefined DBA calculations.

To use the Class of Calculation and Calculation Method fields to calculate the DBA, you must enter % or \$ in the Method of Calculation field on the Basic DBA Information form.

5. To calculate the DBA by dividing the basis of calculation by the value of another DBA, complete the following field:
 - DBA Division
6. To use a specific salary as the basis of calculation, complete the following field:
 - Calculation Salary

If you use a specific salary as the basis of calculation for a DBA, the Basis of Calculation form has no affect on that DBA.

7. To calculate the DBA as a percentage of another DBA, complete the following fields:
 - Difference basis
 - Difference %
8. If the DBA calculation that you are using requires the number of days worked as part of the calculation, complete the following field:
 - Days Worked DBA
9. To apply flexible limits to the DBA, complete the following fields:
 - Apply Limit To
 - Max Percentage
 - Limit Basis
 - Limit period
 - Limit DBA
10. To determine which employees that the DBA will be applied to, click either the Include or Exclude option, and then complete the following fields:
 - Based on Field
 - Value
11. If you are setting up a deduction or benefit that tracks an amount due or the number of periods, such as a DBA for a loan, select the following option to print the amount that is due on the pay slip:
 - Amount Due
12. If you are setting up a benefit or accrual that carries a balance, such as a savings fund accrual, select the following option if you want the available balance to print on the pay slip:
 - Annual Accrual / Balances
13. Click OK.

Field	Explanation
Class of Calculation	Use this user defined code list (76M/MC) to specify the method for calculations that exist only for Mexico. If you use this code, the value for field “Method of Calculation” (DEDM) must be set to either % or \$.
Calculation Method	The type of calculation that will be performed in the current process. This field is used in conjunction with the special calculation method (CALCMET).
DBA Division	A PDBA code that the system uses to divide the amount formed by the basis of calculation.
Calculation Salary	Use this field to indicate the available salaries to use for calculations.
Difference basis	Use this code to specify the PDBA used to calculate surplus. Example: Display the surplus between base salary and 5 minimum wage salaries.
Difference %	A field displaying the amount or percentage to be used for surplus calculation.
Days Worked DBA	A code that indicates the DBA where the number of days worked is stored.
Apply Limit To	This code is applied in conjunction with the PDBA, resulting in the final value for the calculation.
	Valid values are:
F Final Result	
B Basis of Calculation	
Max Percentage	The factor applied to different calculations.
Limit Basis	The salary that determines the maximum limit for the special process amount. Valid values are stored in UDC 76M/LB.
	The system calculates a salary amount from the value that you enter in this field and the pay frequency that you enter in the Maximum Limit period field (FLPDOA). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.
Limit period	Enter the pay frequency that the system should use to determine the salary that is used to calculate the maximum limit for the special process amount.
	The system calculates a salary amount from the value that you enter in this field and the salary that you enter in the Maximum Limit Basis field (FLBSON). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.

Field	Explanation
Limit DBA	This PDBA can be used in conjunction with FLATO, resulting in the final value for the calculation.
Based on Field	Use this field to specify to whom the include or exclude of calculation will be based.
Value	The value with which the integration will be made.
Amount Due	This is the indicator that determines whether the amount due will be printed for the PDBA. This value applies only to deductions and benefits that are set up to handle the amount due or number of periods.
Annual Accrual / Balances	A field that indicates whether the balance for the PDBA will be printed. This indicator applies only to benefits and accruals.

Setting Up Group Plan DBAs

You set up group plan DBAs to designate that deductions, benefits, or accruals apply to groups of employees. You identify each group plan by a user-defined DBA code, such as a union code. You can further define group plans with additional qualifying criteria, such as any of the following:

Business unit	The plan applies only for work performed at a particular business unit or job location.
Job type	The plan applies only to employees working in a certain job type.
Job step	The plan applies only to employees in a certain job step within a job type.
Date range	The plan applies if the pay period dates fall within the date range that you define. For example, you could use this criterion to establish plans with built-in rate increases that you base on effective dates.

Before You Begin

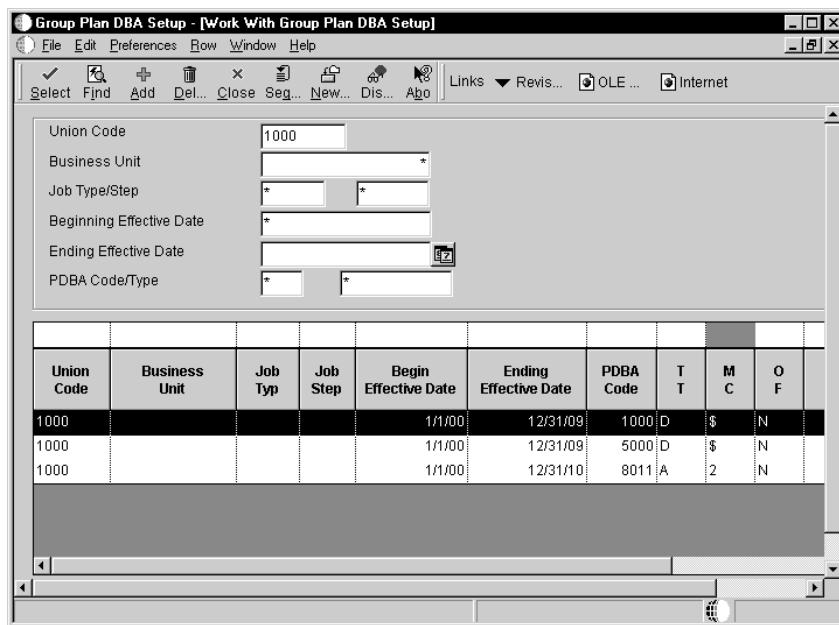
- Set your processing option to specify whether you are setting up single or multiple group plans. Depending on the value that you enter, the system

displays either the Revision Multiple Group Plan DBA Setup form or the Revise Single Group Plan DBA Setup form.

► To set up group plan DBAs

From the PDBA Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, click Add.



2. On either Revision Multiple Group Plan DBA Setup or Revise Single Group Plan DBA Setup, complete the following fields:
 - Union Code
 - Beginning Effective Date
 - Ending Effective Date
 - PDBA Code/Type
3. Complete the following optional fields:
 - Job Typ
 - Job Step

- T T
 - Pay Str Date
 - Pay Stop Date
 - Business Unit
 - M C
 - Explanation Alpha Name
4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this group plan, complete the following field:
- A/P Voucher (Y,N)
5. To specify a payee for the voucher, complete the following field:
- Provider/Trustee
6. Click OK.

Field	Explanation
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Field	Explanation
Beginning Effective Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p> <p>The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>

Field	Explanation
Ending Effective Date	<p>The date that an employee should no longer be included in a payroll cycle, or the date that an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p>
	<p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p> <p>.....<i>Form-specific information</i>.....</p>
	<p>The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.</p>
	<p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p>
	<p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p>
	<p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>
PDBA Code/Type	<p>A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.</p>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p>
	<p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p>
	<p>Security for this field can prevent you from locating business units for which you have no authority.</p>
	<p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

Field	Explanation
Job Type/Step	<p>You associate pay and benefit information with a job type when you define jobs on Job Entry and Evaluation (P08001). Certain pay and benefit information that you associate with a job type defaults in the Employee Entry forms when you are adding a new employee to the database.</p>
T T	<p>A code used to distinguish between the following types of payroll entries:</p> <ul style="list-style-type: none"> P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth <p>Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.</p>
Pay Str Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p> <p>The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>

Field	Explanation
Pay Stop Date	<p>The date that an employee should no longer be included in a payroll cycle, or the date that an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>
M C	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.

Processing Options for Group Plan DBA Setup (P059101)

Default Tab

Use this processing option to specify whether you want a Single Revisions form or a Multiple Revisions form. The default value (1) is the Multiple Revisions form.

1. Choose Revisions Form

Use this processing option to specify whether the system should display the Single Revisions form or the Multiple Revisions form. Valid values are:

Blank Single Revisions form

1 Multiple Revisions form

Setting Up DBA Union Overrides

You can set up DBA union overrides to vary certain elements of a DBA's setup in order to meet union requirements. DBA union overrides allow you to use the same DBAs, with variations, in more than one union rather than creating multiple DBAs that are nearly duplicate.

You can use DBA union overrides to modify the following elements of a DBA:

- The description that prints on the pay slip
- The calculation method
- Calculation limits

You can set up DBA union overrides by union, by business unit, by job type/step, or by a combination of those elements. For example, you could set up DBA union overrides for a specific job type/step within a union, or for all jobs within the union.

See Also

- *Setting Up Additional DBA Information* for information on setting up calculation methods and limits

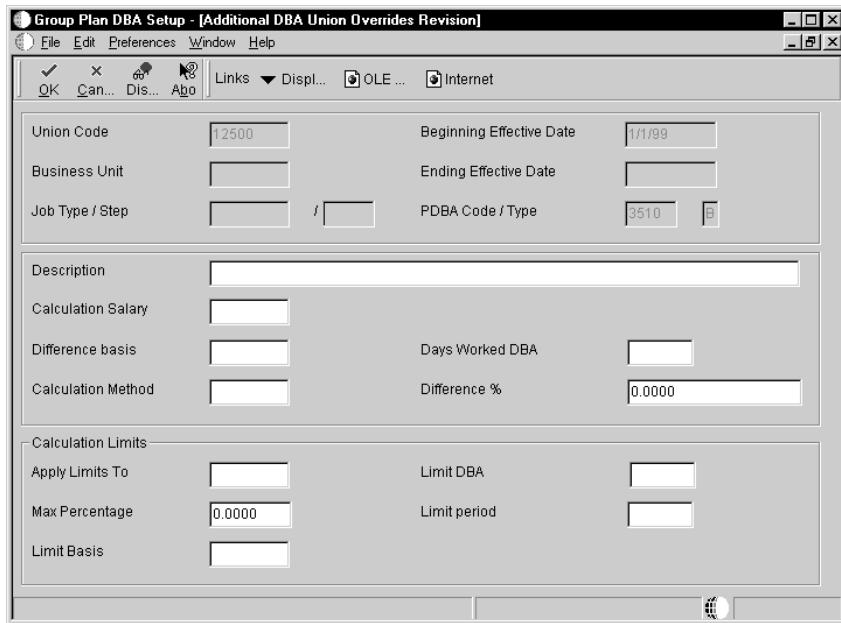
► To set up DBA Union Overrides

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, complete the steps to set up a group plan DBA.

See *Setting Up Group Plan DBAs*.

2. On Revise Single Group Plan DBA Setup or Revision Multiple Group Plan DBA Setup, choose Add'l Overrides from the Form menu.



3. On Additional DBA Union Overrides Revision, complete the following field to change the description of the DBA that will print on pay slips:
 - Description
4. Complete any of the following fields to modify the calculation method for the DBA:
 - Calculation Salary
 - Calculation Method
 - Difference basis
 - Days Worked DBA
 - Difference %
5. To modify the calculation limits for the DBA, complete the following fields:
 - Apply Limits To
 - Max Percentage
 - Limit Basis

- Limit DBA
- Limit period

6. Click OK.

Field	Explanation
Description	Use this field to add text to print on the employee's paystub. The information can correspond to the name of the clause under the union labor contract negotiation.
Calculation Salary	Use this field to indicate the available salaries to use for calculations.
Calculation Method	Use this user defined code list (76M/MC) to specify the method for calculations that exist only for Mexico. If you use this code, the value for field "Method of Calculation" (DEDMM) must be set to either % or \$.
Difference basis	Use this code to specify the PDBA used to calculate surplus. Example: Display the surplus between base salary and 5 minimum wage salaries.
Difference %	A field displaying the amount or percentage to be used for surplus calculation.
Days Worked DBA	A code that indicates the DBA where the number of days worked is stored.
Apply Limits To	This code is applied in conjunction with the PDBA, resulting in the final value for the calculation. Valid values are: F Final Result B Basis of Calculation
Max Percentage	The factor applied to different calculations.
Limit Basis	The salary that determines the maximum limit for the special process amount. Valid values are stored in UDC 76M/LB. The system calculates a salary amount from the value that you enter in this field and the pay frequency that you enter in the Maximum Limit period field (FLPDOA). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.

Field	Explanation
Limit Basis	The salary that determines the maximum limit for the special process amount. Valid values are stored in UDC 76M/LB.
	The system calculates a salary amount from the value that you enter in this field and the pay frequency that you enter in the Maximum Limit period field (FLPDOA). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.
Limit DBA	This PDBA can be used in conjunction with FLATO, resulting in the final value for the calculation.
Limit period	Enter the pay frequency that the system should use to determine the salary that is used to calculate the maximum limit for the special process amount.
	The system calculates a salary amount from the value that you enter in this field and the salary that you enter in the Maximum Limit Basis field (FLBSON). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.

Setting Up Category Codes for DBAs

You set up category codes for DBAs as a way to group DBAs for reporting purposes that might be necessary for your organization. You use category codes to track and store information about DBAs that is not tracked and stored by other fields in the DBA setup. You can use category codes 1 through 10 for these purposes.

See Also

- *UDCs, UDC Types, and Category Codes* in the *OneWorld Foundation Guide*

► To set up category codes for DBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.

2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

See *Setting Up Essential DBA Information*.

3. Choose Category Codes from the Form menu.
4. On Category Codes Revisions, you can enter up to ten different category codes. Complete one or more of the Category Code fields and click OK:

Field	Explanation
Category Code 1	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.

Setting Up a DBA Based on Another DBA

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA that you are setting up. For example, you set up an employer match benefit for a retirement plan that is based on a retirement plan deduction that has already been set up to deduct a certain amount from an employee's pay.

If DBAs are based on other DBAs, you must assign numbers to those transactions accordingly. The system calculates DBAs in numeric order, from low to high. For example, if your company matches an employee's contribution to a retirement plan based on payroll deductions, the DBA code for the employee's payroll deduction must be the lower number of the two so that the system calculates it before calculating the matching DBA.

► To set up a DBA based on another DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
See *Setting Up Essential DBA Information*.
3. Choose Basis of Calculation from the Form menu.

4. On Basis of Calculation, complete the following fields with the DBA code that the DBA is based on:
 - From PDBA
 - Thru PDBA
5. Click OK.

Field	Explanation
From PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
Thru PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.

Setting Up Calculation Information for PDBAs

Setting up calculation information for PDBAs includes the following tasks:

- Setting up variability information
- Setting up tax information for PDBAs

Setting Up Variability Information

You must set up variability information for all PDBAs that generate extra pay, such as overtime pay or food bonuses. Variability setup determines whether the PDBA should be considered during variability calculations, as well as the rules for its inclusion, including exemptions and the basis of integration.

You can determine the amount of pay that is exempted from variability as a percentage of the extra pay, as a percentage of a specific salary, such as the minimum wage, or as a portion of the hours associated with the extra pay.

Because IMSS and INFONAVIT IDS are calculated differently, you set up variability information separately for IMSS and INFONAVIT for each special PDBA.

Exemption Based on Hours

To determine the exemption amount based on hours, enter H in the Integration Base Salary field, and enter the number of hours to be exempted for each period of time indicated in the Integration Limit field. Enter the period of the exemption in the Integration Period field. For example, if the first 50 hours of overtime pay earned each year are exempt from IDS, you would complete the fields as follows:

- Integration Base Salary - H
- Integration Limit - 50
- Integration Period - A (Annual)

Exemption as a Percentage of Extra Pay

To determine the exemption amount as a percentage of the extra pay, enter % in the Integration Base Salary field and enter the percentage to be exempted in the Integration Limit Field. Leave both the Integration Basis and Integration Period fields blank.

For example, if 50% of overtime pay is exempt from IDS calculations, you would complete the fields as follows:

- Integration Base Salary - %
- Integration Limit - 50

Exemption as a Percentage of a Specific Salary

If the exemption is a percentage of a specific salary, enter % in the Integration Base Salary field and enter the percentage to be exempted in the Integration Limit field. Indicate the source of the specific salary in the Integration Basis field and the period of the exemption in the Integration Period field.

For example, if the exempt portion of Christmas bonus payments for one year is calculated as 40% of the minimum monthly salary for geographic zone A, you would complete the fields as follows:

- Integration Base Salary - %
- Integration Limit - 40
- Integration Basis - SMA (Minimum wage geo zone A)
- Integration Period - A (Annual)

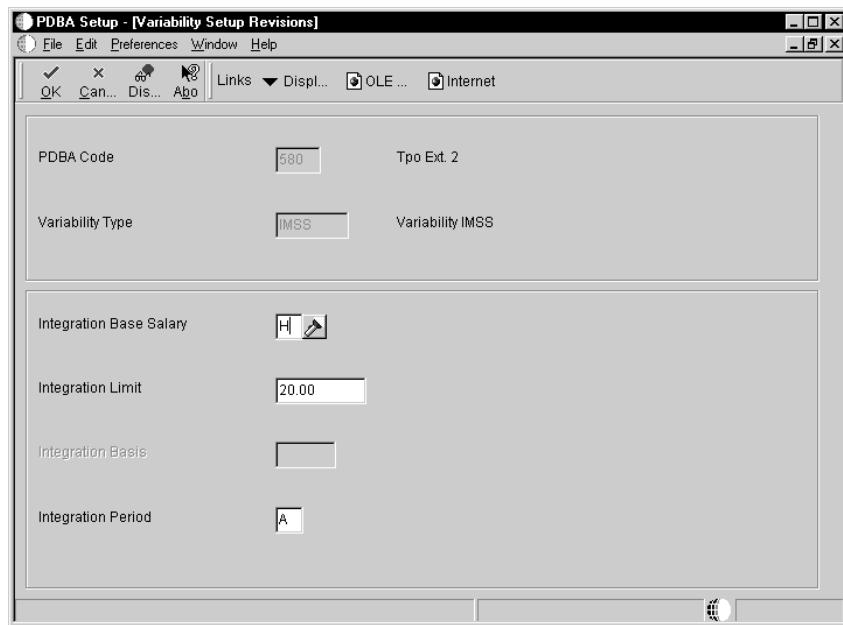
► To set up variability information

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Find, and then select the PDBA for which you are setting up variability information.
2. On Pay Type Revisions or on Basic DBA Information, choose Mexico Leg/Reg from the form menu.

It may not be necessary to complete the Pay Type Additional Information Revision form for pay types that are used to calculate variability.

3. On Pay Type Additional Information Revision or on DBA Legislative / Regulatory Revisions, choose Variability IMSS or Variability INF from the Form menu.



4. On Variability Setup Revisions, complete the following fields to set up an exemption based on hours:
 - Integration Base Salary
 - Integration Limit
 - Integration Period
5. To set up an exemption based on a percentage of extra pay, complete the following fields:
 - Integration Base Salary
 - Integration Limit
6. To set up an exemption based on a percentage of a specific salary, complete the following fields:
 - Integration Base Salary
 - Integration Limit
 - Integration Basis

- Integration Period
7. Click OK.

Field	Explanation
Integration Base Salary	A code that indicates how this PDBA will be integrated for variability.
Integration Limit	Amount to be exempt during the integration of the PDBA for variability.
Integration Period	A code that specifies the period that the system uses in the current calculation. <i>Form-specific information</i>
	Enter the period that the system uses in the variability calculation for PDBA integration.
Integration Basis	Base salary of integration to use to determine the exempt amount that can apply to that PDBA during variability calculation.

Setting Up Tax Information for PDBAs

You set up tax information for PDBAs so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the pay that is classified under that PDBA. You provide the following types of tax information:

- The kind of tax that will be applied to the PDBA, usually Article 80 or Article 86.
- Information used to calculate the portion of the PDBA that is exempt from taxes.
- Information about how the PDBA is categorized during annual tax processing and reporting.

Note: For deductions, you set up annual tax information only.

Exemptions

You can calculate the amount of pay that is exempt from taxes as a percentage of the pay or as a multiple of a specific salary, such as the minimum wage for a certain geographic zone.

You specify the period of time over which the exemption applies. For example, you might specify that 50% of overtime pay is exempt each pay period or that a certain portion of Christmas bonus pay is exempted annually. Any Christmas

bonus pay that an employee receives beyond the exemption amount within the year would be taxable income.

You also specify the DBA for the exempt portion of the payment. This DBA is for reporting purposes only and should be set up as a benefit with no effect on gross pay.

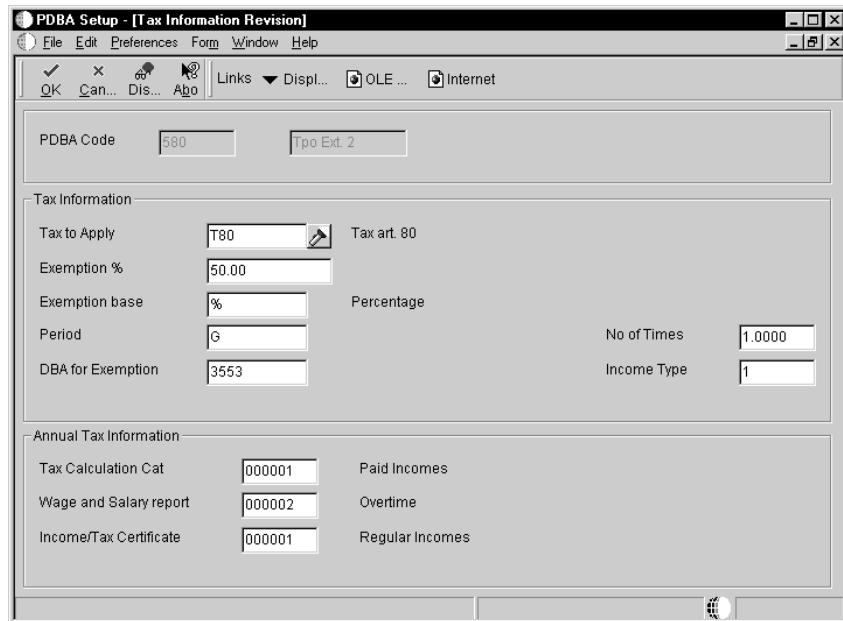
Before You Begin

- ❑ Set up a DBA to track the tax-exempt portion of payments. See *Setting Up Deductions, Benefits, and Accruals*.
- ❑ If you want to tax the pay type using a straight percentage rather than using a tax table, set up that percentage in UDC table 76M/TX. See *Setting Up User Defined Codes for Mexico*.

► To set up tax information for PDBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, locate the PDBA for which you need to set up tax information and click Select.
2. On Pay Type Revisions or on Basic DBA Information, choose Tax Exemptions from the Form menu.



3. On Tax Information Revision, complete the following field to specify the type of tax that applies to the PDBA:

- Tax to Apply

You can apply the tax rates for a specific tax article, such as Article 80 or Article 86, or you can tax the pay type using a straight percentage. To do this, set up a code for the percentage in UDC table 76M/TX and specify the percentage in the Description 2 field.

4. To specify the method for calculating the exempt amount, complete the following fields:

- Exemption %
- Exemption base

5. To specify the period of time when the exemption applies, complete the following fields:

- Period
- No of Times

6. Complete the following field:

- DBA for Exemption

7. To classify the pay type properly for IDS calculations, complete the following field:

- Income Type

8. To classify the pay type for annual tax calculations and reporting, complete the following fields:

- Tax Calculation Cat
- Wage and Salary report
- Income/Tax Certificate

9. Click OK.

Field	Explanation
Tax to Apply	A code displaying the tax to apply to the process or PDBA.

Field	Explanation
Exemption %	The exemption rate to be applied to the specific PDBA for tax purposes. This exemption can be expressed as an amount or as a multiple of a specific value (usually the minimum wage salary for a geographic zone).
Exemption base	This code identifies the basis for the exempt calculation to be applied to a PDBA.
Period	This code identifies the time frame in which the exemption will be applicable. For example: double time pay type can be exempted in 50% each pay period while Christmas bonus exempt will be 15 days based on minimum salary applicable to the fiscal year.
No of Times	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
	<i>.....Form-specific information.....</i>
	The number of periods over which the exemption applies. The No of Times field works in conjunction with the Period field to determine the length of the exemption period. For example, if the value in the Period field is M (monthly) and the value in the No of Times field is 3, the exemption will apply over three months.
DBA for Exemption	This code displays the PDBA where the exemption part of the pay will be stored. Exemption can be deducted from gross pay and only be stored in this PDBA (needed to be defined as a cash benefit) or can be stored for tax and informative purposes in the PDBA (defined as a non-cash benefit). This will be defined when union is set up.
Income Type	A code that indicates whether the income is considered regular income or extraordinary income for tax purposes.
Tax Calculation Cat	A code that indicates where the PDBA will be considered for the annual tax adjustment calculation.

Field	Explanation
Wage and Salary report	Indicates the location of the PDBA in the wage and salary report that will be given to the IRS.
Income/Tax Certificate	Use this field to indicate where the PDBA will be placed in the Income/tax statement.

Setting Up Advanced DBAs

You can set up many different types of DBAs. The following tasks are examples of some advanced DBAs that you might set up for your company. These tasks do not include every possible scenario, but represent some typical situations in which you need a DBA to perform a specialized function.

Setting up advanced DBAs includes the following tasks:

- Setting up an advance deduction
- Setting up a deduction DBA to adjust negative pay
- Setting up a deduction DBA for overpayment
- Setting up a DBA to calculate if no gross pay

Some organizations grant employees loans, or cash advances, from their future earnings. For example, on the 10th of the month, an employee might request a 100.00 advance. If you grant the employee the advance, you need to deduct 100.00 from the payment that the employee receives on the 15th of the month. You can set up an advance deduction to deduct the cash advance from the employee's payment.

You can set up several types of DBAs to manage situations in which an employee's net pay is less than zero. The Payroll system does not print payments for amounts that are less than zero. For example, some employees, such as commissioned sales people, might have a pay period in which they have no gross earnings, or they do not have enough gross earnings to pay for all of their deductions. To track employees' pay and deductions in these instances, you can set up a deduction that adjusts negative net pay, or you can set up an overpayment deduction that allows you to take the missed deductions in future pay periods, when the employee has enough earnings to pay for them. You can also set up a DBA to calculate even in pay periods when an employee has no gross earnings.

Setting Up an Advance Deduction

You set up an advance deduction for an employee to pay back a dollar amount advanced by the employer against an employee's earnings. An advance deduction DBA allows you to set up a declining balance that is active until the amount due equals zero.

► **To set up an advance deduction**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
See *Setting Up Essential DBA Information*.
3. From the Form menu, choose Advanced DBA Information.
4. On Advanced DBA Information, complete the following field:
 - Amount Due
5. To continue this deduction until the value in the Amount Due field equals zero, click the following option:
 - Declining Balance
6. To define the number of pay periods for which the deduction will be taken, complete the following fields:
 - No. of Deductions
 - Number of Periods
7. Review the value in the following field:
 - Calculate for all Emp
8. Click OK.

Field	Explanation
Amount Due	The balance or amount due on an open invoice or voucher. In the Address Book Master file (F0101) this is a memo amount field used to determine if a particular order exceeds a credit limit. See Order Processing system.

Field	Explanation
Declining Balance	<p>A code that indicates whether you want the system to use the Amount Due at the DBA, group, or employee level to determine whether to use the specified deduction in a payroll cycle.</p> <p>Clicking on the field enables the Amount Due field to continue the deduction until the amount is zero. When you choose this field, you must also enter a value in the Amount Due field, otherwise the system considers the deduction to be cleared or inactive.</p> <p>If you do not click on this field, the Amount Due will not be used with the specified deduction.</p> <p>For advance deductions, you must click this field.</p> <p>.....<i>Form-specific information</i>.....</p>
No. of Deductions	<p>The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</p> <p>You must enter a value in this field if you automate the Number of Periods field.</p> <p>For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).</p>

Field	Explanation
Number of Periods	<p>When you set up a DBA that is not a wage attachment deduction, use this field to indicate whether you want the system to read the Number of Periods field to determine if this DBA should be included in the payroll cycle. If you enter a Y, the number of periods must be entered in the No. of Deductions field or the system considers the DBA to be inactive.</p> <p>When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry form to enter the number of periods for which the deduction should be taken.</p> <p>For One World valid values are:</p> <p>Click on the field if you want the system to read the Number of Periods field and continue the DBA only until the amount due is zero.</p> <p>Blank Do not read the Number of Periods field for this DBA.</p> <p>For World, valid values are:</p> <p>Y Yes, read the Number of Periods field and continue this DBA only until the amount due is zero.</p> <p>N No, do not read the Number of Periods field for this DBA.</p> <p>Blank Do not read the Number of Periods field for this DBA.</p>

Field	Explanation
Calculate for all Emp	<p>A code that specifies whether the DBA is required.</p> <p>For advance deductions, this field must be set to N (no).</p> <p>When you enter Y (Yes) in this field, the system automatically processes the DBA for all qualifying employees. When this field is set to Y, you reduce the information that you must maintain for DBAs that you set up for plans or employees because it is not necessary to define the DBA at any level other than the DBA setup level.</p> <p>To define qualifying employees, complete the following fields on Advanced DBA Information:</p> <ul style="list-style-type: none"> • Employee Pay Class - (SALY) • Tax Area - (TARA) • Home Company - (HMCO) <p>A blank in any of these fields will include all employees.</p> <p>NOTE: The system also uses Tax Area (TARA) and Home Company (HMCO) as screening criteria for DBAs that are not required. If either of these two fields contain data, regardless of whether Calculate for All Employees is set to Y (yes), the system uses the tax areas and home companies to qualify employees for the DBA.</p>

Setting Up a Deduction DBA to Adjust Negative Pay

If an employee's gross pay does not cover the amounts to be deducted, the system adjusts deduction amounts to increase the net pay to zero. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

- The system adjusts the deduction either partially or for the full amount.
- The system puts the adjusted amount in arrears and makes the adjustment the next time that the employee is paid.

The system adjusts negative pay in different ways depending on the arrearage method that you use:

P, blank, F

When all or part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Does *not* hold the amounts over to collect them in a future payroll. That is, the DBA is not placed in arrears.

Amounts not taken appear on the Deductions Not Taken report, which the system generates during pre-payroll processing.

Q, R, G, H

When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Attempts to collect the amounts in a future payroll. That is, the DBA is placed in arrears.

Amounts not taken appear on the Deduction Arrearage report, which the system generates during pre-payroll processing.

Note: The system will not create journal entries for adjusted and arreased amounts until the deduction is actually withheld. The system posts only the actual amounts deducted as journal entries.

Example: Payroll Calculations to Adjust Negative Pay

The When to Adjust Deductions field and the Order to Adjust Deductions field allow you to determine the sequence that the system uses to deduct the DBAs:

<u>Gross Deductions</u>	<u>DBA Code</u>
Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000
Taxes	
<hr/>	
Negative Net Pay	

<u>Gross Deductions</u>	<u>DBA Code</u>
Union	#3000
Health	#1000
Savings	#2000
RRSP	#7700
Advance	#9000
Taxes	

Negative Net Pay

The system adjusts the DBAs in the following order if the When to Adjust Deductions field is 0 (default) and the Order to Adjust Deductions field is blank:

1st - #9000 Advance
2nd - #7000 401(k)
3rd - #3000 Union
4th - #2000 Savings
5th - #1000 Health
Last - Taxes

1st - #9000 Advance
2nd - #7700 RRSP
3rd - #3000 Union
4th - #2000 Savings
5th - #1000 Health
Last - Taxes

When net pay goes below zero or minimum pay, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.

These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups so that one group is adjusted before the other two. You can also assign priority numbers within each group.

In this example, you want the Savings and 401(k) or RRSP adjusted (not deducted) before the Advance, Union dues, and Health. Therefore, assign Savings and 401(k) or RRSP a value of 0 in the When to Adjust Deductions field. Assign Advance, Union dues, and Health a value of 1.

The following example illustrates the sequence of adjustments that the system will use to bring the payment balance to zero:

	<u>Gross Deductions</u>	<u>DBA Code</u>	<u>When to Adjust Deductions</u>
	Union	#3000	1
	Health	#1000	1
	Savings	#2000	0
	401(k)	#7000	0
	Advance	#9000	1
	Taxes		

	Negative Net Pay		
1st	#7000 (0)	401(k)	
2nd	#2000 (0)	Savings	
3rd	#9000 (1)	Advance	
4th	#3000 (1)	Union	
5th	#1000 (1)	Health	
6th	Taxes		

<u>Gross Deductions</u>	<u>DBA Code</u>	<u>When to Adjust Deductions</u>
Union	#3000	1
Health	#1000	1
Savings	#2000	0
RRSP	#7700	0
Advance	#9000	1
Taxes		
<hr/>		
Negative Net Pay		
1st	#7700 (0)	RRSP
2nd	#2000 (0)	Savings
3rd	#9000 (1)	Advance
4th	#3000 (1)	Union
5th	#1000 (1)	Health
6th	Taxes	

Company policy might be to deduct the advance from the employee's pay before taxes are deducted. The government will make up any tax inequity with this employee at year end, but the company might not be able to retrieve the advance amount if the company no longer employs the individual. Enter 2 in the When to Adjust Deductions field for the Advance. The sequence of adjustments follows:

1st -	#7000 (0)	401(k)
2nd -	#2000 (0)	Savings
3rd -	#3000 (1)	Union
4th -	#1000 (1)	Health
5th -	Taxes	
Last -	#9000 (2)	Advance

1st -	#7700 (0)	RRSP
2nd -	#2000 (0)	Savings
3rd -	#3000 (1)	Union
4th -	#1000 (1)	Health
5th -	Taxes	
Last -	#9000 (2)	Advance

This example illustrates how the codes in the When To Adjust and Order to Adjust fields would work for one employee. When you set up your DBAs, you must consider how these codes impact all employees using these deductions.

► **To set up a deduction DBA to adjust negative pay**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
See *Setting Up Essential DBA Information*.
3. On General Accounting/Arrearage Information, complete the following fields and click OK:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
4. On Basis of Calculation, complete the following fields and click OK:
 - From PDBA
 - Thru PDBA

Field	Explanation
Arrearage Method	<p>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</p> <ul style="list-style-type: none"> P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and <u>apply the limits when collecting the arrearage</u>.
When To Adjust Ded	<p>A code that indicates when to adjust (back out) deductions. Valid values are:</p> <ul style="list-style-type: none"> 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Order To Adjust Ded	<p>If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.</p>
From PDBA	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.</p>
Thru PDBA	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.</p>

Setting Up a Deduction DBA for Overpayment

The system cannot write a payment for a negative amount. Therefore, when an employee's net pay drops below zero and stays below zero, even after all adjustments have been made, the system creates an overpayment. The overpayment amount is the amount needed to bring net pay back to zero. The

system treats this amount like an advance to the employee and subtracts the amount from the employee's future pay until the overpayment is repaid.

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and displays the amount on the payroll register. J.D. Edwards ships the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

Before You Begin

- Verify that the overpayment processing option on the payroll workbench is set to DBA 9997.
- Assign an account number for DBA 9997 (or the DBA that you want to use for overpayments) in the credit liabilities table in your AAIs to avoid accounting errors. If you use a DBA code other than 9997, you need to set the overpayment processing option on the payroll workbench to the DBA code that you are using.

► To set up a deduction DBA for overpayment

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter 9997 in the following field:
 - DBA Code
3. Enter Overpayment in the following field:
 - Paystub Text
4. Complete the steps for setting up an advanced deduction.

See *Setting Up Essential DBA Information*.

Field	Explanation
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Field	Explanation
Paystub Text	<p>The text that you want the system to print on the employee's paystub.</p> <p>For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.</p>

Setting Up a DBA to Calculate If No Gross Pay

You can set up the system to calculate a DBA to calculate even if no gross pay exists. For example, you can set up a DBA to calculate a benefit when an employee is on a leave of absence.

You might also set up the system to calculate a deduction and place the amount in arrears to be withheld the next payroll cycle. The deduction is included on the Deduction Arrearage report during pre-payroll processing.

► To set up a DBA to calculate if no gross pay

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Deduction or Benefit and then click Add.
2. To calculate the DBA even if the employee has no gross pay, click Calculate Even If No Gross on Basic DBA Information.
3. Enter \$ in the following field:
 - Method of Calculation
4. Complete the steps for setting up essential DBA information.
See *Setting Up Essential DBA Information*.
5. For a deduction, enter one of the arrearage values in the following field on General Accounting/Arrearage Information and click OK:
 - Arrearage Method

Field	Explanation
Method of Calculation	<p>A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.</p> <p>.....Form-specific information.....</p> <p>The method values are pre set by J.D. Edwards. If you use methods 0 - 6, 8, 9, or G, you must also enter a value in the Table Code field.</p> <p>For wage attachments use one of the following methods:</p> <ul style="list-style-type: none"> C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest
Arrearage Method	<p>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</p> <ul style="list-style-type: none"> P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.

Setting Up Deductions for Wage Attachments

You can use garnishments to collect repayment amounts for FONACOT loans. You can use wage assignments to collect on child support loans.

Setting up deductions for wage attachments includes the following tasks:

- Setting up a garnishment deduction
- Setting up a wage assignment deduction

Setting Up a Garnishment Deduction

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already overdue. Because each deduction must match the court orders, you might need to set up separate deductions for different employees.

Before You Begin

- Set up the tables that the system uses to calculate garnishments. See *Setting Up Garnishment Tables* in the *Payroll Guide*.

► To set up a garnishment deduction

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
 - Source of Calculation
3. Enter G in the following field:

- Method of Calculation
4. Enter the attachment table number for your garnishment tables in the following field:
- Table Code
5. Complete the steps for setting up essential DBA information.
- See *Setting Up Essential DBA Information*.

Setting Up a Wage Assignment Deduction

You set up a wage assignment deduction to deduct ongoing debts, including child support and maintenance, from employees' earnings.

The courts typically rule that child support has priority over other types of wage attachments. This means that if an employee did not earn enough in a pay period to pay for all deductions, the child support deduction should be the last deduction to be adjusted.

To give the child support deduction first priority, assign it a lower DBA number than the numbers that you enter for other deductions. During payroll-cycle processing, the system adjusts (backs out) deductions in numerical order, beginning with the highest-numbered deduction. For example, deduction 1001 would be adjusted (backed out) before 1000.

You set up a wage assignment deduction in the same way that you set up any other type of deduction.

► To set up a wage assignment deduction

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 8 in the following field:
 - Source of Calculation
3. Enter C in the following field:
 - Method of Calculation

4. Complete the steps for setting up essential DBA information.
See *Setting Up Essential DBA Information*.

Reviewing the Basis of Calculation Hierarchy

You must enter a basis of calculation for any DBA that you set up. You can enter a pay type, another DBA, or a combination of PDBAs as the basis of calculation for a DBA. You can set up based-on relationships that are relatively complex, thus making it difficult to remember how specific DBAs are used.

To easily review the bases of calculation for multiple DBAs, review the basis of calculation hierarchy. This hierarchy graphically depicts the reporting relationships between PDBAs, even those DBAs that are based on multiple DBAs. For example, a typical hierarchy for 401(k) DBAs shows the following:

- The employer match DBA is based on the employee contribution DBA
- The employee contribution DBA is based on pay types 1 through 999

► To review the basis of calculation hierarchy

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Basis of Calculations Hierarchy.

1. On Basis of Calculation Hierarchy, complete the following field and then click Find:
 - DBA Code
2. Review the information that appears and then click Close.

Field	Explanation
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Setting Up Payroll Tax Information

Setting up payroll tax information for Mexican payroll includes the following tasks:

- Setting up tax tables
- Setting up tax table relations
- Setting up state tax factors
- Setting up the state tax basis of calculation

Setting Up Tax Tables

Mexican payroll taxes are governed by LISR (Ley del Impuesto Sobre la Renta), which determines tax rates and exemptions. The LISR includes the following three types of taxes:

Article 80

This tax applies to all taxable incomes, except those considered under Article 86. This tax must be calculated at least monthly.

Article 86

This tax applies to incomes that are earned on an annual basis, such as vacation and Christmas bonuses. Even though these incomes are paid just once a year, the tax is calculated on a monthly proportion of the income.

Article 141

This tax is an annual tax calculation that is used primarily for year-end adjustments.

Every three months, the SHCP (Secretaría de Hacienda y Crédito Público) publishes tax tables for annual tax calculations (Article 141) and tax tables for monthly tax calculations (Article 80) in the Official Federation newspaper. Each table consists of the following three sub-tables:

Tax

The tax amount

Subsidy The amount that the company contributes towards employees' taxes

Tax Credit A credit amount that is deducted from the tax amount

The tax, subsidy, and tax credit amounts are all based on ranges of taxable income.

Note: In order to calculate taxes during pre-payroll, you must set up and maintain each of the three sub-tables for Article 80 and Article 141 in the J.D. Edwards system.

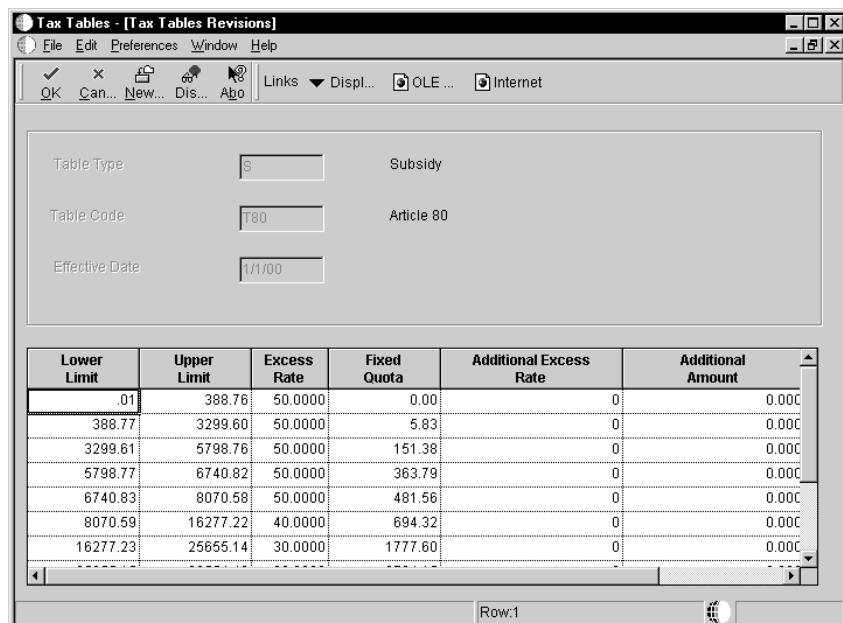
Before You Begin

- Set up UDC 76M/MT to identify the tax tables. See *Setting Up User Defined Codes for Mexico*.

► To set up tax tables

From the Mexican Payroll System Setup menu (G07BMXP4), choose Tax Tables.

1. On Work With Tax Tables, click Add.



2. On Tax Tables Revisions, complete the following fields to identify the tax table:
 - Table Type
 - Table Code
 - Effective Date
3. Complete the following fields in the detail area for each taxable income range in the tax tables:
 - Lower Limit
 - Upper Limit
 - Excess Rate
 - Fixed Quota

For the Tax Credit table, the Excess Rate field is not required.

4. Complete the following optional fields in the detail area, if necessary:
 - Additional Excess Rate
 - Additional Amount

Depending on the tax type and range, some of the preceding fields may not be required.

5. Click OK.

Field	Explanation
Table Type	A code that indicates the type of table that is used in tax calculations.
Table Code	This code identifies a tax table name.
Effective Date	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Lower Limit	The lower or minimum amount to compare.
Upper Limit	The upper or maximum amount to compare.

Field	Explanation
Excess Rate	A rate that the system applies to the amounts that exceed the table defined amount. <i>Form-specific information</i>
	A factor that the system applies to the taxable amount that exceeds the corresponding lower limit in the tax table.
	For example, if an employee's taxable income is 650, which falls into the range with a lower limit of 500 in the tax table, the system applies the factor that you enter to the difference between the taxable income and the lower limit, which is 150 (650 - 500).
	Enter the factor as a whole number that represents a percentage. For example, 30.00 corresponds to 30%.
Fixed Quota	This is the amount of tax or subsidy to apply in tax calculation according to taxable incomes.
Additional Excess Rate	Use this field to specify the additional excess rate applicable at tax calculation.
Additional Amount	An entry that determines the percentage, days, or amount to pay, depending on the type of calculation.

Setting Up Tax Table Relations

In order to calculate taxes, you must indicate which tax table you are using.

Sometimes the tax table used for tax calculations varies from one company and union to another. In this situation, you can identify which tax tables to use with specific companies and unions.

Before You Begin

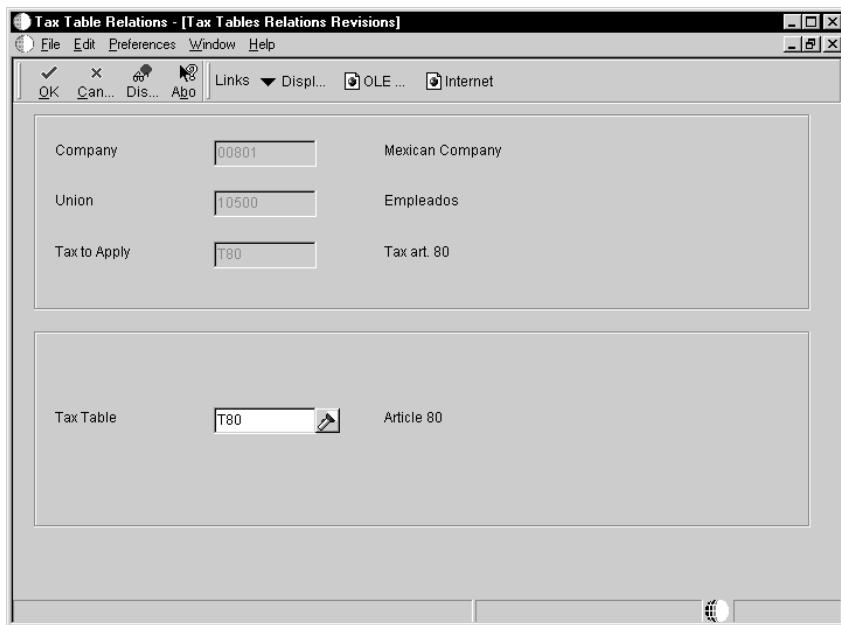
- Set up tax tables. See *Setting Up Tax Tables*.
- Set up UDC 06/UN to identify unions.
- Set up UDC 76M/TX to identify tax types.

See *Setting Up User Defined Codes for Mexico*.

► To set up tax table relations

From the Mexican Payroll System Setup menu (G07BMXP4), choose Tax Table Relations.

1. On Work With Tax Tables Relations, click Add.



2. On Tax Tables Relations Revisions, complete the following fields and click OK:
 - Company
 - Union
 - Tax to Apply
 - Tax Table

Field	Explanation
Company	The company number in which the employee generally works.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Tax to Apply	A code displaying the tax to apply to the process or PDBA.
Tax Table	This code identifies a tax table name.

Setting Up State Tax Factors

State taxes can be calculated in the following ways:

- As a simple factor multiplied by a basis of calculation
- As a simple factor multiplied by a basis of calculation plus an additional factor

When you set up state tax factors, you enter the simple tax factor and the additional factor, if applicable, for each state.

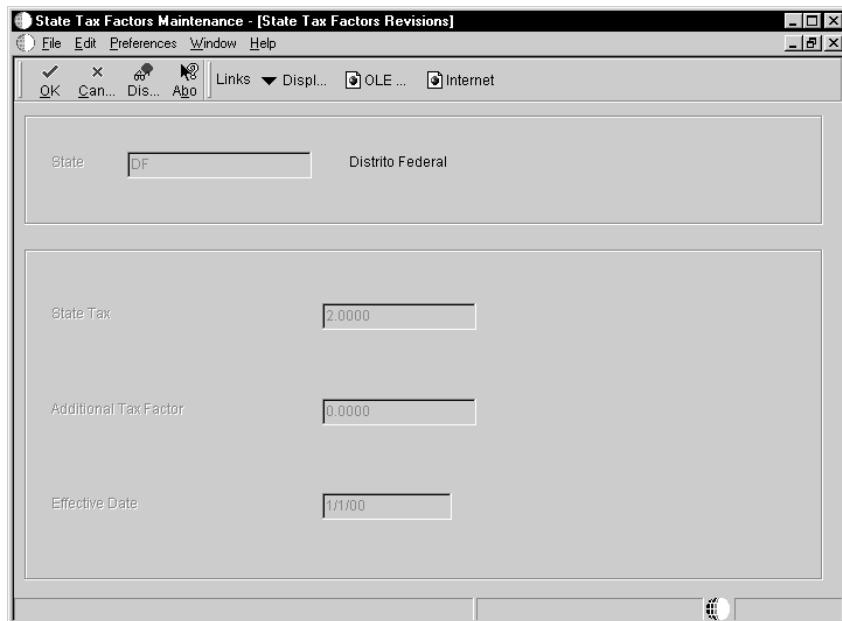
Before You Begin

- ❑ Set up UDC 00/S to identify the states. See *Setting Up User Defined Codes for Mexico*.

► To set up state tax factors

From the Mexican Payroll System Setup menu (G07BMXP4), choose State Tax Factors Maintenance.

1. On Work with State Tax Factors, click Add.



2. On State Tax Factors Revisions, complete the following fields to specify the simple and additional factors for a state and click OK:

- State
- State Tax
- Additional Tax Factor
- Effective Date

Field	Explanation
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
State Tax	The primary factor used in State Tax calculations.
Additional Tax Factor	Additional State Tax Factor used in State Tax calculations.
Effective Date	A future date when all changes will take effect or the date when the changes went into effect. If you do not enter a date in this field, the system uses the current date as the effective date.

Setting Up the State Tax Basis of Calculation

State taxes represents a company obligation. However, state taxes can usually be calculated as a percentage of employees' income.

You determine how state taxes are calculated by setting up state tax factors and a state tax basis of calculation. State tax amounts are usually calculated by multiplying the state tax factor by the basis of calculation.

The basis of calculation determines what income will be used to determine the state tax amount. The basis of calculation is also used to calculate exemptions. For example, you might set up the basis of calculation to specify that 40% of the minimum wage salary for geographic zone A is exempt from state taxes. In this situation, an employee would pay state taxes only on the portion of his or her income that exceeds 40% of the minimum wage salary.

The state tax basis of calculation that you set up for a specific state works in conjunction with the state tax factors that you set up for that same state. State taxes may be calculated differently for each state.

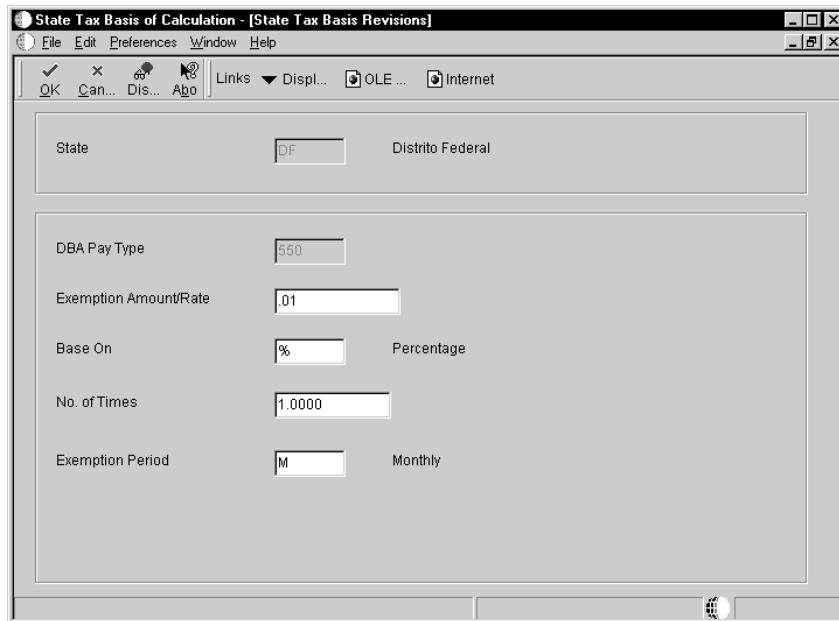
Before You Begin

- ❑ Set up a benefit with no effect on gross or net pay to store the tax amount.
See *Setting Up Pay Type Information*.

► To set up the state tax basis of calculation

From the Mexican Payroll System Setup menu (G07BMXP4), choose State Tax Basis of Calculation.

1. On Work with State Tax Basis, click Add.



2. On State Tax Basis Revisions, complete the following required field:
 - State
3. Complete the following fields to define the basis of calculation for the state tax and click OK:
 - DBA Pay Type
 - Exemption Amount/Rate
 - Base On
 - No. of Times

- Exemption Period

If income is 100% taxable, Exemption Amount/Rate should be 0.

Field	Explanation
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
DBA Pay Type	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Exemption Amount/Rate	The exemption rate to be applied to the specific PDBA for tax purposes. This exemption can be expressed as an amount or as a multiple of a specific value (usually the minimum wage salary for a geographic zone).
Base On	This code identifies the basis for the exempt calculation to be applied to a PDBA.
No. of Times	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
.....Form-specific information.....	
	This field indicates the number of times the basis specified in the Base On field (EXEMBASE) is applied during the period specified in the Exemption Period field (EXEMPD) in order to determine the exemption.
Exemption Period	This code identifies the time frame in which the exemption will be applicable. For example: double time pay type can be exempted in 50% each pay period while Christmas bonus exempt will be 15 days based on minimum salary applicable to the fiscal year.

Setting Up the Payroll Cycle

Setting up the payroll cycle includes the following tasks:

- Setting up master pay cycles
- Setting up payroll cycle control parameters
- Setting up payroll cycle reports
- Setting up bank accounts for payments
- Setting up check numbers for payments
- Setting up the denomination table
- Setting up payment types
- Using Mexican payment types

Setting Up Master Pay Cycles

You set up master pay cycles to define the dates for each payroll cycle of the year. When you process pre-payroll, you can retrieve the dates that you entered in the master pay cycle. Setting up master pay cycles minimizes the risk of data entry errors during pre-payroll because certain values have already been entered. Within a master pay cycle, you define the length of the pay periods as well as corresponding payment dates.

Master pay cycles allow you to define the following information:

- Pay period ending dates
- Identifiers for the pay period
- Payment dates for each pay period
- Withholding period indicators to determine the calculation of DBAs
- Integrity period numbers for storing payroll history
- Standard hours per pay period for autopay

Setting up master pay cycles includes the following tasks:

- Setting up a master pay cycle for the current year
- Setting up a master pay cycle for the next year

You set up a master pay cycle for the current year to run payroll cycles for the current year. You must set up a new master pay cycle each year. If you already have a master pay cycle for the current year, you can set up a master pay cycle for the next year.

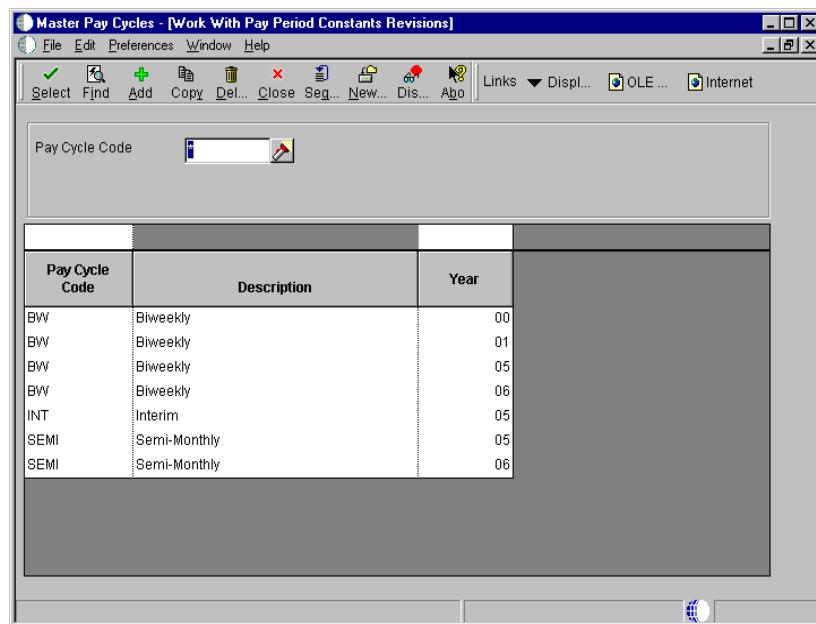
To simplify the setup process, you set up a master pay cycle for the next year that is similar to the current year's master pay cycle. You can duplicate a current master pay cycle, indicating whether you want to increment the pay period ending dates for the new year. For example, if your company's payment dates are the 15th and last day of each month, you do not want to increment, or align, dates. If your company always pays on a biweekly basis, you do want to increment dates to account for the changed date in the new year.

Before You Begin

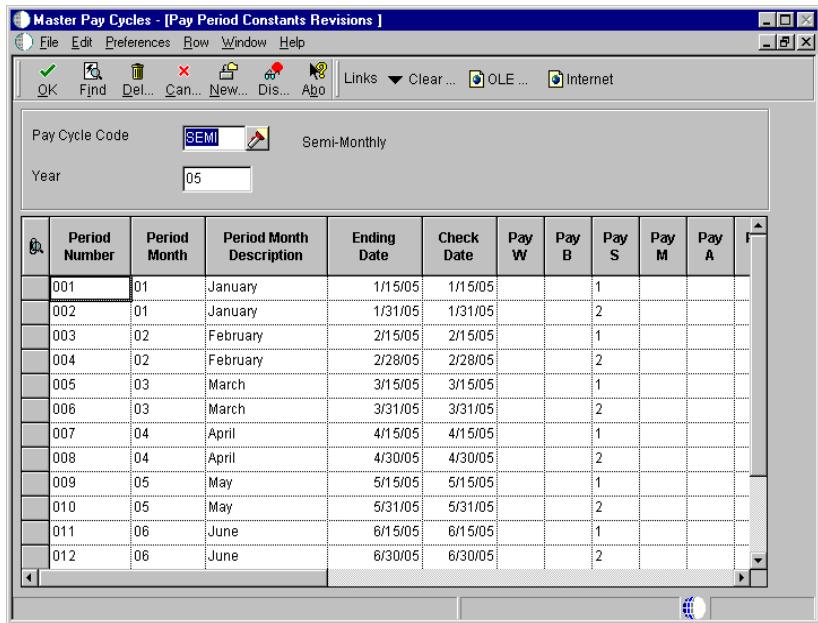
- Set up UDC 06/PY to define the names of the pay cycles.

► To set up a master pay cycle for the current year

From the System Setup menu (G07BUSP4), choose Master Pay Cycles.



1. On Work With Pay Period Constants Revisions, click Add.



2. On Pay Period Constants Revisions, complete the following fields to set up a pay period:

- Pay Cycle Code
- Year
- Period Number
- Period Month
- Ending Date
- Check Date

3. Complete one of the following fields:

- Pay W
- Pay B
- Pay S
- Pay M
- Pay A

- Pay O
4. To set up standard hours for autopay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:
- Weekly Std Hrs.
 - Biweekly Std Hrs.
 - Semi Std Hrs.
 - Monthly Std Hrs.
 - Annual Std Hrs.
 - Other Std Hrs.
5. Repeat steps 2 through 4 for as many pay periods as you need to set up, and then click OK.
- If an ending date or check date for one period overlaps the ending date or check date for another pay period, the system displays an error message when you click OK to save your entries. You can either change the information so that no dates overlap, or override the error.
6. To override a conflicting date error, choose the row that is in error, and then choose Clear Date Edit from the Row menu.
7. Click OK.

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Year	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.
Period Number	<p>The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods, with October being the 10th period.</p> <p>Typical values are:</p> <ul style="list-style-type: none">001-052 (Weekly Payroll Cycle)001-026 (Biweekly Payroll Cycle)001-024 (Semimonthly Payroll Cycle)001-012 (Monthly Payroll Cycle)001-004 (Quarterly Payroll Cycle)001-001 (Annual Payroll Cycle)

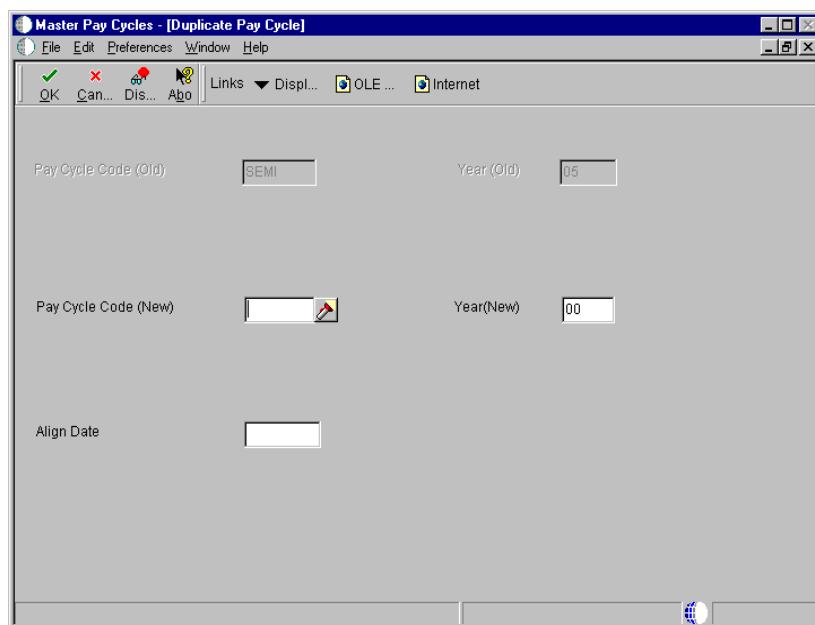
Field	Explanation
Period Month	The number of the month(01-12) in which the pay period resides.
Ending Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
 <i>Form-specific information</i>
	The date that the payment will be issued. Unless you use the Clear Date Edits option, this date must meet the following criteria: <ul style="list-style-type: none"> • The payment date must be greater than or equal to the ending date. • Payment dates must be in ascending sequence throughout the year.
Pay W	The number of the pay period, within the month, for employees being paid on a weekly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay B	The number of the pay period, within the month, for employees being paid on a biweekly basis. This value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay M	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay A	The number of the pay period used in conjunction the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.

Field	Explanation
Pay O	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Weekly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Weekly (W). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
	If you leave this field blank, the hours worked are calculated during the generation of timecards.
Biweekly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Bi-Weekly (B). The number entered into this field is used during pre-payroll processing when the system calculates autopay: the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Monthly Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Monthly (M). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Semi Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Semi-Monthly (S). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Annual Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Annually (A). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Other Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Other (O). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.

► To set up a master pay cycle for the next year

From the System Setup menu (G07BUSP4), choose Master Pay Cycles.

1. On Work With Pay Period Constants Revisions, to locate a pay cycle for the current year that you want to duplicate for next year, complete the following field and click Find:
 - Pay Cycle Code
2. Choose a record in the detail area and click Copy.



3. On Duplicate Pay Cycle, complete the following fields:
 - Pay Cycle Code (New)
 - Year(New)
 - Align Date (Y/N) ?
4. Click OK.
The system displays Pay Period Constants Revisions.
5. On Pay Period Constants Revisions, review the information, and then click OK.

Field	Explanation
Pay Cycle Code (New)	A code that identifies the values for a master payroll cycle.
Year(New)	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.

Setting Up Payroll Cycle Control Parameters

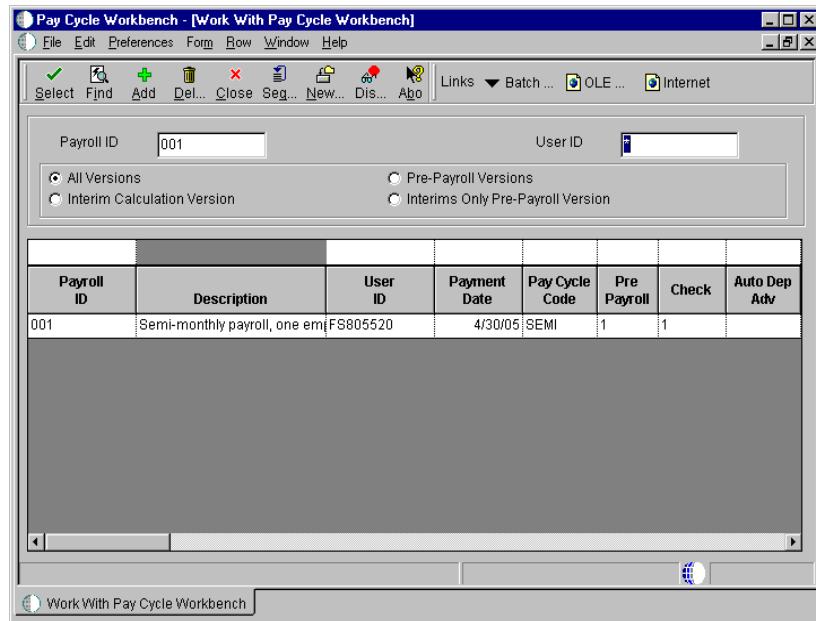
The payroll system includes payroll cycle control parameters that you can use to prevent unauthorized users from processing specific steps in a payroll cycle and from resetting steps. Typically, your system administrator sets up payroll cycle control parameters before anyone in your organization begins processing payroll cycles. Payroll cycle control parameters define which users have authority to process each step in the cycle and which users have authority to perform each type of reset.

If no payroll cycle control parameters are set up, the person who initiates a payroll cycle has authority to process and reset each step. No other users have this authority.

Payroll cycle control parameters are specific to a payroll ID. Therefore, users who have authority to process payroll cycles for a particular group of employees can be prohibited from processing payroll cycles for other groups. For example, your organization might limit certain payroll clerks from processing the payroll ID that includes the organization's executives.

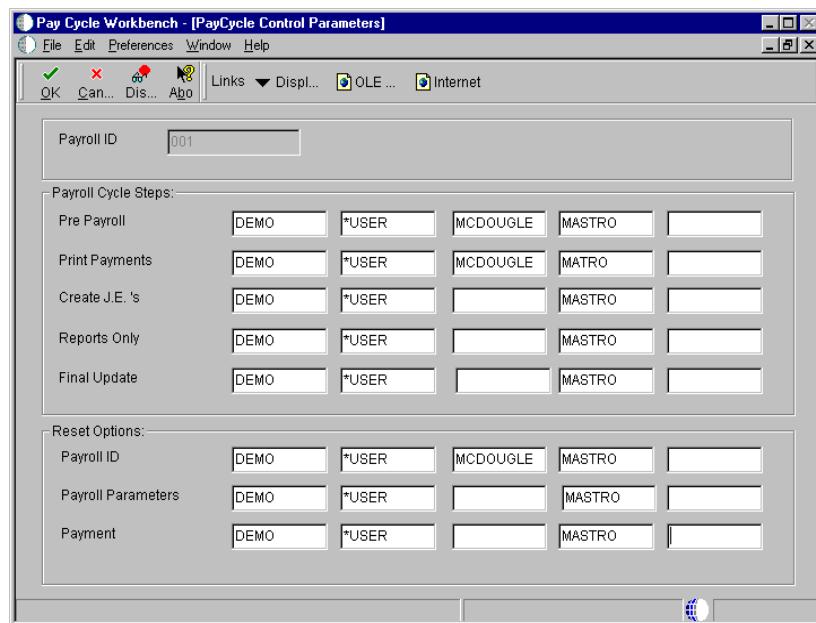
► To set up payroll cycle control parameters

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.



1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID

2. Choose the record in the detail area, and then choose Execution Control from the Row menu.



3. On Pay Cycle Control Parameters, complete the following field for each user who will have authority to process pre-payroll:

- Pre Payroll
4. Complete the following field for each user who will have authority to print payments:
- Print Payments
5. Complete the following field for each user who will have authority to process payroll journal entries:
- Create J.E. 's
6. Complete the following field for each user who will have authority to print payroll cycle reports:
- Reports Only
7. Complete the following field for each user who will have authority to process final update:
- Final Update
8. Complete any of the following fields for each user who will have authority to perform a reset for a step that was initiated by another user:
- Payroll ID
 - Payroll Parameters
 - Payment
9. Click OK.

Field	Explanation
Pre Payroll	The user ID of a person who has authority to process pre-payroll for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to process pre-payroll. *All -- Authorizes all users to process pre-payroll. *USER -- Authorizes the user who processed pre-payroll to process it again.
Print Payments	The user ID of a person who has authority to print payments for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to print payments. *All -- Authorizes all users to print payments. *USER -- Authorizes the user who printed payments to print them again.

Field	Explanation
Create J.E. 's	The user ID of a person who has authority to process journal entries for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to process journal entries. *All -- Authorizes all users to process journal entries. *USER -- Authorizes the user who processed journal entries to process them again.
Reports Only	The user ID of a person who has authority to print reports for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to print reports. *All -- Authorizes all users to print reports. *USER -- Authorizes the user who printed reports to print them again.
Final Update	The user ID of a person who has authority to process final update for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to process final update. *All -- Authorizes all users to process final update. *USER -- Authorizes the user who processed final update to process it again.
Payroll ID	The user ID of a person who has authority to reset this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to perform the reset. *All -- Authorizes all users to perform the reset. *USER -- Authorizes the user who previously performed the reset to perform it again.
Payroll Parameters	The user ID of a person who has authority to reset payroll parameters for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to perform the reset. *All -- Authorizes all users to perform the reset. *USER -- Authorizes the user who previously performed the reset to perform it again.
Payment	The user ID of a person who has authority to reset payments for this payroll ID. Valid values are: Any user ID -- Authorizes a specific user to perform the reset. *All -- Authorizes all users to perform the reset. *USER -- Authorizes the user who previously performed the reset to perform it again.

Setting Up Payroll Cycle Reports

Before you process a payroll for the first time, you set up the reports that you want to print during the payroll cycle. When you set up reports, you also designate when in the cycle you want each report to print. For example, you might designate that the payroll register prints during pre-payroll processing. You can choose from the reports that are included with the system, as well as any custom reports that you have created.

After you create a payroll ID, you can define the reports that are to be generated during the various steps of the payroll cycle. Although the payroll cycle includes a Reports step, the production of reports is not limited to this step. Each report can be generated at any step in the payroll cycle and can be generated at more than one step. For example, the Payroll Register report, which provides a breakdown of the gross-to-net pay calculations, can be generated after the Pre-Payroll step of the cycle as well as during the Reports step of the cycle.

During the payroll cycle, the printed reports include all of the employee records that are included in the data selection for the payroll ID. When you set up the reports, you can create your own version of each report so that you can change the processing options, data selection, and data sequence.

The demonstration data for the Payroll system includes a model report setup. You can use this model to help you determine the step during which you might want to print each report.

Before You Begin

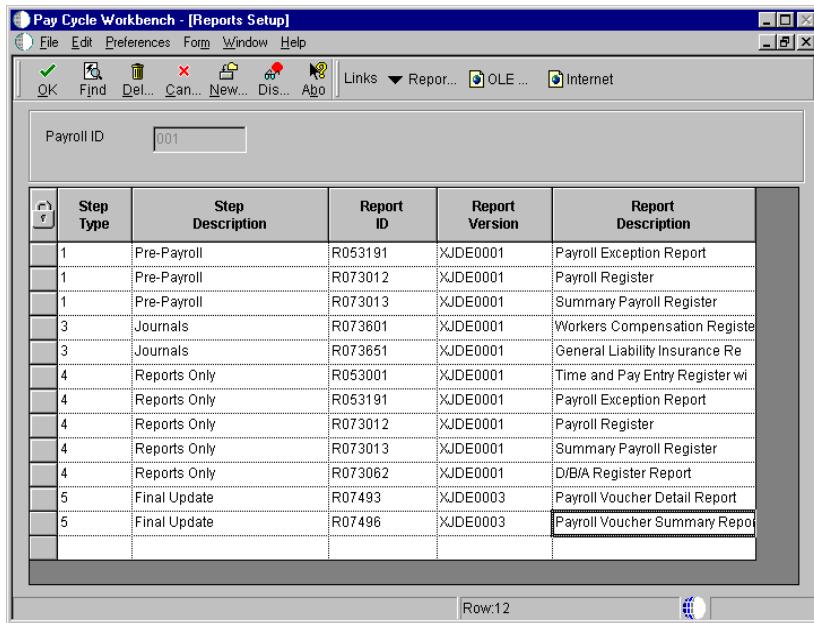
- Create the payroll ID for which you are setting up reports. See *Creating a New Payroll ID*.
- Create a version of each report that you intend to set up. See *Creating a Batch Version* in the *OneWorld Foundation Guide*.

► To set up payroll cycle reports

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID

2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.



3. On Reports Setup, complete the following fields and then click OK:
 - Step Type
 - Report ID
 - Report Version
 - Report Description
4. To choose reports from a reports model, complete steps 5 through 7.
5. Choose a blank row in the detail area.
6. Choose Reports Model from the Form menu.
7. On Reports Model, choose a report in the detail area and then click Select. The system displays the Reports Setup form. The report that you chose appears in the detail area.
8. To save your report setup, click OK.

Field	Explanation
Step Type	This code indicates when the report will be submitted. Valid values are: 1 Pre-payroll 2 Print Checks 3 Journals 4 Reports Only 5 Final Update
Report ID	The report program that will run.
Report Version	The report version that will run.
Report Description	A user defined name or remark.

See Also

- *Reviewing Payroll Cycle Reports* for information about the reports that you can set up to run during the payroll cycle
- The *OneWorld Reports Guide* for examples of selected reports

Setting Up Bank Accounts for Payments

You must set up bank account information for all of the banks from which you print payroll checks.

When you set up bank account information, you specify the company, union, and business unit that use that bank account. However, you can leave any of these fields blank. For example, if all unions within a company use the same bank, you would complete the Company field but leave the Union field blank.

See Also

- *Setting Up Check Numbers for Payments* for information on setting up check numbering for different bank accounts

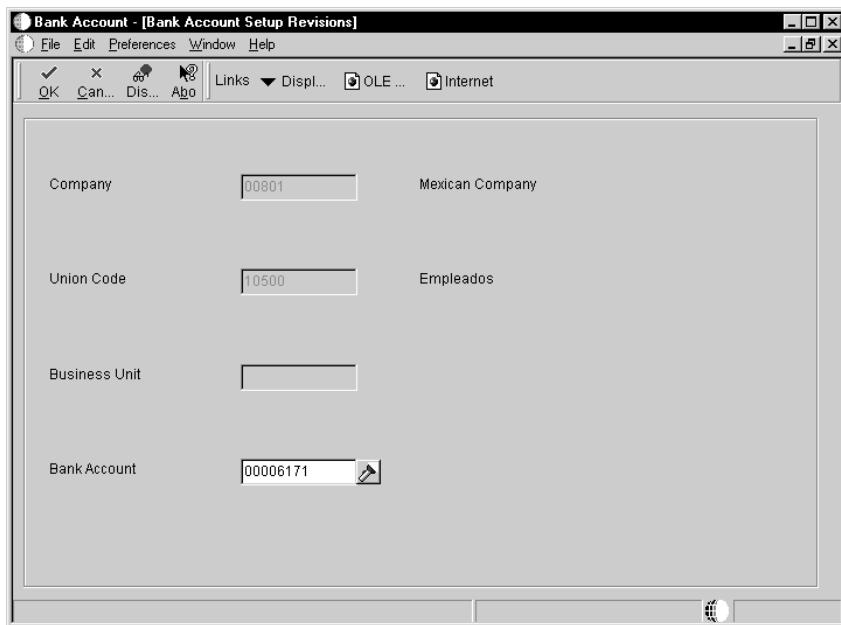
Before You Begin

- In the chart of accounts, set up all the bank accounts that you use to print payroll checks. See *General Accounting: Creating and Updating Your Chart of Accounts*.

► To set up bank accounts for payments

From the Mexican Payroll System Setup menu (G07BMXP4), choose Bank Account.

1. On Work With Bank Account Setup, click Add.



2. On Bank Account Setup Revisions, complete the following fields and click OK:
 - Company
 - Union Code
 - Business Unit
 - Bank Account

Field	Explanation
Company	The company number in which the employee generally works.
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Business Unit	The number of the business unit in which the employee generally works.

Field	Explanation
Bank Account	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

Setting Up Check Numbers for Payments

You should set up beginning check numbers for all of the bank accounts that you use to print payroll checks.

The beginning check number that you enter is stored in the Checks Setup table (F76M0020). When you print payroll checks, the system begins numbering checks with the number that you enter and updates the Checks Setup table with the next unused check number.

When you process payments during a payroll cycle, the system updates the Check Setup table with information about the checks that are issued on the bank account. You can view this information on the Checks Setup Revisions form.

Before You Begin

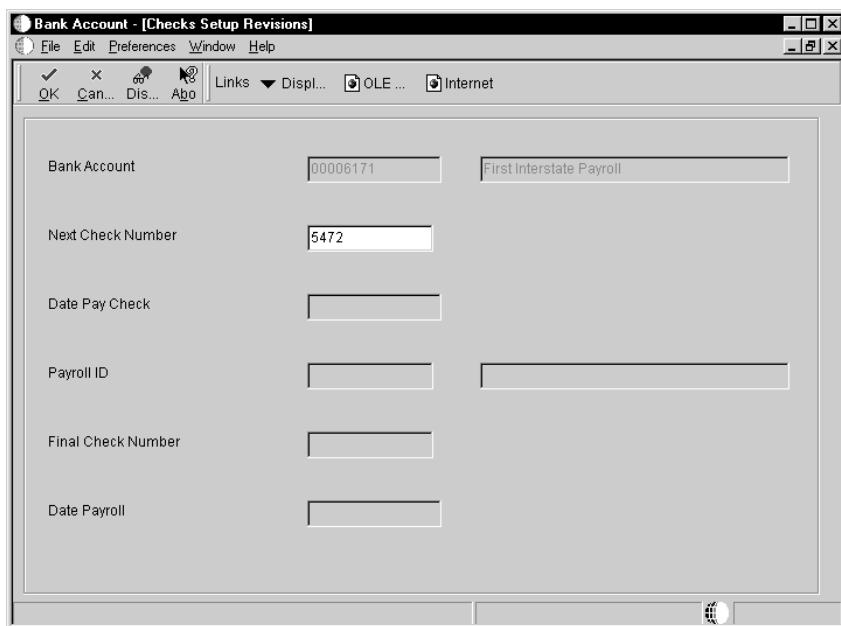
- ❑ Set up bank account numbers for the banks that you use to print payroll checks. See *Setting Up Bank Accounts for Payments*.

► To set up check numbers for payments

From the Mexican Payroll System Setup menu (G07BMXP4), choose Bank Account.

1. On Work With Bank Account Setup, complete any of the following fields to narrow your search and click Find:
 - Company
 - Union Code

- Business Unit
2. Choose the bank account for which you are setting up check numbers, and then choose Checks Setup from the Row menu.



3. On Checks Setup Revisions, complete the following field and click OK:

- Next Check Number

Field	Explanation
Next Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

Setting Up the Denomination Table

If you pay some of your employees in cash, you must keep track of the denominations of the bills that you use. You must set up the denomination table in order to track cash payments in this way.

You also use the denomination table to track the various denominations of food bonus coupons.

Before You Begin

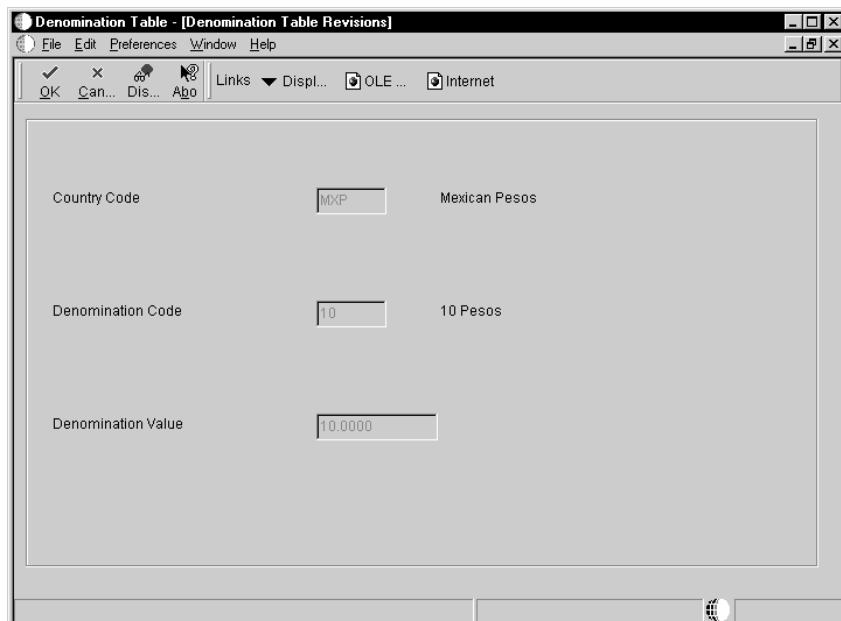
- ❑ Set up the following codes in UDC 00/CN:
 - MXP - Mexican Pesos
 - BD - Food Bonus
- ❑ Set up codes for the cash and food bonus denominations that you are using in UDC 06/DN.

See *Setting Up User Defined Codes for Mexico*.

► To set up the denomination table

From the Mexican Payroll System Setup menu (G07BMXP4), choose Denomination Table.

1. On Work With Denomination Table, click Add.



2. On Denomination Table Revisions, enter MXP for pesos or BD for food bonuses in the following field:
 - Country Code
3. Complete the following fields and click OK:

- Denomination Code
 - Denomination Value
-

Field	Explanation
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.
Denomination Code	A code which identifies the type of currency to be processed.
Denomination Value	The face value of the denomination (for example, 10 for a ten dollar bill or 1000 for a 1000 peso note). Each country generally has a unique set of denomination codes and each code has its own value.

Setting Up Payment Types

Before you print payments for the first time, you must indicate which programs and versions the system will use to create each type of payment. You can use the standard programs and versions that are included with the system or any custom programs that you have created.

You use the Payment Setup form to set up payment types only. You cannot print payments from this form.

Before You Begin

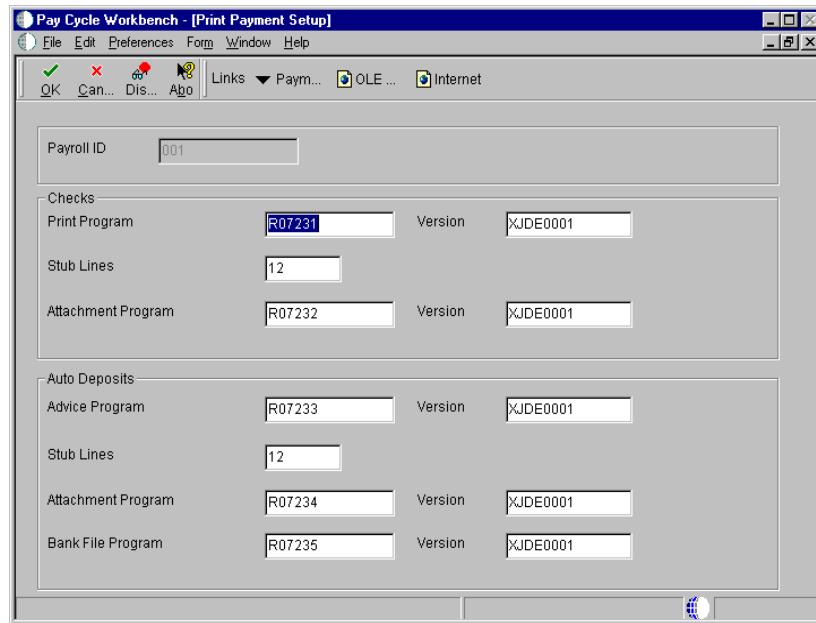
- Create the payroll ID for which you are setting up payment types. See *Creating a New Payroll ID*.
- Create a version of each program that you intend to use to print payments. See *Creating a Batch Version* in the *OneWorld Foundation Guide*.

► To set up payment types

From the Payroll Workbench menu (G07BUSB11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID

2. Choose a record in the detail area, and choose Print Setup from the Row menu.



3. On Print Payment Setup, complete the following fields in the Checks area of the form:
 - Print Program
 - Version
 - Stub Lines
4. Complete the following optional fields for checks:
 - Attachment Program
 - Version
5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:
 - Advice Program
 - Version
 - Stub Lines
 - Bank File Program

6. Complete the following optional fields for autodeposits, and click OK:
- Attachment Program
 - Version

Field	Explanation
Print Program	This program prints payroll checks.
Version	This version prints payroll checks.
Stub Lines	The number of lines to print on the check stub.
Attachment Program	This program prints payroll check attachments.
Version	This version creates the auto deposit file.
Advice Program	This program prints the auto deposit advices.
Version	This version prints the auto deposit advices.
Stub Lines	The number of lines to print on the auto deposit advice.
Deposit Program	This program creates the auto deposit file.
Version	This version creates the auto deposit file.
Attachment Program	This program prints the auto deposit advice attachments.
Version	This version prints the auto deposit advice attachments.

Using Mexican Payment Types

J.D. Edwards supplies the following Mexico-specific payment programs:

- R76M0301 - Print Checks - Mexico
- R76M0302 - Print Auto Deposit Advice - Mexico
- R76M0303 - Print Pay Stubs - Mexico
- R76M0304 - All Banks Auto Deposit - Mexico

To use these payment programs, enter the program number on the Print Payment Setup form, which is accessible from the Pay Cycle Workbench.

The Payroll system uses table conversions to create auto deposit files. Because each bank in Mexico has a different format for auto deposits, you must use separate table conversion UBEs for each bank. J.D. Edwards supplies the following UBEs:

- R8976M0310 - Bancomer
- R8976M0311 - Banamex

- R8976M0312 - Bital

You must create custom UBEs for any additional banks that you use.

Set up a record in UDC 06/BC for each bank that you use for automatic deposits. Enter the table conversion UBE for this bank in the Description 02 field and the version of the UBE in the Special Handling field.

See Also

- *Setting Up Payment Types* for information on setting up payment programs
- *Table Conversions: Setting Up a Table Conversion* for information on creating UBEs for auto deposit files

Setting Up Loan Information

For an introduction to loans, review the following topic:

- Overview of loans

Setting up loan information includes the following tasks:

- Setting up interest percentage rates
- Setting up loan parameters

Overview of Loans

Mexican employers can offer their employees monetary loans as a benefit of employment. The loans carry interest, which the employee must repay. The employee must also pay taxes on the interest amount. The way interest and taxes are calculated for a loan depends on how the loan is set up.

Employees repay the loans by having a certain amount withheld for their pay each pay period. Although an employee can have more than one loan simultaneously, the net amount that the employee has to repay each pay period cannot meet or exceed the employee's earnings for the pay period.

If the employee cannot meet the loan deductions during a pay period, the interest and taxes for the loan are added to the principal amount of the loan for the next pay period.

The interest and tax deductions for each loan are deducted from the employee's pay before the loan repayment amount.

During special process payments, as opposed to regular payroll payments, interest and taxes are not deducted. The repayment amount that is deducted during a special process payment is determined by the setup for the special process, not by the loan setup. The special process payment may be a percentage of the income that results from the special process.

See Also

- *Setting Up Special Process Parameters*

Setting Up Interest Percentage Rates

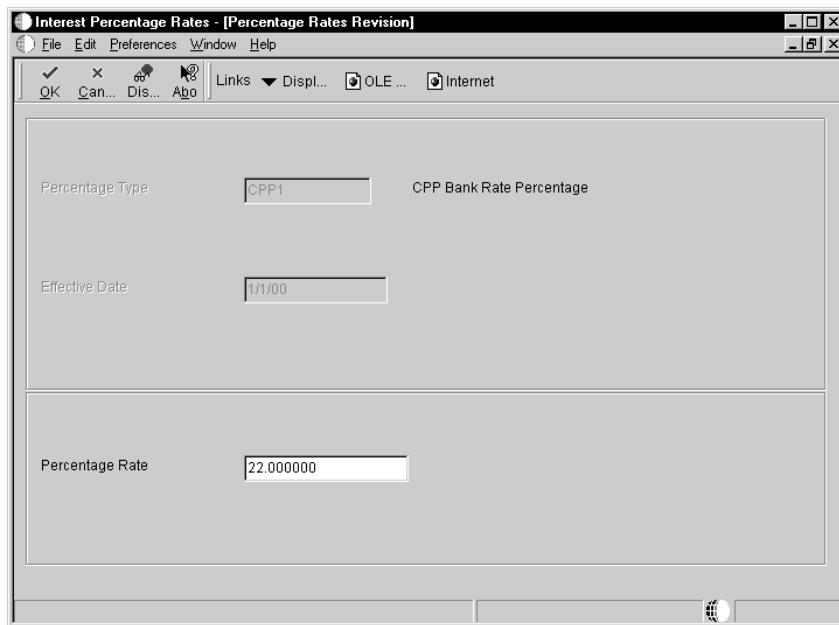
You set up interest percentage rates for the loans that the employer makes to the employee. These rates are used, along with other loan parameters, during the calculation of interest to apply to the loan.

Loan interest amounts are calculated during the pre-payroll step of the payroll cycle.

► To set up interest percentage rates

From the Mexican Payroll System Setup menu (G07BMXP4), choose Interest Percentage Rates.

1. On Work With Percentage Rates, click Add.



2. On Percentage Rates Revision, complete the following fields and click OK:
 - Percentage Type

- Effective Date
 - Percentage Rate
-

Field	Explanation
Percentage Type	Code that indicates the type of percentage that is applied to loans.
Effective Date	A future date when all changes will take effect or the date when the changes went into effect. If you do not enter a date in this field, the system uses the current date as the effective date. <i>Form-specific information</i> Enter the date when the rate will take effect. The rate you enter is valid until you enter a new rate with a later effective date.
Percentage Rate	Annual percentage rate that is applied to loans.

Setting Up Loan Parameters

You set up loan parameters to determine how the loan, interest, and taxes are calculated during the pre-payroll process.

You set up loan parameters by company, union code, and DBA code. The DBA code is a deduction that is used to deduct repayment amounts from an employee's pay.

Typically, interest and tax amounts are deducted from an employee's pay during regular payroll cycles. However, if the employee's earnings are too low to allow the interest or tax to be deducted, the interest and tax amounts are rolled into the principal of the loan. You can track this accumulated interest or tax using DBAs.

Before You Begin

- Set up UDC 76M/PT to identify the type of loan. For example, you might have separate loan types for car loans, house loans, and so on. See *Setting Up User Defined Codes for Mexico*.
- Set up garnishment deductions with a source of calculation of 2 (Gross - (Taxes + Mandatory Deductions)) for the following amount:
 - Loan
- Set up deductions for the following amounts:

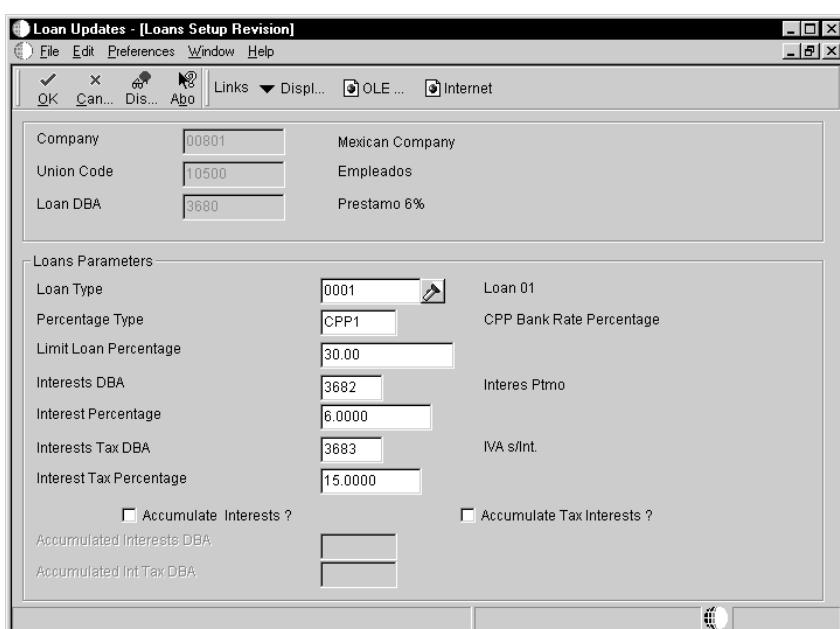
- Loan interest
 - Loan interest tax
- Set up benefits with no effect on gross or net pay for the following amounts:
- Loan accumulated interest
 - Loan accumulated interest tax

See *Setting Up Deductions, Benefits, and Accruals*.

► To set up loan parameters

From the Mexican Payroll System Setup menu (G07BMXP4), choose Loan Updates.

1. On Work With Loans Setup, click Add.



2. On Loans Setup Revision, complete the following fields to identify the loan:

- Company
- Union Code
- Loan DBA

The Loan DBA should be a deduction.

3. Complete the following fields:

- Loan Type
- Percentage Type
- Limit Loan Percentage
- Interests DBA
- Interest Percentage
- Interests Tax DBA
- Interest Tax Percentage

The Interests DBA and Interests Tax DBA should be deductions. The Accumulated Interests DBA and Accumulated Int Tax DBA should be benefits.

The Interest Percentage that you specify is calculated in addition to the interest rate that is specified for the Percentage Type in the Interest Percentage Rates program (P76M0021).

4. To include interest amounts that are not deducted during the payroll process in the principal of the loan, click the Accumulate Interests? option and then complete the following field:

- Accumulated Interests DBA

The system displays the Accumulated Interests DBA field only when the Accumulate Interests? option is selected.

5. To include tax amounts that are not deducted during the payroll process in the principal of the loan, click the Accumulate Tax Interests? option and then complete the following field:

- Accumulated Int Tax DBA

The system displays the Accumulated Int Tax DBA field only when the Accumulate Tax Interests? option is selected.

6. Click OK.

Field	Explanation
Company	The company number in which the employee generally works.

Field	Explanation
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Loan DBA	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Loan Type	A field that indicates the type of loan.
Percentage Type	Code that indicates the type of percentage that is applied to loans.
Limit Loan Percentage	The factor applied to different calculations. <i>Form-specific information</i> Enter the percentage to multiply by the employee's disposable wage in order to determine the maximum amount that can be deducted from the employee's pay for loan repayment. For example, if an employee has a disposable wage of 1000 and the Limit Loan Percentage is 30, the maximum amount that can be deducted from the employee's pay for loan repayment is 300.
Interests DBA	The DBA that you are using to calculate the interest on the savings fund. This DBA should be a benefit with no effect on gross or net pay.
Interest Percentage	The percentage amount of interest on loans.
Interests Tax DBA	A field that you use to specify the DBA that you are using to track tax on loan interest (IVA).
Interest Tax Percentage	The percentage amount of tax on loan interest.
Accumulated Interests DBA	A field that you use to specify the DBA that you are using to track accumulated interest on loans.
Accumulated Int Tax DBA	A field that you use to specify the DBA that you are using to track the tax on accumulated loan interest (IVA).

Additional Information

Additional technical information is available. When you set up your system, you may need to review the following topic:

- Setting up the DBA calculation control file

Setting Up the DBA Calculation Control Table

J.D. Edwards has predefined several common calculation methods for DBAs. You can use these calculation methods to set up DBAs to calculate many taxes and social security amounts. You use these predefined methods by completing the Class of Calculation and Calculation Method fields on the DBA Legislative / Regulatory Revisions form.

If you need to use additional calculation methods besides those defined by J.D. Edwards, you can create a customized event rule or business function to perform the calculation.

This section describes how to set up the event rule or business function so that it can be used by a DBA. It does not describe how to create the event rule or business function.

Note: You do not need to modify the DBA calculation control table in order to use one of J.D. Edwards predefined calculation methods.

Caution: Do not delete any J.D. Edwards-supplied records from the DBA Calculation Control table. Deletion of these records will cause payroll calculations to fail.

Before You Begin

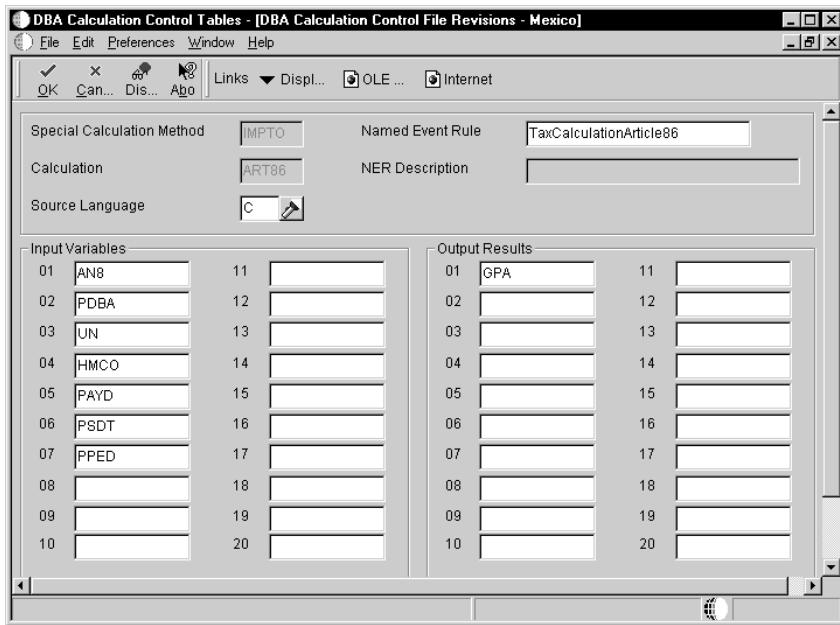
- Set up a code for your new class of calculation on UDC 76M/MC.
- Set up a code for your new calculation method on UDC 76M/SP.

See *Setting Up User Defined Codes for Mexico*.

► To set up the DBA calculation control table

On the Mexican Payroll System Setup menu (G07BMXP4), choose DBA Calculation Control Tables.

1. On Work With DBA Calculation Control File - Mexico, click Add.



2. On DBA Calculation Control File Revisions - Mexico, complete the following fields:
 - Special Calculation Method
 - Calculation
 - Source Language
 - Named Event Rule
3. To supply values needed for the calculation, enter the names of the data items that contain the values in the Input Variables fields.
4. Enter the names of the data items that will contain the values produced by the calculation in the Output Results fields.

Valid values for the Input Variables and Output Results fields are stored in UDC 07/VN (general payroll variables) and UDC 76M/VN (Mexico-specific variables).

5. Click OK.

Field	Explanation
Special Calculation Method	Use this user defined code list (76M/MC) to specify the method for calculations that exist only for Mexico. If you use this code, the value for field “Method of Calculation” (DEDM) must be set to either % or \$.
Calculation	The type of calculation that will be performed in the current process. This field is used in conjunction with the special calculation method (CALCMET).
Source Language	The source language code identifies the programming language in which a business function is written.
Named Event Rule	The named event rule (NER) to be called.

Employee Information

Before you can pay employees, you must create a record for each employee. This record contains personal, company, job, and pay information about the employee.

When you add an employee record, the system updates the following tables:

- Employee Master (F060116)
- Employee Additional Information (F060120)
- Employee International Data (F060117)
- Employee Jobs (F060118)

Entering employee information includes the following tasks:

- Hiring employees with J.D. Edwards HR & Payroll Foundation
- Adding employee records one at a time
- Entering employee instructions
- Reviewing employee information

See Also

- *HR and Payroll Foundation: Adding Employee Records Using Employee Quick Hire*

Hiring Employees with J.D. Edwards HR & Payroll Foundation

When you hire an employee, you must add an employee record to the Employee Master table (F060116) that contains personal, company, job, and pay information for the employee. The information in the employee record can be used to analyze and report on your employees and to meet government reporting requirements. You can add employee records to the database using either of two methods:

- Adding employee records one at a time
- Adding multiple employee records

The following table describes the similarities and differences between the methods:

Adding employee records one at a time	This method displays a series of forms that you need to complete to hire an employee. This method is preferable if you hire individuals with very diverse employee information so that hiring in groups is not applicable.
Adding multiple employee records	You can add new employee and terminated employee (rehire) records to the Employee Master table (F060116). This method uses the Employee Quick Hire program. It saves data entry time because you add records in groups based on similar job information. You can add new employee, terminated employee (rehire), and applicant records to the Employee Master table (F060116).

Adding Employee Records One at a Time

When you add a new employee record to the database, you complete a series of forms. As you complete each form, the next form appears. You can use the Back button to return to a previous form, where you can review or change information before saving the employee's record. The system will save the new record only after you complete the entire sequence of forms.

When you add a new employee record to the database, the record is immediately available for reporting and payroll processing.

Adding a new employee includes the following tasks:

- Entering basic employee information
- Entering address book information
- Entering employee names in Mexican format
- Entering employee personal information
- Entering organizational assignment information
- Processing options for Organizational Assignment (P0801ORG)
- Entering basic compensation information
- Entering country-specific information for Mexico
- Entering employee history information
- Updating position and requisition information
- Processing options for Employee Master (P0801)

Before You Begin

- Review the processing options to define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table supplies default job information when you add or change employee information.

- Review the processing options for Address Book Revisions (P01012) to ensure that the tax ID is not suppressed.

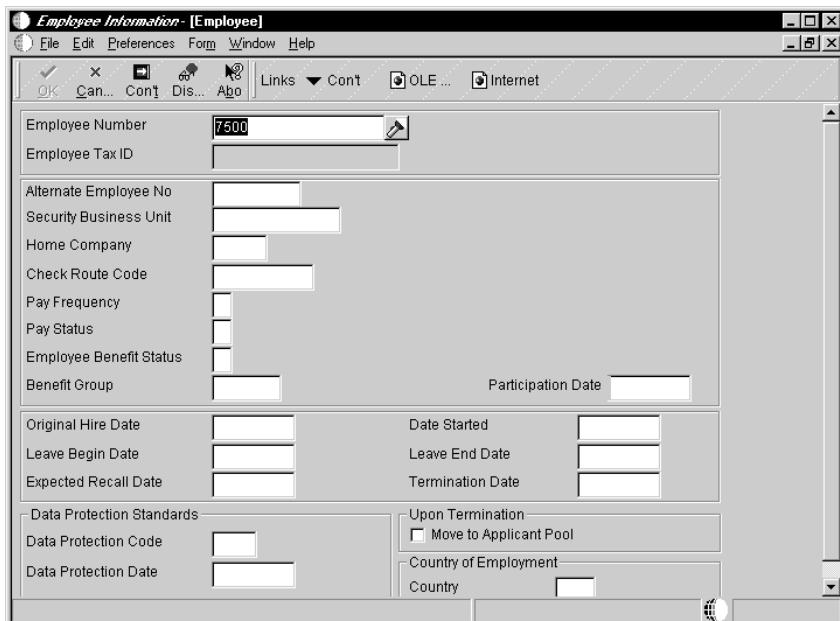
Entering Basic Employee Information

Basic employee information includes general identification information about the employee. You need this information in order to include the employee in payroll processing.

► To enter basic employee information

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Work With Employee Information, click Add.



2. On Employee, complete any of the following employee identification fields that are not already supplied by the system:
 - Security Business Unit
 - Home Company
 - Pay Frequency

- Pay Status
 - Original Hire Date
 - Date Started
 - Country
3. To enter benefits information, complete any of the following fields that are not already supplied by the system:
- Employee Benefit Status
 - Benefit Group
 - Participation Date
4. To include additional employee identification information, complete the following optional fields:
- Alternate Employee No
 - Check Route Code
5. Complete the following fields if the system displays them for your country of preference:
- Data Protection Code
 - Data Protection Date
 - Country

These fields might not appear, depending on the employee's country code.

6. Click Continue.

The Address Book Revisions form appears.

After you enter basic employee information, you must enter address book information. See *Entering Address Book Information*.

Caution: Some of the following definitions refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
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Field	Explanation
Security Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> <p>.....<i>Form-specific information</i>.....</p> <p>A business-unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.</p>
Home Company	The company number in which the employee generally resides.
Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.</p>

Field	Explanation
Original Hire Date	The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by the data in the Date Started (DST) field.
Date Started	<p>The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.</p> <p>For the calculation tables in the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.</p>
Country	<p>A user defined code list 00/CN that indicates the country in which the employee resides.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The value that you enter in this field determines the country for which the system displays country-specific forms and fields. For example, for an employee whose country code is CA (Canada), the system displays the National and Fiscal Data form for Canada, where you can enter information that applies to Canadian employees only, such as national occupational classification. For employees whose country code is US (United States), the system displays the National and Fiscal data form for the United States.</p> <p>You must enter a value in this field. Blank is not a valid value.</p>
Employee Benefit Status	<p>A user defined code (06/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An * indicates that the guidelines refer to all employee actions not otherwise specified.</p> <p>Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.</p>
Benefit Group	<p>The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.</p>

Field	Explanation
Participation Date	The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.
Alternate Employee No	An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the J.D. Edwards system. To search using this number, preface the number with a slash (/).
Check Route Code	A user defined code (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.
Data Protection Code	A user defined code (05/DP) that indicates whether the employee agrees to have personal information transmitted to countries other than the employee's work country.
Data Protection Date	The date on which the data protection code was last updated.

Entering Address Book Information

After you complete the preceding form, you must enter address book information. The system automatically displays the Address Book Revisions form.

Address book information includes information such as the employee's name, address, tax identification number, and phone number. Entering address book information creates a record for the employee in the Address Book system. After you enter address book information for an employee, you can use that information to locate the employee in the database when you do not know the employee number.

To successfully enter a new applicant as an employee, you need to change the Search Type field to either an E (employee) or an S (subcontractor).

Note: If an Address Book record exists for this employee, the system automatically supplies the existing Address Book information.

After you enter address book information, continue the current process by completing the next form. If you need to return to Address Book Revisions, click the Back arrow.

See Also

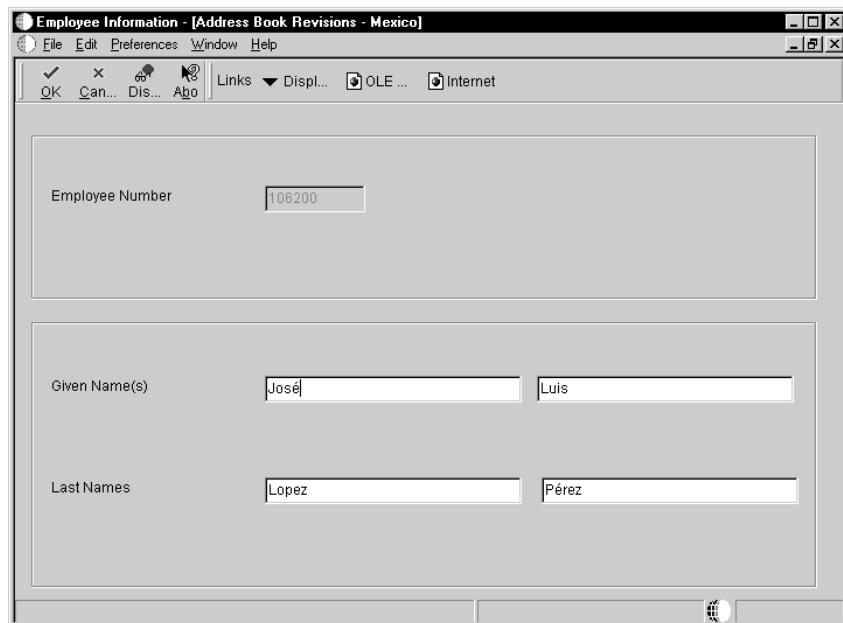
- *Entering Address Book and Mailing Information* in the *Address Book Guide* for instructions for completing the Address Book Revisions form

Entering Employee Names in Mexican Format

You can enter up to four names for a Mexican employee: the employee's first and middle names, the employee's father's last name, and the employee's mother's maiden name. This name format allows generation of Mexican governmental reports.

► To enter employee names in Mexican format

After you enter address book information, you must enter employee names on the Address Book Revisions - Mexico form.



On Address Book Revisions - Mexico, complete the following fields and click OK:

- Given Name(s)
- Last Names

The first Last Name field should contain the employee's father's last name, and the second Last Name field should contain the employee's mother's last name.

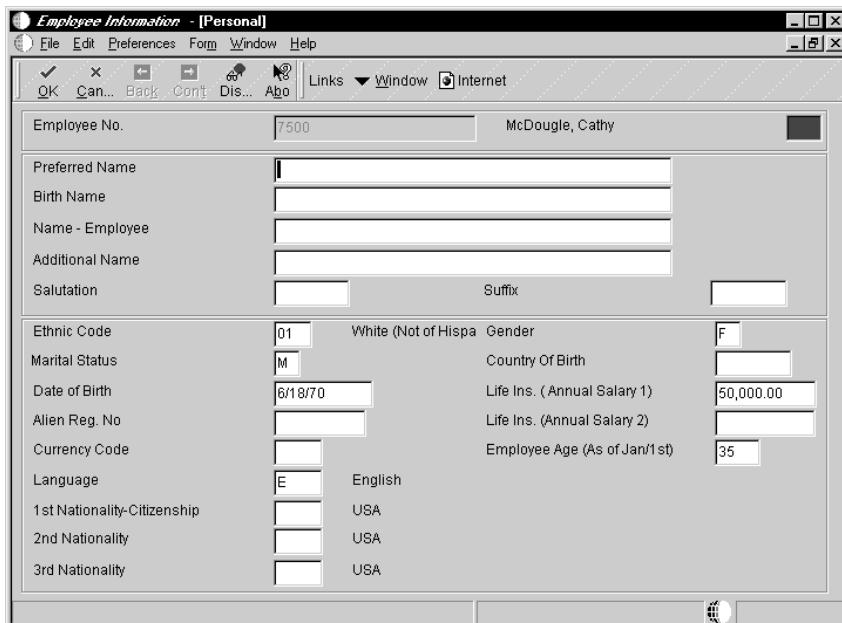
Continue the current process by completing the next form.

Entering Employee Personal Information

After you complete the preceding form, you must enter employee personal information.

Personal information includes items such as marital status, gender, and birth date. Use this information to track employee-specific information for reporting and analysis.

► To enter employee personal information



1. On Personal, complete the following fields:

- Ethnic Code
- Gender
- Date of Birth

2. Complete any of the following optional fields:

- Preferred Name
- Birth Name
- Name - Employee
- Additional Name
- Salutation
- Suffix
- Marital Status - Actual
- Date of Birth
- Life Ins. (Annual Salary 1)
- Life Ins. (Annual Salary 2)

3. Complete the following fields if the system displays them for your country of preference. (These fields might not appear, depending on the employee's country code.)

- Country Of Birth
- Alien Reg. No
- Currency Code
- Age - Employee
- Language
- 1st Nationality-Citizenship
- 2nd Nationality
- 3rd Nationality

4. Click Continue.

Continue the current process by completing the next form. If you need to return to Employee Personal Information, click the Back arrow.

Caution: Some of the following definitions refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that J.D. Edwards provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.
Birth Name	A female employee's maiden name. This information is used for all government reports.
Marital Status - Actual	This is the marital status of the employee.
Country Of Birth	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
Date of Birth	The employee's date of birth.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Life Ins. (Annual Salary 1)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.
Life Ins. (Annual Salary 2)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F uses this field.
Alien Registration Number	The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports. Before specifying a language, a language code must exist at either the system level or in your user preferences.

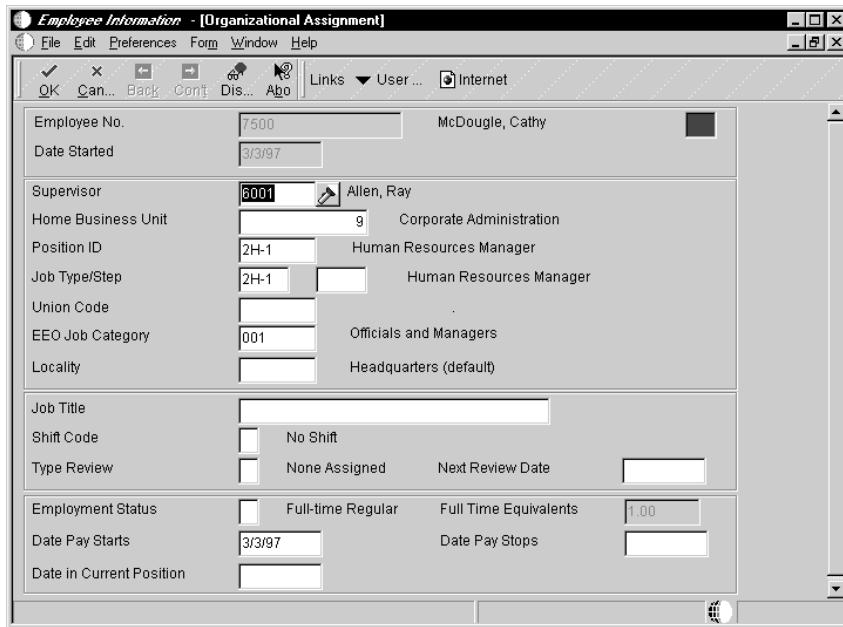
Field	Explanation
Employee Age (As of Jan 1st)	<p>For World:</p> <p>The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or update it each year using the future data facility.</p> <p>For One World:</p> <p>The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or the system can update this field when you run the Update Employee Master Age report (R083495).</p>
1st Nationality-Citizenship	A user defined code list (00/CN) that indicates the first country in which the employee has Citizenship.
2nd Nationality	A user defined code list (00/CN) that indicates the second country, if any, in which the employee has citizenship.
3rd Nationality	A user defined code list (00/CN) that indicates the second country, if any, in which the employee has citizenship.

Entering Organizational Assignment Information

After you complete the preceding form, you must enter organizational assignment information.

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, and home business unit.

► To enter organizational assignment information



1. On Organizational Assignment, complete any of the following fields that are not already supplied by the system:
 - Supervisor
 - Home Business Unit
 - Mentor
 - Team
 - Position ID
 - Job Type/Step
 - Locality
 - EEO Job Category
 - Employment Status
 - Date Pay Starts

2. To enter job competency information, complete the following fields:
 - Organizational Business Unit
 - % Competency Achieved
 - Last Competency Review Date
3. To enter performance appraisal control information, complete the following fields:
 - Perf. Appraisal Level
 - Last Review Type
 - Last Review Date
 - Type of Increase Next Review
 - Next Review Date
4. Complete the following optional fields and click Continue:
 - Job Title
 - Union Code
 - Shift Code
 - Date Pay Stops

If you set the processing options to use default job information from the Job Master, the system displays Job Default Window.

	NEW	OLD
Job Type/Step	A1 President	DA-3 Financial Analyst
Employee Information		
Pay Frequency	<input checked="" type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Bi-Weekly
Benefit Group	EXEC	Executive Benefit Group
Organizational Assignment		
Union Code		
EEO Job Category	001	Officials and Managers
Basic Compensation		
Pay Class	S Salaried	S Salaried
Pay Grade/Step	S7	
Overtime Exempt	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES

5. If the Job Default Window appears, review the information on this form, make any necessary changes, and then click OK.

Continue the current process by completing the next form. If you need to return to Employee Organizational Assignment, click the Back arrow.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Supervisor	The address book number of the supervisor. Note: A processing option for some forms allows you to enter a default value for this field based on values for category codes 1 (Phase), 2, and 3. Set up the default values on the default Managers and Supervisor form. The system will automatically display the information you specified on all work orders you create if the category code criterion is met. You can override the default value.
Mentor	A number that identifies an entry in the Address Book system. Use this number to identify mentors.
Team	A code that identifies a team.

Field	Explanation												
Position ID	<p>A code that you use for budgetary (position) control purposes. The position ID consists of:</p> <ul style="list-style-type: none"> • Position (position code and its description) • Fiscal year • Home business unit <p>For example, you can identify position A0-1 as Accounting Manager for fiscal year 2005-2006, for home business unit 41.</p> <p>You might choose to set up positions so that the position IDs are the same as the corresponding job IDs. Within a home business unit, positions appear in the alphanumeric sequence of their position IDs. For example, position A0-1 appears before position A0-2.</p>												
Job Type (Craft) Code	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>												
Job Step	<p>A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.</p>												
Locality	<p>A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.</p>												
EEO Job Category	<p>A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC) or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards. You can add codes if needed.</p>												
Employment Status	<p>A user defined code (07/ES) that specifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. Sample valid values include the following:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Blank</td> <td>Full-time regular.</td> </tr> <tr> <td style="padding-right: 20px;">1</td> <td>Full-time temporary</td> </tr> <tr> <td style="padding-right: 20px;">2</td> <td>Part-time temporary</td> </tr> <tr> <td style="padding-right: 20px;">3</td> <td>Part-time regular</td> </tr> <tr> <td style="padding-right: 20px;">4</td> <td>Seasonal</td> </tr> <tr> <td style="padding-right: 20px;">5</td> <td>Casual</td> </tr> </table>	Blank	Full-time regular.	1	Full-time temporary	2	Part-time temporary	3	Part-time regular	4	Seasonal	5	Casual
Blank	Full-time regular.												
1	Full-time temporary												
2	Part-time temporary												
3	Part-time regular												
4	Seasonal												
5	Casual												

Field	Explanation
Date Pay Starts	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p>
	<p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
Organizational Business Unit	<p>A business unit that is included in the organizational structure for job competencies. You use organizational business units to assign job competency information to levels within your organizational structure. This business unit is independent of an employee's home business unit and security business unit.</p>
% Competency Achieved	<p>This number refers to how an employee is doing in relation to the required competency level for a particular job.</p>
	<p>This value is calculated by first calculating the Employee Competency Percent of Required (EEPCTRQD) for all employee competencies related to a job competency associated with a particular job. These percentages are then multiplied by their respective weighting factor and added together to come up with the Job Competency Percent of Required.</p>
Last Competency Review Date	<p>The date on which the last job competency review took place.</p>
Perf. Appraisal Level	<p>A code that specifies the level of proficiency at which a supervisor rates a person or asset for a particular competency type and competency code.</p>
Last Review Type	<p>A user defined code that identifies the type of the last salary or wage review that updated the employee's performance appraisal score. For releases prior to A8.1 and B.8, the code list is 06/RV. For releases A8.1, B.8, and higher, the code list is 07/RV.</p>
Last Review Date	<p>A date that indicates when the process was last reviewed.</p>
	<p>.....Form-specific information.....</p>
	<p>The date that the employee's last performance appraisal was completed.</p>
Next Review Type	<p>A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV.</p>
Next Review Date	<p>The date on which the employee is scheduled for the next performance or salary review. This field is for information only. It is not used by any programs or processes in the system.</p>

Field	Explanation
Job Title	A title associated with an employee's job.
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Shift Code	<p>A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.</p>
Date Pay Stops	<p>The date that an employee should no longer be included in a payroll cycle, or the date that an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>

Processing Options for Organizational Assignment (P0801ORG)

Defaults Tab

Use these processing options to determine what default job-related information is used to fill in the employee master record when you add or change the job type for an employee.

The application will use default information from both the Job Information table (F08001) and the Business Unit / Job ID. X-Ref table (F08005), depending on which processing option combination is set.

Processing option 1 (Job Information) will use data in the F08001 table unless processing option 3 (Business Unit / Job Information Cross Reference) is set to 1 (default). When processing option 3 is set to 1 and there is a matching business

unit / job type record in the F08005 table, the union, code, benefit group, and workers compensation information comes from the F08005 table. All other data comes from the F08001 table. If there is no matching business unit / job type record in the F08005 table, all data comes from the F08001 table.

Processing option 2 (Job Category Code) will use data in the F08001 table if there is a matching job type / step record in that table. If there is no matching record, no data is used, and no data is retrieved for the processing option 1.

Processing option 3 (Business Unit / Job Information Cross Reference) will use data in the F08005 table. If processing option 1 (Job Information) is set to 1 and there is no data in the F08005 table, then data in the F08001 table is used.

1. Job Information

Add

Use this processing option to determine whether the system enters default job information into the employee record when you specify a job type for a new employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and subclass. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether job information defaults into the employee record when you change a job type for an existing employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and subclass. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

- 0 Do not use default data.

- 1 Use default data.

2. Job Category Codes

Add

Use this processing option to determine whether job category codes default into the employee record when you specify a job type for a new employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether job category codes default into the employee record when you change a job type for an existing employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

- 0 Do not use default data.
- 1 Use default data.

3. Business Unit/Job Information Cross Reference

Add

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you specify a job type for a new employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you change a job type for an existing employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

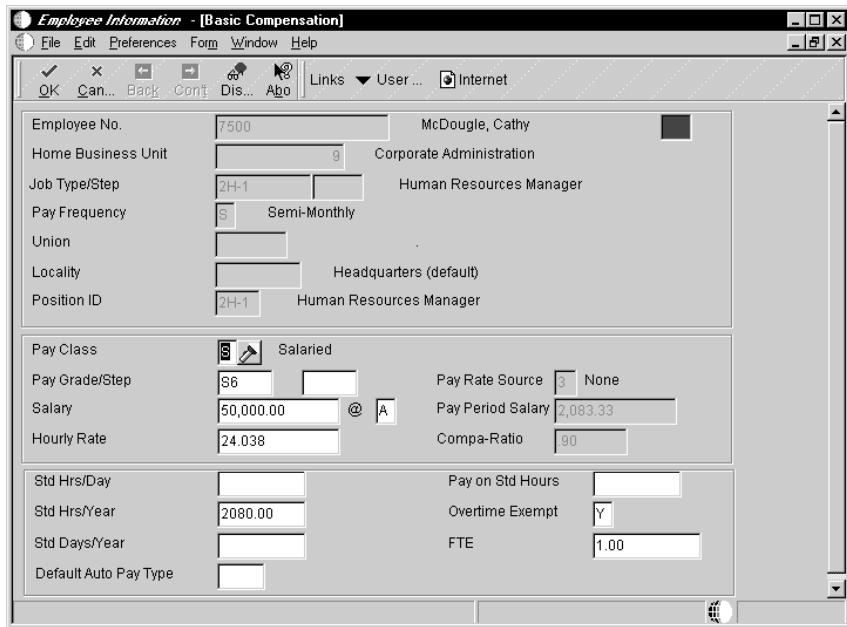
- 0 Do not use default data.
- 1 Use default data.

Entering Basic Compensation Information

After you complete the preceding form, you must enter compensation information.

Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.

► To enter basic compensation information



1. On Basic Compensation, if the employee is in the salaried pay class, complete the following field:
 - Salary
2. If the employee is in the hourly pay class, complete the following field:
 - Hourly Rate
3. Complete the following fields:
 - Std Hrs/Day
 - Pay on Std Hours
 - Std Hrs/Year
 - Std Days/Year
 - Default Auto Pay Type
 - Full Time Equivalents

4. Complete the following fields if your processing options are not set up to use the default job information:

- Pay Class (H/S/P)
- Pay Grade
- Pay Grade Step
- FLSA Exempt Y/N

5. Click Continue.

The system uses the value that you entered in the Country field on the Employee form to determine if a country-specific form appears next.

Continue the current process by completing the next form. If you need to return to Basic Compensation, click the Back arrow.

Caution: Some of the following definitions refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Salary	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year.</p> <p>For World:</p> <p>For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> • Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency) • Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay) <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p style="text-align: center;">.....<i>Form-specific information</i>.....</p> <p>When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:</p> <ul style="list-style-type: none"> • Standard hours per year entered at the employee level • Standard hours per year specified in company options

Field	Explanation
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p>Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>
Std Hrs/Day	<p>The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants (company options, in OneWorld).</p> <p>For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</p>
Std Hrs/Year	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> • Employee entry forms (this field) • Pay Grade Step table (hours per day multiplied by days per year) • Payroll company constants for the employee's company • Payroll company constants for the default company (company 00000) • Data dictionary • System default value of 2080 standard hours per year <p>.....Form-specific information.....</p> <p>When you enter a value in this field, that value overrides the default value from the Pay Grade Step table.</p>

Field	Explanation
Std Days/Year	The number of workdays in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants (System Options, in OneWorld) and you use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.
Pay on Std Hours	The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required.
Default Auto Pay Type	A code that you use to designate the default pay type that the system uses in the generation of automatic payments in those instances where the system does not use the employee labor distribution instructions. <u>If you leave this field blank, the system uses pay type 001.</u>
FTE	The full-time equivalent (FTE) amount. This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.
Pay Class	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework Form-specific information..... Depending on how your processing options are set, the system might automatically complete this field with the pay class entered for the employee's job. When you add or change employee information, any value that you enter in the Pay Class field overrides the default value entered at the job level.

Field	Explanation
Pay Grade/Step	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays either an error or a warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p> <p>If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:</p> <ul style="list-style-type: none"> • Salary • Hourly Rate • Hours per day • Hours per year • Days per year
Overtime Exempt	<p>A code that indicates whether the employee fits the rules of the Fair Labor Standards Act (FLSA) and thus does not have to be paid for working overtime. Valid codes are:</p> <p>Y Yes, the employee fits the rules and does not have to be paid for working overtime.</p> <p>N No, the employee does not fit the rules and is to be paid for working overtime.</p>

Processing Options for Basic Compensation Information

Process

1. Workflow threshold
Zero = default Enter a salary
Zero = default Zero = default

2. Workflow change threshold
threshold Enter salary percent
Percent

Entering Country-Specific Information for Mexico

Country-specific information includes information that applies to the country code that you entered for the employee. For Mexican employees, you must provide the

following employee identification numbers, as well as other country-specific information:

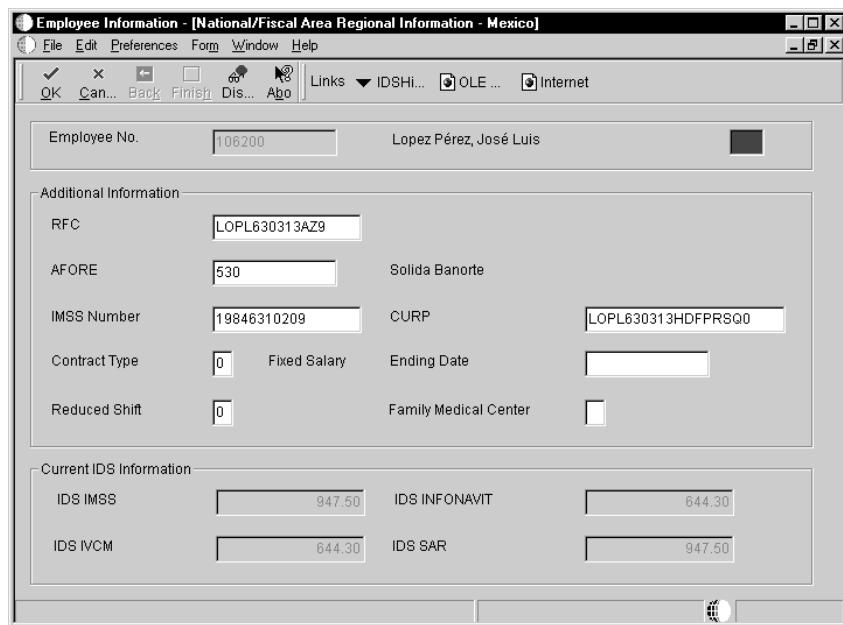
- CURP, or Código Único de Registro Poblacional. This 18-character identifier is intended to eventually replace the Social Security number and the RFC (Registro Federal de Causantes).
- IMSS number, an 11-character social security number.
- RFC, or Registro Federal de Causantes, a 13-character identifier for tax purposes.

Before You Begin

- Set up UDC 76M/BA to identify the banks that hold employee retirement funds. See *Setting Up User Defined Codes for Mexico*.

► To enter country-specific information for Mexico

After you enter compensation information, you enter country-specific information.



1. On National/Fiscal Area Regional Information - Mexico, complete the following fields:
 - RFC

- AFOR
 - IMSS Number
 - CURP
 - Contract Type
2. If the employee is a contract worker whose contract ends on a specific date, complete the following field:
- Ending Date
3. Complete the following additional fields:
- Reduced Shift
 - Family Medical Center
4. Click OK.

When you access country-specific information for an existing employee, the system displays information about the employee's most recent IDS calculation in the following fields:

- IDS IMSS
- IDS INFONAVIT
- IDS IVCM
- IDS SAR

You can review more detailed information about the employee's IDS history by choosing IDS Historic Information from the Form menu.

Field	Explanation
RFC	An additional identification number that a tax authority assigns to an individual.
AFOR	A code that identifies the financial institution in which an organization keeps the retirement accounts of its employees.

Field	Explanation
IMSS Number	<p>The employee's tax identification number. Enter this number without dashes. In the United States, this is the Social Security number. In Canada, this is the Social Insurance number.</p>
	<p>The system does not let you enter duplicate tax IDs.</p>
	<p>If your default company is not Canadian or United States, and the international code is set to Y, you can enter a 16-character identification in the tax ID field.</p>
	<p>The number you enter in this field can also be used as the employee number.</p>
CURP	<p>A value that indicates a Unique Population Identification Code.</p>
Contract Type	<p>This code identifies the source of the employee's salary for IMSS (Mexican Social Security Institute).</p>
	<p>Valid values are:</p>
	<p>0 Fixed Salary</p>
	<p>1 Variable Salary</p>
	<p>2 Mixed Salary</p>
	<p>A value of 0 indicates that the worker is paid a regular salary. A value of 1 indicates that the employee is under a piecework regimen and has no regular income. A value of 2 indicates that the employee receives both a regular salary and piecework pay.</p>
Ending Date	<p>In accounts receivable, the date that the net payment is due.</p>
	<p>In accounts payable, the discount due date.</p>
	<p>If you leave this field blank in invoice entry or voucher entry, the system computes the due date using the invoice date and the payment terms code. If you leave the payment terms field blank, the system computes payment terms using the payment terms code from the Customer Master Information file (F0301) or Supplier Master Information table (F0401) for that customer or supplier.</p>
	<p>.....Form-specific information.....</p>
	<p>Enter the date when a contract worker's contract ends. This field is required only if the contract has a predetermined ending date. If you leave this field blank, the system assumes that the employee is hired indefinitely.</p>
Reduced Shift	<p>Use this field to indicate the number of days that an employee regularly works in a week. For example, a value of 1 indicates that the employee works one day per week, a value of 2 indicates two days per week, and so on. The default value is 0, which indicates that the employee works a full week.</p>

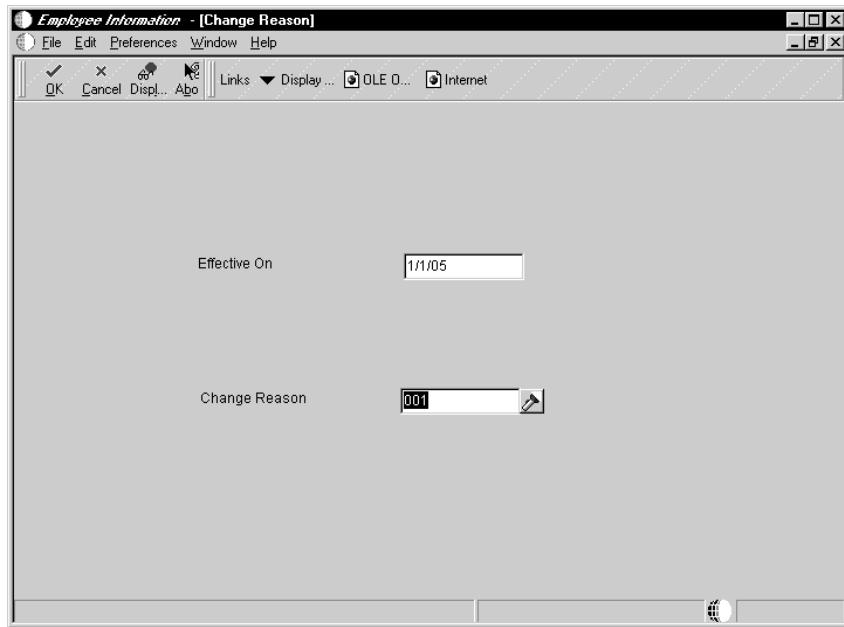
Field	Explanation
Family Medical Center	The medical center that the employee must use for medical care.
IDS IMSS	This is the daily-integrated amount to be used for calculations for the following insurances (IMSS): cash benefits, non-cash benefits, special pensioner fund, childcare, risk factor. This amount will be limited based on a number of minimum general salary.
IDS INFONAVIT	This is the daily integrated amount to be used to calculate fees and credits related to INFONAVIT. This amount will be limited based on a number of minimum general salaries.
IDS IVCM	This is the daily-integrated amount to be used for calculations for the following insurances (IMSS): life and disability, unemployment and old age. This amount will be limited based on a number of minimum general salary.
IDS SAR	This is the daily integrated amount to be used to calculate fees that will be part of employees' individual retirement fund. This amount will be limited based on a number of minimum general salaries.

Entering Employee History Information

After you complete the preceding form, you can enter employee history information. You enter this information only if your system is set up to track employee history.

You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the Employee History table (F08042).

► To enter employee history information



On Change Reason, complete the following fields and click OK:

- Effective On
- Change Reason

If you click Cancel on the Change Reason form, the system does not create a history record. However, the current employee record is saved in the Employee Master table (F060116).

Depending on your country of preference, the system might provide an employee tax form.

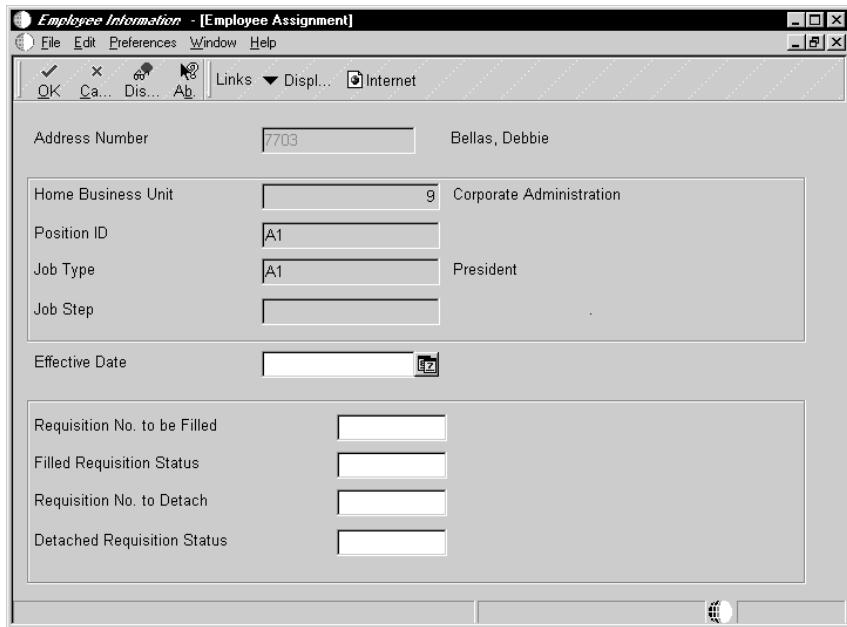
Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Effective On	<p>A future date that you want all changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes that you make to the Employee Master table take effect immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.</p>
Change Reason	<p>A user defined code (06/T) that indicates the reason an employee's record changed. For example, you can enter the reason you are recommending a salary or rate change.</p> <p>Note: If you are reactivating an employee, you must change the code in this field to a numeric character. The default reason code for new hires is the default value for this data item.</p>

Updating Position and Requisition Information

When your system options are set to display the Employee Assignment form, the Employee Assignment form appears after the previous form. You enter the employee's home business unit, job type, or position ID so that the system updates requisition activity and headcount automatically. This is important for forecasting and budgeting.

► To update position and requisition information



On Employee Assignment, complete the following fields and click OK:

- Effective Date
- Requisition No. to be Filled
- Filled Requisition Status
- Requisition No. to Detach
- Detached Requisition Status

If the employee fills a requisition with a new position assignment, the system automatically fills the requisition and updates the Requisition Information table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105). The Employee Master table (F060116) is also updated.

This task completes the current process.

Field	Explanation
Effective Date	The date that the current status of a candidate requisition becomes active.

Field	Explanation
Requisition No. to be Filled	<p>The number that identifies the requisition. This number must be unique. The system automatically assigns a unique number if you leave this field blank when you enter the requisition.</p>
Filled Requisition Status	<p>The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.</p> <p>You can group candidate requisition status codes based on the hard-coded special handling code values in the table. These hard-coded values are:</p> <ul style="list-style-type: none"> CAN Any candidate code DET Any code indicating that the position is detached or no longer filled FIL Any code indicating that the position has been filled REJ Rejected TMP Temporarily filled <p>Candidate requisition status codes that have a special handling code of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to “Filled and Closed.”</p>
Requisition No. to Detach	<p>An approved and unfilled requisition number that the system uses for verification when you enter requisition activity. When you enter a number in this field, the system compares the business unit and position ID associated with the requisition to the business unit and position ID on this form.</p> <p>If the values in these fields are the same, the system indicates that the requisition is filled and places the employee number in the Last Filled By field on Requisition Entry.</p> <p>If the values in these fields are not the same, the system displays a warning message. You can either correct the discrepancy or press Enter again to have the system accept the employee activity.</p> <p>The system verifies the value in this field only if you enter a number in it and the Requisition Master table exists on your system.</p>

Field	Explanation
Detached Requisition Status	<p>The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.</p> <p>You can group candidate requisition status codes based on the hard-coded Special Handling Code values in the table.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> CAN Any candidate code DET Any code that indicates that the position is detached or no longer filled FIL Any code that indicates that the position has been filled REJ Rejected TMP Temporarily filled <p>Candidate requisition status codes that have special handling codes of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to “Filled and Closed.”</p>

Processing Options for Employee Master (P0801)

Defaults Tab

These processing options define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

Use this processing option to define whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

- 1 Tax area fields are not required. Choose this option only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

- 0 Tax area fields are required. If you are using the J.D. Edwards Payroll system, choose this option.

Versions Tab

These processing options define the versions that the system uses for Organizational Assignment and Basic Compensation forms.

1. Organizational Assignment Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Basic Compensation, you can set processing options that control information that the system needs when you have activated the salary change workflow process.

Termination Tab

These processing options define default codes that are supplied to various records when an employee is terminated.

1. Candidate Requisition Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the

system uses the code that you define in this processing option to update the candidate requisition status for all of the requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS) for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Entering Employee Instructions

After you enter employee information, you can enter instructions that apply to your employees, depending on the needs of your company and employees.

Entering employee instructions includes the following tasks:

- Entering employee deduction, benefit, and accrual instructions
- Entering employee PDBA instructions by period

The information that you enter provides instructions to the system and your department about how to process individual employees or groups of employees for reporting or payment purposes.

Entering Employee Deduction, Benefit, and Accrual Instructions

After you set up your deductions, benefits, and accruals (DBAs), you enter DBA instructions to assign DBAs to employees. You can enter DBAs at the following levels:

1. One-time DBA override in Time Entry
2. Employee DBA instructions
3. Group DBAs
4. DBA setup

After you assign DBAs, the system calculates them during the payroll cycle in the same search sequence.

You enter DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

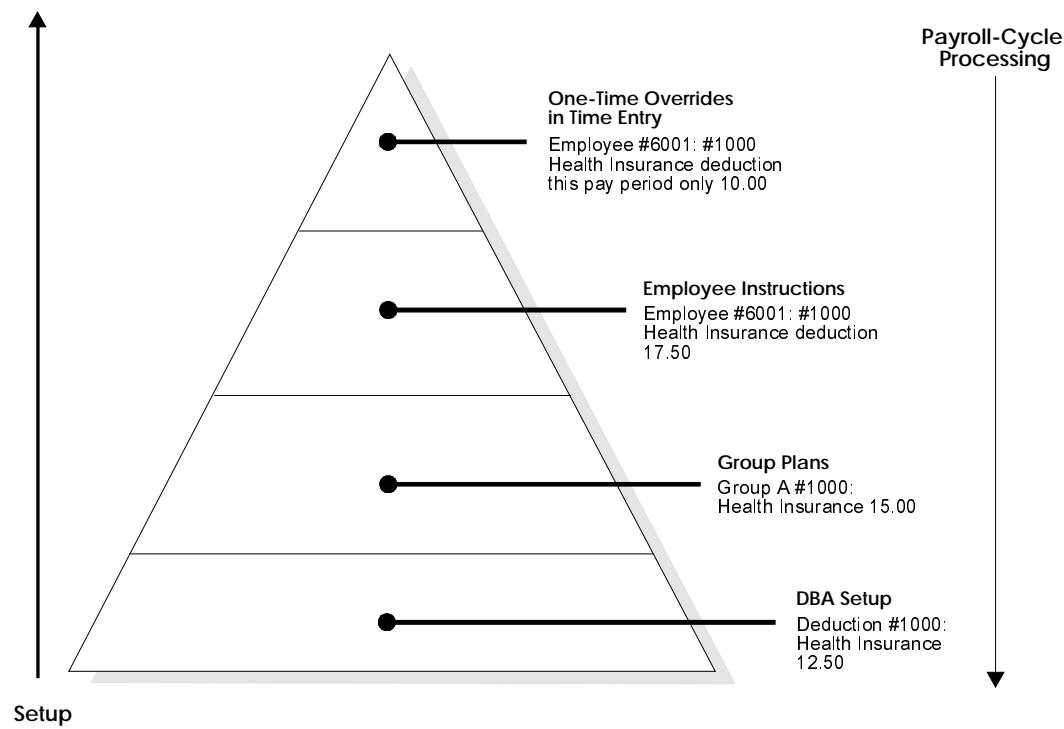
To help you understand how to assign DBAs, the following graphic illustrates the order in which the system manages DBA setup and DBA calculations:

DBA setup

When you set up DBAs, you first set up general DBAs that apply to the majority of your employees. Then you set up DBAs that apply to specific groups of employees or specific employees. Finally, you can apply one-time DBA overrides for specific employees for any one pay period.

DBA calculations

During the payroll-cycle processing, the system first calculates one-time DBA overrides. If there are no DBA overrides, then the system searches for DBAs that apply to the individual employee or employee groups. If no employee-specific DBAs or group plan DBAs exist, the system calculates any general DBAs.



The information that you enter on the DBA Instructions form represents the third level of DBA assignment, the employee level.

When you assign DBA instructions at the employee level, you can do the following:

- Enter exceptions by employee for a group of DBAs
- Enter overrides for DBA amounts, dates, and limitations
- Set up start and stop dates for a DBA

- View expired or cleared DBA transactions

To simplify the management of DBAs among employees, you can use benefit groups to avoid entering identical lists of DBAs for each employee. The system refers to groups of DBAs as group plans. Group plans are defined by union codes or group codes. The system automatically assigns group plans to the employee when you enter a Union Code on the Organizational Assignment form (W0801ORGA) when hiring the employee.

You can use the Employee DBA Inquiry form to review existing DBAs assigned to an employee before adding more DBAs. You can also review the DBA itself before assigning it to an employee.

Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, J.D. Edwards recommends that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans.

You can override a DBA in a group plan on the DBA Instructions form, as well as add DBAs to an employee record.

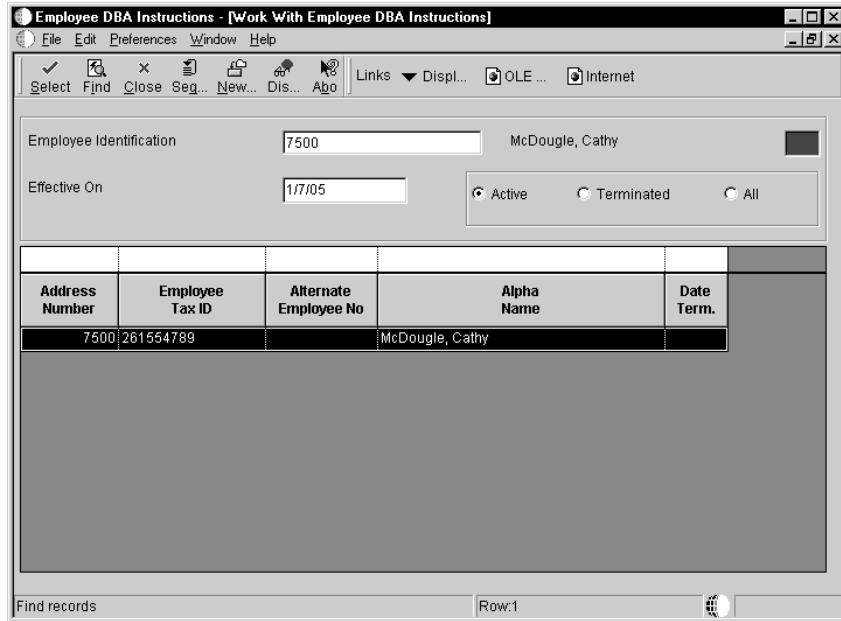
If you are using the HR-Benefits module, the system automatically assigns DBA codes to an employee record when you enroll the employee in benefit plans. The DBA codes for these benefit plans appear on Employee DBA Instructions.

See Also

- *Understanding Deductions, Benefits, and Accruals, Setting Up Deductions, Benefits, and Accruals, and Setting Up Group Plan DBAs* for more information

► To enter employee deduction, benefit, and accrual instructions

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.



1. On Work With Employee DBA Instructions, complete either of the following fields:
 - Employee Identification
 - Effective On
 2. Click one the following options to narrow your search and click Find:
 - Active
 - Terminated
 - All
 3. On Work With Employee DBA Instructions, choose one or more records and click Select.
- The Employee DBA Instructions form appears, which displays information for the employee record first selected.

The screenshot shows the 'Employee DBA Instructions' window. At the top, it displays 'Employee Identification' with fields for 'Employee Number' (7500) and 'Last Name' (McDougle, Cathy). Below this, 'Effective On' is set to 1/7/05, 'Benefit Group' is EXEC, and 'Job Type/Step' is 2H-1. A 'Human Resources Manager' field contains 'Human Resources Manage'. There is also a checkbox for 'Cleared Items'. The main area is a grid table with columns: PDBA Code, DBA Type, Calc Method, Description, Override Flag, Amt/Rt Level 1, and Amt/Rt Level 2. The grid contains several rows of data.

PDBA Code	DBA Type	Calc Method	Description	Override Flag	Amt/Rt Level 1	Amt/Rt Level 2
1005	B	\$	Health/Co			
1008	B	\$	Dental/Co.			
1011	B	%	LTD Coverage			
1016	D	\$	LTD Coverage			
1017	D	\$	STD Coverage			
1020	D	\$	Dental EE+1			
1102	D	C	Child suppor		250.0000	
1120	D	\$	Fees, Admin		10.0000	
1320	D	\$	United Way		5.0000	

4. To review DBAs already assigned to employees, choose EE DBA Review from the Form menu.
5. On Work With Employee DBA Review, review the information and click Close.
6. To review a deduction, benefit, or accrual before assigning DBA instructions, click the visual assist in the following field:
 - PDBA Code

The screenshot shows the 'PDBA Setup - [PDBA Search Select]' window. It features two search fields: 'Description' and 'DBA Type'. Below these is a grid table with columns: PDBA Code, Description, and Type. The grid contains several rows of data.

PDBA Code	Description	Type
1	Regular	P
4	1stLast Chk	P
100	Overtime 1.5	P
105	Overtime 5	P
110	Overtime 2.0	P
300	Sick Pay	P
301	STD Pay	P
500	Bonus	P
530	Commissions	P

7. On PDBA Search and Select, choose a DBA and then choose PDBA Recap from the Row menu.
8. On DBA Recap, review the information and then click Cancel.
The system returns you to the PDBA Search and Select form.
9. Choose a DBA and click Select.
The system displays the Employee DBA Instructions form again with the DBA code.
10. On Employee DBA Instructions, continue assigning a DBA by completing the following optional fields:
 - Amt/Rt Level 1
 - Amt/Rt Level 2
 - Pay Start Date
 - Pay Stop Date
11. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this employee, complete the following field:
 - Voucher Flag
12. To specify a payee for the voucher, complete the following field:
 - Payee No
13. Review the default information in the following fields and, if necessary, enter override information:
 - DBA Type
 - Calc Method
 - Description
 - Override Flag
 - Group Code
 - Table Code
 - Amount Due

- Prior DBA
- Ded Per 1
- Nbr Per
- Union Code
- Job Type
- Job Step
- Explanation -Remark-
- Limit \$ Pay Period
- Limit \$ Monthly
- Limit \$ Quarterly
- Limit \$ A/L1
- Limit \$ A/L2
- Limit % Period

14. Click OK.
15. To obtain the next employee record, click Next and repeat steps 4-14.
16. When you are finished assigning DBA instructions to employees, click OK.
If any of the DBAs that you entered are for wage attachments, the system displays the Work with Wage Attachments form. See *Entering Wage Attachments for Employees* in the *Payroll Guide*.

Related Task

Deleting a DBA Instruction

When you need to remove a DBA instruction from an employee record, use caution to avoid deleting a DBA that has already accumulated history information. After a DBA has been active and amounts have been withheld from an employee's compensation, removing the DBA could result in errors on year-end forms.

When deleting a DBA instruction, if the DBA has history information, the system will generate a warning message indicating that history information exists. If you receive this message, cancel the deletion procedure.

Field	Explanation
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Amt/Rt Level 1	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used: 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.

Field	Explanation
Amt/Rt Level 2	<p>The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached.</p>
	<p>This field works in conjunction with the annual limit fields.</p>
	<p>The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.</p>
Pay Start Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p>
	<p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
	<p>.....Form-specific information.....</p>
	<p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p>
	<p>The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.</p>
	<p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p>
	<p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p>
	<p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>

Field	Explanation
Pay Stop Date	<p>The date that an employee should no longer be included in a payroll cycle, or the date that an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p>
	<p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>
	<p>.....<i>Form-specific information</i>.....</p>
	<p>The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.</p>
	<p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p>
	<p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p>
	<p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>
Voucher Flag	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p>
	<p>N No, do not generate a voucher</p>
	<p>Y Yes, generate a voucher</p>
Payee No	<p>The address book number for the supplier who receives the final payment.</p>
	<p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p>
	<p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p>

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
Calc Method	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.
Name - Remark Explanation	A name or remark that describes an element in the J.D. Edwards systems.
Override Flag	A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.

Field	Explanation
Group Code	<p>Specify a code common to all deduction or benefits that share the same limitations (for example, pay period dollar amount or percentage, monthly, annual, and so on). The system takes these limits from the first deduction encountered in the group and withholds for all deductions until the limit is reached for the aggregate.</p> <p>Example:</p> <ul style="list-style-type: none"> Deduction 6400, Group A, Annual Limit = \$1000, No Pay Period Limit Deduction 6430, Group A, No Annual or Pay Period Limit Deduction 7700, Group A, No Annual or Pay Period Limit Deduction 9400, Group B, No Annual or Pay Period Limit Deduction 7550, Group B, No Annual Limit, Pay Period Limit = \$50 <p>For this example, the system looks at the deductions assigned to Group A, and applies a \$1000 annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of \$1000 has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than \$50 per pay period between for the two deductions.</p> <p>When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.</p>
Table Code	The table used if the calculation requires table values.
Amount Due	<p>The balance or amount due on an open invoice or voucher.</p> <p>In the Address Book Master file (F0101) this is a memo amount field used to determine if a particular order exceeds a credit limit. See Order Processing system.</p>
Prior DBA	<p>A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of \$2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.</p> <p>The DBA number of the predecessor must be lower than the successor's number.</p>

Field	Explanation
Ded Per 1	<p>A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:</p> <ul style="list-style-type: none"> Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. <p>blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.</p> <p>M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.</p>
Nbr Per	<p>The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</p> <p>You must enter a value in this field if you automate the Number of Periods field.</p> <p>For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).</p>
Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>
Job Type	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>
Job Step	<p>A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.</p>

Field	Explanation
Limit \$ Pay Period	The maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Monthly	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Quarterly	The maximum amount that can be withheld or accrued in a quarter for a deduction or benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ A/L1	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:	<ul style="list-style-type: none"> • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Limit \$ A/L2	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.	
Limit % Period	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.

Field	Explanation
Cleared Items	<p>A field that specifies whether cleared deductions appear on the form. To display cleared items, click the Cleared Items check box.</p> <p>The system categorizes deductions as cleared when the following occur:</p> <ul style="list-style-type: none">• The through date of the deduction is older than the system date.• The Declining Balance flag for the deduction is turned on and the amount due is 0.• The Use Number of Periods flag is turned on and the number of periods is 0.

Entering Employee PDBA Instructions by Period

You can use employee PDBA instructions by period to enter deductions or benefits that are needed for only one pay period. Entering employee PDBA instructions by period is a good alternative to entering one-time DBA overrides in time entry if you want to apply the same DBA to several employees.

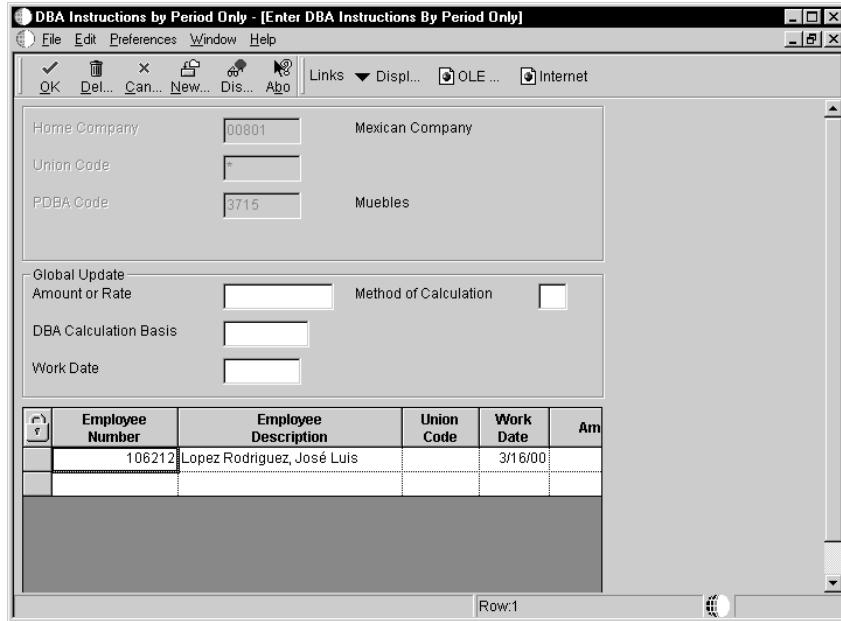
You can also use employee PDBA instructions by period to override the value of a PDBA or the basis of calculation for a specific group of employees for one pay period only.

Employee PDBA instructions are stored in the Deduction/Benefit/Accrual Ledger table (F0709) and are processed during pre-payroll.

► To enter employee PDBA instructions by period

From the Employee Management menu (G05BE1), choose DBA Instructions by Period Only.

1. On Work With DBA Instructions By Period Only, click Add.



2. On Enter DBA Instructions By Period Only, complete the following required fields:
 - Home Company
 - PDBA Code
 - Work Date
3. To apply the PDBA only to workers in a specific union, complete the following field:
 - Union Code
4. Complete any of the following optional fields to override the value of the DBA for this pay period only:
 - Amount or Rate
 - Method of Calculation
 - DBA Calculation Basis
5. Complete the following field in the detail area for each employee to whom you want to apply the PDBA:
 - Employee Number

6. To override the amount of the PDVA for a specific employee only, complete the following field in the detail area for that employee:

- Amount

7. Click OK.

Field	Explanation
Home Company	The company number in which the employee generally works.
PDVA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. <i>Form-specific information</i>
Work Date	The amount that is the basis for the DBA calculation.
Union Code	The date used as the actual work date or pay-period ending date.
Amount or Rate	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate. A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: <ol style="list-style-type: none">1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.2 For a pay type, amounts entered in this field override the hourly rate.
Method of Calculation	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.

Field	Explanation
DBA Calculation Basis	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. <i>Form-specific information</i> The amount that is the basis for the DBA calculation.
Employee Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Amount	The actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY. When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (for example, piece rate bonus).

Reviewing Employee Information

Reviewing employee information includes the following tasks:

- Reviewing the Employee Report
- Reviewing the Employee Dates Report
- Reviewing the Alphabetic Report
- Reviewing the Employee IDS Report
- Reviewing IDS History for One Employee

Reviewing the Employee Report

From the Employee Management menu (G05BE1), choose Employee Report - Mexico.

Use the Employee Report (R76M0100) to review an individual employee's salary and job details each month.

The Employee Report provides basic information about employees, including:

- Name and employee number
- Identification numbers
- Job details
- Salary information

See Also

- *R76M0100 Employee Report* in the *Reports Guide* for a report sample

Reviewing the Employee Dates Report

From the Employee Management menu (G05BE1), choose Employee Dates Report - Mexico.

Use the Employee Dates Report (R76M0101) to periodically review an individual employee's start date and other important dates.

The Employee Dates Report includes information regarding the following:

- Date of birth
- Hire and termination dates
- Dates of last and next raises
- Date of last paycheck
- Bonus date
- Cost center and union affiliation

See Also

- *R76M0101 Employee Dates Report* in the *Reports Guide* for a report sample

Processing Options for Employee Dates Report (R76M0101)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.

- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee Alphabetic Report

From the Employee Management menu (G05BE1), choose Employee Alphabetic Report - Mexico.

Use the Employee Alphabetic Report (R76M0102) to review an individual employee's job and pay details each month.

The Employee Alphabetic Report lists information regarding Mexican employees. The report is ordered by employee name. The following information is included in this report:

- Employee number
- Status
- Pay frequency
- Pay class
- Job type
- Job step
- Job description
- Date started
- Hire date
- Date of birth
- Termination date

See Also

- *R76M0102 Employee Alphabetic Report* in the *Reports Guide* for a report sample

Processing Options for Employee Alphabetic Report (R76M0102)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.
- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee IDS Report

From the Employee Management menu (G05BE1), choose Employee IDS Report - Mexico.

Use the Employee IDS Report (R76M0103) to review an individual employee's IDS amounts each month. This report includes the following information:

- Company, Union, and Business Unit information
- Employee name and number
- Previous, current, and original hire dates
- Previous and current IDS amounts
- Monthly salary

See Also

- *R76M0103 Employee IDS Report* in the *Reports Guide* for a report sample

Processing Options for Employee IDS Report (R76M0103)

Defaults Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

Reviewing IDS History for One Employee

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all the components of the IDS and the limits associated with the IDS.

► To review IDS history for one employee

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Work With Employee Information, complete either of the following fields or use the Query by Example row to narrow your search, and then click Find:
 - Home Company
 - Home Business Unit
2. Choose the employee whose IDS history you want to review and choose Nat'l/Fiscal Data from the Row menu.

3. On National/Fiscal Area Regional Information - Mexico, choose IDSHistoricInforma from the Form menu.

The screenshot shows a software interface titled "Employee Information - [Work With IDS History]". At the top, there's a menu bar with File, Edit, Preferences, Window, Help, and a toolbar with icons for Select, Find, Close, Seg..., New..., Disp..., Abo, Links, Displ..., OLE..., and Internet. Below the toolbar, the employee number "106200" and name "Lopez Pérez, José Luis" are displayed. The main area contains a grid table with columns: Employee Number, Employee Name, Effective Date, IDS EG, IDS IV, and IDS SAR. Two rows of data are visible:

Employee Number	Employee Name	Effective Date	IDS EG	IDS IV	IDS SAR
106200	Lopez Pérez, José Luis	1/1/00	947.50	644.30	947.50
106200	Lopez Pérez, José Luis	12/25/99	861.25	551.20	861.25

At the bottom, there are buttons for Find records and Row:1, and a status bar with a magnifying glass icon.

4. On Work With IDS History, click Find to display records for each time IDS has been calculated for the employee.
5. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

The screenshot shows a software interface titled "Employee Information - [IDS Calculation Revision]". At the top, there's a menu bar with File, Edit, Preferences, Window, Help, and a toolbar with OK, Cancel, Displ..., Abo, Links, Disp..., Previous, Next, OLE..., and Internet. The employee number "106200" and name "Lopez Pérez, José Luis" are displayed. The effective date is set to "1/1/00". The seniority is listed as "4 / 5 Years / Months". The window is divided into several sections: "IDS Components" (Daily Salary: 804.11, Christmas Bonus: 148.62, Vacation Bonus: 22.29, Variability IMSS: 0.00, Variability INFONAVIT: 0.00), "IDS Limits" (EG: 947.50, IV: 644.30, SAR: 947.50, INF: 644.30), "Integrated Daily Salary" (IDS Net: 1075.02, IDS EG: 947.50, IDS IV: 644.30, IDS SAR: 947.50, IDS INFONAVIT: 644.30), and a large scrollable area below.

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

6. Click Cancel.

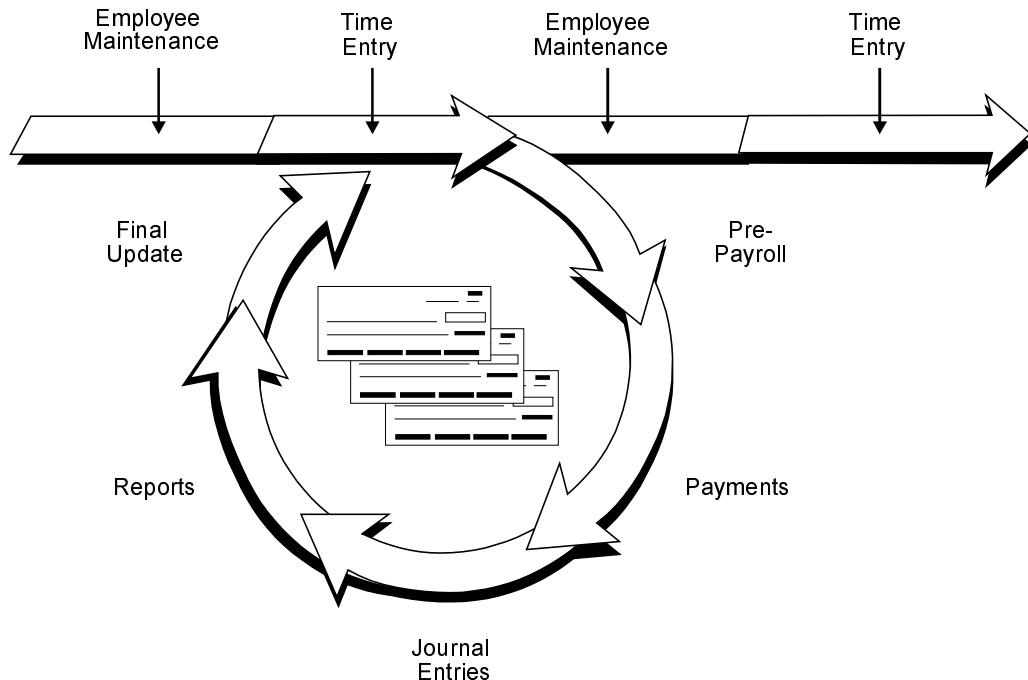
Payroll Cycle

The payroll cycle is a process that you complete each time that you need to pay your employees. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle. This information includes pay frequency, as well as employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

The following graphic shows the Payroll system flow (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle.



When you process a payroll cycle, you must complete pre-payroll processing first, and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it when necessary. Payroll cycle processing includes the following tasks:

- Understanding the payroll cycle
- Processing pre-payroll
- Reviewing payroll cycle information online
- Correcting errors in pre-payroll processing
- Processing payments
- Resetting payroll cycle steps
- Working with pro forma journal entries
- Reviewing payroll cycle reports
- Processing the final update
- Reviewing the vacation bonus for next period report

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive two types of payments: automatic-deposit advice slips and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

The final update is the last step in the payroll cycle. You use the final update to update employees' transactions, tax, and payment history, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information related to that payroll cycle. The system allows you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to its condition before you ran the step.

Understanding the Payroll Cycle

Understanding the payroll cycle includes the following topics:

- Payroll workbench
- Definition of a payroll ID
- Locked records
- Coexistence

Payroll Workbench

The payroll workbench is the central location for accessing all of the forms related to payroll cycle processing. For example, you access the payroll workbench to perform the following procedures:

- Process a payroll cycle
- Review payroll cycle information
- Set up payroll instructions
- Correct errors in a payroll cycle
- Reset payroll cycle steps

The payroll workbench displays information about each payroll ID that you have set up. This workbench simplifies the process of reviewing the status of a payroll cycle and verifying information.

Definition of a Payroll ID

The payroll cycle is controlled by a payroll ID. When you process pre-payroll, you must enter a payroll ID that you use to select the employees to be paid. You use the same payroll ID for all steps of a payroll cycle. You can use different payroll IDs to process multiple payroll cycles simultaneously.

Locked Records

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll. If you locate an employee who is included in a payroll cycle, the system displays a warning message. On some forms, a locked record appears in the color fuchsia (bright pink). On other forms, the status box in the upper right corner appears in fuchsia.

When the system establishes a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

If an employee's record is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is removed. To remove the lock, you must either complete the final update or run a reset.

See Also

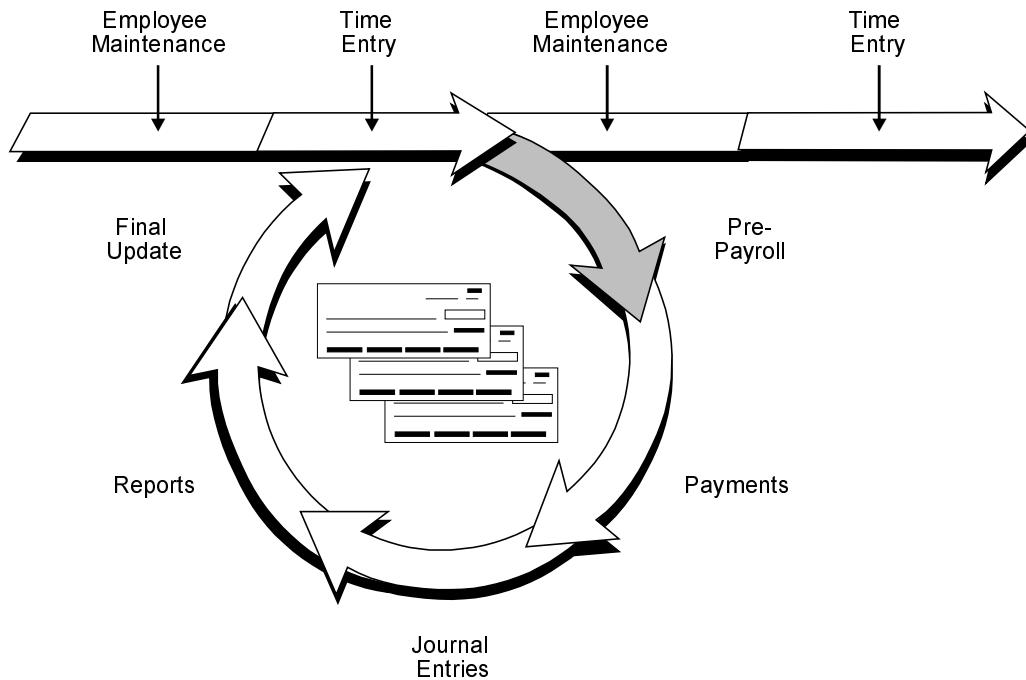
- *Resetting Payroll Cycle Steps*

Coexistence

The OneWorld Payroll system is not coexistent with the Payroll system for WorldSoftware. This means that when you begin a payroll cycle in OneWorld, you must complete the remaining steps of the cycle in OneWorld. You cannot process some steps in WorldSoftware and some in OneWorld.

Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.



You use pre-payroll processing to do the following:

- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay. Autopay employees are those for whom you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports listing pay types, deductions, benefits, and accruals (PDBAs), taxes withheld, and any unique overrides used in the calculations.
- Process interim payments

Pre-payroll processing updates the Payroll Cycle Parameters table (F07210).

To process pre-payroll for a new payroll ID, complete the following tasks:

- Create a new payroll ID
- Set up additional pre-payroll parameters

To process pre-payroll for an existing payroll ID, complete the following task:

- Choose an existing payroll ID

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. The payroll ID identifies the program version that you use to choose employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

After you create a payroll ID, you can choose that ID again in subsequent pay periods to process a payroll cycle for that group of employees.

Before You Begin

- Enter new and updated employee information, such as new hire information, pay rate increases, and so on.
- Enter timecards for employees whose timecards are not automatically generated. See *HR and Payroll Foundation: Entering Timecards for Employees*.
- Enter exception time and one-time DBA overrides for employees, as necessary. See *HR and Payroll Foundation: Entering Timecards for Employees*.
- Verify any interim payments that you want to include in this payroll cycle. See *Working with Interim Payments*.
- Print the employee roster to review job and pay rate information for current employees. See *HR and Payroll Foundation: Running the Employee Roster Report*.
- Set up pay cycle control parameters, payroll cycle reports, and payment types. You typically perform these setup tasks only once and reuse them for each payroll cycle. See *Setting Up Payroll Cycle Information*.

- Create a program version for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See *OneWorld Foundation: Creating a Batch Version* for information about creating a version.

See Also

- *Reviewing Payroll Cycle Reports* for information about reviewing the reports that you have set up to print during pre-payroll processing

Creating a New Payroll ID

You must create a new payroll ID when you process payroll for a selected group of employees for the first time. When you create a new payroll ID, you enter the pay period information that the system needs to process the payroll cycle.

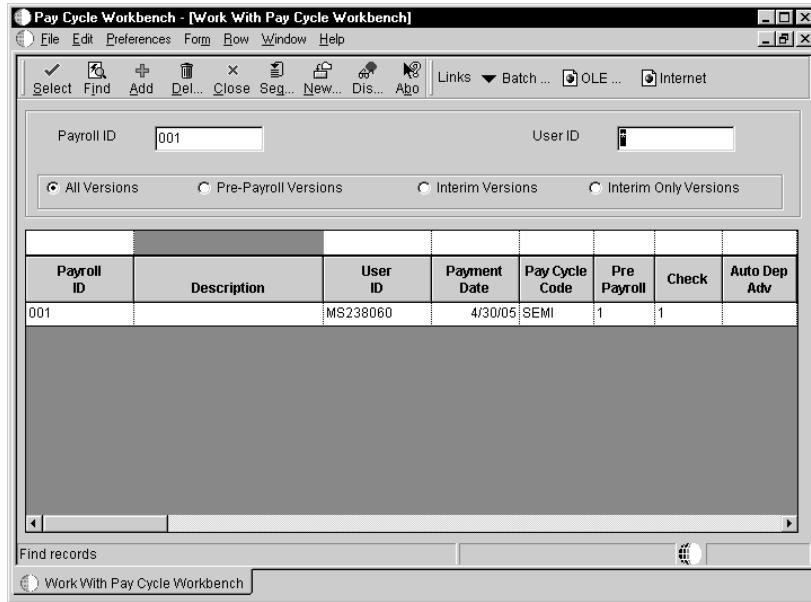
You must assign a program version to the payroll ID. You use this program version to choose the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.

Caution: Verify that the program version that you enter is not already assigned to another payroll ID. Each payroll ID must be associated with a unique version.

You can create a new payroll ID for processing regular payments, interim payments, or both.

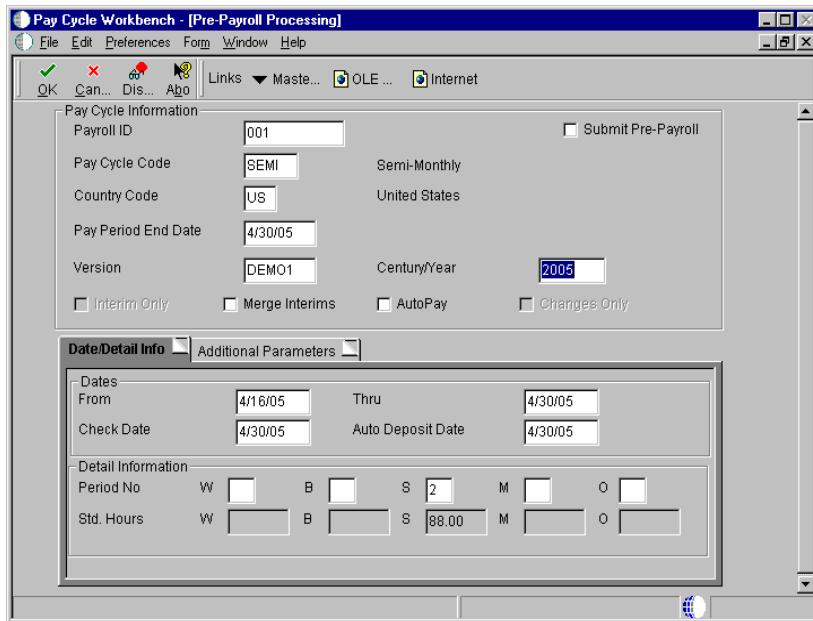
► To create a new payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.



1. On Work with Payroll Cycle Workbench, click Add.
2. On Add Pre-Payroll or Interim Versions, choose one of the following options:
 - Add Pre-Payroll Version
 - Add Interim Only Version

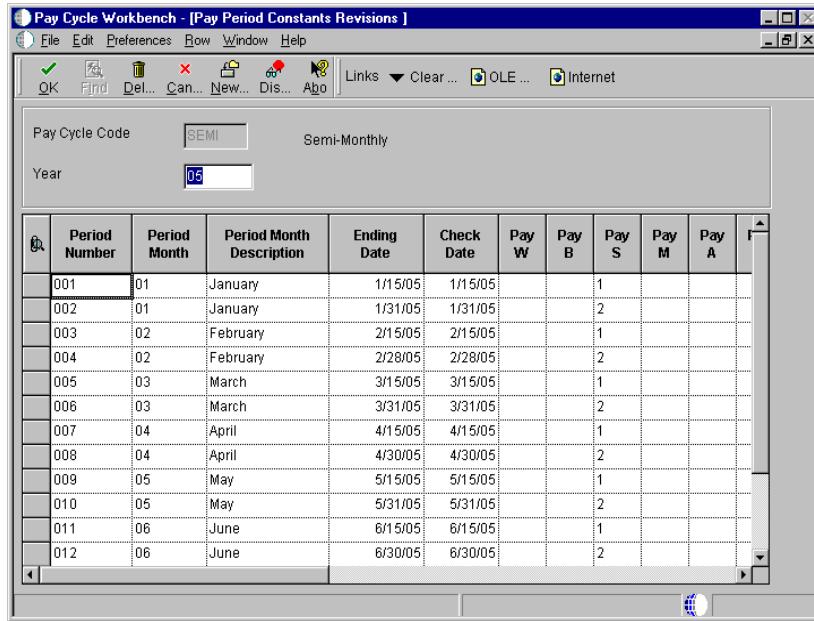
To create a payroll ID for processing regular payments or both regular and interim payments, choose the Add Pre-Payroll Version option. To create a payroll ID for processing interim payments only, choose the Add Interim Only Version option. See *Working with Interim Payments* for more information.



3. On Pre-Payroll Processing, complete the following fields:

- Payroll ID
- Pay Cycle Code
- Country Code
- Century/Year

4. Choose Master Pay Cycles from the Form menu.



5. On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle.

On Pre-Payroll Processing, the system displays the dates that correspond to the pay period that you chose.

6. To assign a program version to the payroll ID, complete the following field:

- Version

If you need to create a new version, click the visual assist to access the versions list. See *Creating a Batch Version* in the *OneWorld Foundation Guide* for information about creating a version.

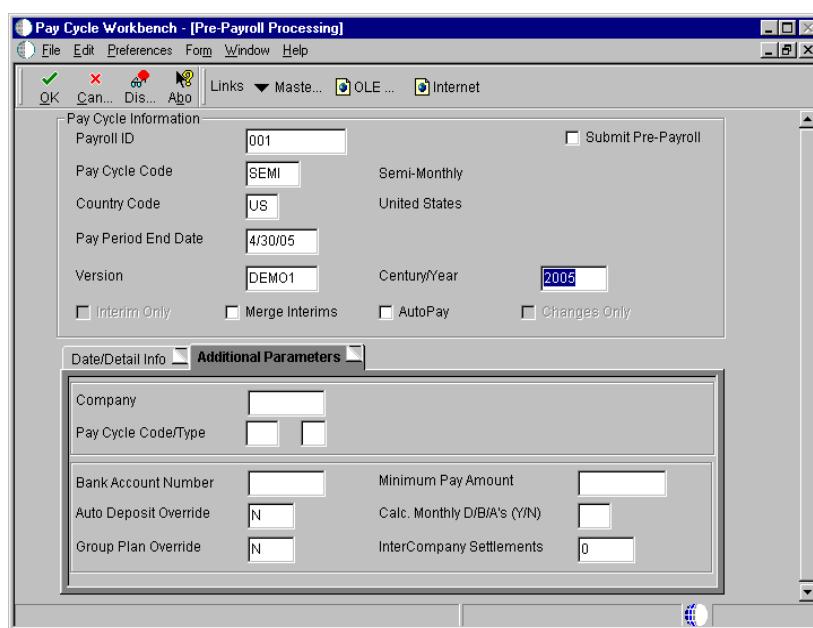
7. Review the default information in the following fields and change it, if necessary:

- Pay Period End Date
- From
- Thru
- Check Date
- Auto Deposit Date
- AutoPay

8. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:

- W
- B
- S
- M

9. To enter additional parameters, click the Additional Parameters tab.



10. If you plan to use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:

- InterCompany Settlements

11. Complete any of the following additional fields:

- Company
- Pay Cycle Code
- Pay Cycle Group Type
- Bank Account Number
- Auto Deposit Override

- Group Plan Override
 - Calc. Monthly D/B/A's (Y/N)
 - Minimum Pay Amount
12. To process pre-payroll using the payroll ID that you just created, click the following option:
- Submit Pre-Payroll
13. Click OK.
- You probably have set up one or more reports to print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.
- If the system encountered any errors when you processed pre-payroll, it displays a message box to notify you that the process completed with errors. See *Reviewing Payroll Messages*.

Field	Explanation
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Country Code	A user defined code 00/CN that indicates the country in which the employee resides. <i>Form-specific information</i> The country for which you are processing payroll. All of the employees that you include in the payroll cycle must reside in the country that you specify in this field.
Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Pay Period End Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
From	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Thru	The last date in a range of dates.

Field	Explanation
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Auto Deposit Date	The system uses this date when creating the Auto Deposit Workfile. This date is the date on which the funds are to be deposited into the employees' bank accounts.
Century/Year	The applicable year, including the century. <i>Form-specific information</i>
	The year that you enter for pre-payroll processing must match the year entered for the corresponding pay period in the master pay cycle.
AutoPay	This flag indicates whether auto pay will be created for this payroll version.
W	The number of the pay period within the month for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
B	The number of the pay period within the month for employees who are paid biweekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
M	The number of the pay period within the month for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
O	The number of the pay period within the month that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.

Field	Explanation
InterCompany Settlements	<p>A code that determines which system generates intercompany settlements. Valid values are:</p> <ul style="list-style-type: none"> 1 The Payroll system generates intercompany settlements before posting them to the General Ledger. 0 The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p> <p style="text-align: center;">.....<i>Form-specific information</i>.....</p> <p>The company for which you are processing payroll. If you enter a company number here, it overrides the data selection that you entered for the payroll version. The system processes only those time entry transactions with a home company in the timecards that matches the home company entered in this field.</p> <p>This company number is also used throughout the remaining steps of the payroll cycle, including Final Update.</p>
Pay Cycle Group Code	<p>A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.</p> <p>This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.</p>
Pay Cycle Group Type	<p>A code which identifies which Business Unit in the Timecard Detail File (F06116) is to be used in the selection of the transactions for a Payroll Processing. Any one of the following Business Units may be selected:</p> <ul style="list-style-type: none"> D Distribution Business Unit (YTMCU) J Job Location (YTMUCO) H Home Business Unit (YTHMCU)

Field	Explanation
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Auto Deposit Override	A Yes/No field that allows you to specify whether to override auto deposits. A Yes in this field turns off auto deposit for all employees in this Pre-Payroll Processing version and prints paychecks instead of auto deposit advices. This field lets you override auto deposit instructions in one screen instead of having to change auto deposit instructions individually for each employee in the version.
Group Plan Override	A code that tells the system to use the employee level list of DBAs and not to calculate DBAs in the group plan even though the employee may be union. For example, if you enter HR for the Human Resources benefit group plan here, the system uses that value to calculate benefits even though a union group is listed in the employee master.

Field	Explanation						
Calc. Monthly D/B/A's (Y/N)	<p>For WorldSoftware:</p> <p>The definition of this field depends on the program from which you access the field:</p> <ul style="list-style-type: none"> • Valid Master Pay Cycles (P069061) — A value that specifies which period bucket number in the Payroll Integrity table (F0620) will be updated. The integrity period number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused integrity period number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll. • Pay Cycle Control Parameters (P06210) — A value that specifies whether the pre-payroll programs will calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If the value is N, the system skips these benefits and accruals. <p>For OneWorld:</p> <p>A value that specifies whether the pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours). Valid values are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Y</td> <td>Yes. The pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours).</td> </tr> <tr> <td>N</td> <td>No. The pre-payroll programs will not calculate benefits and accruals that are based on calendar month amounts (dollars/hours).</td> </tr> <tr> <td style="text-align: right;">Blank</td> <td>Same as N.</td> </tr> </table>	Y	Yes. The pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours).	N	No. The pre-payroll programs will not calculate benefits and accruals that are based on calendar month amounts (dollars/hours).	Blank	Same as N.
Y	Yes. The pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours).						
N	No. The pre-payroll programs will not calculate benefits and accruals that are based on calendar month amounts (dollars/hours).						
Blank	Same as N.						
Minimum Pay Amount	The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.						

Data Selection for Pre-Payroll

When you enter the data selection for a payroll ID, observe the following guidelines:

- All of the employees that you select must have the same country code.

- When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.
- All employees in the same payroll ID must have the same pay frequency.
- J.D. Edwards recommends that you include pay status in your data selection.
- To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

Setting Up Additional Pre-Payroll Parameters

When you create a new payroll ID, you must set up additional parameters for Mexico before you process pre-payroll. For all payroll IDs, you must specify the type of tax to apply to the payroll.

You also set up additional pre-payroll parameters if you want to override how calculations are done for a particular payroll. You should use additional pre-payroll parameters in the following situations:

- To indicate that a special process, such as a Christmas or Vacation bonus, is being run and that no other calculations should be performed
- To apply a specific type of tax in order to make annual tax adjustments
- To specify a minimum amount of net pay that the employee must receive
- To process the payroll without applying deductions

Before You Begin

- Set up the special process that you are running, if necessary. See *Setting Up Special Process Parameters*.

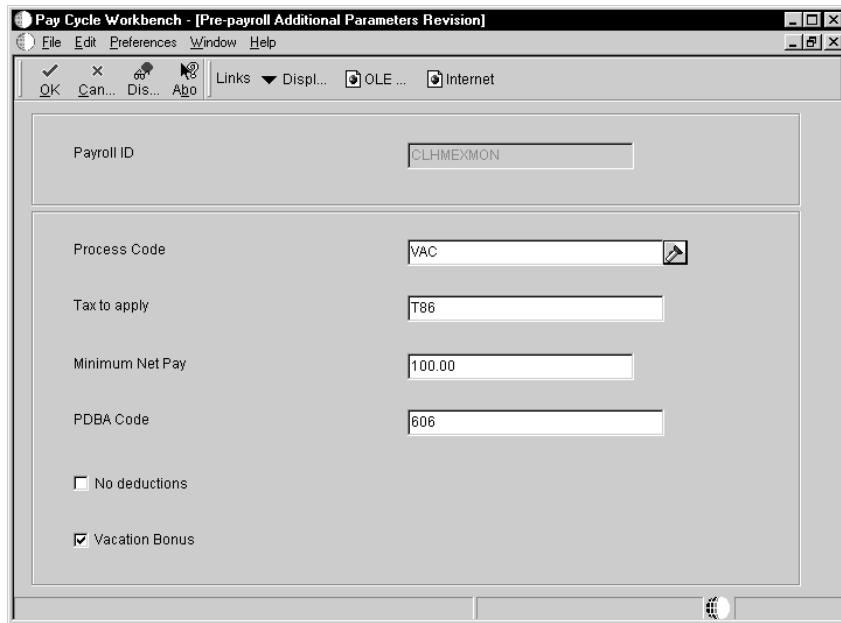
► To set up additional pre-payroll parameters

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click Add.
2. Complete the steps to create a new payroll ID.

See *Creating a New Payroll ID*.

3. On Pre-Payroll Processing, choose Regional Info. from the Form menu.



4. On Pre-payroll Additional Parameters Revision, complete the following required field:
 - Tax to apply
5. If you are using the payroll to run a special process, complete the following field:
 - Process Code
6. To specify a minimum amount of net pay that the employee should receive, complete the following fields:
 - Minimum Net Pay
 - PDBA Code

The system determines the minimum net pay amount by calculating the percentage that you specify of the amount generated by the PDBA that you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates minimum net pay based on the percentage that you specify of the gross pay amount.

Any deductions that cannot be taken because of the minimum net pay to the employee are charged to DBA 9997 for repayment during the next pay period.

7. If you don't want to calculate deductions during this payroll cycle, select the No deductions option.
8. To generate a report of employees who will be receiving a vacation bonus during the next pay period, select the Vacation Bonus option.
If you select the Vacation Bonus option, the Vacation Bonus for Next Period report (R76M0308) will print during Final Update.
9. Click OK.

Field	Explanation
Tax to apply	A code displaying the tax to apply to the process or PDBA.
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
Minimum Net Pay	Minimum percentage of total earnings that are allowed for an employee.
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
No deductions	A field that indicates whether deductions are included during payroll calculations.
Vacation Bonus	This flag will determine whether or not to include Vacation Bonus Processing during Final Update.

Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time you process a payroll cycle. After you create a payroll ID, you can use that ID again in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, a program version is already assigned to the ID. You can assign a different program version, if necessary. You also can change the parameters for an existing payroll ID. For example, you might change the beginning date of the payroll cycle so that you can include in the payroll cycle any late timecards that should have been processed in the last payroll cycle.

► **To choose an existing payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. To run pre-payroll without changing any of the pre-payroll parameters, choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Submit Pre-Payroll from the Pre-Payroll menu.
3. If you need to change any of the pre-payroll parameters, click Select.
4. On Pre-Payroll Processing, make any necessary revisions.
5. Click the following option and then click OK.
 - Submit Pre-Payroll

You probably have set up one or more reports to print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

If the system encountered any errors when you processed pre-payroll, it displays a message box to notify you that the process completed with errors. See *Reviewing Payroll Messages*.

Reviewing Payroll Cycle Information Online

After you process pre-payroll, you typically need to verify tax, earnings, and deduction information so that you can correct any errors before you print payments. To verify payroll cycle information, you can review detail information online.

Reviewing payroll cycle information includes the following tasks:

- Reviewing the status of a payroll cycle
- Reviewing general payment information
- Reviewing payment distributions
- Reviewing paystub information
- Reviewing payroll messages

After you review payment information, you might need to make corrections or perform a reset.

See Also

- *Correcting Errors in Pre-Payroll Processing* for information about correcting errors.
- *Resetting Payroll Cycle Steps* for information about resetting steps in the payroll cycle.
- *Correcting Information When DBAs Were Not Calculated for One Employee* for information about reviewing one-time overrides of DBAs
- *Correcting Missing Timecard Information* for information about reviewing detailed information about the timecards included in the payroll cycle.

Reviewing the Status of a Payroll Cycle

After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of pre-payroll to determine whether

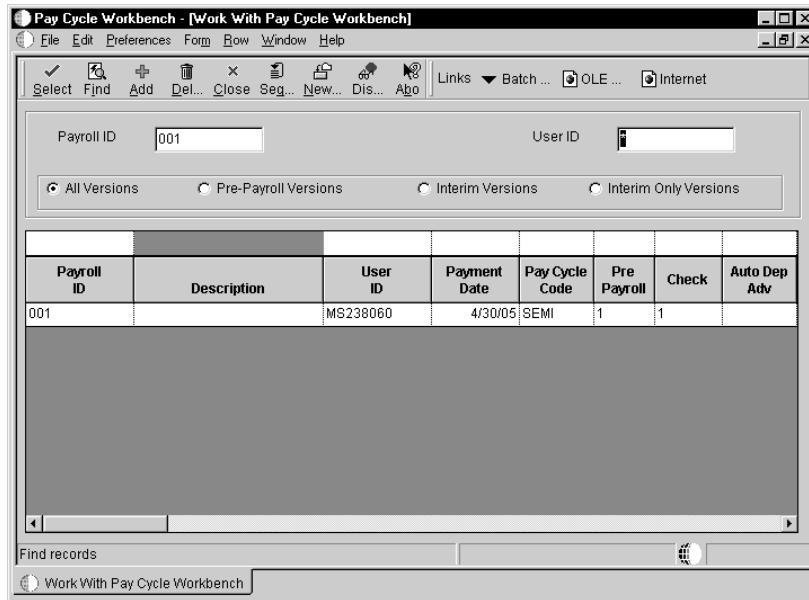
it completed normally. However, the status does not indicate whether any errors occurred during the steps of the payroll cycle.

When you review the status of a payroll cycle, you can also review the following information:

- The user ID of the person who processed the payroll cycle steps
- The dates associated with the payroll cycle
- The program version associated with the payroll cycle
- The number of employees included in the cycle
- The total net pay, gross pay, and hours for the payroll cycle

► To review the status of a payroll cycle

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.



1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Review the information in the following fields:
 - User ID

- Payment Date
- Pay Cycle Code
- Pre Payroll
- Check
- Auto Dep Adv
- Auto Deposit
- Journal Entries
- Reports
- Final Update
- Version
- Changes Only
- Payroll Type
- Merge Int Payments
- Create Auto Pay
- Pay Period End Date
- Begin Date
- Ending Date
- Int Payments Flag
- Check Att Status
- Auto Dep Att Status
- Expense Type
- Number of Employees
- Total Net
- Total Hours

- Total Gross
- Co

Field	Explanation
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Pre Payroll	A code that indicates the current status of pre-payroll processing for this payroll cycle. Valid values are: Blank Not executed for this payroll ID A Active or in the job queue 1 Completed E Canadian Corporate Tax ID not set up S Scheduling lock You cannot change the status of pre-payroll processing to complete.
Check	A code that indicates the current status of the checks for this payroll cycle. Valid values are: Blank Not executed for this payroll ID, or no checks exist for this payroll ID A Active 0 Ready to Print 1 Completed
Auto Dep Adv	A code that indicates the current status of the automatic deposit advice slips for this version. Valid codes are: Blank Not executed for payroll ID, or no automatic deposit advice slips exist A Active 0 Ready to Print 1 Completed
Journal Entries	A code that indicates the current status of the journal entries for this payroll cycle. Valid values are: Blank Not executed for payroll ID A Active, or in the job queue 1 Completed S Scheduling lock

Field	Explanation
Reports	<p>A code that indicates the current status of the reports only step of this payroll cycle. Valid values are:</p> <ul style="list-style-type: none"> Blank Not executed for this payroll ID 1 Completed A Active, or in the job queue S Scheduling lock
Final Update	<p>A code that indicates the current status of the final update for this payroll cycle. Valid values are:</p> <ul style="list-style-type: none"> Blank Not executed for this payroll ID A Active, or in the job queue <p>You cannot change status of final update to complete. When the final update is complete, the system clears the status codes for all of the steps.</p>
Version	<p>A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.</p>
Changes Only	<p>An option that indicates whether you must process a pre-payroll for changes only before you proceed to the next step in the payroll cycle. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed.</p> <p>For World, value values are:</p> <ul style="list-style-type: none"> Blank Not necessary to rerun pre-payroll 1 Must rerun pre-payroll for changes only <p>For OneWorld, value values are:</p> <ul style="list-style-type: none"> Off Not necessary to rerun pre-payroll On Must rerun pre-payroll for changes only
.....Form-specific information.....	
	<p>A code that indicates whether the system must process pre-payroll for changes only before you proceed to another step in the payroll cycle. Valid values are:</p> <ul style="list-style-type: none"> Blank Not necessary to rerun pre-payroll 1 Must rerun pre-payroll for changes only A The pre-payroll is active or in the job queue

Field	Explanation
Payroll Type	An option that specifies whether the payroll cycle includes interim payments only. Valid values are: On Yes, the payroll cycle includes interim payments only. Off No, the payroll cycle includes regular payments instead of or in addition to interim payments.
Merge Int Payments	An option that specifies whether interim payments will be processed in this payroll cycle. Valid values are: Yes, include interim payments in the payroll cycle. No, do not include interim payments in the payroll cycle.
Create Auto Pay	This flag indicates whether auto pay will be created for this payroll version.
Pay Period End Date	The last day of a processing period (pay period, month, quarter or year).
Begin Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Date	The last date in a range of dates.
Int Payments Flag	This flag indicates whether you have any interim payments that will be processed in the payroll version.
Check Att Status	The status of the print payroll check attachments for this version. Valid codes are: Blank Not executed for payroll ID or no check attachments exist A Active 0 Ready to Print 1 Complete
Auto Dep Att Status	A code that indicates whether this payroll ID includes automatic deposit advice attachments. Valid codes are: 1 Yes, automatic deposit advice attachments exist for this payroll ID. 0 No, no automatic deposit advice attachments exist for this payroll ID.

Field	Explanation
Expense Type	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are: 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Number of Employees	The total number of employees being processed in this payroll version.
Total Net	The total net pay for all payments in this payroll version.
Total Hours	The total number of hours in this payroll version.
Total Gross	The total gross pay for all payments in this payroll version.

See Also

- *Reviewing Payroll Messages* for information about reviewing errors that occur during the payroll cycle

Reviewing General Payment Information

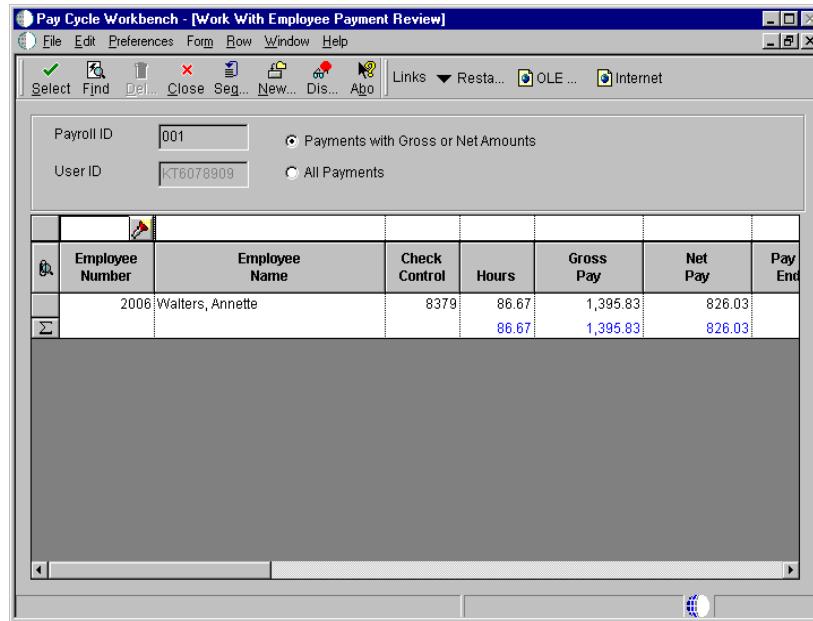
After you process pre-payroll, you can review detailed information about individual employees' payments to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

When you review general payment information, you can use the Row menu to access additional forms for reviewing information. For example, you can access the employee entry forms and interim payments. You can also access a form for resetting an individual employee record.

► To review general payment information

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area and then choose Payment Review from the Row menu.



3. On Work with Employee Payment Review, verify the information in the following fields:
 - Employee Number
 - Employee Name
 - Hours
 - Gross Pay
 - Net Pay
 - Pay Period End Date
 - Payment Date
 - Co
 - Home Business Unit

- Gross to Net Error
- User ID
- I S
- I C

Field	Explanation
Employee Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Employee Name	A display only field that shows the employee's name as it has been entered in the Alpha Name field in the Address Book.
Hours	The number of hours associated with each transaction.
Gross Pay	The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labor distribution. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus.
Net Pay	The net amount of the payment. Before the net-deduction phase of pre-payroll runs, this amount will equal gross pay less taxes less deductions based on gross pay. After the net-deduction phase this will equal the true net pay. See also NPY1 and DESQ.
Pay Period End Date	The last day of a processing period (pay period, month, quarter or year).
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Co	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.

Field	Explanation
Home Business Unit	The number of the business unit in which the employee generally resides.
Gross to Net Error	This flag indicates whether there is a gross-to-net error for this payment.
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
I S	A code that indicates the type of payment that the system generated. For OneWorld, valid codes are: A Automatic deposit C Computer-generated payment V Voided regular payment M Manually-generated payment Z Voided manual payment For World, valid codes are: A Automatic deposit C Computer-generated payment P Payslip (cash) M Manually-generated payment X Voided payment If the code is M, the Automatic Accounting Instruction (AAI) for the payroll manual check bank are used to generate the cash entry. If the code is C or blank, the AAI for the normal payroll bank is used.

Field	Explanation														
I C	<p>For OneWorld:</p> <p>A code that indicates one of the following conditions:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Blank</td> <td>The payment was processed in a regular payroll cycle.</td> </tr> <tr> <td>I</td> <td>The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments.</td> </tr> <tr> <td>X</td> <td>The payment is an original payment that has been voided.</td> </tr> </table> <p>For World:</p> <p>An internal code that indicates one of the following conditions:</p> <ul style="list-style-type: none"> • The time and pay record is for an interim payment. • The record in the Payment table (F07350) is an interim payment. • An employee has an interim payment in the Payment table for the current pay period. <p>Valid codes are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">X</td> <td>The payment has been voided.</td> </tr> <tr> <td>V</td> <td>The payment is a void of a previously-entered payment.</td> </tr> <tr> <td>I</td> <td>The payment was processed as an interim check.</td> </tr> <tr> <td>Blank</td> <td>The payment was processed in a regular payroll cycle.</td> </tr> </table>	Blank	The payment was processed in a regular payroll cycle.	I	The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments.	X	The payment is an original payment that has been voided.	X	The payment has been voided.	V	The payment is a void of a previously-entered payment.	I	The payment was processed as an interim check.	Blank	The payment was processed in a regular payroll cycle.
Blank	The payment was processed in a regular payroll cycle.														
I	The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments.														
X	The payment is an original payment that has been voided.														
X	The payment has been voided.														
V	The payment is a void of a previously-entered payment.														
I	The payment was processed as an interim check.														
Blank	The payment was processed in a regular payroll cycle.														

Reviewing Payment Distributions

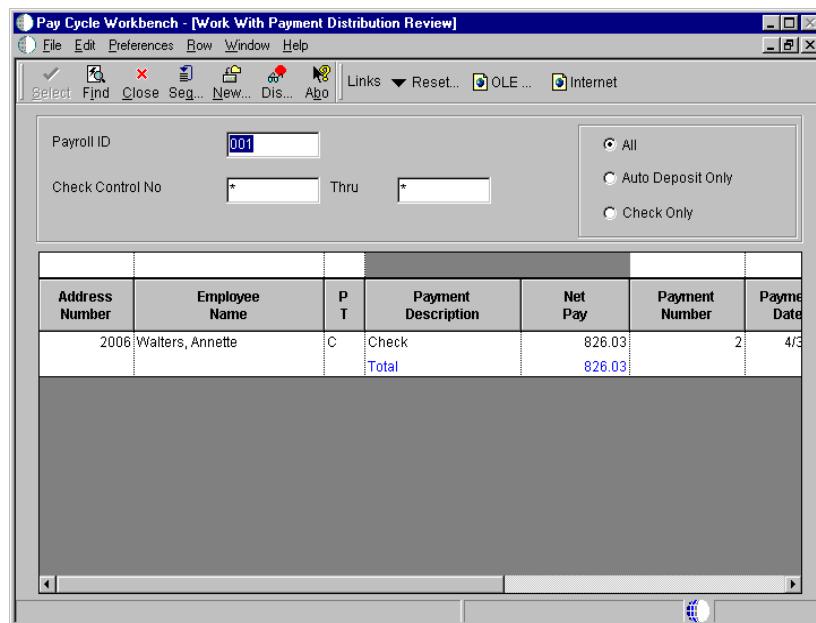
After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this payroll cycle is the first during which a certain employee is to receive an automatic deposit payment, you might want to review the payment distribution for that employee to ensure that the automatic deposit processed correctly.

You can review payment distribution information for all types of payments, or you can limit your review to automatic deposits only or checks only.

► To review payment distributions

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Distribution Review from the Row menu.



3. On Work With Payment Distribution Review, complete the following fields to narrow your search, and then click Find:
 - Check Control No
 - Thru
4. Click one of the following options:
 - All
 - Auto Deposit Only
 - Check Only
5. Review the information in the following fields:

- Address Number
- Employee Name
- P T
- Net Pay
- Payment Number
- Payment Date
- Bank Acct Number
- Sub. Check Control No
- Check Control No
- Payrl ID

Field	Explanation				
P T	<p>The type of payment.</p> <p>Valid types of payments are:</p> <table><tr><td>A</td><td>Auto Deposit</td></tr><tr><td>C</td><td>Check</td></tr></table>	A	Auto Deposit	C	Check
A	Auto Deposit				
C	Check				
Payment Number	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p>				
Bank Acct Number	<p>The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.</p> <p>If you change this number, the system automatically pre-notes the employee's auto deposit record again.</p>				

Field	Explanation
Sub. Check Control No	The number that identifies the separate auto deposit transactions. This number is for paychecks with multiple auto deposit instructions.
Check Control No	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions.
The check control number is not the actual check number.	

See Also

- *Resetting Individual Employee Records*

Reviewing Paystub Information

After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay is correct, and that the employee's timecard information is correct. This information prints on the employee's payment detail form.

To make it easier for you to determine whether the employee's paystub information is correct, you can use options on the Row menu to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

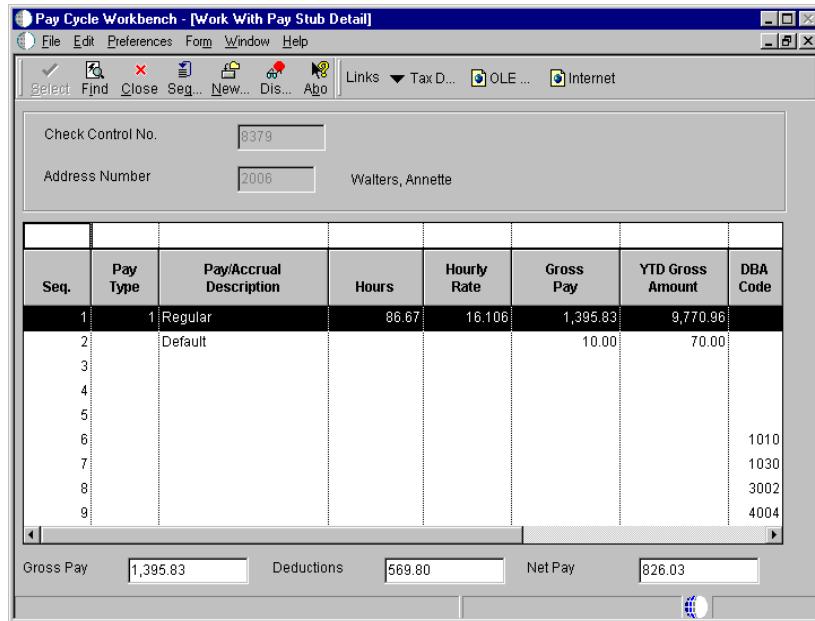
► To review paystub information

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID

2. Choose a record in the detail area, and then choose Payment Review from the Row menu.

3. From Work with Employee Payment Review, choose a record in the detail area, and then choose Stub Detail from the Row menu.



The screenshot shows a software interface titled "Pay Cycle Workbench - [Work With Pay Stub Detail]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Tax D..., OLE..., and Internet. The main area contains two text boxes: "Check Control No." with value "B379" and "Address Number" with value "2006". Below these is a label "Walters, Annette". A large grid table displays pay stub details. The columns are labeled: Seq., Pay Type, Pay/Accrual Description, Hours, Hourly Rate, Gross Pay, YTD Gross Amount, and DBA Code. The first row shows a Regular pay type with values: Hours 86.67, Hourly Rate 16.106, Gross Pay 1,395.83, and YTD Gross Amount 9,770.96. Subsequent rows show Default pay types with values: Hours 10.00, Hourly Rate 10.00, Gross Pay 100.00, and YTD Gross Amount 100.00. The DBA code column lists 1010, 1030, 3002, and 4004. At the bottom of the grid, there are summary fields: Gross Pay (1,395.83), Deductions (569.80), Net Pay (826.03), and a status bar with a globe icon.

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Gross Amount	DBA Code
1	1	Regular	86.67	16.106	1,395.83	9,770.96	
2		Default			10.00	100.00	
3						100.00	1010
4							1030
5							3002
6							4004
7							
8							
9							

4. On Work with Paystub Detail, review the information in the following fields:
 - Pay Type
 - Pay/Accrual Description
 - Hours
 - Hourly Rate
 - Gross Pay
 - YTD Gross Amount
 - DBA Code
 - Current Amount
 - YTD Amount

Field	Explanation
Pay Type	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Hourly Rate	The employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in time entry to have exactly the same data display decimals.
YTD Gross Amount	The sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA Code	The code associated with a deduction, benefit, or accrual (DBA) that was used to calculate the employee's net payment. This code prints on the right side of the payment stub.
Current Amount	The current amount of the gross, tax, or deduction on the right side of the stub.
YTD Amount	Calendar year-to-date excludable gross pay. This is that portion of gross pay which is excluded from tax computations. Taxable gross equals gross pay less excludable gross.

Reviewing Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays messages in the Employee Work Center to notify you that the error messages exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

Two general categories of payroll error messages exist:

Messages that cause pre-payroll to abort You must correct these errors before you can rerun pre-payroll.

Messages that affect only one employee's record	These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Payroll Message Center to review more detailed information about these messages.
--	---

The following errors cause pre-payroll processing to terminate prematurely:

DBA Control Table (F07901) Not Found	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in creating the DBA Control table.
DBA Control Table (F07901) Has No Data	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in loading data into the DBA Control table.
Quantum Tax Table (F07940) Not Found	The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in creating the Quantum for Payroll Tax table.
Quantum Tax Table (F07940) Has No Data	The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in loading data into the Quantum for Payroll Tax table.
Quantum Library Load Failed	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact OneWorld Technical Support for assistance.
Quantum Connection Unsuccessful	The Payroll system is unable to connect to Quantum for Payroll Tax. Contact OneWorld Technical Support for assistance.
Quantum Function Pointer Is Invalid	The Payroll system is unable to locate a Quantum for Payroll Tax function. Contact OneWorld Technical Support for assistance.

The following situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections.

Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee. See <i>Correcting Missing Timecard Information</i> .
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record. See <i>Resetting Individual Employee Records</i> .
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal the net wages. Use the Employee Payment Review form or the Payroll Register report to review detailed information about the error. See <i>Reviewing General Payment Information</i> and <i>Correcting Gross-To-Net Errors</i> .
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, insufficient gross wages were available to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, there were insufficient gross wages to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program might have aborted during processing. To process the interim payment, resubmit the interim payment for processing. See <i>Processing Interim Payments</i> .
Job Does Not Qualify	This error means that one of the following conditions occurred:
	<ul style="list-style-type: none">• The pay start date entered for the employee is after the pay period ending date for the payroll cycle.• A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.

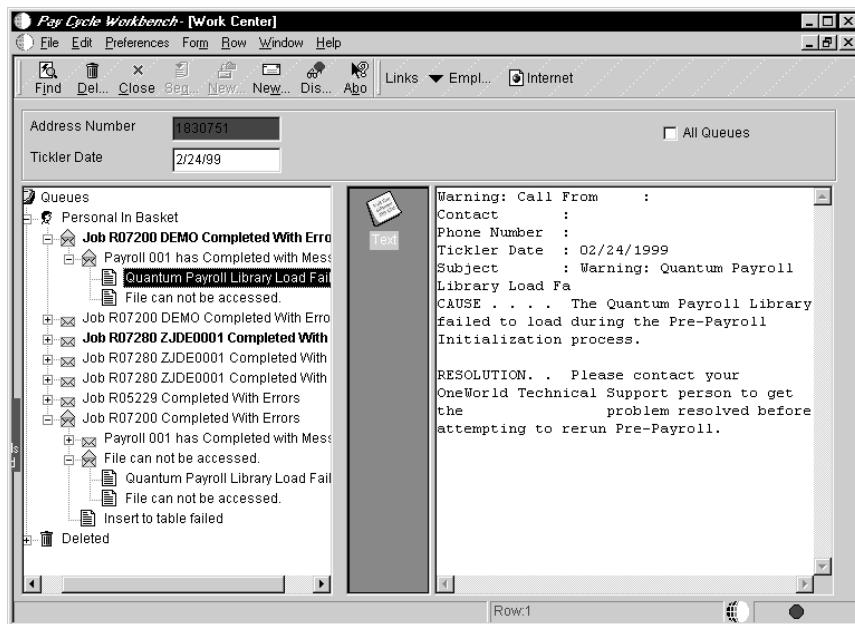
Terminated Employee Has Been Paid

One of the employees who is included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

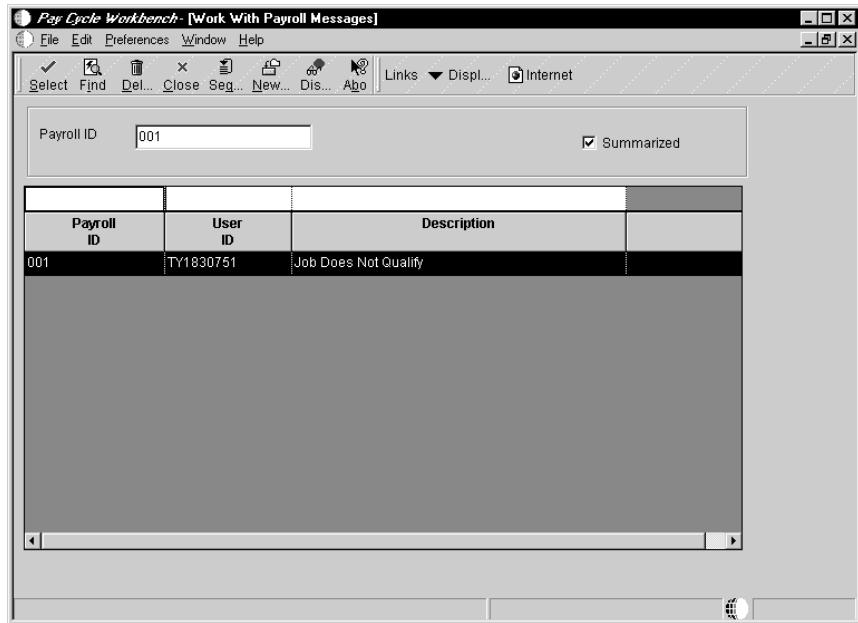
► To review payroll messages

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, choose EE Work Center from the Form menu.



2. On Work Center, complete the steps for reviewing messages.
See *Viewing Messages* in the *OneWorld Foundation Guide*.
3. To review detailed information about employee-related messages, click the Payroll Message Center button.
The system displays the Work with Payroll Messages form.



4. On Work with Payroll Messages, complete the following field, and then click Find:
 - Payroll ID
5. Choose a record in the detail area, and then click Select.
6. On Review Payroll Messages, review the information in the detail area.

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll information online and in reports, you might discover errors that prevent the payroll information from processing correctly. For example, you might have inadvertently omitted an employee's record from the data selection for the pre-payroll version. You must correct these errors and rerun pre-payroll for the affected employees before you print payments. To reduce computer processing time, you often can process pre-payroll for only those employee records that you corrected. This type of pre-payroll processing is called a changes-only pre-payroll.

Correcting errors in pre-payroll processing consists of the following tasks:

- Correcting employee records omitted from pre-payroll
- Correcting DBA calculations
- Correcting gross-to-net errors
- Processing changes-only pre-payroll

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. The following are some reasons why an employee might be omitted from pre-payroll processing:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.
- The user who submitted pre-payroll does not have security to access the employee's record

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the

error. To ensure that the employee receives a payment for this payroll cycle, complete one of the following procedures:

- Reset the payroll ID, and then process pre-payroll again.
- Issue an interim check for the employee. If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

To correct your records so that the omitted records are included in the payroll cycle, complete one or more of the following procedures:

- Correct selection criteria
- Correct employee information
- Correct missing timecard information

Before You Begin

- Review the employee's record on the Work with Employee Information form. If the employee's record appears in bright pink, then the record is locked in pre-payroll. In this case, you need to correct missing timecard information.

See Also

- *Resetting the Payroll ID*
- *Working with Interim Payments*
- *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* for more help in setting up DBAs

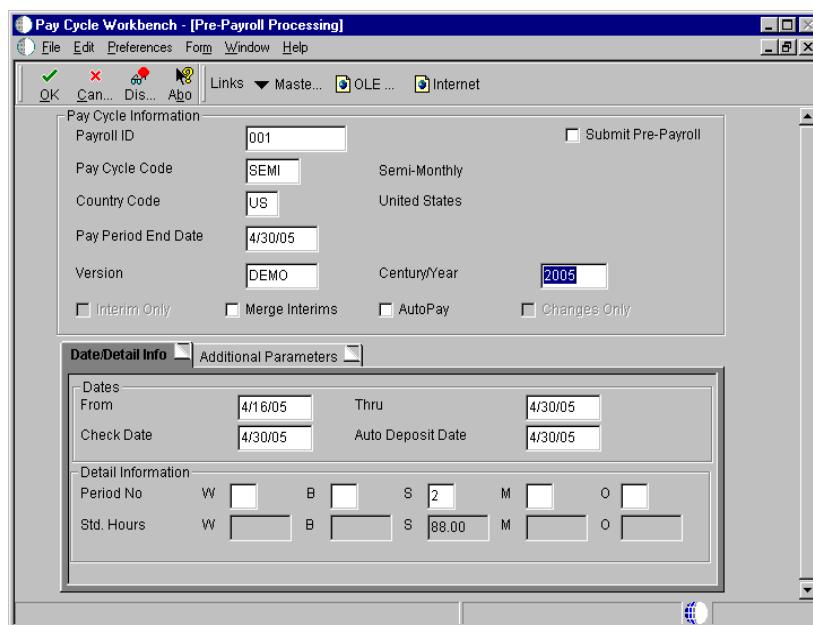
Correcting Selection Criteria

When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll cycle, verify that the data selection is correct and revise it, if necessary.

► To correct selection criteria

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Revise Pre-Payroll.



3. On Pre-Payroll Processing, review the following field:
 - Version
4. To access the versions list, click the Search button for the Version field.
5. On the versions list, choose Add from the Form menu to access Work with Batch Versions.
6. On Work with Batch Versions, choose the version that appeared on Pre-Payroll Processing, and then choose Data Selection from the Row menu.
7. On Data Selection, revise the data selection to include the employee number for the omitted employee record.

Correcting Employee Information

When an employee record is omitted from a payroll cycle, review the data selection for the pre-payroll version and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle.

When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

- Pay start and stop dates
- Tax area codes
- Pay status

Correcting Missing Timecard Information

When an employee record is omitted from a payroll cycle, verify that the employee has an accurate time entry record for this pay period. If the employee is paid hourly, verify that you did one of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee. Entering standard hours causes the system to automatically generate timecards for the employee.

You can revise the employee's timecard information or enter a new timecard, if necessary.

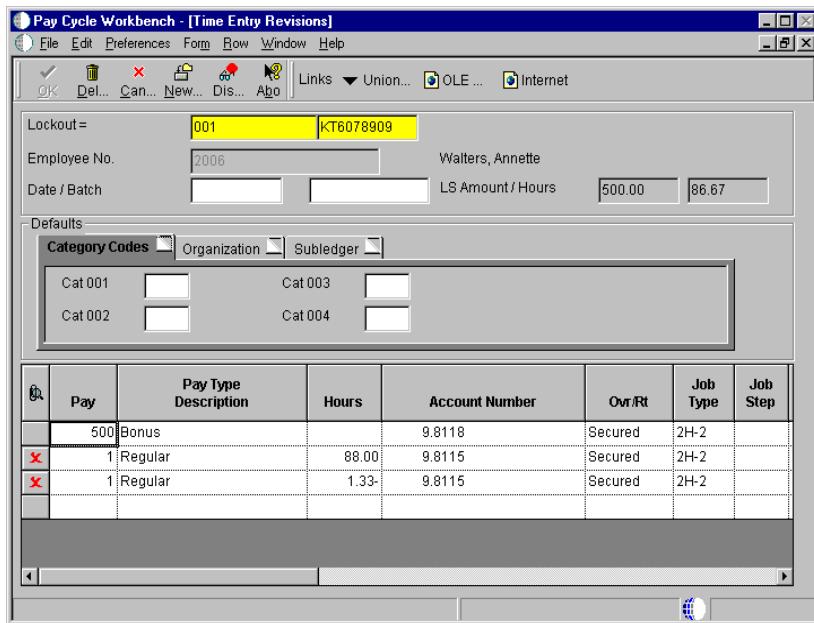
Alternatively, you can enter standard hours for the employee.

► To correct missing timecard information

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID

2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. From Work with Employee Payment Review, choose a record in the detail area, and then choose Timecard Detail from the Row menu.



4. On Time Entry Revisions, review the information and revise it, if necessary.

See Also

- *Entering Timecards for Employees*
- *Adding Employee Records One at a Time* in the *HR and Payroll Foundation Guide* for information about entering standard hours for the employee

Correcting DBA Calculations

In some cases, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This scenario might happen even if the system properly calculated the DBA during the previous payroll cycle. This condition might affect payments for the following employees:

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register report, which you can print at any time during the payroll cycle, to determine the number of employees for whom the system did not calculate DBAs.

To correct DBA calculations, complete one or more of the following tasks:

- Correct information when DBAs were not calculated for any employee
- Correct DBA setup for group plans
- Correct information when DBAs were not calculated for one employee

When the system does not calculate a DBA for one or more employees, you should review the setup information for the DBA and make any necessary corrections. For example, if the system did not calculate the DBA for any of the employee records, you might need to correct the effective dates for the DBA. If the system calculated a DBA, such as a retirement plan deduction, for all but one of the employees, determine whether the employee has reached the limit for the DBA.

When the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, you might need to correct the effective dates or withholding period that you set up for the group plan.

If you are not using group DBA plans, or if the employees for whom the system did not calculate the DBA are in different group plans, verify that the employees earned enough to cover their deductions and that the employees' DBA instructions are accurate.

In some cases, a valid reason exists to prevent the system from calculating a DBA for an employee. For example, you might have entered a one-time override for the DBA when you entered the employee's timecard.

Correcting Information When DBAs Were Not Calculated for Any Employee

When the system does not calculate a DBA for any of the employees, first review the setup of the DBA and make any necessary corrections. Review the basis of calculation for the DBA and verify the following information:

- The based-on PDBAs were calculated
- The based-on PDBAs are not zero
- The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA)

After you have determined that the setup for the DBA is correct, you might need to correct the processing parameters that you entered during pre-payroll. For example, you might need to change the period number of the payroll cycle.

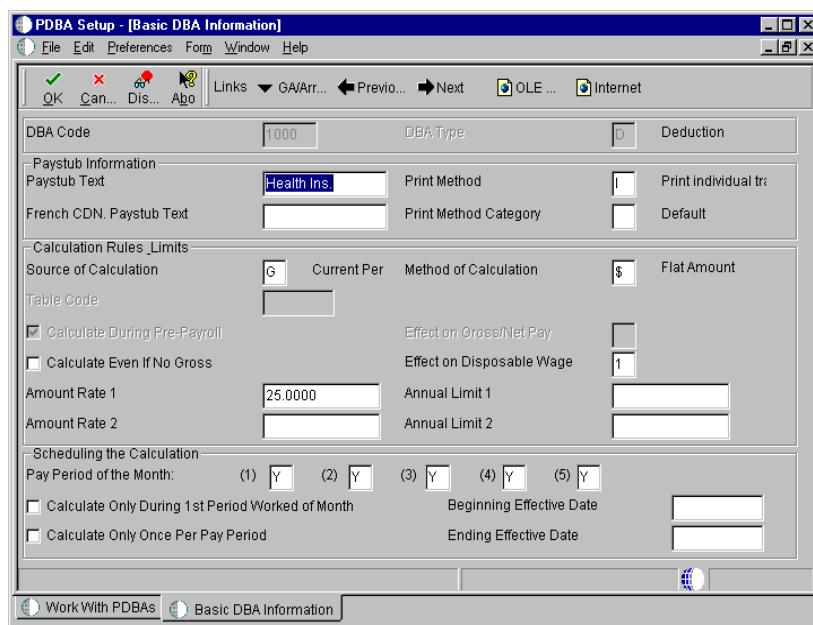
To correct information when DBAs were not calculated for any employee, complete either or both of the following tasks:

- Correct DBA setup
- Correct pre-payroll processing parameters

► To correct DBA setup

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

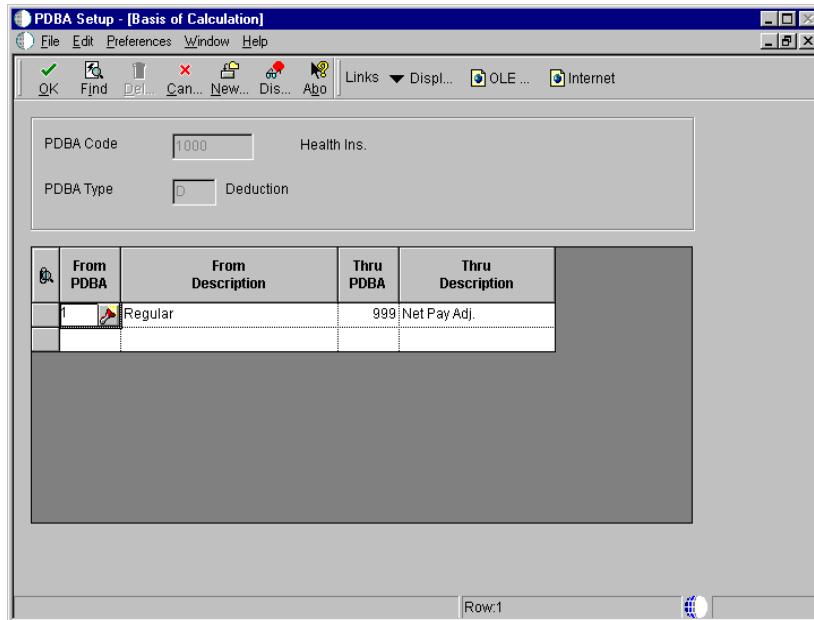
1. On Work with PDBAs, to locate the DBA that the system did not calculate, complete the following field, and then click Find:
 - PDBA Code
2. Choose the PDBA, and then click Select.



3. On Basic DBA Information, verify the information in the following fields, and then make any necessary corrections:
 - Pay Period of the Month:

- Beginning Effective Date
- Ending Effective Date

4. Choose Basis of Calc. (Basis of Calculation) from the Form menu.



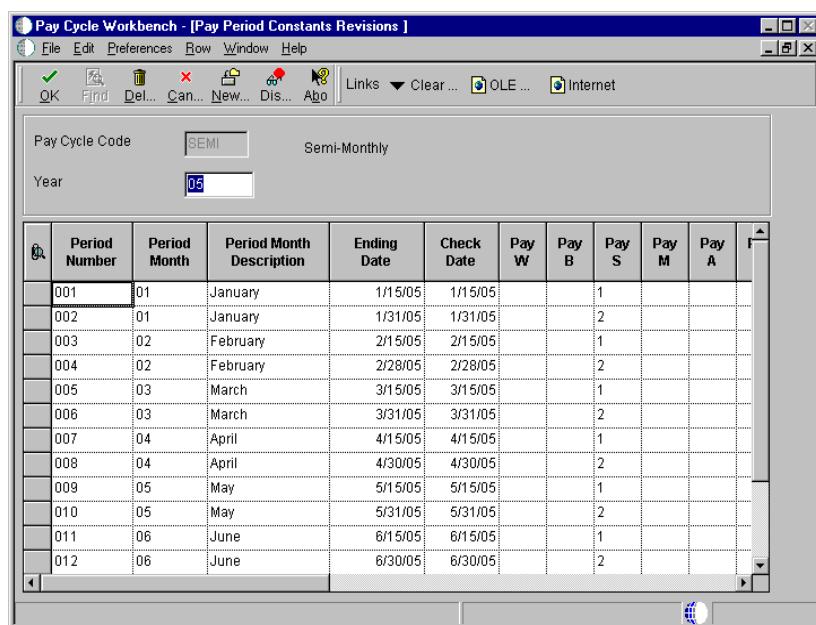
5. On Basis of Calculation, review the following fields, and then make any necessary corrections.
 - From PDBA
 - Thru PDBA
6. Click OK to return to Basic DBA Information.
7. If the DBA should have been calculated for all employees, choose Advanced DBA Info (Advanced DBA Information) from the Form menu.
8. On Advanced DBA Information, verify that the following option is turned on:
 - Calculate for all Emp
9. Click OK twice to save your changes.

Field	Explanation
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Beginning Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.

► To correct pre-payroll processing parameters

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record, and then click Select.
3. On Pre-Payroll Processing, choose Master Pay Cycles from the Form menu.



4. On Pay Period Constants Revisions, review the information in the following fields, and then click Cancel:
 - Year
 - Pay W
 - Pay B
 - Pay S
 - Pay M
5. On Pre-Payroll Processing, review the information in the following fields:
 - Century/Year
 - W
 - B
 - S
 - M

The information in these fields must match the corresponding information on the Pay Period Constants Revisions form.

Correcting DBA Setup for Group Plans

You need to verify the group plan setup only if you have assigned employees to group plans. If you are using the Human Resources system to enroll employees in benefit plans, you probably are not using group plans. In that case, verify that the employees are enrolled in the proper benefit plans.

When the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, do one of the following to correct the plan setup:

- If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the appropriate plans.
- If you are using the Payroll system to assign DBAs to employees, review the setup for the group plan and make any necessary corrections. For example, you might need to correct the effective dates or withholding period that you set up for the group plan.

► To correct DBA setup for group plans

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work with Group Plan DBA Setup, to locate the group plan in which the employees are included, complete any of the following fields and click Find:
 - Union Code
 - Business Unit
 - Job Typ
 - Job Step
 - Beginning Effective Date
 - Ending Effective Date
 - PDBA Code
 - DBA Type
2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
3. On Revise Single Group Plan DBA Setup, verify that the DBA is attached to the group plan, and then make any necessary corrections in the following fields:
 - Beginning Effective Date
 - Ending Effective Date

See Also

- *Enrolling Employees in the Human Resources - Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans

Correcting Information When DBAs Were Not Calculated for One Employee

When the system does not calculate a DBA for one employee only, verify that the employee earned enough to cover all deductions. If the employee earned enough

to cover all deductions, and the employee belongs to a group DBA plan, review the employee's DBA instructions to ensure that you did not inadvertently omit the employee from the group plan. Then verify that the effective dates for the employee's DBA instructions are within the date parameter of the payroll cycle.

In some cases, the DBA might be assigned to an employee who has not reached the minimum requirements to participate in the DBA. For example, a vacation accrual might be set up so that vacation time does not start accruing until an employee has worked for your organization for three months. To verify the requirements for a DBA, review the calculation tables associated with the DBA.

In some cases, a valid reason might prevent the system from calculating the DBA. For example, you might have entered a one-time override of a DBA when you entered the employee's timecards. A one-time override prevents the system from calculating the DBA during pre-payroll. You should also verify whether the employee received an interim payment. If the DBA is set up to be calculated once per pay period, and the system calculated the DBA during interim payment processing, the system does not calculate the DBA during regular payroll cycle processing.

To correct information when the system does not calculate a DBA for only one employee, complete one or more of the following procedures:

- Correct DBA instructions
- Correct calculation tables
- Review one-time overrides
- Verify interim payments

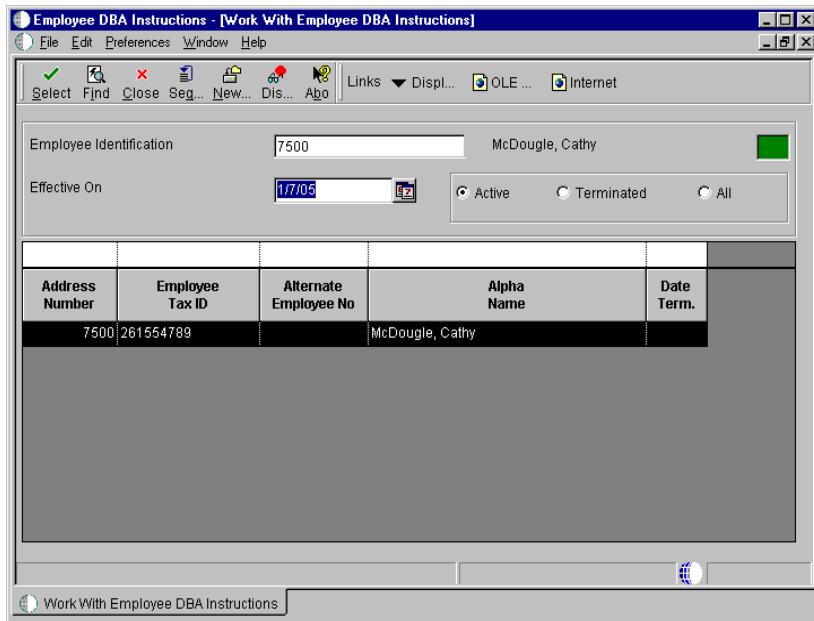
You also perform these procedures when the system does not calculate the DBA for more than one employee and those employees are in different group plans. You must perform these procedures for each employee for whom the system does not calculate a DBA.

Before You Begin

- Verify that the basis of calculation for the DBA is set up correctly. See *Correcting Information When DBAs Were Not Calculated for Any Employee*.

► To correct DBA instructions

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.



1. On Work With Employee DBA Instructions, complete the following field, and then click Find:
 - Address Number
2. Choose the employee record, and then click Select.
3. On Employee DBA Instructions, locate the DBA that the system did not calculate.
4. Verify the information in the following fields and make any necessary corrections:
 - Pay Start Date
 - Pay Stop Date
 - Union Code
 - Group Code
 - Ded Per 5
 - Nbr Per
 - Override Flag

5. To determine whether the employee has reached the limit for the DBA that the system did not calculate, review the information in the following fields and compare them with the limits that you set up for the DBA:

- Limit \$ A/L1
- Limit \$ Monthly
- Limit \$ Pay Period
- Limit % Period
- Limit \$ Quarterly
- Limit \$ A/L2

See *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* to review the limits that are set up for the DBA.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Job Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.

Field	Explanation
Pay Start Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p> <p>The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.</p> <p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>

Field	Explanation
Pay Stop Date	<p>The date that an employee should no longer be included in a payroll cycle, or the date that an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p>
	<p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>
	<p>.....<i>Form-specific information</i>.....</p>
	<p>The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.</p>
	<p>If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.</p>
	<p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p>
	<p>For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.</p>
Nbr Per	<p>The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</p>
	<p>You must enter a value in this field if you automate the Number of Periods field.</p>
	<p>For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).</p>
Override Flag	<p>A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.</p>

Field	Explanation
Limit \$ A/L1	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
	<p>NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p>
	<ul style="list-style-type: none"> • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Limit \$ Monthly	<p>The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
Limit \$ Pay Period	<p>The maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
Limit % Period	<p>The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.</p>
Limit \$ Quarterly	<p>The maximum amount that can be withheld or accrued in a quarter for a deduction or benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
Limit \$ A/L2	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p>
	<p>NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.</p>

Field	Explanation
Group Code	<p>Specify a code common to all deduction or benefits that share the same limitations (for example, pay period dollar amount or percentage, monthly, annual, and so on). The system takes these limits from the first deduction encountered in the group and withholds for all deductions until the limit is reached for the aggregate.</p> <p>Example:</p> <p>Deduction 6400, Group A, Annual Limit = \$1000, No Pay Period Limit Deduction 6430, Group A, No Annual or Pay Period Limit Deduction 7700, Group A, No Annual or Pay Period Limit Deduction 9400, Group B, No Annual or Pay Period Limit Deduction 7550, Group B, No Annual Limit, Pay Period Limit = \$50</p> <p>For this example, the system looks at the deductions assigned to Group A, and applies a \$1000 annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of \$1000 has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than \$50 per pay period between for the two deductions.</p> <p>When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.</p>

Field	Explanation
Ded Per 1	<p>A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:</p> <ul style="list-style-type: none"> Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. <p>blank Continue to look for a code at the lower level.</p> <p>The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.</p> <p>M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.</p>
Nbr Per	<p>The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</p> <p>You must enter a value in this field if you automate the Number of Periods field.</p> <p>For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).</p>
Limit \$ A/L1	<p>The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.</p> <p>NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p> <ul style="list-style-type: none"> • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.

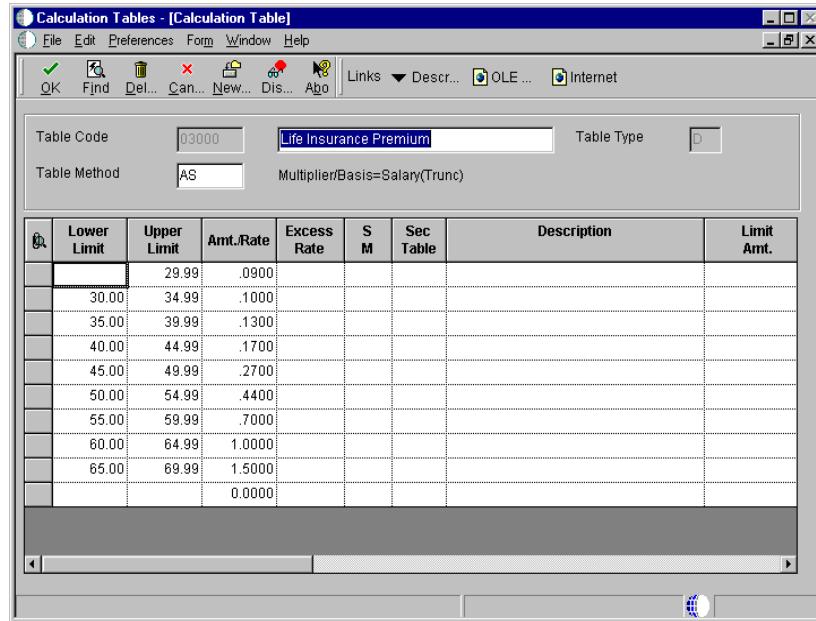
Field	Explanation
Limit \$ Monthly	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Pay Period	The maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit % Period	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.

See Also

- *Setting Up Limits for a Tax-Deferred Compensation Deduction* in the *HR and Payroll Foundation Guide* for information about the limits that are set up for the DBA

► To correct calculation tables

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Calculation Tables.



1. On Work With Calculation Tables, complete the following field, and then click Find:
 - Table Code
2. Choose a record in the detail area, and then click Select.
3. On Calculation Tables, review the information in the following fields and make any necessary corrections:
 - Table Method
 - Lower Limit
 - Upper Limit

After you review this information, compare it to the employee's information to make sure that the employee is within the limits for the calculation table.

► To review one-time overrides

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work with Employee Payment Review, choose record in the detail area, and then choose DBA Review from the Row menu.

Pay Cycle Workbench - [DBA Review]

Address Number 2006 Walters, Annette						
Check Control Number 8379		Lockout= 001 KT6078909				
DBA Code	Description	Amount	Basis	Arrearage Amount	Work Date	Pay Period End Date
1005	Health/Co	45.00	90.00		4/30/05	4/30/05
1008	Dental/Co.	8.64	17.28		4/30/05	4/30/05
1010	Dental EE	45.00	1.00		4/30/05	4/30/05
1030	Dental EE+Fm	78.00	1.00		4/30/05	4/30/05
3002	Life Ins.	34.68	1.00		4/30/05	4/30/05
4004	Med-EE+Fam	150.00	1.00		4/30/05	4/30/05
8015	Vac Accrual	10.00	10.00		4/30/05	4/30/05
Total Amount 371.32						

Row:7

4. On DBA Review, review the value in the following field to determine whether a one-time override exists for the DBA:

- Basis

A value of 1 indicates a one-time override.

5. To review detailed information about the overrides, choose DBA Detail from the Form menu.

Pay Cycle Workbench - [One Time Overrides]

Address Number 2006 Walters, Annette						
Work Date 4/30/05		LOCKOUT=				
DBA	Description	Amount	Basis	Arrearage Amount	Union	Job Typ Job Step
1005	Health/Co	45.69	45.00			
1005	Health/Co	.69	45.00			
1008	Dental/Co.	8.77	8.64			
1008	Dental/Co.	.13	8.64			
1010	Dental EE	45.00	1.00			
1030	Dental EE+Fm	78.00	1.00			
3002	Life Ins.	34.68	1.00			
4004	Med-EE+Fam	150.00	1.00			
8015	Vac Accrual	10.15	10.15			
Total Amount 371.32						

6. On One Time Overrides, review the information in the detail area.

Field	Explanation
Basis	The number of hours associated with each transaction.

► To verify interim payments

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click the following option, and then click Find:
 - Payroll ID
2. In the detail area, review the following fields to determine whether an interim payment was issued for the employee for this pay period.
 - Int Payments Flag
 - Payment Date

If the DBA is set up to be calculated once per pay period, and it is included on an interim payment, the system does not calculate it during pre-payroll. See *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* to determine whether the DBA is set up to be calculated only once per pay period.

Correcting Gross-to-Net Errors

A gross-to-net error has occurred when the gross wages, minus the taxes and deductions, that print on an employee's payment do not equal the net wages on the payroll register. The Payroll Register report displays *GTN* or *ERR* next to each employee who has a gross-to-net error. You typically print the Payroll Register report during the pre-payroll processing step of the payroll cycle.

When a gross-to-net error occurs during pre-payroll, the system does not update the status code in the Pre-Payroll field on Work with Payroll Cycle Workbench (the field remains blank). After you correct the gross-to-net errors, you must reset this status code to 1, reset the payroll ID, and then rerun pre-payroll.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which your company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

To correct a gross-to-net error, you typically need to set up an additional tax area. For example, your organization might have recently started doing business in another state, but you did not enter a tax area for that state into your Payroll system.

► **To correct gross-to-net errors**

1. Set up a tax area for the new state or locality.

See *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*.

2. Reset the status code for pre-payroll to 1 (Complete).

See *Resetting Status Codes*.

3. Reset the payroll ID.

See *Resetting the Payroll ID*.

4. Rerun a full pre-payroll.

See *Choosing an Existing Payroll ID*.

See Also

- *Setting Up Company Options* in the *HR and Payroll Foundation Guide* for information about setting this error as a hard or soft error

Processing Changes-Only Pre-Payroll

After you complete the pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of the following types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information

- Add, change, or delete an interim payment, based on the date of the interim payment

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of the following information since you processed pre-payroll:

- The selection criteria for the pre-payroll program version
- The setup of a PDBA that affects one or more employees in the payroll cycle
- The labor distribution, automatic deposit, or DBA instructions for an employee

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must do the following:

1. Reset the payment workfile.
2. Process the pre-payroll for the changes.
3. Print the payments again.
4. Rerun the payroll-cycle reports.
5. Process the pro forma journal entries

► To process changes-only pre-payroll

From the Payroll Workbench menu (G07BUSB11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area and click Select.
3. On Pre-Payroll Processing, review the following option to verify that it is turned on:

- Changes Only
4. Make any other necessary revisions.
5. Click the following option and then click OK.
- Submit Pre-Payroll

Field	Explanation								
Changes Only	<p>An option that indicates whether you must process a pre-payroll for changes only before you proceed to the next step in the payroll cycle. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed.</p> <p>For World, value values are:</p> <table><tr><td>Blank</td><td>Not necessary to rerun pre-payroll</td></tr><tr><td>1</td><td>Must rerun pre-payroll for changes only</td></tr></table> <p>For OneWorld, value values are:</p> <table><tr><td>Off</td><td>Not necessary to rerun pre-payroll</td></tr><tr><td>On</td><td>Must rerun pre-payroll for changes only</td></tr></table>	Blank	Not necessary to rerun pre-payroll	1	Must rerun pre-payroll for changes only	Off	Not necessary to rerun pre-payroll	On	Must rerun pre-payroll for changes only
Blank	Not necessary to rerun pre-payroll								
1	Must rerun pre-payroll for changes only								
Off	Not necessary to rerun pre-payroll								
On	Must rerun pre-payroll for changes only								

See Also

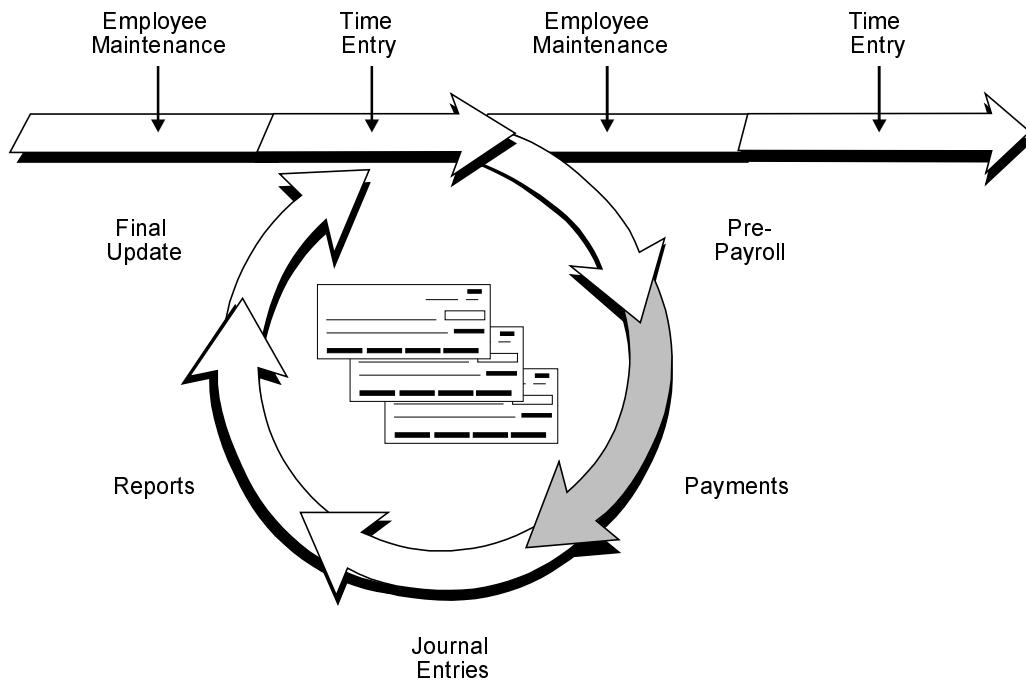
- *Resetting the Payroll ID*

Processing Payments

After you process the Pre-Payroll step and verify that the information is correct, you can print payments for employees. Payments are the forms that employees receive when they get paid, such as checks and automatic deposit advice slips.

After the Pre-Payroll step has been completed, the next three steps of the payroll cycle can be completed in any order.

The following graphic illustrates the location of the payments step in the payroll cycle:



You can set up employees to receive any of the following types of payments:

Checks

A written order to a bank to pay the employee a sum from the company's account.

Automatic deposit advice slips A non-negotiable form that shows the net pay amount deposited into an employee's bank accounts. The system prints this form for employees who are set up for automatic deposit.

Cash A non-negotiable form that shows the net pay amount as well as deductions, benefits, and accruals that accompanies a cash payment.

Processing payments includes the following tasks:

- Printing payments
- Reprinting payments
- Reviewing bank information

Before You Begin

- Verify that your system timeout value is set high enough to allow enough time for all payments to print before the workstation times out.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who receive checks and employees who receive automatic deposits, or employees who receive cash and employees who receive automatic deposits. You cannot include employees who receive checks and employees who receive cash in the same payroll ID.

Individual employees can choose to receive part of their payment in the form of a check or cash, and another part in the form of an automatic deposit. For example, an employee whose net pay is 1000.00 pesos per pay period might choose to receive a check for 200.00 pesos and an automatic deposit of 800.00 pesos.

When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the automatic deposit bank file when you print payments, or you can generate the file separately after you print the payments. The Payroll system uses table conversions to create auto deposit files.

See Also

- Table Conversions: Submitting a Table Conversion* for information about creating auto deposit files

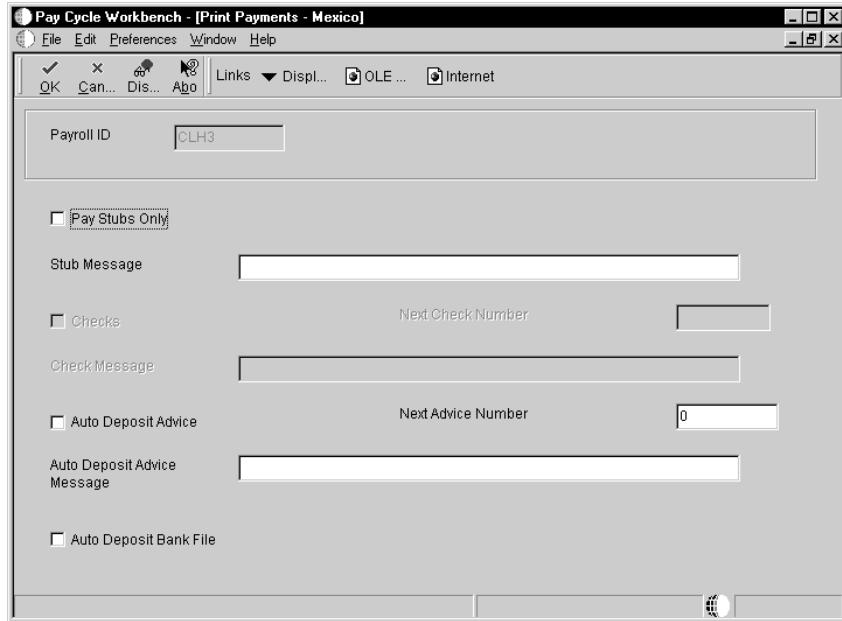
Before You Begin

- Create UBEs to generate auto deposit files for each of the banks to which you submit auto deposits. See *OneWorld Foundation: Creating a Batch Version*.
- Set up UDC 06/BC to specify the names of the banks to which you are submitting auto deposits, as well as the UBEs and versions you are using to generate the auto deposit files for each bank. See *Setting Up User Defined Codes for Mexico*.

► To print payments

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Payments from the Row menu, and then choose Print Payments from the Payments menu.



3. On Print Payments - Mexico, choose one or more of the following options:

- Pay Stubs Only
- Checks
- Auto Deposit Advice
- Auto Deposit Bank File

You should choose the Pay Stubs Only option to print pay slips for those employees who are receiving cash payments.

4. If you are making cash payments, complete the following field:

- Stub Message

5. If you are printing checks, complete the following fields:

- Next Check Number
- Check Message

6. If you are printing automatic deposit advice forms, complete the following fields.

- Next Advice Number
- Auto Deposit Advice Message

7. Click OK.
 8. Review the payments to verify that they printed correctly.
- If an incident such as a paper jam prevented the payments from printing, complete the steps for reprinting payments. See *Reprinting Payments*.
9. If you did not choose all options in step 3, complete steps 1 through 7 as many times as necessary to print all types of payments and the automatic deposit bank file.

When you set up payment information, you can specify the number of lines that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

Field	Explanation
Next Check Number	The beginning or next available number of the forms on which employees' checks are printed. The system does not notify you of duplicate check numbers because you might be using multiple bank accounts. You must track check numbers manually.
Next Advice Number	The beginning or next available number of the forms on which employees' autodeposit-advice are printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.

Reprinting Payments

After you print payments, and before you continue to the next type of payroll cycle processing, you should inspect the payments to verify that they printed correctly. If a printer problem, such as a paper jam, prevented one or more payments from printing correctly, you can reprint those payments.

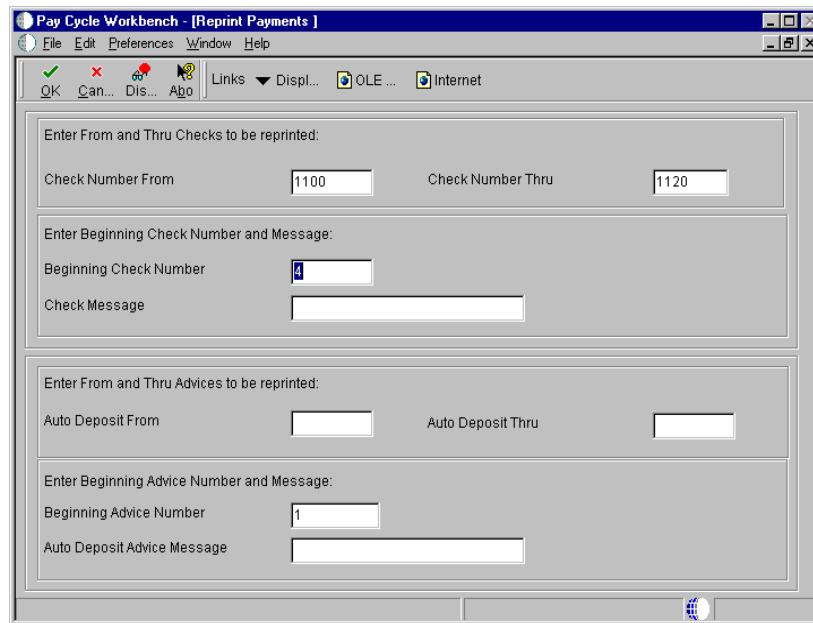
In some cases, you might need to reset the payments before you reprint them. For example, when the payments display an incorrect date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

The system does not verify payment numbers to ensure that no duplicates exist because you might be using multiple bank accounts to pay the payments. You must verify payment numbers manually.

► **To reprint payments**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work with Employee Payment Review, choose Restart Print from the Form menu.



4. On Reprint Payments, complete the following fields to reprint one or more checks:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number
5. Complete the following optional field:
 - Check Message

6. To reprint one or more automatic deposit advice slips, complete the following fields:
 - Auto Deposit From
 - Auto Deposit Thru
 - Beginning Advice Number
7. Complete the following optional field:
 - Auto Deposit Advice Message
8. Click OK.

See Also

- *Resetting Payroll Cycle Steps*

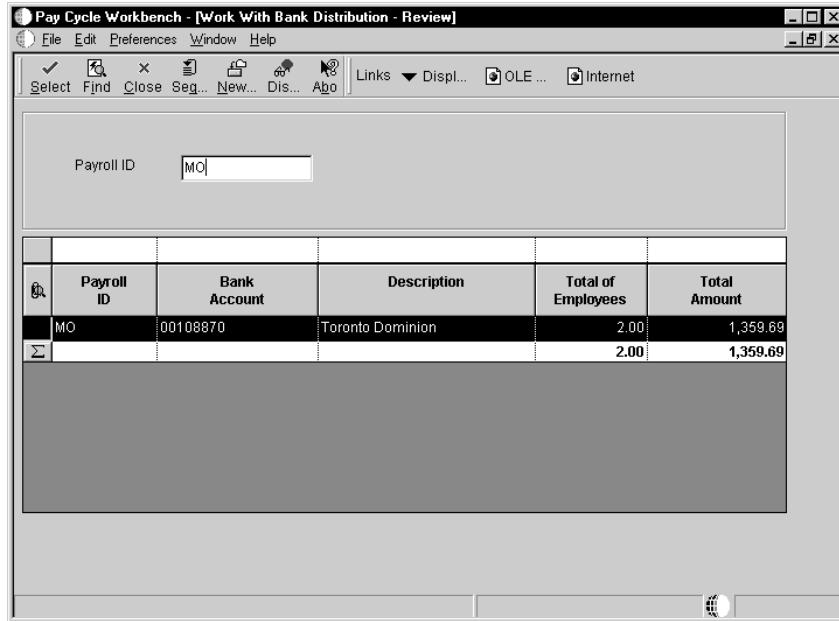
Reviewing Bank Information

After you process payments, you can review bank information including the bank accounts involved in the current payroll process, the number of employees using each bank account, and the total amount being deposited in each bank account.

► To review bank information

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

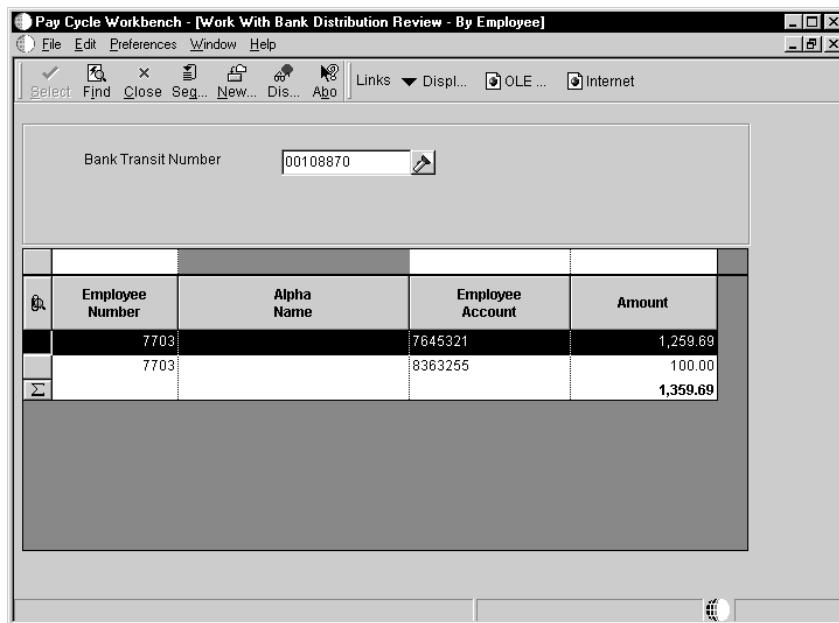
1. On Work With Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Distribution Review from the Row menu.
3. On Work With Payment Distribution Review, choose a record in the detail area, and then choose Mexico - Bank Dist. from the Row menu.



4. On Work With Bank Distribution - Review, click Find.

The system lists the banks that are receiving automatic deposits for the selected payroll ID.

5. Choose a row that contains the bank for which you want to review automatic deposit information and then click Select.



The system displays the Work With Bank Distribution Review - By Employee form, which lists the employees for whom payments have been

deposited in the selected bank as well as the employees, account numbers, and the amount deposited.

6. Click Close.

Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that require you to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to the way it was before you ran the step.

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. When you set up your system, the person at your organization who is in charge of system security can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

Resetting payroll-cycle steps includes the following:

- Resetting individual employee records
- Resetting the payroll ID
- Resetting the payment workfile
- Resetting status codes

If you inadvertently include in a payroll cycle an employee who should not get paid in that payroll cycle, you must reset the record for the individual employee.

You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset. You can also manually reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

You do not need to perform a reset before rerunning the following steps in the payroll cycle:

- Payroll journal entries
- Payroll-cycle reports

Resetting Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in that payroll cycle. For example, you might use an incorrect selection criterion for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee record at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee except for those you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.

► To reset individual employee records

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the steps for reviewing general payment information.
See *Reviewing General Payment Information*.
2. On Work with Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.
3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.
See *Printing Payroll Cycle Reports*.

Resetting the Payroll ID

Resetting the payroll ID returns your data to the way it was before you began payroll-cycle processing. You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. The ID Reset program is based on the lockout table for pre-payroll processing. Do not change the pre-payroll data selection until after you run this reset.

You might need to change the DBA setup for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

If the payments are lost or damaged after you print them, you can reprint payments without resetting the payroll ID.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you do any of the following:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment

If you make any of the revisions listed above, you must run a changes-only pre-payroll.

Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID and then use the Delete option on the Pay Cycle Workbench to delete the payroll ID and all of its associated information. You need to delete the payroll ID parameters only if you are not planning to use that payroll ID again.

► To reset the payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Reset Payroll from the Pre-Payroll menu.
The system prompts you to confirm that you want to reset the entire payroll.
3. Click OK.

See Also

- *Resetting the Payment Workfile* for information about reprinting payments without rerunning pre-payroll
- *Processing Changes-Only Pre-Payroll* for information about rerunning pre-payroll when you have changed employee personal and salary information

Resetting the Payment Workfile

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when any of the following occurs:

- A machine or power failure causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.
- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, automatic-deposit advice slips only, or both types of payments. When you reset the payment workfile, the system does not create accounting offsets. You cannot reset the payment workfile if you have processed the final update for a payroll cycle.

► To reset the payment workfile

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Payments from the Row menu, and then choose Reset Checks, Reset Autodeposits, or Reset All from the Payments menu.
The system prompts you to confirm that you want to perform the reset.
3. Click OK.

Resetting Status Codes

When a step in the payroll cycle is locked or has ended abnormally, you must change the status of the payroll cycle. A step might end abnormally when a machine or power failure occurs, thus causing the status code to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use Pay Cycle Review/Reset to change an Active status code to a blank so that you can rerun the abnormally terminated or locked step.

When you reset status codes, keep the following in mind:

- You cannot change the status code to Complete for print checks or final update. You can change the status code to Complete for pre-payroll, reports only, and journal entries.
- When pre-payroll processing ends abnormally, you must change its status code to Complete (1), reset the payroll ID, and then rerun the pre-payroll processing.
- You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete *and* you have not printed payments.

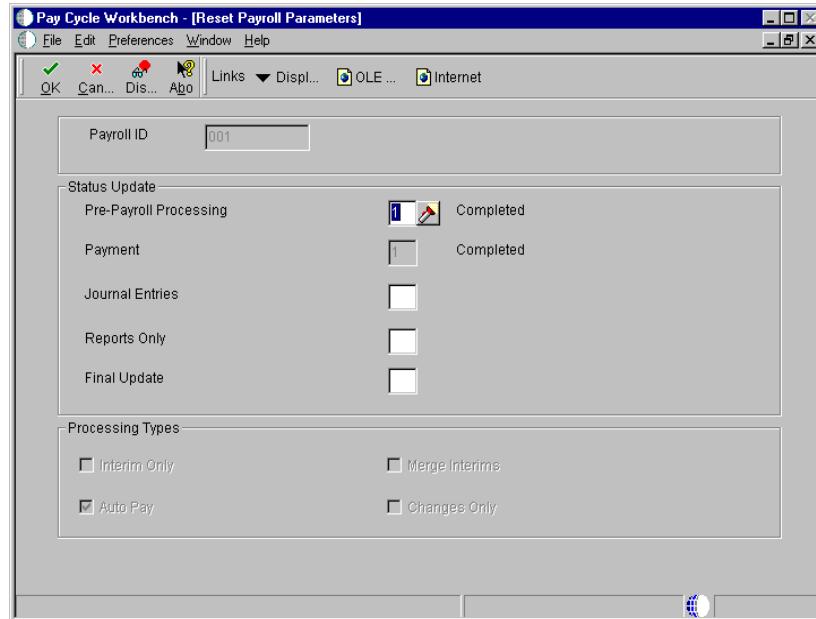
If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this

employee. If the employee's history was not updated, consult OneWorld Customer Support for assistance.

► To reset status codes

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, and then choose Payroll Parameters from the Row menu.



3. On Reset Payroll Parameters, to reset pre-payroll processing, change the the value in the following field to 1:

- Pre-Payroll Processing

You must reset the payroll ID before you rerun pre-payroll. See *Resetting the Payroll ID*.

4. To reset journal entries, reports only, or final update, remove the value in the following field that corresponds to the step that ended abnormally:
 - Journal Entries

- Reports Only
- Final Update

You cannot change the status code for payments. Instead, you must reset the payment workfile. See *Resetting the Payment Workfile*.

5. Click OK.

After you reset status codes, resubmit the process for the step that you reset, and then complete the remaining steps in the payroll cycle.

Field	Explanation
Pre-Payroll Processing	A code that indicates the current status of pre-payroll processing for this payroll cycle. Valid values are: Blank Not executed for this payroll ID A Active or in the job queue 1 Completed E Canadian Corporate Tax ID not set up S Scheduling lock You cannot change the status of pre-payroll processing to complete.
Journal Entries	A code that indicates the current status of the journal entries for this payroll cycle. Valid values are: Blank Not executed for payroll ID A Active, or in the job queue 1 Completed S Scheduling lock
Reports Only	A code that indicates the current status of the reports only step of this payroll cycle. Valid values are: Blank Not executed for this payroll ID 1 Completed A Active, or in the job queue S Scheduling lock
Final Update	A code that indicates the current status of the final update for this payroll cycle. Valid values are: Blank Not executed for this payroll ID A Active, or in the job queue You cannot change status of final update to complete. When the final update is complete, the system clears the status codes for all of the steps.

Working with Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in the Compressed Payroll Journal Workfile (F063951) until you run the final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. You can also review detail and summary information online.

To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your Payroll system is integrated with the J.D. Edwards General Accounting system.

When you set up your system, you can set a company option that causes the system to post journal entries automatically to the general ledger. If your Payroll system is not integrated with the J.D. Edwards General Accounting system, you must use another method to enter the information that is on the Pay Period Journal Batch Proof report into your general ledger system.

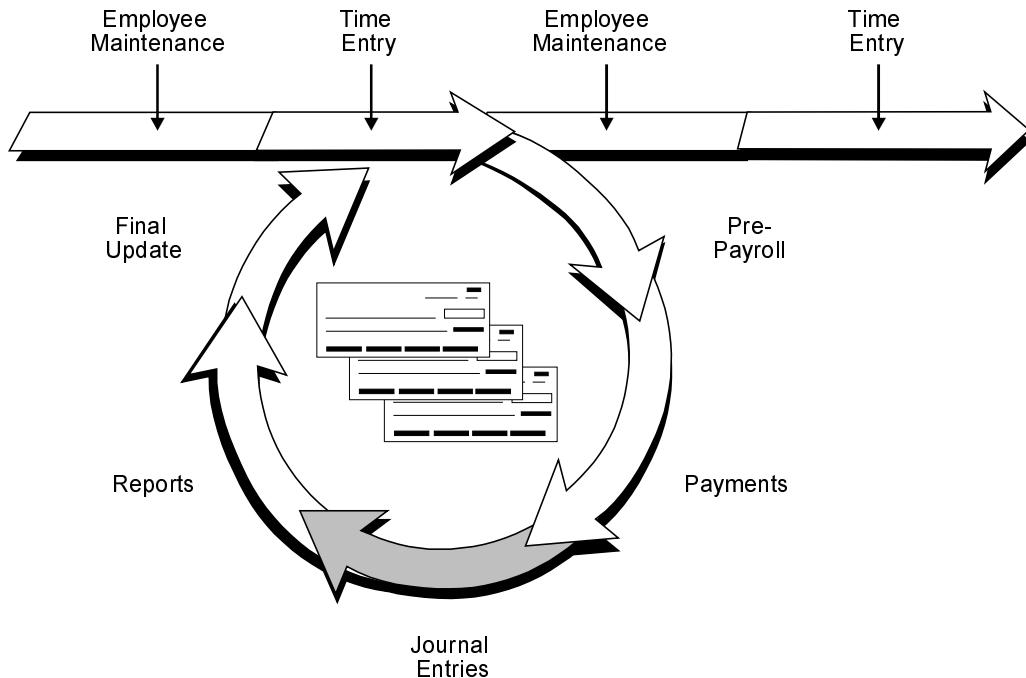
Working with pro forma journal entries includes the following tasks:

- Processing pro forma journal entries
- Reviewing pro forma journal entries online

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing but before the final update. J.D. Edwards recommends the following sequence:

- Process pre-payroll
- Create payments
- Process journal entries
- Print reports
- Run the final update

The following graphic illustrates the location of the journal entries step in the payroll cycle.



Processing Pro Forma Journal Entries

You process pro forma journal entries so that you can review information before you post the actual journal entries. When you process pro forma journal entries, the system creates a workfile where the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also does the following:

- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the following:
 - Intercompany settlements
 - Workers compensation
 - Accounts Payable vouchers

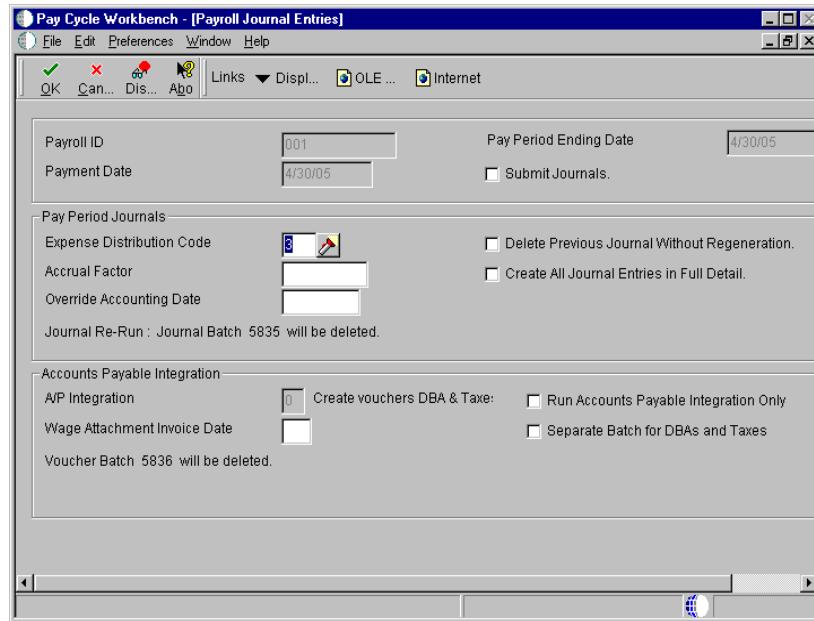
- Creates pro forma vouchers for DBA and tax transactions (if you are integrating Payroll with Accounts Payable)

If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can choose an option on the Payroll Journal Entries form that allows you to delete previous journal entries without regeneration. When you choose this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Payroll Parameters program, and does not print a report.

► To process pro forma journal entries

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

- On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- Choose the record in the detail area, choose Journal Entries and then Revise Journal from the Row menu.



- On Payroll Journal Entries, complete the following fields, and then click OK:
 - Expense Distribution Code

- Accrual Factor
 - Override Accounting Date
4. If you are processing journal entries for the first time this payroll cycle, click the following option:
- Create All Journal Entries in Full Detail
- When you choose to create the journal entries in full detail, the Journal Batch Proof Report includes detailed information that you can review and verify before you post the journal entries.
5. If you are rerunning the journal entries step for this payroll cycle, click the following option:
- Delete Previous Journal Without Regeneration
6. If you are integrating Payroll with Accounts Payable, complete any of the following fields:
- A/P Integration
 - Wage Attachment Invoice Date
 - Run Accounts Payable Integration Only
 - Separate Batch for DBAs and Taxes
- See *Setting Up Accounts Payable Integration* for more information.
7. To process the journal entries using the information that you entered, click the following option:
- Submit Journals
- If you click OK without clicking the Submit Journals option, the information you entered will not be saved.
8. Click OK.
9. Review your messages in the Employee Workcenter to determine whether any errors occurred when you processed the journal entries.
- See *Viewing Messages* in the OneWorld Foundation Guide for information about reviewing messages in the Employee Workcenter.
10. Review the Pay Period Journal Batch Proof report, and correct any errors.

See *Reviewing the Journal Batch Proof Report* in the *HR and Payroll Foundation Guide*.

Field	Explanation
Pay Period Ending Date	The last day of a processing period (pay period, month, quarter or year).
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Expense Distribution Code	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are: <ul style="list-style-type: none"> 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Accrual Factor	The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.
Override Accounting Date	The date on which the payroll-accounting journal entries are created. This date is the payment date unless you override it. <p style="text-align: right;">.....Form-specific information.....</p> In Payroll Journal Entries, the absolute override date is used as the general ledger date for all journal entries generated for this payroll cycle (labor, burden, and payment disbursement).

Field	Explanation
A/P Integration	<p>This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.</p>
	<ul style="list-style-type: none"> N No integration 0 Create vouchers for both DBAs and taxes that have been setup with A/P integration 1 Create vouchers only for DBAs that have been setup with A/P integration 2 Create vouchers only for taxes that have been setup with A/P integration
Wage Attachment Invoice Date	<p>A code that specifies whether the invoice date on the voucher is the payroll check date or the pay period end date. When the Accounts Payable system prints the payment for the payee, the system can print the invoice date on the check stub. The system fills the invoice date only for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments.</p>
	<p>Valid values are:</p> <ul style="list-style-type: none"> blank Create the voucher with check date in the invoice date field. The invoice number will be blank. C Create the voucher with check date in the invoice date field. The invoice number will be the check date followed by the employee's case number. P Create the voucher with pay-period end date in the invoice date field. The invoice number will be the pay-period end date followed by the employee's case number.
Run Accounts Payable Integration Only	<p>A code that allows you to rerun A/P integration without rerunning pay period journals. This code is typically associated with a checkbox. Valid values are:</p>
	<ul style="list-style-type: none"> 0 (Unchecked) - Run pay period journals and accounts payable integration. 1 (Checked) - Run accounts payable integration only.
Separate Batch for DBAs and Taxes	<p>A code that specifies whether to separate DBA vouchers and tax vouchers into two batches. This code is useful when your payment schedule for taxes requires you to approve and post the batch to accounts payable at a much earlier date than DBAs (or vice versa). This code is typically associated with a checkbox. Valid values are:</p>
	<ul style="list-style-type: none"> 0 (Unchecked) - Create one batch for both DBA vouchers and tax vouchers. 1 (Checked) - Create two batches, one for DBA vouchers and one for tax vouchers.

See Also

- *Setting Up Company Options* in the *HR and Payroll Foundation Guide* for information about integrating Payroll with General Accounting
- *Processing Pro Forma Journal Entries for Timecards* in the *HR and Payroll Foundation Guide*

Reviewing Pro Forma Journal Entries Online

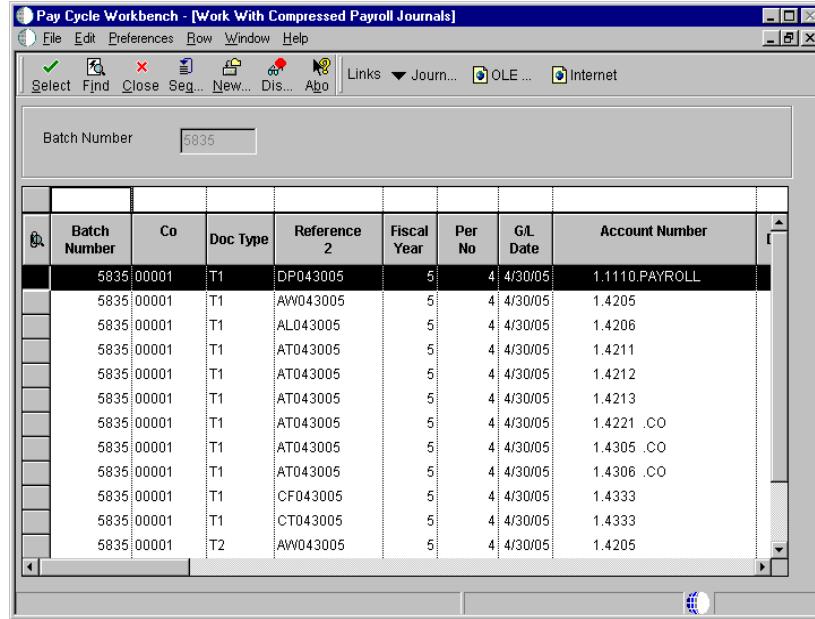
After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, when the system creates and posts the actual journal entries.

You can use the review forms to verify the information that will be transferred to the general ledger during the final update; however, these forms do not indicate whether any of the records contain errors. To determine whether the journal entries contain errors, you must review the Pay Period Journal Batch Proof report. If you find any errors in the journal entries, you can correct them and then process the pro forma journal entries again.

► **To review pro forma journal entries online**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area, and then, from the Row menu, choose Journal Entries, then Journal Review, and then Journal Summary.



3. On Work With Compressed Payroll Journals, review the information in the following fields:

- Batch Number
- Co
- Do Ty
- Reference 2
- FY
- Per No
- G/L Date
- Account Number
- Debit Amount
- Credit Amount
- Units
- Address Number
- A M

- Explanation Alpha Name
- Explanation -Remark-
- Serial Number
- Business Unit
- Obj Acct
- Sub
- Sub- ledger
- Sub Type
- Pha se
- Job Typ
- Job Step
- Home Business Unit
- Cur Cod
- Exchange Rate
- Date Updated
- Doc Co
- Reference 1
- Line Number
- P C
- User ID
- Century
- Program ID
- JE Line Number
- LT

4. To review detailed information about an entry, choose a record in the detail area, and then choose Journal Detail from the Row menu.
5. On Work with Detailed Payroll Journals, review the information in the following fields:
 - Batch Number
 - Company
 - Do Ty
 - Doc Co
 - Reference 2
 - Century
 - Fiscal Year
 - Per No
 - Account Number
 - Debit Amount
 - Credit Amount
 - JE ER
 - LT
 - Business Unit
 - Obj Acct
 - Sub
 - Units
 - Sub- ledger
 - Sub Type
 - Serial Number
 - Reference 1

- Explanation Alpha Name
- Explanation -Remark-
- Address Number
- JE Line Number
- Job Type
- Job Step
- P C
- Doc Co
- PDBA Code
- Date Updated
- G/L Date
- Exchange Rate
- Cur Cod
- Pha se
- Home Business Unit
- Account Mode - G/L
- User ID
- Program ID
- Line Number

6. Click Close.

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
Co	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>
Do Ty	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Reference 1	A number that provides an audit trail for specific transactions, such as a payment number for payment processing.
Sub- ledger	A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.
FY	<p>A number that identifies the fiscal year. Generally, you can either enter a number in this field or leave it blank to indicate the current fiscal year (as defined on the Company Numbers and Names form).</p> <p>Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.</p>
Per No	<p>A number indicating the current accounting period. This number, used in conjunction with the Company Constants file (F0010) and the General Accounting Constants (F0009), allows the user to define up to 14 accounting periods. See General Ledger Date. The current period number is used to determine posted before and posted after cut off warning messages. It is also used as the default accounting period in the preparation of financial reports.</p>

Field	Explanation								
G/L Date	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.								
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>								
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.								
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.								
A M	<p>A code that indicates which of the three general ledger account numbers is being used for data entry. Valid codes are:</p> <table style="margin-left: 20px;"> <tr><td>1</td><td>The short account ID number</td></tr> <tr><td>2</td><td>The standard long account number</td></tr> <tr><td>3</td><td>The long (unstructured, 24-byte) account number</td></tr> <tr><td>7</td><td>The first character of the account number indicates the format of the account number</td></tr> </table> <p>You can also define special characters in the Accounting Constants file (F0009) to facilitate data entry. For example:</p> <ul style="list-style-type: none"> / For the unstructured account number * For the short account ID number blank For the business unit.object.subsidiary number <p>For example, if the account mode is 7 and the first character of the account number is *, the account number was entered as the short account ID number.</p>	1	The short account ID number	2	The standard long account number	3	The long (unstructured, 24-byte) account number	7	The first character of the account number indicates the format of the account number
1	The short account ID number								
2	The standard long account number								
3	The long (unstructured, 24-byte) account number								
7	The first character of the account number indicates the format of the account number								
Explanation Alpha Name	A description, remark, explanation, name, or address.								
Explanation -Remark-	An optional explanation that prints on the Time and Pay Register.								

Field	Explanation
Serial Number	A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number that you enter must be unique.
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Obj Acct	The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden. Note: If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Sub- ledger	A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.
Sub Type	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

Field	Explanation
Phase	<p>A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p>
	<p>Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.</p>
	<p>Note: A processing option for the SAR Entry lets you enter a default value for this field. The value then displays automatically in the System Code field on the SAR Entry form when you add a new SAR. You can either accept or override the default value.</p>
Job Type	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>
Job Step	<p>A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.</p>
Home Business Unit	<p>The number of the business unit in which the employee generally resides.</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p>
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.</p>
Date Updated	<p>The date of the last update to the file record.</p>
Document Company	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p>
	<p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p>
	<p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>

Field	Explanation
Reference 1	A number that provides an audit trail for specific transactions, such as a payment number for payment processing.
Line Number	A number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases you can override it.
P C	<p>This code designates the status of the posting of each particular transaction in the General Ledger table.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> P Posted. (This transaction cannot be altered.) M A model journal entry. blank Unposted status.
	<p>This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger file.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> P (paid) Transactions that have been processed through cash entries programs and will require being read again in the pre-post. X Transactions that have been processed through pre-post that were originally P from cash entries programs. D Transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
User ID	<p>For World, the IBM-defined user profile.</p> <p>For OneWorld, the identification code for a user profile.</p>
Century	The calendar century associated with the year. This is the first two digits of the year. For example, 19 indicates any year beginning with 19 (1998, 1999), 20 indicates any year beginning with 20 (2000, 2001), and so on.

Field	Explanation
Program ID	<p>The name of the OneWorld batch or interactive application (interactive or batch object). For example, the name of the Sales Order Processing interactive application is P4210, and the name of the Print Invoices batch process report is R42565.</p> <p>The name of the program ID is a variable length value. This value is assigned according to a structured syntax in the form TSSXXX where:</p> <ul style="list-style-type: none"> T The first alphabetic character of the program name identifies the type such as P for Program, R for Report, and so on. For example, the value 'P' in the name P4210 indicates that this is a program. SS The second and third numeric characters of the program name identifies the system code. For example, the value '42' in the name P4210 indicates that this program belongs to System 42, which is the Sales Order Processing system. XXXThe remaining numeric characters of the program name identify a unique program or report. For example, the value '10' in the name P4210 indicates that this is the Order Entry application.
JE Line Number	A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for review purposes.
LT	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

See Also

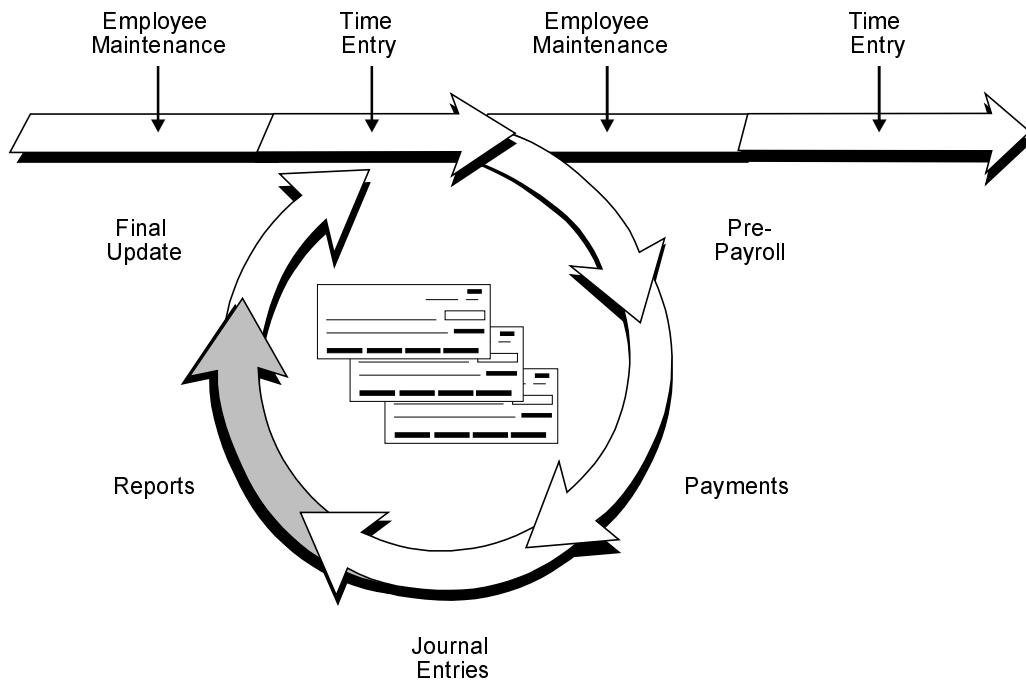
- *Reviewing the Journal Batch Proof Report* in the *HR and Payroll Foundation Guide* to determine whether the journal entries contain any errors

Reviewing Payroll Cycle Reports

During the payroll cycle, you can print reports that help you verify tax, earnings, and timecard information for employees. When you set up reports, you can indicate the step in the payroll cycle during which you want the system to print each report. For example, you might choose to print the Payroll Register report during pre-payroll processing. You can also create custom reports and set them up to print during the steps of a payroll cycle.

After you set up reports, they automatically print during the step of the payroll cycle that you indicated. After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step. Many reports are most valuable after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reports step, during which you can print any of the payroll cycle reports that are not set up to print during another step of the cycle.

The following graphic illustrates the location of the reports step in the payroll cycle.



To review payroll-cycle reports, complete the following tasks:

- Printing payroll-cycle reports
- Review the Payroll Register report
- Review the Summary Payroll Register report
- Review the Payroll Exception report
- Processing options for Payroll Exception Report (R053191)
- Review the Time and Pay Entry Journal report
- Review the Journal Report by Cost Center
- Review the DBA Register report
- Review the DBA Transaction Audit report
- Review the Payroll Payment Register report
- Review the Automatic Deposits Bank Register report
- Review the FONACOT report
- Review the Difference Job Code report
- Review the State Tax report
- Review the Voluntary Deductions per Employee report

Before You Begin

- Set up the payroll cycle reports that you want to print. See *Setting Up Payroll-Cycle Reports*.

Printing Payroll Cycle Reports

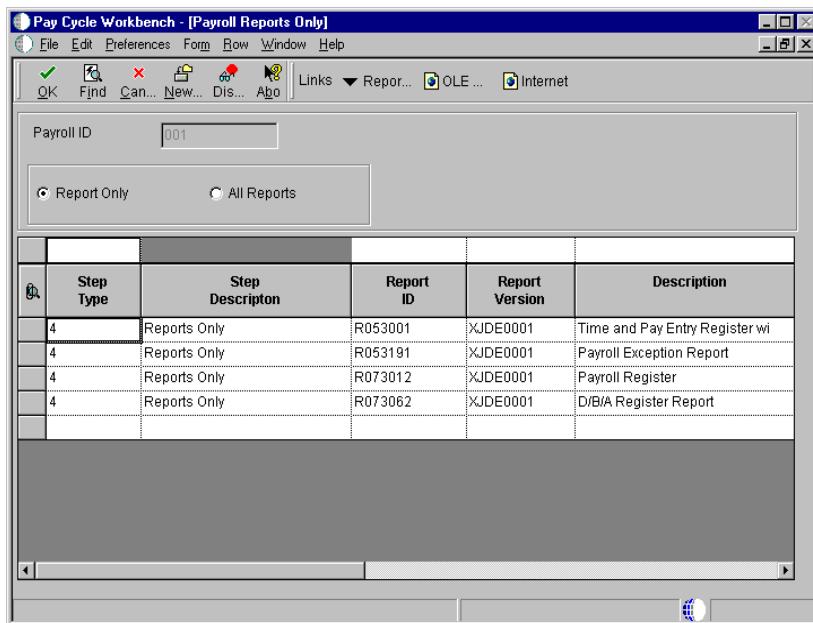
After you process pro forma journal entries, you can print any additional payroll cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll, you can also reprint reports to verify the corrections.

Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments, the report includes payment numbers.

► To print payroll cycle reports

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, and then choose Reports from the Row menu.



3. On Payroll Reports Only, click either of the following options, and then click Find:
 - Report Only
 - All Reports

Clicking All Reports allows you to print any report for which a valid version exists, even if that report is not set up to print during the reports step of the payroll cycle.

4. To print one report only, choose the report that you want to print, and then choose Submit Report from the Row menu.
5. To print all of the reports that are set up to print during the reports step of the payroll cycle, choose Reports Only from the Form menu.
6. Click OK.

Reviewing the Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net-pay limit that you set. During Payroll system setup, you can decide whether to make gross-to-net errors soft (this allows you to continue with processing) or hard (this means that you must correct the errors before continuing).

Check-control numbers are system-assigned numbers that you can use to help track your actual payment numbers. The system also uses a check-control number to complete all of the necessary account reversals when you void a payment and to track journal entries. The check-control number is particularly important because the system does not track your actual payment numbers.

A warning prints on the report when the total gross amount minus the deductions does not equal the total net amount.

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- R073012, *Payroll Register* in the *Reports Guide* for a report sample

Processing Options for Payroll Register

Print Options

- 1) Enter a '1' to print the Employee's address. Default of blank will not print the address. _____
- 2) Enter Employee Identification Option: Blank = Address Book and Social Security Number; '2' = Social Security Number only; '3' = Additional Employee Number and Social Security Number _____

Reviewing the Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report to review employees' gross-to-net earnings. This report shows only one line per payment.

The Summary Payroll Register report shows which employees' gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct the errors before continuing).

The following list describes some of the columns that print on the Summary Payroll Register report:

Wages	This column represents the total of all pay types and earnings entered on the employees' timecards.
Benefits	This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report after you have processed pro forma journal entries, the report includes all benefits.

Gross Pay	This column represents earnings plus the benefits that the system added to net pay.
------------------	---

The error messages that print on the Summary Payroll Register report include the following:

MAX	Net pay exceeds the maximum pay specified in the processing options.
------------	--

GTN	Gross-to-net error.
------------	---------------------

ERR	Both MAX and GTN errors exist.
------------	--------------------------------

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073013, Summary Payroll Register* in the *Reports Guide* for a report sample

Processing Options for Summary Payroll Register

Report Options

1. Enter the Employee Number you wish to print on the report: 'A' _____
- Address Book Number; 'S' -
Social Security Number; 'O' -
Third Employee Number.
2. Enter the Maximum Net Pay.
Default is \$10,000. _____

Reviewing the Payroll Exception Report

The Payroll Exception report lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also prints warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions

exists. Use this report to determine whether you need to correct any time entry records.

Processing Options: Payroll Exception Report (R053191)

Defaults Tab

Use these processing options to specify the parameters that determine which employee records print on the report. The report lists each employee whose hours worked or pay rate is below the minimum or over the maximum value that you specify.

1. Minimum Allowable Hours for Weekly Employees

Use this processing option to enter the minimum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours are below the minimum for the pay period.

2. Maximum Allowable Hours for Weekly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours exceed the maximum for the pay period.

3. Minimum Allowable Hours for Biweekly Employees

Use this processing option to enter the minimum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours are below the minimum for the pay period.

4. Maximum Allowable Hours for Biweekly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours exceed the maximum for the pay period.

5. Minimum Allowable Hours for Semimonthly Employees

Use this processing option to enter the minimum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours are below the minimum for the pay period.

6. Maximum Allowable Hours for Semimonthly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

7. Minimum Allowable Hours for Monthly Employees

Use this processing option to enter the minimum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours are below the minimum for the pay period.

8. Maximum Allowable Hours for Monthly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

9. Minimum Allowable Pay Rate

Use this processing option to enter the minimum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate is below the minimum.

10. Maximum Allowable Pay Rate

Use this processing option to enter the maximum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate exceeds the maximum.

Time Accounting Tab

Use these processing options to enter the date range that you use to select the time entry records that appear on the report. You complete the processing options on this tab only if you are printing the Payroll Exception report outside of a payroll cycle. For example, if you are not using the J.D. Edwards Payroll system, you

might print the Payroll Exception report to verify timecard information before you send it to your payroll service provider.

1. Beginning Date

Use this processing option to specify the first date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

2. Ending Date

Use this processing option to specify the last date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

Payroll Tab

Use these processing options to enter the minimum number of sick and vacation hours that your organization requires employees to have in their accrual balances. The report lists each employee whose accrued vacation and sick hours are below the minimum that you specify. You complete the processing options on this tab only if you are printing the Payroll Exception report during a payroll cycle.

1. Minimum Number of Sick Hours

Use this processing option to enter the minimum number of sick hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose sick hours are below the minimum for the pay period.

2. Minimum Number of Vacation Hours

Use this processing option to enter the minimum number of vacation hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose vacation hours are below the minimum for the pay period.

Display Tab

Use this processing option to specify the type of employee number that appears on the report.

1. Format for Employee Number

Use this processing option to specify the type of employee number that appears on the report. Valid values are:

Blank Address Book number. Blank is the default.

1 Tax ID number

2 Additional employee number

Reviewing the Time and Pay Entry Journal Report

If the program version that you used to process pre-payroll contains employees who are set up for autopay (employees whose timecards are automatically generated by the system), you can print the Time and Pay Entry Journal report (also called the Time and Pay Register report) to verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report during pre-payroll processing, the report includes timecard information for autopay employees.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- *R073051, Time and Pay Entry Journal* in the *Reports Guide* for a report sample

Processing Options for Time and Pay Entry Journal

Print

1. Enter '1' to print
additional Time Card Data.
Default value is blank.
Blank = Do NOT print
additional Time
Card Data. 1 = Print
additional Time
Card Data. Card Data.

1 = Print additional
Time Card Data.

Reviewing the Journal Report by Cost Center

Use the Journal Report by Cost Center (R76M309) to list all of the journal entries for the payroll that you are processing. The report lists journal entries in debit/credit format, sorted by cost center.

Reviewing the DBA Register Report

The DBA Register report lists all of the deductions, benefits and accruals for the employees included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- R073062, DBA Register in the *Reports Guide* for a report sample

Processing Options for DBA Register Report

D/B/A

1. Select the Employee Number to Print. _____
1 - Address Book Number
2 - Social Security Number
3 - Third Employee Number
2. Print the payee's address (Y/N) _____

Reviewing the DBA Transaction Audit Report

Use the DBA Transaction Audit report to review detailed information about the DBAs that are assigned to individual employees. For each employee, you can review all DBA transactions by pay period. The report prints arrearage amounts as well as totals for each employee and DBA.

To verify your transaction history, you can print this report at any time and balance it to the DBA reports that print during pre-payroll processing.

To compile the report, the system retrieves information from the Deduction, Benefits, and Accrual History table (F0619).

Reviewing the Payroll Payment Register Report

You can print the Payroll Payment Register report to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- R07238, *Payroll Payment Register* in the *Reports Guide* for a report sample

Reviewing the Automatic Deposits Bank Register Report

When you generate an automatic-deposit workfile, the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied to magnetic media for direct deposit. No setup is required for this report.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Reviewing the FONACOT Report

Use the FONACOT Report (R76M0201) to list the original balance of the loan and the amount still remaining to be paid for all employees who have outstanding FONACOT loans.

FONACOT is a government agency that provides low-interest loans to people with low income for the purchase of household appliances, furniture, school supplies, and other necessities.

Employers are responsible for withholding FONACOT loan payments from employees' pay and remitting that amount to the government. You should set up FONACOT loan payments as garnishments. Loan payment amounts are specified by FONACOT and include interest.

See Also

- *Entering a Wage Attachment for a Garnishment* for information on setting up repayment of FONACOT loans
- *R76M0201 FONACOT Report* in the *Reports Guide* for a report example

Processing Options for FONACOT Report (R76M0201)

Defaults

PDBA Code for FONACOT deduction
Home Company to process

Period

Date - Beginning Effective
Date - Ending Effective

Reviewing the Difference Job Code Report

Use the Difference Job Code Report (R76M0202) to display the difference between the job code rates that were entered for employees during time entry and the normal job code rates for those employees.

If an employee who normally works in a certain job temporarily works in another job that pays more, the extra pay the worker earns in the second job is considered variable pay for the purpose of IDS calculations.

See Also

- *R76M0202 Difference Job Code Report* in the *Reports Guide* for a report example

Reviewing the State Tax Report

Use the State Tax Report (R76M0500) to verify that state taxes were calculated correctly. The report includes state tax information for all employees included in the specified payroll ID.

The State Tax Report displays state tax information by PDBA code, classified by state, home company, union code, and business unit.

You can run the State Tax Report during the payroll cycle, or you can run it independently.

Reviewing the Voluntary Deductions per Employee Report

Use the Voluntary Deductions per Employee report (R76M0305) to display employee deductions that were taken or not taken during the pay cycle, initial DBA balances, and new DBA balances after deductions.

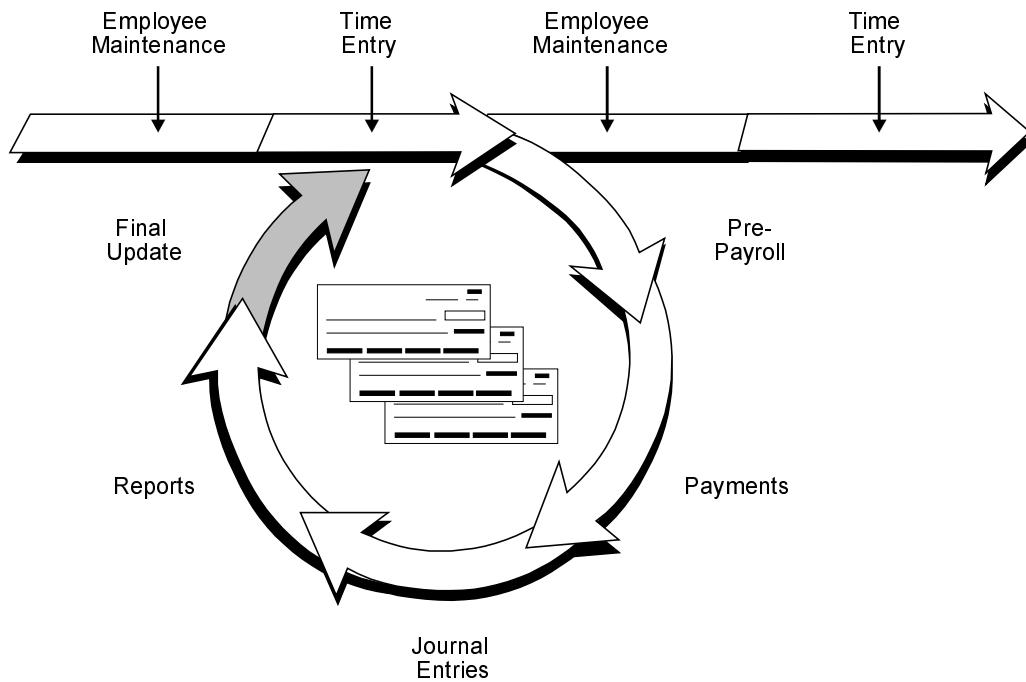
See Also

- *R76M0305 Voluntary Deductions per Employee Report* in the *Reports Guide* for a report example

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. After you run the final update, you cannot change anything related to that payroll ID.

The following graphic illustrates the location of the final update step in the payroll cycle:



You use the final update to do the following:

- Update employees' transaction, tax, and check history.
- Create actual journal entries.
- Post actual journal entries to the general ledger (optional).
- Update the Employee Master table (F060116).

- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.
- Process any future data changes that become effective during the dates of the payroll cycle.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun this step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult J.D. Edwards Customer Support for assistance.

► **To process the final update**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, and then choose Final Update from the Row menu.
3. On Final Update Confirmation, click OK to process the Final Update.
You might have set up one or more reports to print during final update. Review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

Setup Considerations

Integrating Payroll with General Accounting

During system implementation, you define a company option that indicates whether Payroll integrates with the J.D. Edwards General Accounting system. You use this company option to indicate whether you post payroll journal-entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of the following options:

- During the final update step of the payroll cycle, the system automatically posts payroll journal-entries to General Accounting.
- After you process the final update for a payroll cycle, you or someone in your accounting department manually posts payroll journal-entries to General Accounting. If your system is set up for this option, you can use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post program.

See *Setting Up Company Options* in the *HR and Payroll Foundation Guide* and *Posting Journal Entries* in the *General Accounting Guide*.

See Also

- *Resetting Status Codes* for information about how to proceed if the final update ended abnormally
- *Reviewing Batches of Journal Entries* in the *HR and Payroll Foundation Guide* for information about reviewing the journal entries that are created during the final update

Reviewing the Vacation Bonus for Next Period Report

Mexican companies typically pay vacation bonuses to employees on the employees' annual anniversary of employment dates. Use the Vacation Bonus for Next Period report (R76M0308) to print a list of all employees who will receive a vacation bonus during the next pay period.

The Vacation Bonus for Next Period report provides the following information about employees who will be eligible for a vacation bonus:

- The percentage used to calculate the vacation bonus, based on seniority
- The salary used to calculate the vacation bonus
- The number of days for which vacation will be paid
- The total amount of the vacation bonus payment for each employee
- The total amount of vacation bonus payments for the cost center, union, and company

Note: You do not need to set up the Vacation Bonus for Next Period report on Reports Setup. The system runs the Vacation Bonus for Next Period report during final update if you select the Vacation Bonus option when you are setting up additional pre-payroll parameters for the payroll ID.

See Also

- *Setting Up Additional Pre-Payroll Parameters* for information on setting up the Vacation Bonus for Next Period report to run during final update

Processing Options for Vacation Bonus for Next Period (R76M0308)

Default Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Vacation Bonus DBA Code

Use this processing option to specify the DBA code that is used to pay vacation bonuses.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Governmental Processes

The following governmental processes are required for Mexican payroll processing:

- Working with disabilities
- Working with IDS
- Working with IMSS reporting
- Working with INFONAVIT credits
- Reviewing tax information

Working with Disabilities

For an introduction to disabilities, review the following topic:

- Overview of disabilities

Working with disability information includes the following tasks:

- Entering employee disability information
- Updating IMSS disabilities payments
- Reviewing the Disability Report

Overview of Disabilities

In Mexico, the IMSS pays workers for work time that is missed because of disability. To collect disability pay, workers must obtain a disability certificate and collect the payment from the IMSS office. Some companies choose to pay the disability payment to the employee and then collect a reimbursement from IMSS, rather than requiring the employee to collect the payment from IMSS.

The amount of disability payment provided by IMSS depends on the type of disability. For general illness, IMSS pays nothing for the first three days of disability, and then pays 60 percent of the employee's integrated daily salary (IDS), beginning on the fourth day. For accidents, IMSS pays 100 percent of IDS, beginning on the first day of disability.

Some companies choose to supplement the IMSS disability pay. For example, a company might choose to pay the employee for the first three days of a general illness. A company might also choose to pay a subsidy, which is the difference between the IMSS payment and the employee's actual salary.

No disability payments can be made until either the employee or the employer obtains the disability certificate from IMSS. Occasionally, IMSS will not supply the disability certificate in time for the employee to receive disability pay during the pay period in which the disability occurred. In this situation, the disability payment is made during the pay period in which the disability certificate is received and is called extemporary pay.

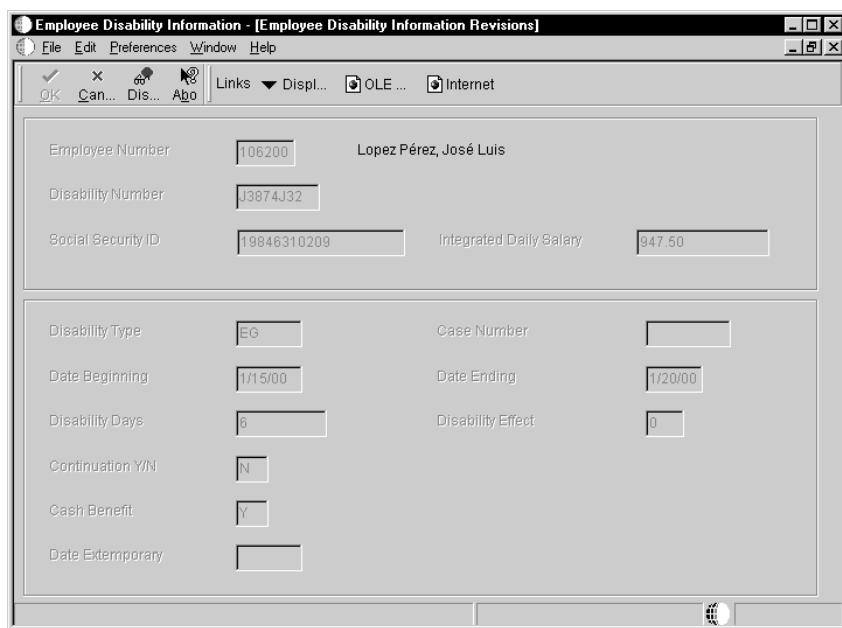
Entering Employee Disability Information

In Mexico, the IMSS pays employees for time missed from work due to a disability. Disabilities include general illness, pregnancy, and accidents. For each incident of disability, the employee must obtain a disability form (boleta de incapacidad) from the IMSS office. You use the information from the employee's disability form to enter disability information about each incident.

► To enter employee disability information

From the Employee Management menu (G05BE1), choose Employee Disability Information.

1. On Work With Employee Disability Information, click Add.



2. On Employee Disability Information Revisions, complete the following fields:
 - Employee Number
 - Disability Number
 - Disability Type
 - Date Beginning

- Date Ending
3. If you do not want to include disability days as part of the quotation days for specific IMSS fees, enter Y in the following field:
- Disability Effect
4. To indicate whether this disability is new or a continuation of an earlier disability, complete the following field:
- Continuation Y/N
5. To indicate whether the benefit will be printed on a check, auto deposit or pay slip, complete the following field:
- Cash Benefit
6. If an employee presents a disability form more than four days after the incident, enter the date of the disability in the following field:
- Date Extemporany
7. Click OK.

Field	Explanation
Disability Number	The disability number that Social Security assigns to the form that it gives to the employees.
Disability Type	A code that indicates the type of illness. Example: GI - General Illness
Date Beginning	<p>The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>.....Form-specific information.....</p> <p>Enter the first work day that is missed as a result of the disability.</p>

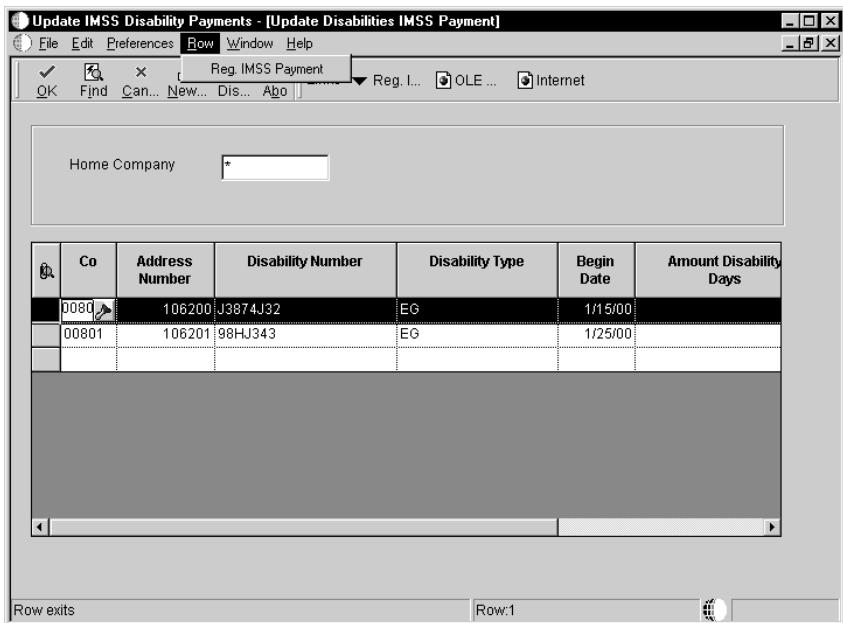
Field	Explanation				
Date Ending	<p>The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the last work day that is missed as a result of the disability.</p>				
Disability Effect	Determines the effect that disability days are going to have on the monthly IMSS declaration. Enter a 1 (yes) if you do not want to include disability days as part of the quotation days for specific IMSS fees.				
Continuation Y/N	A code that indicates if the disability is a new one or is an existing one. If the disability is new, some days will not be paid.				
Cash Benefit	<p>A code (flag) specifying whether a BENEFIT will print on a check, auto deposit or payslip. The valid codes are:</p> <table> <tr> <td>Y</td> <td>Yes, print the benefit on a check, auto deposit, or payslip.</td> </tr> <tr> <td>N</td> <td>No, do not print the benefit on a check, auto deposit or payslip.</td> </tr> </table>	Y	Yes, print the benefit on a check, auto deposit, or payslip.	N	No, do not print the benefit on a check, auto deposit or payslip.
Y	Yes, print the benefit on a check, auto deposit, or payslip.				
N	No, do not print the benefit on a check, auto deposit or payslip.				
Date Extemporany	<p>A future date when all changes will take effect or the date when the changes went into effect. If you do not enter a date in this field, the system uses the current date as the effective date.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the date on which the employee reports the disability if the disability occurred during a previous pay period.</p>				

Updating IMSS Disabilities Payment

Use Update IMSS Disabilities Payment to record disability reimbursements from the government. For each disability case, you can indicate whether IMSS reimbursed the company for disability payments that the company made to the employee. No monetary amounts are recorded.

► To update IMSS disabilities payment

From the Mexico Governmental Processes menu (G07BMXPG1), choose Update IMSS Disability Payments.



1. On Update Disabilities IMSS Payment, complete the following field and click Find:
 - Home Company
 2. If IMSS has reimbursed your company for a specific disability payment, select the row of the disability that was reimbursed and then choose Reg. IMSS Payment from the Row menu.

The system enters a 1 in the Dis Pay field for the selected row.
 3. Click Find again to see the updated record.

Reviewing the Disability Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose Disabilities Report.

Use the Disabilities Report to review the following information:

- The number of disability incidents that occurred within a company
 - The number of disabilities that are reported to IMSS
 - The amount that the company paid out for disabilities
 - The amount that should be reimbursed to the company by IMSS
 - Which disabilities have been paid by IMSS

See Also

- R76M0414 *Disabilities Report* in the *Reports Guide* for a report sample

Processing Options for Disabilities Report (R76M0414)

Defaults Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Beginning Date

Use this processing option to specify the beginning effective date of the process.

3. Ending Date

Use this processing option to specify the ending effective date of the process.

4. Code Type that indicates the disability is an illness

Use this processing option to specify the code that designates disabilities that are due to illness. Use the 2nd description from UDC 76M/DT.

The default value is ILL (general illness)

5. Code Type that indicates the disability is an injury

Use this processing option to specify the code that designates disabilities that are due to accidents. Use the 2nd description from UDC 76M/DT

The default value is ACC (company accident)

6. Enter the Format to use for names

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Working with IDS

For an introduction to integrated daily salaries (IDS), review the following topic:

- Overview of IDS

Working with IDS information includes the following tasks:

- Calculating variability
- Recalculating IDS
- Reviewing IDS history
- Reviewing the Historic IDS Report
- Reviewing the IDS Calculation Detail report
- Restoring IDS records
- Purging IDS history

Overview of IDS

Mexican Social Security legislation establishes a number of benefits that must be provided for every employee. The calculation of these benefits is based on each employee's integrated daily salary (IDS). For example, the IDS is used to calculate the amount of fees that the employee or the employer pays for the following benefits:

- Basic medical insurance
- Work-related accident insurance
- Risk coverage
- Disability payments (short- and long-term)
- Life or advanced age insurance
- Unemployment
- Child care

- Retirement savings funds

IDS is also used heavily during payroll calculations and during Social Security calculations and reporting.

The system calculates IDS based on a government-defined minimum wage and the employee's actual earnings (variability).

IDS must be calculated or recalculated in the following situations:

- An employee is hired or rehired
- An employee's salary changes
- Minimum salaries change
- The limits for minimum salaries change

IDS must also be recalculated monthly for each employee in order to average in any additional income that the employee earned during the preceding month.

The system recalculates IDS when a qualifying change takes place in an employee record. You can also manually initiate IDS recalculation.

Calculating Variability

From the Mexico Governmental Processes menu (G07BMXPG1), choose Variability Calculations.

Variability is the daily amount earned by an employee in addition to his or her base salary, such as bonuses, overtime, and holidays worked. Variability is used when calculating IDS.

You should calculate variability before the first payroll of each month to include payroll transactions for the previous month. The system calculates both INFONAVIT and IMSS variability.

Caution: After you calculate variability you must recalculate IDS so that employees will have current IDS values for the next payroll cycle.

Before You Begin

- ❑ Set up PDBAs for both IMSS and INFONAVIT, and specify how the PDBAs will be considered for the calculation. See *Setting up Variability Information*.

Processing Options for Variability Calculation (R76M0406)

Process

1. Process Month (Required) _____

01	= January
02	= February
03	= March
04	= April
05	= May
06	= June
07	= July
08	= August
09	= September
10	= October
11	= November
12	= December

2. Process Year (Required) _____

3. Type of Days (Required) _____

C = Calendar days

W = Worked days

4. Pay Cycle Code (Required) _____

Recalculating IDS

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recalculation.

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can also manually initiate IDS recalculations. For example, you need to recalculate IDS if you change the setup parameters for IDS or the minimum salaries that are used to calculate IDS.

Before You Begin

- Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

See *Setting Up User Defined Codes for Mexico*.

Processing Options for IDS Recalculation (R76M0409)

Process Tab

1. Change Reason (Required)

Use this processing option to specify the reason for the IDS recalculation.

2. Date - Effective On (Required)

Use this processing option to designate a date to be used to record an IDS change.

Reviewing IDS History

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all the components of the IDS and the limits associated with the IDS.

► To review IDS history

From the Mexico History Inquiries menu (G07BMXP14), choose IDS History.

1. On Work With IDS History, complete the following field to identify the employee whose IDS history you want to review and click Find:

- Employee Number

The system displays a record in the detail area for each time IDS was calculated for the specified employee. Each record includes IDS amounts, union and job information, and IMSS and INFONAVIT information and the effective date for the calculation.

Employee Number	Employee Name	Effective Date	IDS EG	IDS IV	IDS SAR
106200	Lopez Pérez, José Luis	1/1/00	947.50	644.30	947.50
106200	Lopez Pérez, José Luis	12/25/99	861.25	551.20	861.25
106201	Morales Martínez, Jesús Antoni	1/15/00	635.02	635.02	635.02
106201	Morales Martínez, Jesús Antoni	1/1/00	635.02	635.02	635.02
106201	Morales Martínez, Jesús Antoni	12/31/99	635.02	551.20	635.02
106202	Martínez Montemayor, Jaime	1/15/00	529.18	529.18	529.18
106203	Lozano González, Ana María	12/15/99	317.51	317.51	317.51
106204	Rodríguez Treviño, María Guadalupe	1/1/00	592.68	592.68	592.68
106205	Garza García, Ernesto	1/1/00	883.29	644.30	883.29

2. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

3. Click Cancel.

Reviewing the Historic IDS Report

From the Mexico History Reports menu (G07BMXP15), choose Historic IDS Report.

Review the Historic IDS Report to see IDS information for an employee or a group of employees, including the results of all IDS calculations and the reasons for the calculations.

See Also

- *R76M0400 Historic IDS Report* in the *Reports Guide* for a report sample

Processing Options for Historic IDS Report (R76M0400)

Defaults Tab

1. Name Format Code

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia

- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the IDS Calculation Detail Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose IDS Calculation Detail.

Review the IDS Calculation Detail to see each component of an employee's IDs calculation.

See Also

- *R76M0401 IDS Calculation Detail* in the *Reports Guide* for a report sample

Processing Options for IDS Calculation Detail (R76M0401)

Defaults Tab

1. Name Format Code

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Restoring IDS Records

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recovery.

Use Restoring IDS Records to delete the most recent IDS calculation and restore the previous IDS calculation. You may need to restore IDS records if you notice an error in the current IDS for a specific employee.

Use data selection to select the employees for whom you are restoring the previous IDS calculation.

Caution: You cannot restore records that have been deleted using Purge IDS History (R76M0407).

Purging IDS History

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose Purge IDS History.

You should periodically purge IDS history to enhance system performance. You should keep recent history in the system and purge only information that you do not need to access frequently. Use the Date - Effective On field in the data selection to select the date range of the data that you want to purge. If you do not select a date range, all IDS history will be purged.

Caution: You cannot restore purged records using IDS Recovery (R76M0408).

Before You Begin

- Copy the IDS history records to disk or tape that you are going to purge.

Processing Options for Purge IDS History (R76M0407)

Versions Tab

1. Version of Purge IDS History

Use this processing option to select the version to execute for purging IDS History Information.

Working with IMSS Reporting

For an introduction to Instituto Mexicano del Seguro Social (IMSS) reporting, review the following topic:

- Overview of IMSS reporting

Working with IMSS reporting includes the following tasks:

- Generating IMSS hire notifications
- Generating IMSS termination notifications
- Generating IMSS modification notifications
- Generating IMSS rehire notifications
- Generating IMSS liquidations
- Adjusting IMSS quotas

Before You Begin

- Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

Overview of IMSS Reporting

Every month, Mexican employees must report employee information regarding child care, labor risk, unemployment insurance, disability and old age insurance, retirement funds, and so on, to the Mexican social security institute (Instituto

Mexicano del Seguro Social or IMSS). This reporting process is called Monthly IMSS Liquidation (Liquidación Mensual del IMSS).

Every two months, companies must submit an additional report that contains information for both IMSS and INFONAVIT, the institution that is in charge of housing credits.

In addition, companies must notify IMSS within five days whenever an employee is hired, rehired, experiences a change in IDS, or is terminated.

Generating IMSS Hire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Hire Notification.

Within five days of each new hire, you must submit a hire notification to the government. The employee must also receive a copy of the hire notification.

Processing Options for IMSS Hire Notification (R76M0402)

Process Tab

1. Number of test notifications

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Termination Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Termination Notification.

Within five business days of an employee's termination, you must submit a termination notification to IMSS. You can submit either a flat file or a paper copy of the termination notification.

The IMSS Termination Notification program (R76M0403) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Bajas02.dat" in your "Export" folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system will not generate the flat file.

Processing Options for IMSS Termination Notification (R76M0403)

Process Tab

1. Output Type

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of test notifications

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Modification Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Modification Notifications.

Within five business days of any modification in an employee's integrated daily salary (IDS), you must submit a modification notification to IMSS. You can submit either a flat file or a paper copy of the modification notification.

The IMSS Modification Notification program (R76M0404) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Salarios" in your "Export" folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system will not generate the flat file.

Processing Options for IMSS Modification Notification (R76M0404)

Process Tab

1. Output Type

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of test notifications

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Rehire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Rehire Notifications.

Within five business days of rehiring an employee, you must submit a rehire notification to IMSS. You can submit either a flat file or a paper copy of the rehire notification.

The IMSS Rehire Notification program (R76M0405) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named “Reingres” in your “Export” folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system will not generate the flat file.

Processing Options for IMSS Rehire Notification (R76M0405)

Process Tab

1. Output Type

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of test notifications

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that

the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Liquidations

During each payroll cycle, both employees and employers contribute to the following IMSS quotas:

- Child care
- Labor risk
- Unemployment insurance
- Disability and old age insurance
- Retirement funds
- Others

Each month companies must generate IMSS liquidations to recalculate the employee and employer contributions that were due to IMSS for the month to account for any changes in pay that happened outside of a regular payroll cycle, and make any necessary adjustments to the employee and employer contributions that were collected. Companies must also submit the Monthly Liquidation report to IMSS. The Monthly Liquidation report contains the following information:

- Contributions collected from employees and employers during the month
- Information about incidents of accident and general illness that occurred during the month

Every two months, companies must also submit the Bimonthly Liquidation report, which contains information for INFONAVIT, the institution that is in charge of housing credits.

You must generate IMSS liquidations separately for each company social security ID.

The Monthly and Bimonthly Liquidation reports are due to the IMSS by the 17th of the month.

The system produces both printed reports and flat files. The system uses table conversions to generate the following flat files in your “Export” folder:

- FSUASSA - Affiliates Information
- FSUASSI - Insured Information

- FSUASSM - Movements of the Period

You must export these files to the SUA 200 (Sistema Unico de Autodeterminación 2000), which IMSS provides.

See Also

- *R76M0411 Bimonthly Liquidation Report* and *R76M0412 Monthly Liquidation Report* in the *Reports Guide* for report samples

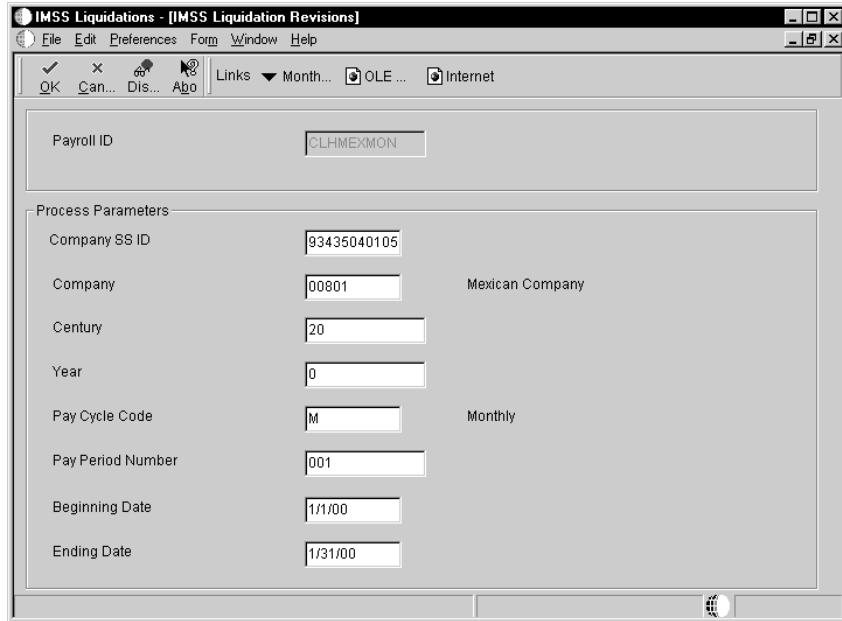
Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system will not generate the flat file.

► To generate IMSS liquidations

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Liquidations.

1. Complete the following field and click Find:
 - Company SS ID
2. Choose the appropriate row in the detail area and click Select.



3. On IMSS Liquidation Revisions, complete the following fields:
 - Company SS ID
 - Company
 - Century
 - Year
 - Pay Cycle Code
 - Pay Period Number
 - Beginning Date
 - Ending Date
4. Click OK.
5. To create the monthly report, click on Monthly Process under the Form menu. To create the bimonthly report, click on Bimonthly Process under the Form menu.
6. Click OK to submit.

See Also

- R76M0410 *Monthly Liquidation Report* in the *Reports Guide* for a report sample
- R76M0411 *Bimonthly Liquidation Report* in the *Reports Guide* for a report sample

Processing Options for Monthly Liquidation Report (R76M0412)

Process Tab

1. Company Social Security ID

Use this processing option to specify the Social Security Number of the Company processed.

2. Payroll Bimonthly Cycle

Use this processing option to specify the calendar of the bimonthly period used in the report.

Default Tab

1. Absence PDBA 1

Use this processing option to specify the Absence DBA Code that will not be included in the IMSS Liquidation.

2. Absence PDBA 2

Use this processing option to specify the Absence DBA Code that will not be included in the IMSS Liquidation.

3. Absence PDBA 3

Use this processing option to specify the Absence DBA Code that will not be included in the IMSS Liquidation.

4. INFONAVIT Credit DBA

Use this processing option to specify the DBA code for INFONAVIT credits.

5. Additional SAR Contributions DBA

Use this processing option to indicate the DBA used for the company additional contributions to SAR. This DBA is considered for the IMSS Liquidation process.

6. Additional INFONAVIT Contributions DBA

Use this processing option to indicate the DBA used for the company additional contributions to INFONAVIT. This DBA is considered for the IMSS Liquidation process.

7. Voluntary SAR Contributions DBA

Use this processing option to indicate the DBA used for the employee voluntary contributions to SAR. This DBA is considered for the IMSS Liquidation process.

Processing Options for Bimonthly Liquidation Report (R76M0411)

Process Tab

1. Company Social Security ID

Use this processing option to specify the Social Security Number of the Company processed.

2. Payroll Bimonthly Cycle

Use this processing option to specify the calendar of the bimonthly period used in the report.

Default Tab

1. DBA for INFONAVIT Credit

Use this processing option to specify the DBA code for INFONAVIT credits.

Adjusting IMSS Quotas

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Quota Adjustments.

Use IMSS Quota Adjustments to adjust the differences between Social Security retained quotas and the amounts paid to the Social Security Institute in monthly and bimonthly liquidations. The system also produces a report that displays the basis for the calculations and the results of tax adjustments.

When you adjust IMSS quotas in production mode, the system populates DBAs to credit or withhold the appropriate amounts from employee's pay.

Processing Options for IMSS Quota Adjustments (R76M1102)

Process Tab

1. Century/Year

Use this processing option to enter the year to be processed. Include century and year.

2. Beginning Month

Use this processing option to specify the beginning month of the process.

3. Ending Month

Use this processing option to specify the ending month of the process.

4. Minimum amount to apply for discounts

Use this processing option to specify the minimum amount that can be discounted from or given to an employee during the IMSS Adjustment process.

5. Adjustment Effective Date

Use this processing option to specify the date when the adjustment will take place.

6. Batch Processing Mode

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode

In test mode, the system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

7. DBA Code for IMSS Quota Adjustment in Against

Use this processing option to specify the DBA code in which the IMSS quota adjustment that will be deducted from an employee's pay is stored.

8. DBA Code for IMSS Quota Adjustment to Favor

Use this processing option to specify the DBA code in which the IMSS quota adjustment to be paid to the employee is stored.

Categories Tab

1. PDBA Code for hours worked

Use this processing option to specify the PDBA code used for Hours Worked.

2. PDBA for Additional Quota Insurance

Use this processing option to specify the PDBA code used for Additional Quota Insurance (employee contribution).

3. PDBA for Money Insurance (Employee)

Use this processing option to specify the PDBA code used for Money Insurance (employee contribution).

4. PDBA for Life and Disability Insurance (Employee)

Use this processing option to specify the PDBA code used for Life and Disability Insurance (employee contribution).

5. PDBA for Retirement Fund Provision (Employee)

Use this processing option to specify the PDBA code used for Retirement Fund Provision (employee contribution).

6. PDBA for Unemployment/Old Age Insurance (Employee)

Use this processing option to specify the PDBA code used for Unemployment/Old Age Insurance (employee contribution).

Display Tab

1. Enter the Format to use for Name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Working with INFONAVIT Credits

Working with INFONAVIT credits includes the following tasks:

- Entering INFONAVIT credits
- Terminating INFONAVIT credits

Entering INFONAVIT Credits

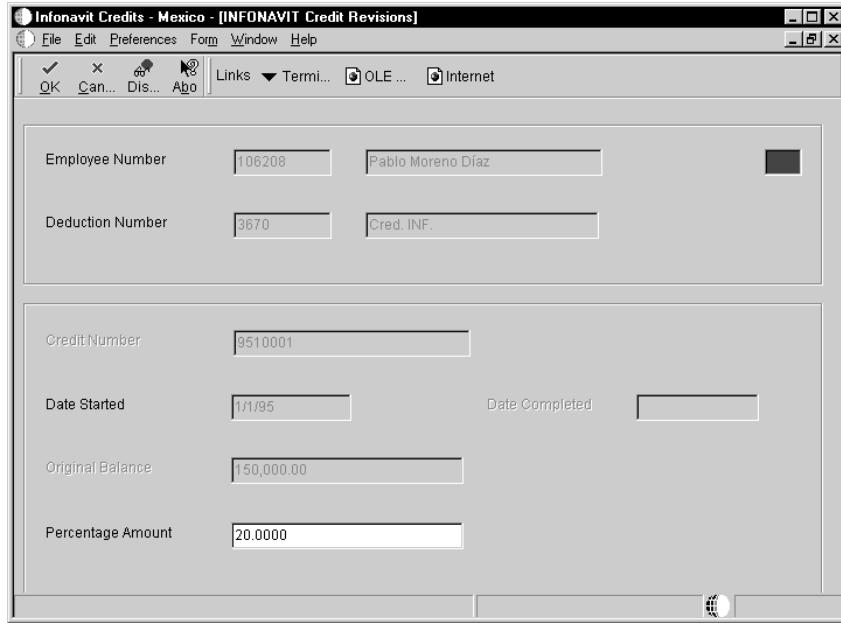
INFONAVIT is a government institution that provides housing loans. When an employee receives an INFONAVIT loan, the employee presents the loan information to his or her employer. The employer then collects loan payments, called INFONAVIT credits, during regular payroll processing and gives the INFONAVIT credits to INFONAVIT.

You enter INFONAVIT credits for each employee that receives an INFONAVIT loan.

► To enter INFONAVIT credits

From the Employee Management menu (G05BE1), choose INFONAVIT Credits - Mexico.

1. On Work With INFONAVIT Credits, click Add.



2. On INFONAVIT Credit Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
3. Complete the following fields with information from the employee's INFONAVIT loan statement and click OK:
 - Credit Number
 - Date Started
 - Original Balance
 - Percentage Amount

Field	Explanation
Deduction Number	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p>.....Form-specific information.....</p> <p>Enter the PDBA that is used to deduct INFONAVIT credits from the employee's pay.</p>

Field	Explanation
Credit Number	<p>A name or remark that describes an element in the J.D. Edwards systems.</p> <p>.....<i>Form-specific information</i>.....</p>
Date Started	<p>The number of the INFONAVIT loan. The employee receives this number from INFONAVIT and supplies it to the employer so that the company can deduct loan payments and remit them to INFOMAVIT.</p>
Original Balance	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the date to begin deducting INFONAVIT credits from the employee's pay.</p> <p>The balance or amount due on an open invoice or voucher.</p> <p>In the Address Book Master file (F0101) this is a memo amount field used to determine if a particular order exceeds a credit limit. See the documentation for the Order Processing system.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the total amount that the employee must repay to INFONAVIT.</p>

Field	Explanation
Percentage Amount	<p>A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are:</p> <p class="list-item-l1">1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.</p> <p class="list-item-l1">2 For a pay type, amounts entered in this field override the hourly rate.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the percentage to deduct from the employee's pay for INFONAVIT credits. Valid values are 20, 25, or 30. If you enter any other value, the system will deduct 20% of the employee's pay.</p>

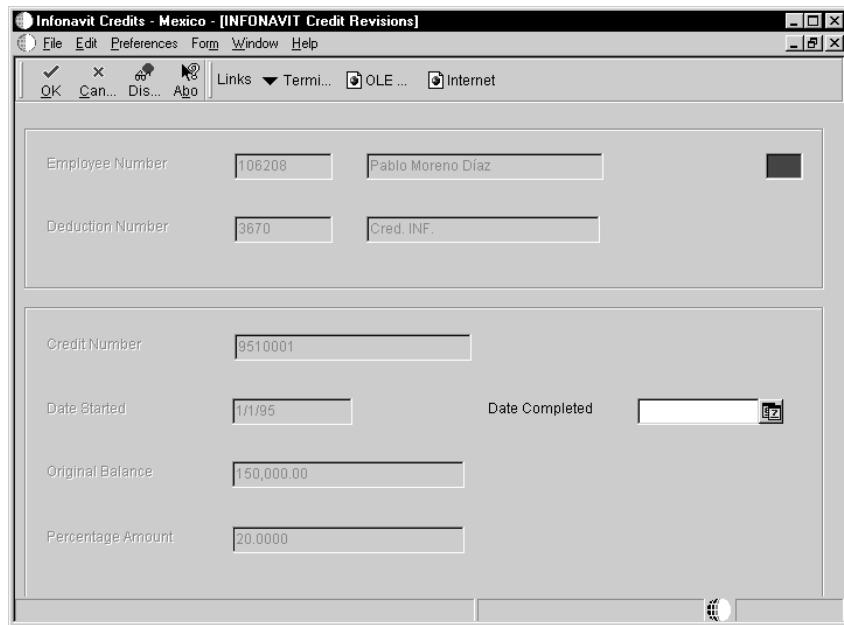
Terminating INFONAVIT Credits

When an employee has repaid an INFONAVIT loan in full, you terminate the INFONAVIT credit so that no more money will be withheld from the employee's pay for INFONAVIT.

► To terminate INFONAVIT credits

From the Employee Management menu (G05BE1), choose INFONAVIT Credits - Mexico.

1. On Work With INFONAVIT Credits, complete the following field and click Find:
 - Employee Number
2. Choose the employee for whom you are terminating INFONAVIT credits, and click Select.



3. On INFONAVIT Credit Revisions, choose Terminate from the Form menu.

The system activates the Date Completed field.

4. Complete the following field and click OK:

- Date Completed

Field	Explanation
Date Completed	<p>The date when an employee should no longer be included in a payroll cycle or the date when an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p> <p>.....Form-specific information.....</p> <p>Enter the date when the INFONAVIT loan was repaid. The system will not deduct INFONAVIT credits from the employee's pay during any payroll cycles that are processed after this date.</p>

Reviewing Tax Information

Reviewing tax information includes the following tasks:

- Reviewing the Tax Report
- Reviewing the Tax Detail Report
- Reviewing tax detail history online

Reviewing the Tax Report

From the Mexico History Reports menu (G07BMXP15), choose Tax Reports.

Use the Tax Report to review tax history information for employees whose taxes were calculated with a specific tax type, such as Article 80, Article 86, Article 141, or a percentage. The Tax Report displays the following amounts for each employee:

- Income amount
- Exempted income
- Taxable income
- Tax amount
- Tax subsidy
- Tax credit
- Final tax amount

The report also totals these amounts for the company, union, and business unit.

See Also

- R76M0501 *Tax Report* in the *Reports Guide* for a report sample

Processing Options for Reviewing the Tax Report (R76M0501)

Defaults Values Tab

1. Enter the Company Home to be executed

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Enter the Tax Type to be executed (Art 80, Art 86, 141)

Use this processing option in order to define the Tax Type to use in the report.
Default value : T80

3. Enter the Period Beginning Date

Use this processing option to specify the beginning effective date of the process.

4. Enter the Period Ending Date

Use this processing option to specify the ending effective date of the process.

5. Enter '1' if you want to display inactive employees

Use this processing option to indicate whether inactive employees are listed on the report. Valid values are:

- 1 Display inactive employees.
- 0 Do not display inactive employees.

Reviewing the Tax Detail Report

From the Mexico History Inquiries menu (G07BMXP15), choose Tax Detail History.

Use Tax Detail Report to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income
- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

The Tax Detail Report displays information from the Tax Detail History table (F76M0503), which is the same information that you can review using the Tax Detail History program (P76M0502).

See Also

- R76M0502 *Tax Detail Report* in the *Reports Guide* for a report sample

Processing Options for Tax Detail History (R76M0502)

Defaults

Company	_____
Period Beginning Date	_____
Period Ending Date	_____
Display Inactive Employees	_____

Reviewing Tax Detail History Online

Use Tax Detail History to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income

- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

Tax Detail History displays information from the Tax Detail History table (F76M0503), which is the same information that is displayed on the Tax Detail Report (R76M0502).

Note: You use Tax Detail History only to review tax information. You cannot update or delete tax information using this application.

► To review tax detail history online

From the Mexico History Inquiries menu (G07BMXP14), choose Tax Detail History.

The screenshot shows a software application window titled "Tax Detail History - [Work With Tax Detail History]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg..., New..., Disp..., Links, Displ..., OLE..., and Internet. The main area contains search criteria fields: Payroll ID (*), Company (00801, Mexican Company), Union Code (10500, Empleados), Business Unit (*), Tax to apply (*), Employee Number (106203, Ana Maria Lozano Gonzalez), and Effective Date (*). Below the criteria is a grid table with columns: Tax, Subsidy, Tax Credit, Final Tax, and Tax Credit for Employee. The data in the grid is as follows:

Tax	Subsidy	Tax Credit	Final Tax	Tax Credit for Employee
244	61	319		135.637 0.000

1. On Work With Tax Detail History, complete any of the following fields and click Find:
 - Payroll ID

- Company
- Union Code
- Business Unit
- Tax to apply
- Employee Number
- Effective Date

The system displays tax history information that matches the criteria you entered.

2. When you are finished reviewing tax history, click Close.

Savings Funds

For an introduction to savings funds, review the following topic:

- Overview of savings funds

Processing savings funds includes the following:

- Setting up savings funds
- Reviewing savings fund information
- Working with savings funds

Overview of Savings Funds

In Mexico, companies can administer two general types of savings funds for their employees: savings funds and mutual savings funds.

For savings funds, the company and the employee agree to contribute matching amounts to the savings fund. The total is invested. Savings funds are administered for one year, but the dates of the fund do not necessarily correspond to a fiscal or calendar year. Six months after the beginning of the savings fund, employees are allowed, but are not required to withdraw all or part of the employee contribution to the fund to that point. This is called a partial liquidation. At the end of the year, all money contributed by the employee, all money contributed by the company on the employee's behalf, and all interest generated on the investment is given to the employee. This year-end payment is called the final liquidation.

Mutual savings funds are organized by employees and involve only an employee contribution, the amount of which is determined by the employee. No matching company contribution exists. Mutual savings funds are typically managed by unions or specially designated groups of employees, and the rules of the mutual savings fund are determined by this union or group of employees. The rules determine the following types of issues:

- Whether withdrawals from the fund are allowed, and their frequency
- How the money will be returned to the employee
- How interest is calculated

Mutual savings funds are also administered one year at a time. However, employees are not required to withdraw their funds at the end of the year, but may choose to reinvest for the next year.

Processing Savings Funds

Savings funds and mutual savings funds are handled very similarly in the J.D. Edwards system. The process for handling savings funds and mutual savings funds can be grouped in the following major categories:

- Setup
- Reports and inquiries
- Payroll calculations

- Partial and final liquidations

Setup

At the inception of a savings fund, you use Savings Fund Setup (P76M1001) to set up general guidelines about how each fund should be calculated, including which DBAs will be used for contributions, withdrawals, and liquidations. You need to complete this setup only once for each savings fund unless you need to change fundamental elements of the saving fund.

Both savings funds and mutual savings funds are administered on a yearly cycle. You use Savings Fund Setup by Year (P76M1002) to modify some aspects of the fund that may change from year to year.

Reports and Inquiries

You can use the following reports and inquiries to track the status and fund balance for each employee:

- Employee Savings Fund Setup (P76M1003)
- Employee Savings Fund Report (R76M1000)
- Savings Funds Account Balance (R76M1001)

You can also use Employee Savings Fund Setup to change the amount of specific employees' voluntary contributions and to determine whether specific employees can make withdrawals from the fund.

Payroll Calculations

During each regular payroll, the system calculates DBAs that relate to savings funds and mutual savings fund, and stores the amounts in historical and transaction files. The following DBAs can be calculated:

- Employee contribution to the fund
- Employer contribution to the fund
- Voluntary contributions to mutual savings fund
- Generated interest
- Withdrawals from mutual savings funds

Partial and Final Liquidations

Use Funds Liquidation (R76M1004) to administer both partial and final liquidations.

During a final liquidation, the system can calculate interest for the fund, pay all or a portion of the fund to the employee (depending on the fund setup), and begin a new cycle of the next year's savings fund.

Setting up Savings Funds

Setting up savings funds includes the following tasks:

- Setting up savings fund information
- Setting up savings funds by year
- Setting up employee contributions to mutual savings funds

Setting Up Savings Fund Information

At the inception of either a savings fund or mutual savings fund, you set up information about how that savings fund should be handled. You need to set up this information only once unless the rules of the savings fund change.

You can override certain elements of savings fund setup on an annual basis. You can also override certain elements of savings fund setup for specific employees.

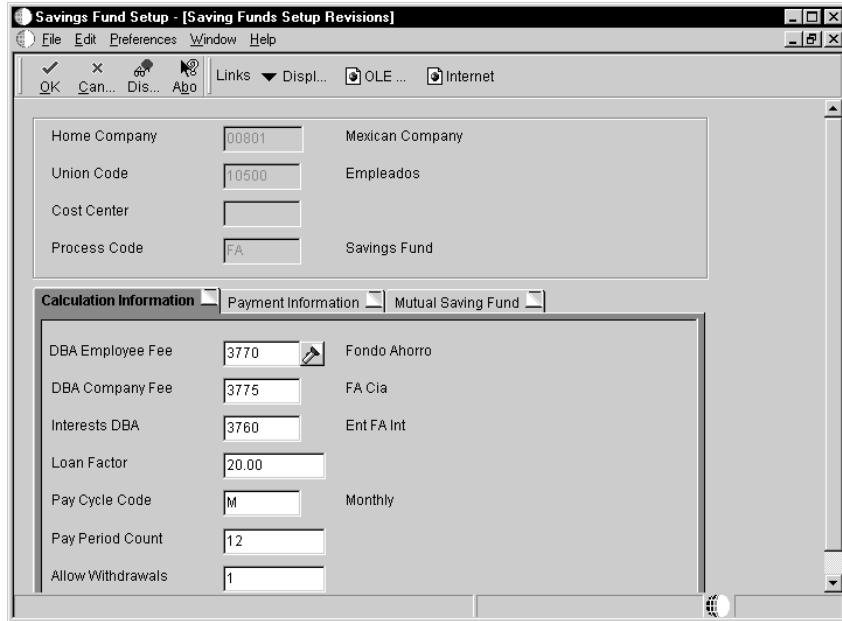
Before You Begin

- Set up DBAs for the employee and company contributions, interest, and liquidations, including withdrawal of the employee contribution, withdrawal of the employer contribution, withdrawal of the interest, and partial withdrawals. See *Setting Up Deductions, Benefits, and Accruals*.

► To set up savings fund information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup.

1. On Work With Saving Funds Setup, click Add.



2. On Saving Funds Setup Revisions, complete the following fields in the header area:

- Home Company
- Union Code
- Cost Center
- Process Code

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. On the Calculation Information tab, complete the following fields to specify the DBAs for the savings fund:

- DBA Employee Fee
- DBA Company Fee
- Interests DBA

Complete the Interests DBA field only if you are calculating estimated interest each pay period. If you will distribute actual interest amounts at the time of liquidation and do not wish to calculate interest amounts before liquidation, you do not need to complete this field.

4. Complete the following fields to define the length of the savings fund based on pay frequency:

- Pay Cycle Code
- Pay Period Count

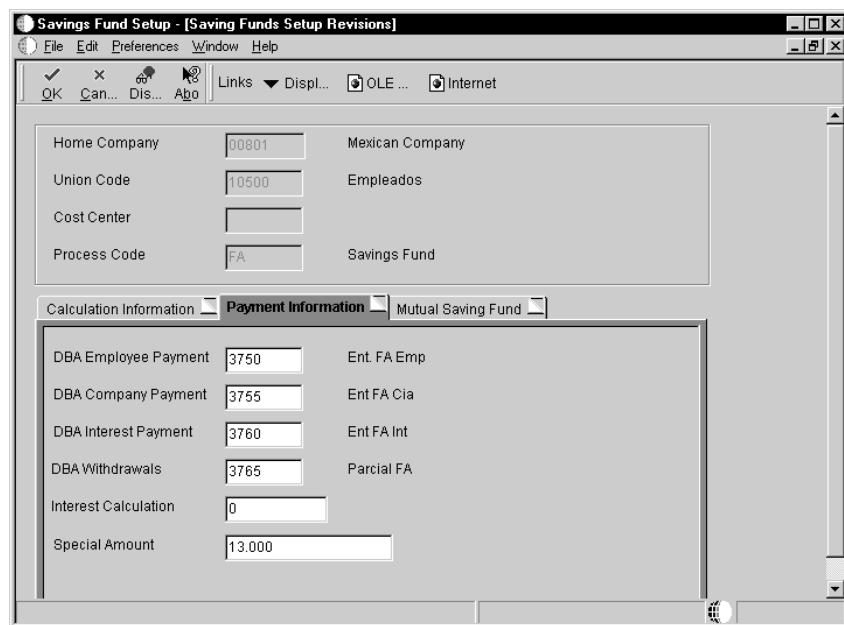
For example, if you use a semi-monthly pay cycle, you should enter 24 in the Pay Period Count to define a period of one year because you would process 24 pay cycles in a year.

5. If you are going to allow partial liquidations, complete the following field:

- Allow Withdrawals

6. If you want to use a portion of the savings fund to repay employee loans during savings fund liquidation, complete the following field:

- Loan Factor

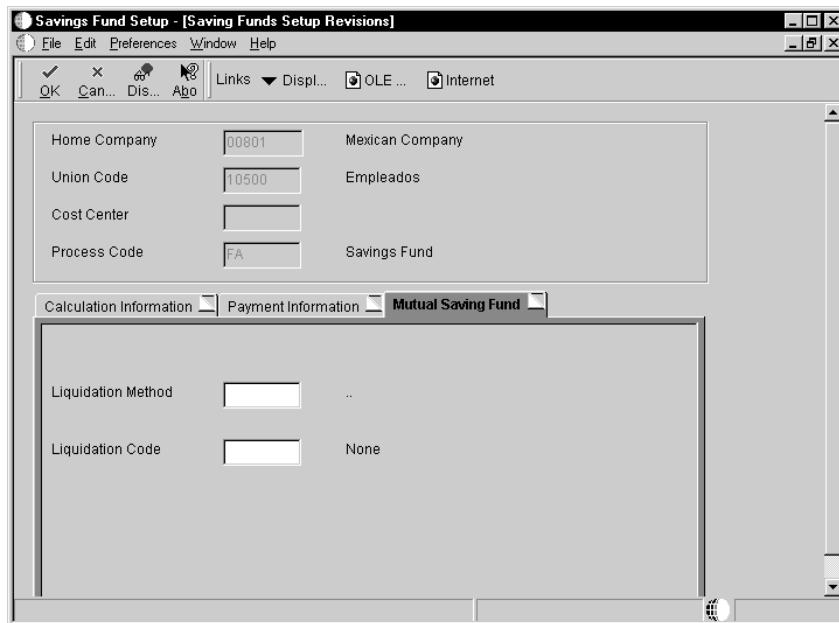


7. On the Payment Information tab, complete the following fields for final liquidations:

- DBA Employee Payment
- DBA Company Payment
- DBA Interest Payment

The Employee Payment, Company Payment, and Interest Payment DBAs are all benefits with gross and net effect that are used to pay employees during final liquidations.

8. Complete the following field for partial liquidations:
 - DBA Withdrawals
9. To determine whether the system should calculate savings fund interest during every pay cycle, or distribute interest amounts at the time of final liquidation, complete the following field:
 - Interest Calculation
10. Complete the following field to determine the amount of the employee contribution to the savings fund, and the matching employer contribution, if applicable:
 - Special Amount



11. For mutual savings funds, complete the following fields on the Mutual Savings Fund tab:
 - Liquidation Method
 - Liquidation Code

You can override the Liquidation Code for specific employees using Employee Savings Fund Setup (P76M1003).

12. Click OK.

Field	Explanation				
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.				
DBA Employee Fee	The DBA for the employee contribution to the savings fund. This DBA should be a deduction.				
DBA Company Fee	The DBA for the employer contribution to the savings fund. This DBA should be a benefit with no effect on gross or net pay.				
Interests DBA	The DBA that you are using to calculate the interest on the savings fund. This DBA should be a benefit with no effect on gross or net pay.				
Pay Cycle Code	A code that identifies the values for a master payroll cycle.				
Allow Withdrawals	The number of allowed withdrawals from a savings fund or mutual savings fund cycle.				
Loan Factor	<p>The percentage of the gross pay to be deducted.</p> <p>.....<i>Form-specific information</i>.....</p>				
	The percentage of the liquidation amount that should be used to repay employee loans.				
DBA Employee Payment	A code that defines the DBA for the employee savings payment.				
DBA Company Payment	A code that defined the DBA for the employer savings payment.				
DBA Interest Payment	A code that defines the DBA for interest payments on savings funds or mutual savings funds.				
DBA Withdrawals	A code that defines the DBA for savings withdrawals.				
Interest Calculation	A code that indicates whether interest is calculated during every payroll or at the end of the cycle.				
Special Amount	<p>An entry that determines the percentage, days, or amount to pay, depending on the type of calculation.</p> <p>.....<i>Form-specific information</i>.....</p>				
	Enter the percentage of employee income that employees contribute to the savings fund. The amount of employee income used in the calculation is determined by the basis of calculation for the Employee Fee DBA (DBAAEMP).				
Liquidation Method	<p>A code that defines how savings fund or mutual savings fund liquidations will be calculated. Valid values are:</p> <table style="margin-left: 20px;"> <tr> <td>F</td> <td>Factor</td> </tr> <tr> <td>A</td> <td>Amount</td> </tr> </table>	F	Factor	A	Amount
F	Factor				
A	Amount				

Field	Explanation
Liquidation Code	The portion of the mutual savings fund that is being liquidated. Valid values are: A Both contributions (company and employee) C Company contributions E Employee contributions I Only interest T All (company, employee, and interest)

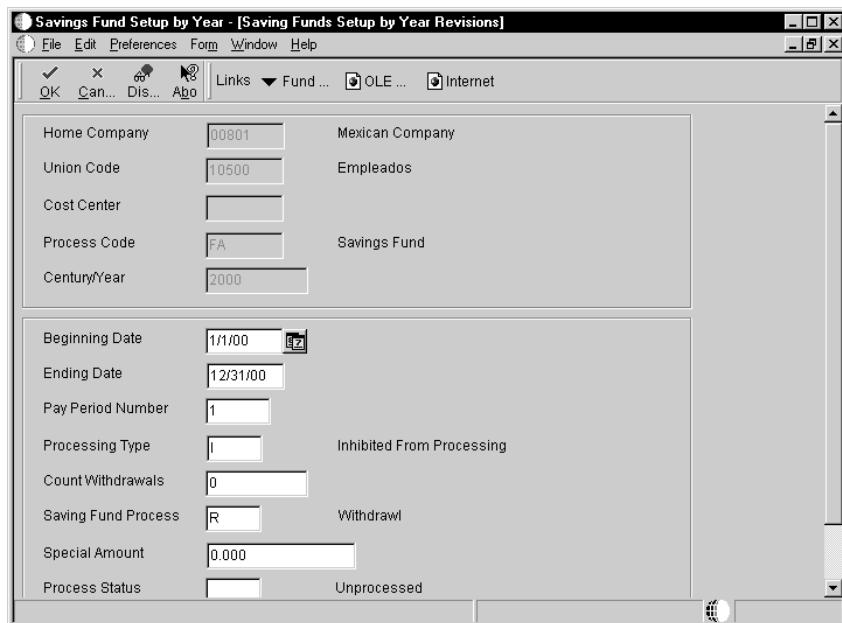
Setting Up Savings Funds by Year

Each year, when a new cycle of the savings fund is about to begin, you can override some setup information in order to specify how the savings fund should operate in the coming year.

► To set up savings fund by year

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, click Add.



2. On Saving Funds Setup by Year Revisions, complete the following fields with the same values you used when you set up the savings fund:

- Home Company
- Union Code
- Cost Center
- Process Status

3. Complete the following fields to set up the savings fund for a new year:

- Century/Year
- Beginning Date
- Ending Date

4. Enter 1 in the following field to indicate that the savings fund cycle is beginning:

- Pay Period Number

The system updates the value in the Pay Period Number field each time that you process a pay cycle.

The other fields on the Saving Funds Setup by Year Revisions form are either updated by the system or used for liquidations.

5. Click OK.

Field	Explanation
Beginning Date	<p>The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The first date of the savings fund cycle.</p>

Field	Explanation
Ending Date	<p>The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The last date of the savings fund cycle.</p>
Pay Period Number	<p>The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods with October being the 10th period.</p> <p>Typical values are:</p> <ul style="list-style-type: none"> 001-052 (Weekly Payroll Cycle) 001-026 (Biweekly Payroll Cycle) 001-024 (Semimonthly Payroll Cycle) 001-012 (Monthly Payroll Cycle) 001-004 (Quarterly Payroll Cycle) 001-001 (Annual Payroll Cycle) <p>.....<i>Form-specific information</i>.....</p> <p>The number of pay periods that have been processed during the savings fund cycle. If you are setting up a new savings fund cycle, enter 1 in this field. The system increments the value in this field each time that you run a payroll cycle.</p>

Setting Up Employee Contributions to Mutual Savings Funds

When you set up a savings fund, you specify the percentage of pay that all employees contribute to the savings fund. For savings fund, all employees contribute the same percentage, which is agreed upon by the employees and the company. However, mutual savings funds allow employees to contribute different percentages. You can set up different contribution percentages for each employees using Employee Savings Fund Setup.

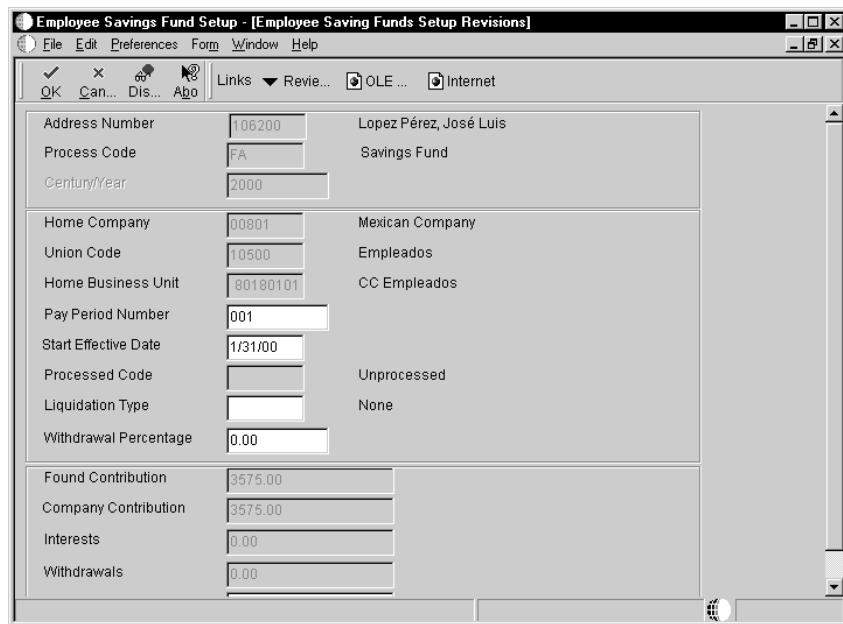
When you set up an employee contribution percentage, the system creates a record in the Employee Savings Fund Setup table (F76M1003). If you do not manually set up employee records in this table, the system creates records for participating employees when you run the first payroll cycle for the savings fund.

Note: If you want to use the contribution percentage from the mutual savings fund setup for a specific employee, you do not need to set up that employee's contribution manually.

► To set up employee contributions to mutual savings funds

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, click Add if you are entering a contribution percentage for an employee who is beginning participation in the mutual savings fund.
2. If you are changing a contribution percentage for an employee who is already participating in the mutual savings fund, locate that employee's record on Work With Employee Saving Funds Setup and click Select.



3. On Employee Saving Funds Setup Revisions, complete the following fields if you are adding a new employee record:
 - Address Number
 - Process Code
 - Century/Year
4. Whether you are adding a new employee record or revising an existing record, complete the following field to enter a new contribution percentage for the employee and then click OK:
 - Voluntary Contribution

The other fields on the Employee Saving Funds Setup Revisions form are either updated by the system or used for liquidations.

Field	Explanation
Voluntary Contribution	The percentage of pay that the employee voluntarily contributes to a mutual savings fund.

Reviewing Savings Fund Information

Reviewing savings fund information includes the following tasks:

- Reviewing savings fund cycle information
- Reviewing employee savings fund information
- Reviewing the Employee Savings Fund report
- Reviewing savings fund account balances

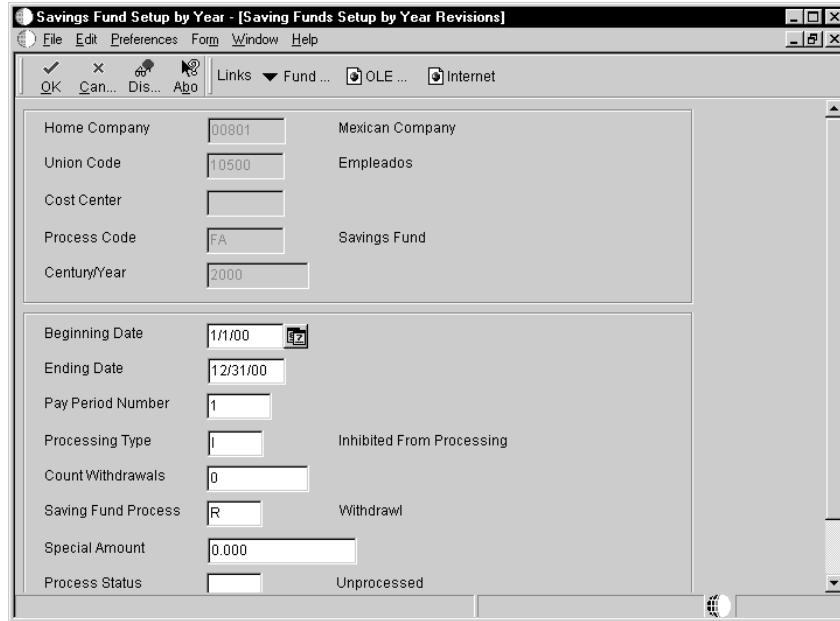
Reviewing Savings Fund Cycle Information

You can use Savings Fund Setup by Year (P76M1002) to inquire about conditions associated with the current savings fund cycle, such as the number of pay periods that have been processed.

► To review savings fund cycle information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/Year
2. Choose the record you want to review and click Select.



3. On Saving Funds Setup by Year Revisions, review the information in the following fields and click OK:

- Pay Period Number
- Count Withdrawals
- Process Status

The system updates the values in these fields when you process payrolls or liquidations.

Field	Explanation										
Pay Period Number	<p>The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods with October being the 10th period.</p> <p>Typical values are:</p> <ul style="list-style-type: none"> 001-052 (Weekly Payroll Cycle) 001-026 (Biweekly Payroll Cycle) 001-024 (Semimonthly Payroll Cycle) 001-012 (Monthly Payroll Cycle) 001-004 (Quarterly Payroll Cycle) 001-001 (Annual Payroll Cycle) <p>.....<i>Form-specific information</i>.....</p>										
	<p>The number of pay periods that have been processed during the savings fund cycle. If you are setting up a new savings fund cycle, enter 1 in this field. The system increments the value in this field each time that you run a payroll cycle.</p>										
Count Withdrawals	<p>The number of withdrawals made during either a savings fund or a mutual savings fund cycle.</p>										
Process Status	<p>A code used to indicate whether a payroll transaction has been processed through the entire payroll cycle. Valid codes are as follows:</p> <table style="margin-left: 40px;"> <tr> <td>blank</td> <td>Unprocessed work orders</td> </tr> <tr> <td>R</td> <td>Unprocessed rates</td> </tr> <tr> <td>P</td> <td>Processed</td> </tr> </table> <p>.....<i>Form-specific information</i>.....</p> <p>A code that indicates whether final liquidation has been run for the current savings fund cycle. Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>blank</td> <td>Unprocessed</td> </tr> <tr> <td>P</td> <td>Processed</td> </tr> </table>	blank	Unprocessed work orders	R	Unprocessed rates	P	Processed	blank	Unprocessed	P	Processed
blank	Unprocessed work orders										
R	Unprocessed rates										
P	Processed										
blank	Unprocessed										
P	Processed										

Reviewing Employee Savings Fund Information

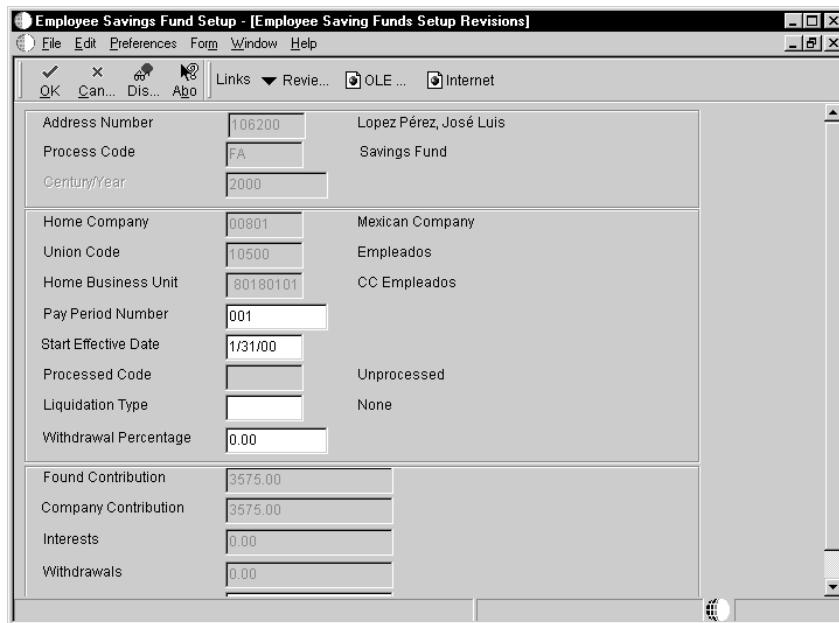
When you process the first payroll cycle for a savings fund, the system creates a record for each participating employee in the Employee Savings Fund Setup table (F76M1003). As you process additional payroll cycles for the savings fund, the system updates information for each employee, such as contribution and withdrawal amounts.

You can use Employee Savings Fund Setup to review information in the Employee Savings Fund Setup table online.

► **To review employee savings fund information**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:
 - Process Code
 - Home Company
 - Union Code
 - Cost Center
 - Employee Number
 - Century/Year
2. Choose the record that you want to review and click Select.



3. On Employee Saving Funds Setup Revisions, review the information in the following fields and then click OK:
 - Found Contribution

- Company Contribution
- Interests
- Withdrawals

Field	Explanation
Found Contribution	The amount that the employee contributes to the savings fund or mutual savings fund.
Company Contribution	The amount that the employer contributes to the savings fund or mutual savings fund.
Interests	The amount of interest that the savings fund or mutual savings fund earns. The system supplies this information only if you have set up a DBA to calculate interest throughout the savings fund or mutual savings fund cycle.
Withdrawals	The amount that the employee has withdrawn from the savings fund or mutual savings fund.

Reviewing the Employee Savings Funds Report

From the Mexico Savings Funds menu (G07BMXPSP1), choose Employee Savings Funds Report.

Use the Employee Savings Funds Report (R76M1000) to review the amount that each employee has saved and the amount that each employee has withdrawn. These amounts include employee contributions, company contributions, and earned interest.

The Employee Savings Funds Report is based on the Employee Savings Fund Setup table (F76M1003).

See Also

- R76M1000 *Employee Savings Funds Report* in the *Report Guide* for a report sample

Processing Options for Employee Savings Funds Report (R76M1000)

Defaults Tab

1. Enter the format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing Savings Fund Account Balances

From the Mexico Savings Funds menu (G07BMXPSP1), choose Savings Fund Account Balance.

Use the Savings Fund Account Balance report (R76M1001) to review summary information for an employee's savings fund for a given year, as well as detailed information about contributions and withdrawals. The report lists all transactions for an employee's savings fund, including employee or company contributions, earned interest, and withdrawals.

The Savings Fund Account Balance is based on the Employee Savings Fund Setup table (F76M1003).

See Also

- R76M1001 *Savings Fund Account Balance* in the *Report Guide* for a report sample

Processing Options for Savings Fund Account Balance (R76M1001)

Defaults Tab

1. Enter the format to use for the name

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia

- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Working with Savings Funds

Working with savings funds includes the following tasks:

- Setting up savings fund liquidations
- Liquidating savings funds

Setting Up Savings Fund Liquidations

Before you run either a partial or full liquidation of a savings fund, you set up specific information to control the liquidation.

You can run a liquidation in test mode to review withdrawal amounts and then run the liquidation in final mode.

Setting up a savings fund liquidations includes the following tasks:

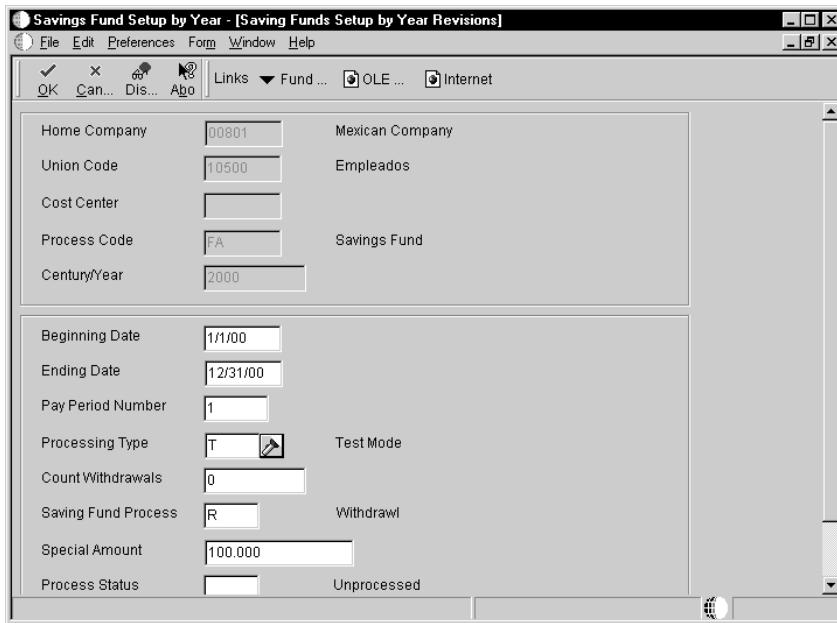
- Setting up general liquidation information
- Setting up liquidation information for an employee

► To set up general liquidation information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/Year

2. Choose the record for the savings fund that you are liquidating and click Select.



3. On Saving Funds Setup by Year Revisions, complete the following fields:
 - Processing Type
 - Saving Fund Process
4. If you are running a final liquidation, complete the following field:
 - Special Amount
5. Click OK.

Field	Explanation
Processing Type	<p>Indicates whether a customer is prohibited from batch processing or if that customer is in a test or production mode. Valid values are:</p>
	<ul style="list-style-type: none"> I Inhibited. Not available for batch processing. T Test mode. Only reports produced when processed. P Production mode. Reports and live orders produced when processed.
	<i>.....Form-specific information.....</i>
Indicates the processing mode for the liquidation. Valid values are:	<ul style="list-style-type: none"> T Test mode. Only reports are produced. P Production mode. Reports are produced and tables are updated.
Saving Fund Process	<p>A code that identifies the type of liquidation to be processed. Valid values are:</p>
	<ul style="list-style-type: none"> F Final liquidation P Partial liquidation R Withdrawal
Special Amount	<p>An entry that determines the percentage, days, or amount to pay, depending on the type of calculation.</p>
	<i>.....Form-specific information.....</i>
	<p>When you are performing a final liquidation, enter the total amount of the fund that you have received from the investment firm. This total includes employee contributions, company contributions, and interest. The system uses this total to determine the amount of interest to distribute by subtracting employee contributions and company contributions from this total. The system retrieves employee contribution and company contribution amounts from the Employee Saving Funds Setup table (F76M1003).</p>

► To set up liquidation information for an employee

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:

- Process Code
- Home Company

- Union Code
 - Cost Center
 - Employee Number
 - Century/Year
2. Choose the record for the employee for whom you are setting up liquidation information and click Select.

Address Number	106200	Lopez Pérez, José Luis
Process Code	FA	Savings Fund
Century/Year	2000	
Home Company	00801	Mexican Company
Union Code	10500	Empleados
Home Business Unit	80180101	CC Empleados
Pay Period Number	001	
Start Effective Date	1/31/00	
Processed Code		Unprocessed
Liquidation Type	E	Employee Contribution
Withdrawal Percentage	25.00	
Found Contribution	3575.00	
Company Contribution	3575.00	
Interests	0.00	
Withdrawals	0.00	

3. On Employee Saving Funds Setup Revisions, complete the following field if you are liquidating a mutual savings fund and want to override the liquidation type for the selected employee:
- Liquidation Type
- If you don't enter a liquidation type for a specific employee, the system uses the liquidation type that you set up on Savings Fund Setup (P76M1001).
4. If you are running a partial liquidation, complete the following field:
- Withdrawal Percentage
- Caution:** You must set up a withdrawal percentage for each employee that is participating in the partial liquidation.
5. Click OK.

Field	Explanation
Liquidation Type	<p>The portion of the mutual savings fund that is being liquidated. Valid values are:</p> <ul style="list-style-type: none"> A Both contributions (company and employee) C Company contributions E Employee contributions I Only interest T All (company, employee, and interest) <p>.....<i>Form-specific information</i>.....</p>
Withdrawal Percentage	<p>The value that you enter here overrides the Liquidation Type that you entered on Savings Fund Setup (P76M1001) for the selected employee only.</p>
Withdrawal Percentage	<p>The amount or rate of the withdrawal.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the rate of the withdrawal for partial liquidations. For savings funds, the withdrawal is calculated as the percentage that you enter of the employee's year-to-date contribution to the savings fund. For mutual savings funds, the withdrawal is calculated as the percentage that you enter of the amount that corresponds to the liquidation type. For example, if you enter 30 in the Withdrawal Percentage field and A (Both Contributions) in the Liquidation Type field, the employee will receive 30 percent of the total employee contributions and company contributions currently available in the fund.</p>

Liquidating Savings Funds

You use Funds Liquidation (R76M1004) to generate payment amounts for employees during partial and final liquidations of savings funds and mutual savings funds. The system stores these payment amounts in the DBAs that are set up on Savings Fund Setup (P76M1001).

The amount of the payment that each employee receives is determined by the employee's savings fund setup.

For final liquidations, the system runs Savings Funds Interest Generation (R76M1003) to calculate the amount of interest that each employee should receive. The amount of interest for each employee is proportional to the amount that employee contributed to the fund.

To identify the savings funds that you are liquidating, specify the Home Company, Union Code, and Home Business Unit of the funds in the data selection of Funds Liquidation (R76M1004). You may omit one or more of these fields from the data

selection depending on the setup of the funds. The data selection you set up should match the setup of the fund.

When you process a final liquidation, the system runs Saving Funds Cycles Update (R76M1002) to set up the savings funds for the next year in the following tables:

- Saving Funds Setup by Year (F76M1002)
- Employee Saving Funds Setup (F76M1003)

After you run final liquidation for a savings fund, you should review savings fund setup for the coming year.

See Also

- R76M1004 Funds Liquidation in the *Reports Guide* for a report sample

Before You Begin

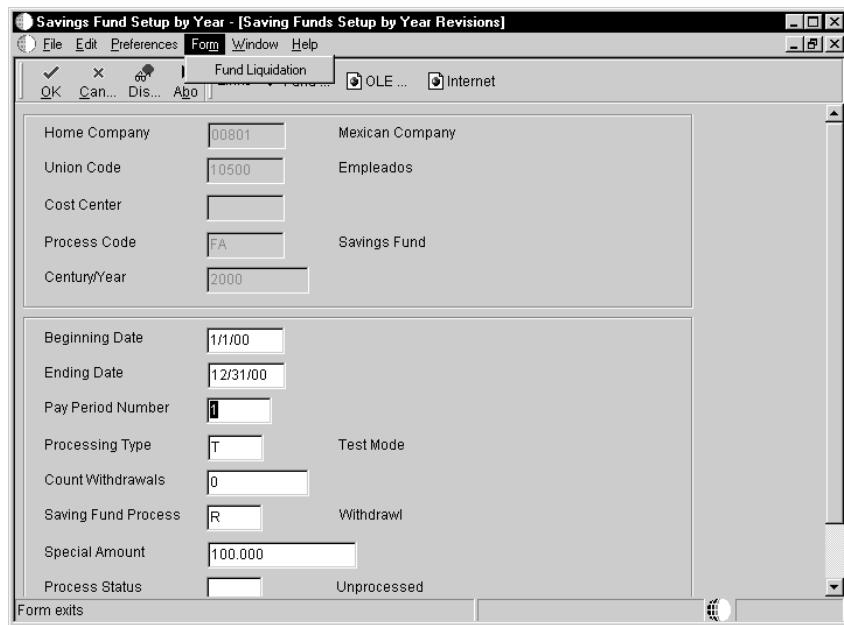
- Set up information for the savings fund liquidation. See *Setting Up Savings Fund Liquidations*.
- Set up a version of Funds Liquidation (R76M1004) to select the employees for whom you are liquidating funds. See *OneWorld Foundation: Working with Batch Versions*.

► To liquidate a savings fund

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/Year

2. Choose the record for the savings fund that you are liquidating and click Select.



3. On Saving Funds Setup by Year Revisions, verify the information in the following fields:
 - Processing Type
 - Saving Fund Process
 - Special Amount
4. Complete the following field:
 - Version
5. Choose Fund Liquidation from the Form menu.

Field	Explanation
Processing Type	<p>Indicates whether a customer is prohibited from batch processing or if that customer is in a test or production mode. Valid values are:</p> <ul style="list-style-type: none"> I Inhibited. Not available for batch processing. T Test mode. Only reports produced when processed. P Production mode. Reports and live orders produced when processed.
	<i>.....Form-specific information.....</i>
Saving Fund Process	<p>Indicates the processing mode for the liquidation. Valid values are:</p> <ul style="list-style-type: none"> T Test mode. Only reports are produced. P Production mode. Reports are produced and tables are updated.
Special Amount	<p>A code that identifies the type of liquidation to be processed. Valid values are:</p> <ul style="list-style-type: none"> F Final liquidation P Partial liquidation R Withdrawal
	<i>.....Form-specific information.....</i>
Version	<p>When you are performing a final liquidation, enter the total amount of the fund that you have received from the investment firm. This total includes employee contributions, company contributions, and interest. The system uses this total to determine the amount of interest to distribute by subtracting employee contributions and company contributions from this total. The system retrieves employee contribution and company contribution amounts from the Employee Saving Funds Setup table (F76M1003).</p>
	<p>A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.</p>

Processing Options for Funds Liquidation (R76M1004)

Defaults Tab

1. Enter the format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Vacations

For an introduction to vacations, review the following topic:

- Overview of vacations and vacation bonuses

Processing vacations includes the following:

- Setting up vacations
- Working with vacations
- Reviewing vacation information

Overview of Vacations and Vacation Bonuses

In Mexico, employees receive both vacation pay and vacation bonuses. Vacation pay is for the vacation days that an employee takes. In some situations, employees can receive vacation pay without actually taking the vacation days off of work. Vacation bonuses are annual payments that employees receive in conjunction with vacation pay.

Mexican companies are required by law to pay an employee both vacation pay and a vacation bonus on a yearly basis after the employee has completed one year of employment for a company. Employees are not eligible for vacation pay or vacation bonuses during the first year of employment. However, some employers allow employees to take vacation pay during the first year as an advance on future pay.

Vacation pay and vacation bonuses are given to employees in proportion to the employee's seniority, or the number of years that the employee has worked for the company. You set up vacation pay and vacation bonus rates in the Vacation and Christmas Bonus Setup table (F76M0008).

While vacation pay and vacation bonuses are based primarily on the seniority table, companies can control certain elements of payment calculations, such as which salary the payment is based on, the number of days to be paid, whether vacations will be paid all at once, whether advance payments will be allowed, and so on.

Setting Up Vacations

Setting up vacations includes the following task:

- Setting up vacation criteria

Setting Up Vacation Criteria

You set up vacation criteria to control certain elements of vacation pay and vacation bonuses, such as the rules for payment and the salary on which the payment is based. You define different criteria for vacation pay and vacation bonuses.

You set up vacation criteria by company. You can also set up vacation criteria by union, business unit, or both.

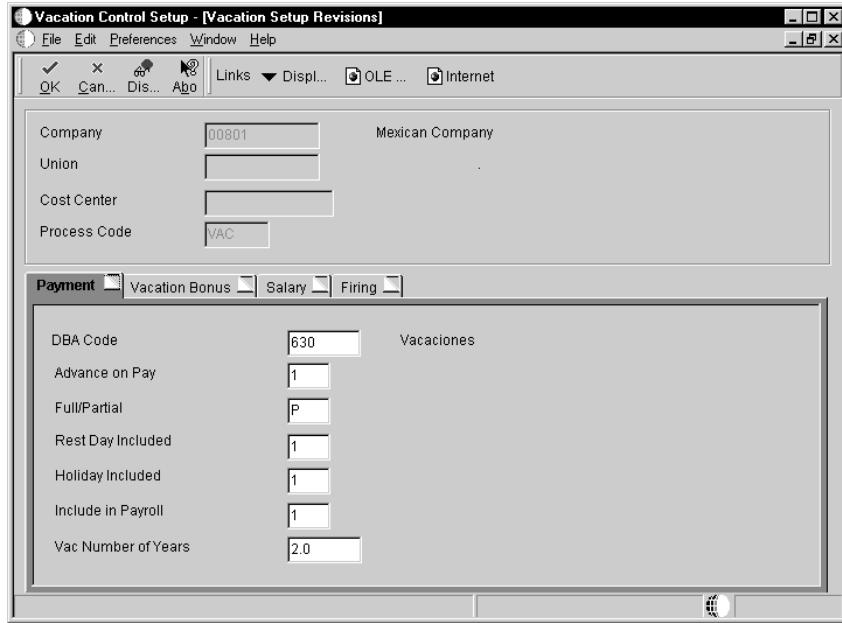
Before You Begin

- Set up vacation tables. See *Setting Up Calculation Tables for Vacations and Christmas Bonuses*.

► To set up vacation criteria

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Vacation Control Setup.

1. On Work With Vacation Setup, click Add.



2. On Vacation Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center
- Process Code

You need to complete the Union and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

The options on the Payment tab control vacation payments.

3. Complete the following required field:

- DBA Code

4. If you allow employees to take vacation pay that is not yet available to them as an advance on their future vacation pay, enter Y in the following field:

- Advance on Pay

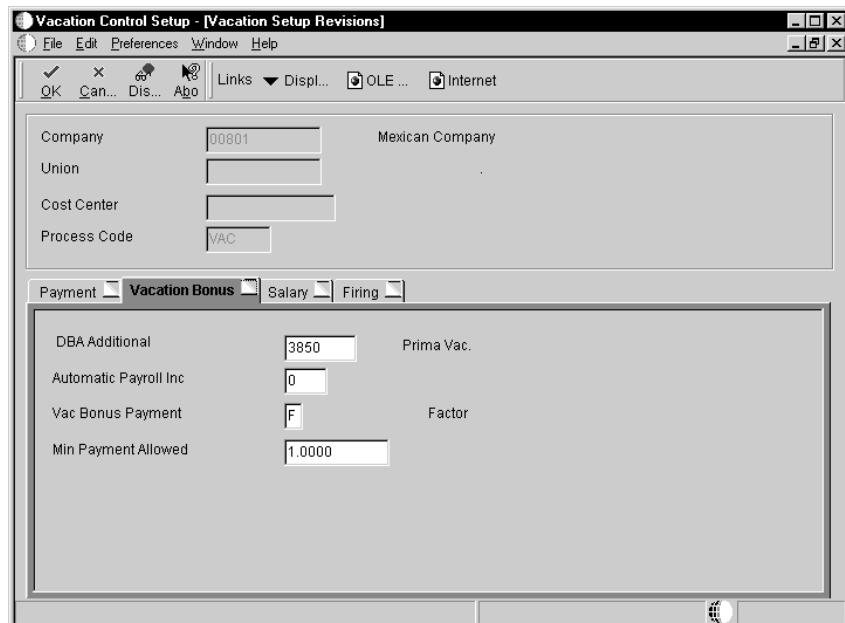
If you enter Y, the system issues a warning when you enter a request for more vacation pay than an employee has available, but it allows you to enter the request. If you enter N, the system issues a warning and does not allow you to enter a request for more vacation pay than an employee has available.

5. Complete the following field to indicate whether you allow employees to take only a portion of available vacation at a given time or require employees to use all available vacation at once:
 - Full/Partial
6. Complete the following fields to indicate whether rest days or holidays that occur during an employee's vacation are counted as vacation days:
 - Rest Day Included
 - Holiday Included

Whether or not you include rest days and holidays affects the calculation of the ending date for the vacation. The system calculates the ending date when you generate vacation payments.

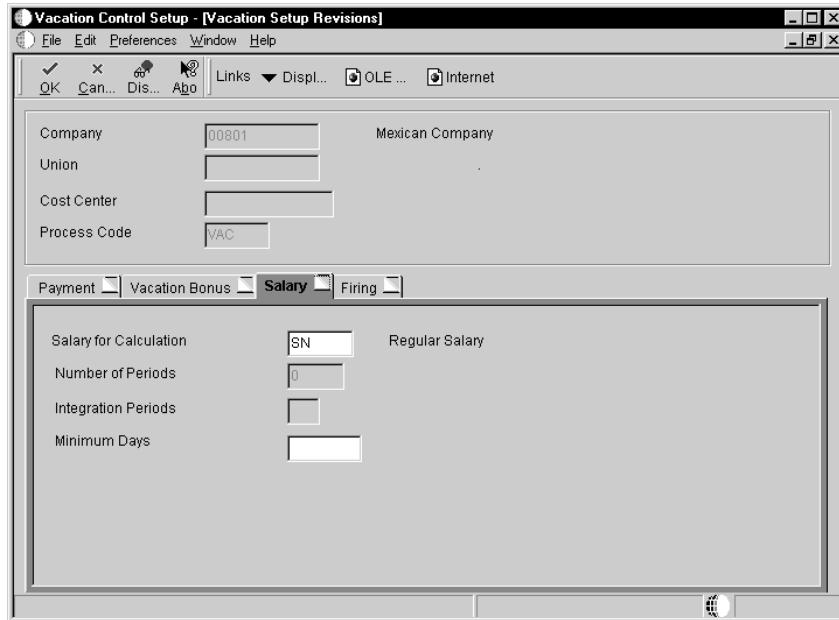
See *Paying Vacations and Vacation Bonuses*.

7. Complete the following field to indicate whether you want to process vacation payments during regular payroll cycles or during special payroll cycles:
 - Include in Payroll
8. If you require employees to forfeit vacation pay that is not used within a specific length of time, complete the following field:
 - Vac Number of Years



9. On the Vacation Bonus tab, complete the following required field:
 - DBA Additional
10. Complete the following field to indicate whether you want the system to pay vacation bonuses automatically during the regular payroll cycle that includes the employee's anniversary date:
 - Automatic Payroll Inc

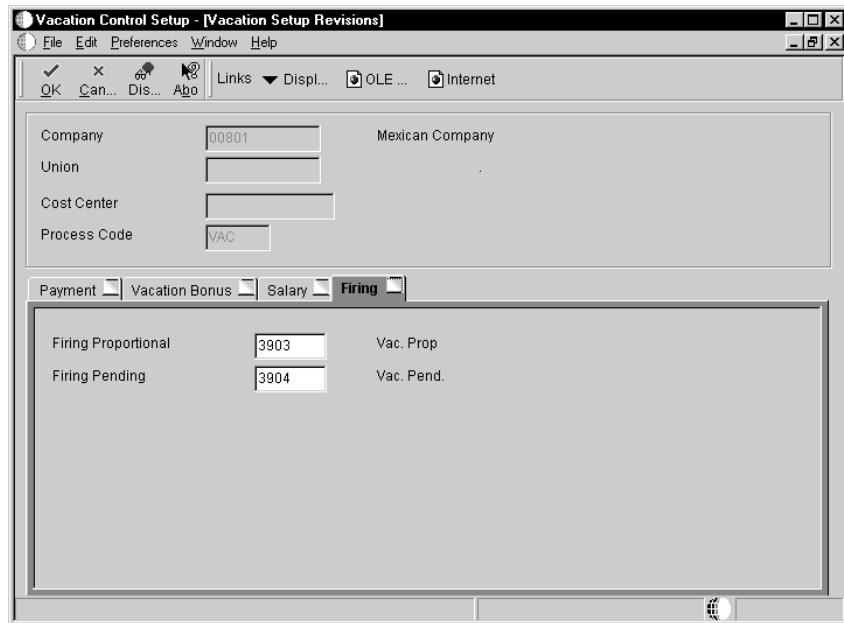
If you do not process vacation bonuses automatically, you will have to run special payrolls to pay vacation bonuses. Many companies pay vacation bonuses on employees' anniversary dates to avoid paying vacation bonuses based on a higher salary later on.
11. If you are paying vacation bonuses upon request rather than paying them automatically on anniversary dates, complete the following field:
 - Vac Bonus Payment
12. If you entered F (Factor) in the Vac Bonus Payment field, complete the following field:
 - Min Payment Allowed



13. On the Salary tab, complete the following field:
 - Salary for Calculation

14. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary for Calculation field, complete the following fields to specify the time period over which the salary will be calculated:
 - Number of Periods
 - Integration Periods
15. If you entered Frequently used salary (SMF) in the Salary for Calculation field, complete the following field to indicate the minimum number of days that an employee must have worked in a specific job in order for that salary to be included in the calculation:
 - Minimum Days

If none of the jobs that the worker had during the period that you specified meets the minimum days requirement, the system uses the employee's base salary to calculate vacation pay.



16. On the Firing tab, complete the following fields to specify the PDBAs that are used to pay outstanding vacation pay and vacation bonus amounts to employees upon termination:
 - Firing Proportional
 - Firing Pending
17. Click OK.

Field	Explanation								
DBA Code	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the PDBA for vacation pay. This PDBA is usually a pay type. The system stores the result of vacation pay calculations in this PDBA for payment during a payroll cycle.</p>								
Advance on Pay	<p>A value of “1” indicates that the transaction has an advance payment on the employee’s special process amount.</p>								
Full/Partial	<p>A code that indicates whether a special process payment is calculated or paid as a full amount or a partial amount.</p> <p>Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>F</td> <td>Full</td> </tr> <tr> <td>P</td> <td>Partial</td> </tr> </table> <p>.....<i>Form-specific information</i>.....</p> <p>A code that indicates whether employees are allowed to collect a portion of vacation pay at one time and receive the rest at another time, or whether employees must collect all available vacation pay at one time. For example, if you allow partial vacation payments, an employee who has six days of vacation pay available can use three days during one month, and the other three days during another month. If you require full vacation payments, an employee who has six days of vacation pay available must use all six days consecutively.</p> <p>Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>F</td> <td>Employees must take full vacation payments.</td> </tr> <tr> <td>P</td> <td>Employees can take partial vacation payments.</td> </tr> </table>	F	Full	P	Partial	F	Employees must take full vacation payments.	P	Employees can take partial vacation payments.
F	Full								
P	Partial								
F	Employees must take full vacation payments.								
P	Employees can take partial vacation payments.								
Rest Day Included	<p>A code that indicates whether the rest days are included in the payment calculation. Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>0</td> <td>Do not include rest days.</td> </tr> <tr> <td>1</td> <td>Include rest days.</td> </tr> </table> <p>For example, suppose an employee requests six days of vacation beginning on a Monday, and the employee’s rest day is Wednesday. If you do not include rest days in the calculation, the employee returns from vacation after seven days. If you include rest days, the Wednesday counts as a vacation day, and the employee returns from vacation after six days.</p>	0	Do not include rest days.	1	Include rest days.				
0	Do not include rest days.								
1	Include rest days.								

Field	Explanation
Holiday Included	A code that indicates whether the holidays are included in the payment calculation. Valid values are: 0 Do not include holidays. 1 Include holidays.
	For example, suppose an employee requests six days of vacation beginning on a Monday, and Wednesday is a holiday. If you do not include holidays in the calculation, the employee returns from vacation after seven days. If you include holidays, the Wednesday counts as a vacation day and the employee returns from vacation after six days.
Include in Payroll	A field that indicates whether the payment will be included in payroll cycle processing.
Vac Number of Years	The number of years in which an employee loses vacations days that have not been used or paid.
DBA Additional	A code that defines a DBA for the special process. <i>Form-specific information</i>
	Enter the PDVA for vacation bonuses. This PDVA is usually a benefit. The system stores the result of vacation bonus calculations in this PDVA for payment during a payroll cycle.
Automatic Payroll Inc	A code that indicates whether the vacation bonus is paid automatically on the employee's anniversary date or when the employee requests it. Valid values are: 1 Pay vacation bonuses automatically. 0 Pay vacation bonuses when requested.
Vac Bonus Payment	A code that indicates the method for calculating partial vacation bonus payments. Valid values are: D Number of days F Factor The value in this field is used if you generate vacation bonus payments on request. If you enter D, employees can receive a vacation bonus that corresponds to the number of vacation days they are using. If you enter F, employees can receive a percentage of their vacation bonus upon request.
Min Payment Allowed	If the vacation bonus type is F, this field identifies the minimum percentage to be paid.
Salary for Calculation	A code that indicates the type of salary on which the calculation of the special process is based. Valid values are stored in UDC 76M/SC.

Field	Explanation
Number of Periods	<p>The number of periods that the retroactive adjustment covers.</p> <p>.....<i>Form-specific information</i>.....</p>
Integration Periods	<p>Enter the number of pay periods over which the average salary or frequently used salary should be calculated.</p>
Integration Periods	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized
Integration Periods	<p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p> <p>.....<i>Form-specific information</i>.....</p>
Minimum Days	<p>Enter the pay frequency that the system should use to calculate the average or frequently used salary. The system uses this field in conjunction with the No. of Periods field (PPCR). For example, if you enter M (Monthly) in the Integration Periods field and 10 in the No. of Periods field, the system calculates the average or frequently used salary over the last 10 months.</p>
Minimum Days	<p>The minimum days, months, or years of service required to be eligible to participate in the plan. See the Eligibility Basis to determine the definition of this value.</p>
Minimum Days	<p>NOTE: Fill in the minimum hours and pay type table if the plan requires a minimum number of hours to be worked during the period specified.</p> <p>.....<i>Form-specific information</i>.....</p>
Firing Proportional	<p>Enter the number of days that an employee must work in a specific job in order for that job to be used in the calculation of the frequently used salary.</p>
Firing Proportional	<p>A field that indicates the DBA in which the firing proportional amount is stored. The firing proportional amount is the amount of vacation pay that an employee has earned since the employee's last anniversary of employment date. Under normal circumstances, this vacation pay is not available to the employee until the employee's next anniversary date. However, this vacation pay is paid to the employee if the employee terminates employment for any reason.</p>

Field	Explanation
Firing Pending	A field that indicates the DBA for the firing pending amount. The firing pending amount is the amount of vacation pay that is currently available to an employee. This vacation pay is paid to the employee if the employee terminates employment for any reason.

Working with Vacations

Working with vacations includes the following tasks:

- Paying vacations and vacation bonuses
- Cancelling a vacation
- Cancelling unused vacations

Paying Vacations and Vacation Bonuses

When an employee requests vacation time, you run the vacation payment process to calculate vacation pay amounts and generate a time card for each vacation day that the employee is taking. You must then run a payroll cycle to generate the payment for those time cards.

You can use the vacation payment process to calculate vacation pay without requiring that the employee actually take the vacation days off work. In this situation, the system creates one timecard record for the vacation pay, rather than creating a separate time card for each vacation day.

When you enter a vacation request for an employee, you enter the number of days that the employee is requesting and the beginning date of the vacation. You can also enter a different salary to be used for calculation of the vacation payment if you do not want to use the salary from the vacation setup. However, you cannot modify other vacation setup criteria. For example, you cannot give an employee an advance on vacation pay if you have set up vacation criteria to not allow advances.

You also run the vacation payment calculation process to pay vacation bonuses if you have not set up vacation bonuses to be paid automatically on an employee's anniversary date. The vacation payment calculation process calculates the value for the vacation bonus DBA. You must then run a payroll cycle to generate the bonus payment.

Before You Begin

- Set up vacations and vacation bonuses. See *Setting Up Vacation Criteria*.

► **To pay vacations and vacation bonuses**

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search and click Find.

The system lists all employees from the Employee Master table (F060116).

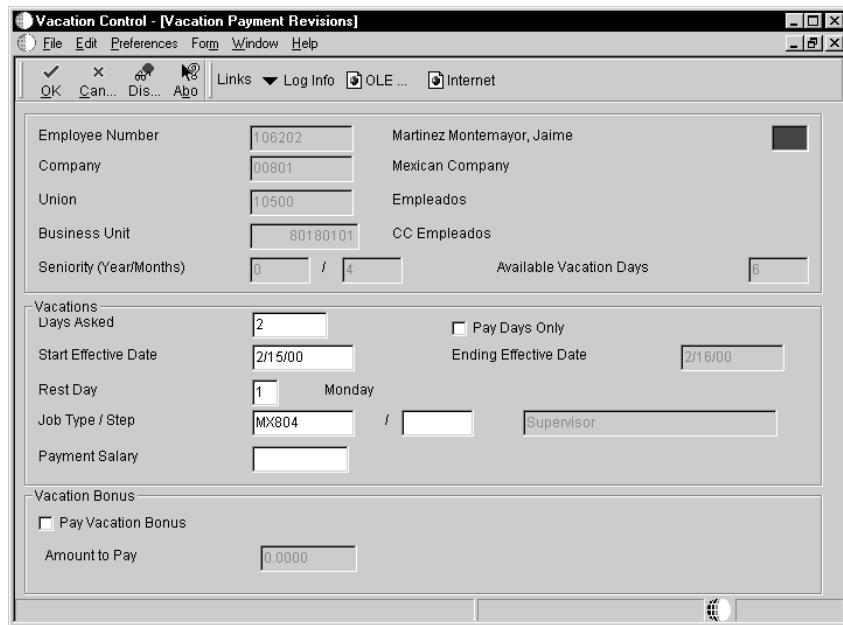
2. Choose the employee who is requesting a vacation and click Select.

The screenshot shows a Windows application window titled "Vacation Control - [Employee Vacations Detail]". The menu bar includes File, Edit, Preferences, Form, Window, and Help. The toolbar contains OK, Find, Cancel, New, Dis..., and Abo buttons, along with links for Paym..., OLE..., and Internet. The main area displays employee details: Address Number 106202, Name Martinez Montemayor, Jaime. Below this are fields for Date of Original Employment (1/15/00), Date Terminated (empty), Date Started (1/15/00), and Seniority (Year/Months) (0 / 4). A large grid table below shows vacation data for the year 2001:

Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid
2001	1	0.00	0.00	0.00	0	0.00
2001	2	2.79	0.00	0.00	3	0.00
2001	3	2.79	0.00	2.79	3	0.00

At the bottom of the grid, it says "Row:1".

3. On Employee Vacations Detail, review the information in the detail area to see how many vacation days are available to the employee.
4. Choose Payment Generation from the Form menu.
5. On Confirmation, click OK.



6. On Vacation Payment Revisions, complete the following fields if the employee is requesting time off for a vacation:

- Days Asked
- Start Effective Date

The system calculates the Ending Effective Date based on the start date and number of days that you entered.

If the number of requested vacation days exceeds the number of vacation days that the employee has available, the system produces either a warning or an error, depending on the vacation setup. If you are allowing advance vacation payments, you receive a warning and are allowed to continue. If you have set up vacations to prohibit advance vacation payments, you receive an error and cannot continue.

7. Review the information in the following field to determine how the employee's regularly scheduled rest day affects the employee's vacation:

- Rest Day

The Rest Day is provided primarily for information. Whether the employee's rest day is counted as a vacation day depends on the vacation setup.

8. If the employee is requesting vacation pay but is not taking the vacation days off work, click the Pay Days Only option.

9. To override the salary that the system generates based on the vacation setup for the vacation pay calculation, complete either of the following fields:

- Job Type / Step
- Payment Salary

You can either calculate the vacation pay based on the salary associated with a specific job type and step, or you can enter a specific daily salary. You may want to enter a salary that you have negotiated with the employee if the employee is requesting vacation pay but is not taking the vacation time off.

10. If you are calculating a vacation bonus payment, select the Pay vacation Bonus option.
11. If you specified the factor method of vacation bonus calculation on vacation setup, complete the following field:

- Amount to Pay

Caution: Clicking OK on the Vacation Payment Revisions form does not calculate vacation payments or generate time cards. You must use the Payment Calculation option on the Form menu.

12. To calculate the vacation payment and generate time cards, choose Payment Calculation from the Form menu.
13. On Confirmation, click OK.

The system generates time cards for the vacation payment and then displays a message.

14. On Payment Generation, click OK.
15. Click Cancel to close the Vacation Payment Revisions form.

You can review the vacation payment transaction on the vacation log.

See *Reviewing Vacation Information for an Employee* for information on the vacation log.

Field	Explanation
Days Asked	<p>The maximum number of days for which a person is paid, or the number of days for which pay is deducted in the current process.</p> <p>.....Form-specific information.....</p> <p>The number of vacation days that the employee is requesting.</p>

Field	Explanation														
Start Effective Date	<p>The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>.....<i>Form-specific information</i>.....</p>														
	The first day of the employee's requested vacation.														
Rest Day	<p>A code that indicates the day of the week in certified payroll processing and reporting.</p> <table> <tr><td>0</td><td>Sunday</td></tr> <tr><td>1</td><td>Monday</td></tr> <tr><td>2</td><td>Tuesday</td></tr> <tr><td>3</td><td>Wednesday</td></tr> <tr><td>4</td><td>Thursday</td></tr> <tr><td>5</td><td>Friday</td></tr> <tr><td>6</td><td>Saturday</td></tr> </table>	0	Sunday	1	Monday	2	Tuesday	3	Wednesday	4	Thursday	5	Friday	6	Saturday
0	Sunday														
1	Monday														
2	Tuesday														
3	Wednesday														
4	Thursday														
5	Friday														
6	Saturday														
Job Type / Step	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p> <p>.....<i>Form-specific information</i>.....</p>														
	<p>When you first access the Vacation Payment Revisions form, the system displays the employee's job type and step from the Employee Master table (F060116). You can enter a different job type and step in order to calculate the employee's vacation pay based on the salary associated with that job type and step. Entering a job type and step on the Vacation Payment Revisions form does not change the employee's job type and step in the Employee Master table.</p>														

Field	Explanation
Payment Salary	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this number is the employee's base hourly rate. In the Union Rates table, it is the straight time rate.</p> <p>NOTE: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p> <p>.....<i>Form-specific information</i>.....</p>
	Enter the daily salary for the employee's vacation payment calculation. The value that you enter overrides the salary indicated on vacation setup.
Amount to Pay	If the vacation bonus type is F, this field identifies the minimum percentage to be paid.

Cancelling a Vacation

Occasionally, an employee may request a vacation and then decide not to take the vacation. For example, an employee's manager may ask the employee to change the date of the vacation, or an employee might cancel for personal reasons. Or you may have calculated a vacation in error. If you have entered the vacation request on the Vacation Payment Revisions form and calculated the payment, you must cancel the vacation in order to cancel the payment and prevent the vacation days from being deducted from the employee's available vacation balance.

Caution: You cannot cancel a vacation if the vacation payment has already been processed through a payroll cycle. In this case, you will need to make some arrangement such as collecting the vacation payment from the employee and manually adjusting the employee's vacation balances.

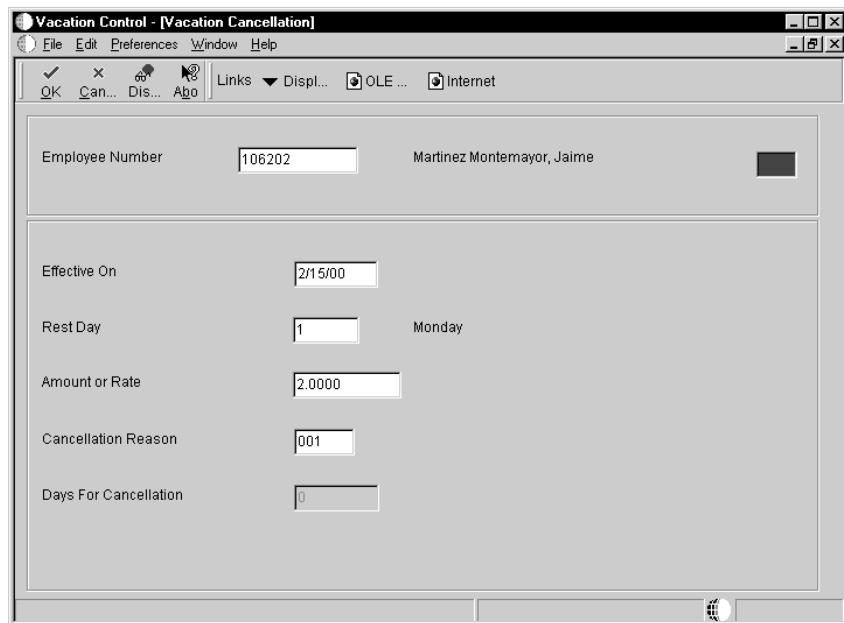
Before You Begin

- Set up UDC 76M/CV to specify the reasons for vacation cancellations. See *Setting Up User Defined Codes for Mexico*.

► To cancel a vacation

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search and click Find.
The system lists all employees from the Employee Master table (F060116).
2. Choose the employee who is cancelling a vacation and click Select.
3. On Employee Vacations Detail, choose Cancellation from the Form menu.
4. Click OK to confirm the cancellation.



5. On Vacation Cancellation, complete the following fields and click OK:
 - Effective On
 - Rest Day
 - Amount or Rate
 - Cancellation Reason

Field	Explanation
Effective On	A future date when all changes will take effect or the date when the changes went into effect. If you do not enter a date in this field, the system uses the current date as the effective date. <i>Form-specific information</i>
	Enter the first vacation day that you are cancelling. If you are cancelling only a portion of the vacation, you can enter either the first day of the vacation or a later day in the vacation.
Rest Day	A code that indicates the day of the week in certified payroll processing and reporting. 0 Sunday 1 Monday 2 Tuesday 3 Wednesday 4 Thursday 5 Friday 6 Saturday
Amount or Rate	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate. <i>Form-specific information</i>
	Enter the number of vacation days that you are cancelling.
Cancellation Reason	Enter the reason for vacation cancellation. Valid values are stored in UDC 76M/CV.

Cancelling Unused Vacations

From the Mexico Vacation Control menu (G07BMXPSP3), choose Old Vacation Cancellation.

Some companies require employees to use vacation days or collect payment for those vacation days within a certain period of time. Use Old Vacation Cancellation (R76M0701) to cancel any vacation not used within the time limit.

You set up the time limit within which vacation days must be used on Vacation Control Setup (P76M0701). Old Vacation Cancellation cancels any vacation days that the employee earned more than the specified number of years prior to the employee's last employment anniversary date. For example, if you specify that vacation days must be used or paid within two years and an employee's last employment anniversary is March 1, 2000, the system cancels any unused vacation days that the employee earned before March 1, 1998.

You should use the data selection on Old Vacation Cancellation to select the employees for whom you are cancelling old vacation days.

See Also

- *Setting Up Vacation Criteria* for information on setting up the time limit for vacation days.

Reviewing Vacation Information

To review vacation information, complete the following tasks:

- Reviewing vacation information for an employee
- Reviewing vacation information for multiple employees
- Reviewing the Vacation Log Information report
- Reviewing the Vacation Amount to be Paid report

Reviewing Vacation Information for an Employee

You can review vacation and vacation bonus payment information for an employee for each year since the employee was hired. This information includes the number of vacation days that the employee has earned, the number of days that have been paid, the number of days pending.

You can also review a log of all the vacation transactions that have been done for an employee. Vacation transactions include the use or cancellation of vacations, payment of vacation bonuses, and so on.

► To review vacation information for an employee

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search and click Find.
The system retrieves all information on the Work With Employee Information form from the Employee Master table (F060116).
2. Choose the employee whose vacation information you want to review and click Select.

The screenshot shows a Windows application window titled "Vacation Control - [Employee Vacations Detail]". The menu bar includes File, Edit, Preferences, Form, Window, and Help. The toolbar contains icons for OK, Find, Cancel, New, Delete, Save, Links, Paym..., OLE..., and Internet. The main area displays employee details: Address Number 106202, Employee Name Martinez Montemayor, Jaime. It also shows Date of Original Employment (1/15/00), Date Terminated (empty), Date Started (1/15/00), and Seniority (Year/Months) (0 / 4). Below this is a table showing vacation data by year and contract:

Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid
2001	1	0.00	0.00	0.00	0	0.00
2001	2	2.79	2.00	0.00	1	0.00
2001	3	2.79	0.00	2.79	3	0.00

Row:1

3. On Employee Vacations Detail, review the information in the detail area.

The system displays a separate record for year of employment as well as each for each contract within a given year. For example, if an employee has had two short-term contracts within the same year with the company, the system lists a separate record for each contract.

4. To review PDBA history for the employee's vacation payments, choose History Payment Info from the Form menu.

The screenshot shows a Windows application window titled "Vacation Control - [Work with DBAs History (Payroll Month)]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. The toolbar includes Select, Find, Add, Del, Close, Seg, New, Dis, Abo, Links, DBA..., OLE..., and Internet. The main area displays employee identification information: Employee Identification (Martinez Montemayor, Jaime), PDBA Code (630), Company (00801, Mexican Company), and Year (1). Below this is a table showing PDBA history:

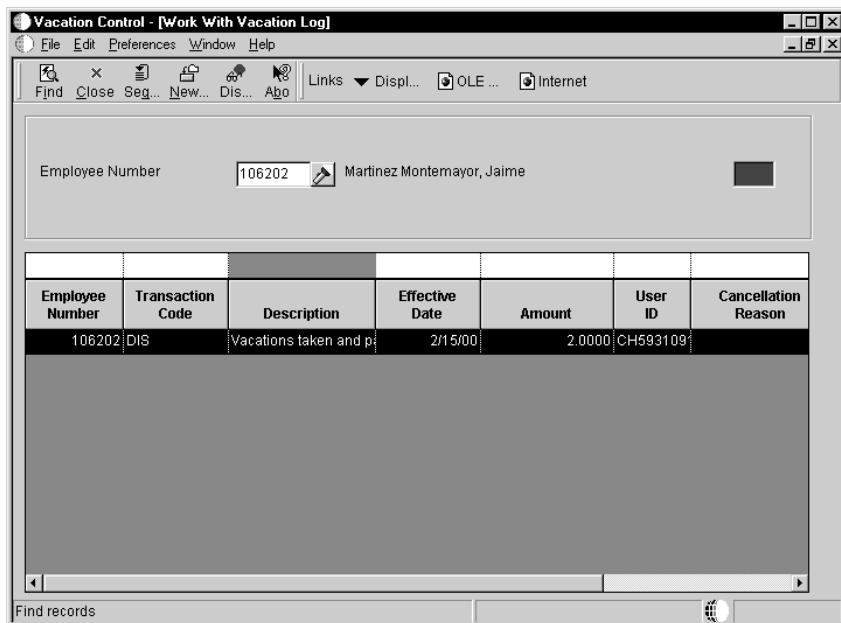
Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type

Find records

5. Review the information on the Work with DBAs History (Payroll Month) form.

For more information on this form, see *Reviewing PDBA History*.

6. Click Close to return to the Employee Vacations Detail form.
7. Choose Log Info from the Form menu.
8. Click Find.



The Work With Vacation Log form displays information about every vacation transaction that has taken place for the selected employee, including vacations taken and vacations cancelled.

The information on the Work With Vacation Log form is the same information that is included on the Vacation Log Information report (R76M0702)

9. Click Close.

Reviewing Vacation Information for Multiple Employees

You can review vacation and vacation bonus payment information for all employees on one form. Reviewing vacation information in this way is useful if you need to review vacation information for a group of employees, such as all employees in a specific business unit or union. You can also review vacation information that meets certain criteria, such as all vacation bonuses that have not been paid fully.

► To review vacation information for multiple employees

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search and click Find.

The screenshot shows a software application window titled "Vacation Control - [Work With Employee Information]". The menu bar includes File, Edit, Preferences, Form, Window, and Help. The toolbar contains icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Year I..., OLE..., and Internet. The main area has search fields for Company (00801, Mexican Company), Union (*), and Business Unit (*). To the right are radio buttons for All (selected), Active, and Terminated. Below is a grid table with columns: Company, Union, Business Unit, Employee Number, Alpha Name, and Job Code. The grid lists 12 employee records. The last record (Row 12) is highlighted in red, indicating it is terminated. The status bar at the bottom shows "Find records" and "Row:1".

Company	Union	Business Unit	Employee Number	Alpha Name	Job Code
00801	10500	80180101	106200	Lopez Pérez, José Luis	MX801
00801	10500	80180101	106201	Morales Martínez, Jesús Antonio	MX802
00801	10500	80180101	106202	Martinez Montemayor, Jaime	MX804
00801	10500	80180101	106203	Lozano González, Ana María	MX803
00801	10500	80180101	106204	Rodríguez Treviño, María Guadalupe	MX804
00801	11500	80180103	106211	López Hernández, José Carlos	MX820
00801	11500	80180103	106212	López Rodríguez, José Luis	MX820
00801	11500	80180103	106213	Leal Sosa, José Luis	MX820
00801	11500	80180103	106214	Martinez González, Rogelio	MX820
00801	12500	80180102	106205	Garza García, Ernesto	MX810

The system retrieves all information on the Work With Employee Information form from the Employee Master table (F060116).

2. Review the values in the following fields:

- Original Date
- Date Started
- Seniority Years
- Seniority Months

Seniority is calculated from the Original Date. Accrual of vacation days begins with the Date Started.

The color of an employee's record indicates that employee's status. Red indicates that the employee has been terminated. Fuchsia indicates that the employee is included in the current payroll cycle.

3. Choose Year Info from the Form menu.

The screenshot shows a Windows application window titled "Vacation Control - [Work With Vacations By Year]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. Below the menu is a toolbar with icons for Find, Close, Seg..., New..., Dis..., and Abo. To the right of the toolbar are links for Details..., OLE..., and Internet. The main area has search fields for Company (00801, Mexican Company), Union Code (*), Business Unit (*), and Century/Year. To the right of these fields are radio buttons for All, Vacations (selected), and Vacation Bonus. Below this is a grid table with columns: Century Year, Contract Number, Days Earned, Days Taken, Accrued Days Not Available, Available Days, and Vacation Bonus Paid. The data in the grid is as follows:

Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid
2000	1	0.00	0.00	0.00	0	0.00
2000	1	0.00	0.00	57.70	0	0.00
2001	3	2.79	0.00	2.79	0	0.00
2001	2	2.79	2.00	0.00	0	0.00
2001	1	0.00	0.00	0.00	0	0.00
2001	1	0.00	0.00	0.00	0	0.00
2001	1	0.00	0.00	0.00	0	0.00
2001	1	0.00	0.00	0.00	0	0.00
2001	1	0.00	0.00	0.00	0	0.00

4. On Work With Vacations By Year, complete any of the following fields to narrow your search and click Find:

- Company
- Union Code
- Business Unit
- Century/Year

The system displays vacation information for all employees who match the criteria that you entered.

You can also use the query-by-example line to select employees. For example, you might select all employees whose bonus is less than 100% paid by entering <100 in the query-by-example field above Vacation Bonus Paid.

You can use the options on the Row menu to review more detailed vacation information about specific employees. The forms that you access in this way are the same forms that you access when you review vacation information for a single employee.

See *Reviewing Vacation Information for an Employee*.

5. Click Close.

Field	Explanation
Original Date	The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by the data in the Date Started (DST) field.
Date Started	The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker. For the calculation tables in the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.
Seniority Years	The calendar year for this calendar. <i>Form-specific information</i> The number of years since the employee's original hire date.
Seniority Months	The calendar month for this calendar. <i>Form-specific information</i> The number of months, after whole years have been subtracted, since the employee's original hire date.

Reviewing the Vacation Log Information Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Log Information.

The Vacation Log Information report (R76M0702) displays information about every vacation transaction that has taken place for the employees who meet the data selection criteria. Vacation information includes vacations taken and vacations cancelled.

The information on the Vacation Log Information report is the same information that is included on the Work With Vacation Log form.

See Also

- *R76M0702 Vacation Log Information* in the *Reports Guide* for a report sample
- *Reviewing Vacation Information for an Employee* for information about review vacation log information online.

Processing Options for Vacation Log Information (R76M0702)

Defaults Tab

1. Enter the format to use for the name

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

2. Code - Vacation Movement

Use this processing option to indicate the vacation movement that will be displayed on the report. If you leave this processing option left blank, the report will display all the available codes. Vacation movement codes are stored in UDC 76M/TV.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Reviewing the Available Vacations to be Paid Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Available Vacation to be Paid.

Use the Available Vacations to be Paid report (R76M0703) to show the company's current vacation liability, which is the amount that the company would have to pay for unused vacations for each employee if those employees were to terminate employment.

You can use data selection to include specific groups of employees on the report, such as all employees in a specific company or union.

The report lists vacation information for each selected employee as well as vacation pay totals by cost center, union, and company. The report does not include information on vacation bonuses because companies do not have to pay vacation bonuses for terminating employees.

See Also

- R76M0703 *Available Vacations to be Paid* in the *Reports Guide* for a report sample

Processing Options for Available Vacations to be Paid (R76M0703)

Defaults Tab

1. Enter the format to use for the name

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Special Processes

You use special processes to generate various types of payments outside of the regular payroll cycle, such as bonuses.

For an introduction to special processes, review the following topic:

- Overview of special processes

Processing special payments includes the following:

- Setting up special processes
- Working with the special process engine
- Reviewing special process reports

Overview of Special Processes

The Mexican payroll system uses special processes to calculate payments amounts that are calculated outside of the normal payroll cycle, such as bonuses. You set up and calculate the following special processes using the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

To generate payments for special processes using the Special Process Engine, you should complete the following general steps:

1. Set up calculation tables for the special process. This step is necessary only for Christmas bonuses and vacation bonuses, which do not use the Special Process Engine.
2. Set up the special process.
3. Set up the basis of calculation for the special process.
4. Set up special process reports.
5. Set up a special process version.
6. Generate special process amounts in test mode.
7. Review and revise special process amounts, if necessary.
8. Generate special process amounts in live mode.
9. Process a payroll cycle that includes the special process or process a special payroll that will pay only the special process.

Setting up Special Processes

To set up a special process, complete the following tasks:

- Setting up special process parameters
- Setting up the basis of calculation for a special process
- Setting up a special process reports model

Setting Up Special Process Parameters

You set up special process parameters to process the following types of payments in the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

Special process parameters determine how the system calculates special process amounts. Some elements of special process setup are determined by legal requirements. Other elements of special process setup are at the company's discretion.

The following tables describe the minimum legal requirements for each special process:

Attendance Bonus

Process Code (CMXPR) ABS

Calc. Type (TCALP) % (Percentage)

Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Table (TTPPE)	AB (Non-absence premium)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Christmas Bonus

Process Code (CMXPR)	AG
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	P (Partial)
Calculation Table (TTPPE)	AG (Christmas bonus)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Food Bonus

Process Code (CMXPR)	BD
Calc. Type (TCALP)	% (Percentage)

Special Amount (EXTRTAM)	15
Payment Type (CODPAGO)	B (Bonus - coupons)
Full/Partial (CODPROP)	F (full)
Maximum Limit Basis (FLBSON)	SMZ (Zone minimum salary)
Maximum Limit Period (FLPDOA)	M (Monthly)
Maximum Limit Percentage (FLPERC)	1.00
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	M (Monthly)

Production Bonus

Process Code (CMXPR)	PBS
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Salary (TSALCAL)	SN
Salary Period (TPOPER)	D (Daily)

Profit Sharing

Process Code (CMXPR)	PTU
-----------------------------	-----

Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Min. Days Being Elect (ELGM)	60
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

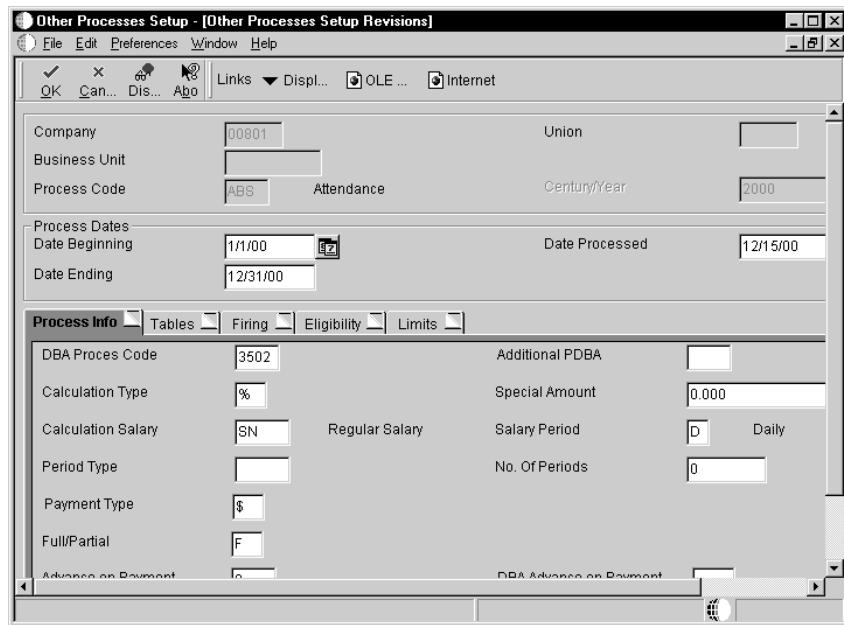
Before You Begin

- Set up DBAs to store the amounts generated by the special processes. These DBAs will be applied during pre-payroll processing. See *Setting Up Deductions, Benefits, and Accruals*.
- For attendance and Christmas bonuses, set up calculation tables. See *Setting Up Calculation Tables for Vacation and Christmas Bonuses*.

► To set up special process parameters

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Other Processes Setup.

1. On Work With Other Process Setup, click Add.



2. On Other Processes Setup Revisions, complete the following required fields in the header area:

- Company
- Process Code
- Century/Year

You must set up all special processes each year.

3. To set up the current special process for a specific business unit or union, complete either or both of the following fields:

- Business Unit
- Union

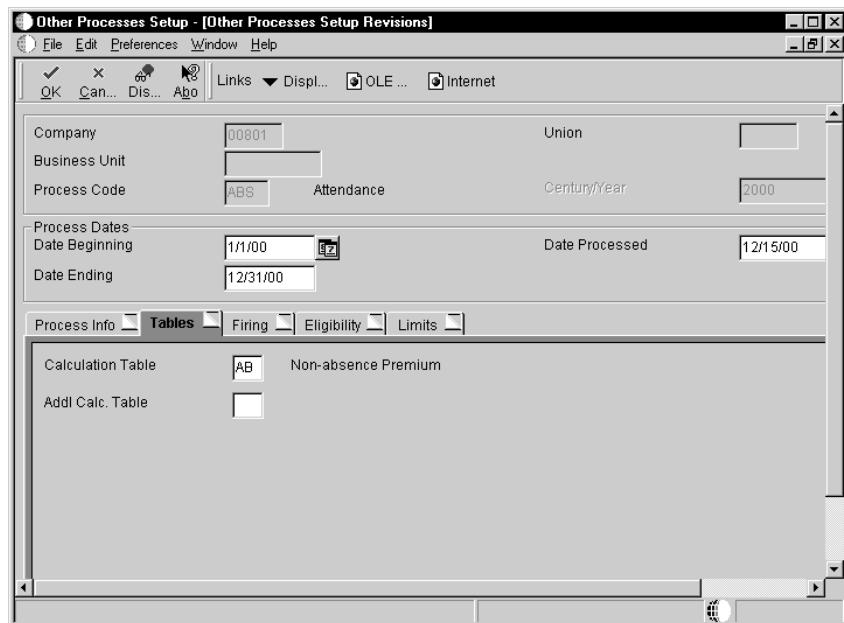
If you do not specify a business unit or union, the special process applies to all business units or unions within the company that you specified. Business unit- or union-specific set ups override non-specific set ups. For example, if you set up one version of the Christmas bonus process without specifying a union, and they set up another version for the same year with a union, the union-specific version overrides the non-specific version for that union only. All other unions within the company use the non-specific version.

4. Complete the following fields to specify the time period over which the special process will be calculated:

- Date Beginning

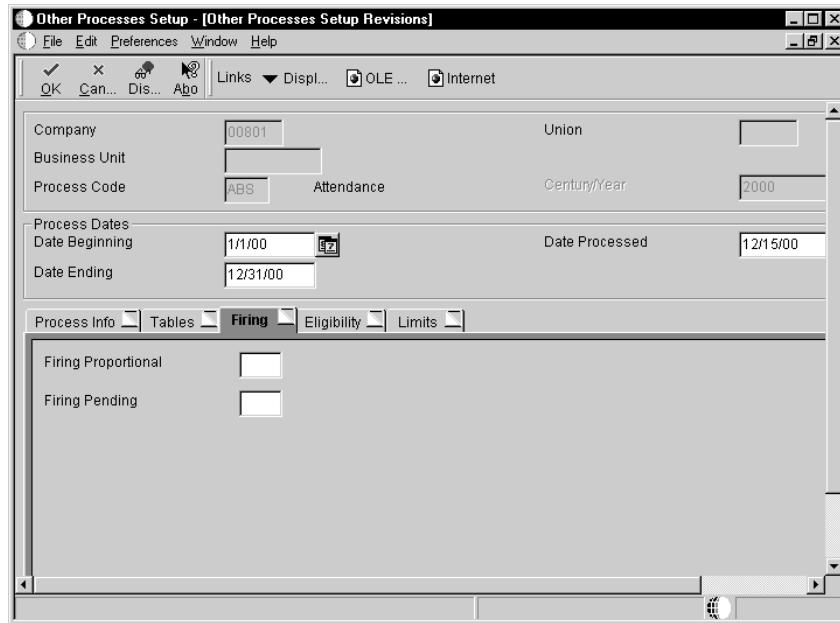
- Date Ending
 - Date Processed
5. On the Process Info tab, complete the following fields for all special processes:
- DBA Proces Code
 - Payment Type
 - Full/Partial
- The tax type to apply to the special process is taken from the PDBA setup. You need to apply taxes only to Christmas bonuses and profit sharing.
6. If you are setting up a special process for profit sharing (PTU), complete the following field:
- Additional PDBA
- For profit sharing, the system stores the special process amount that is calculated from the employee's salary in the DBA Process Code field (PDBA). The system stores the special process amount that is calculated from the number of days worked in the Additional PDBA field (PDBAADD).
7. If you gave employees an advance payment on the special process amount, complete the following fields:
- Advance on Payment
 - DBA Advance on Payment
8. If a portion of the special process amount is used to repay employee loans, enter the percentage of the special process amount that should be used for loan repayment in the following field:
- Loan Deduction
9. To determine how the special process amount is calculated, complete the following field:
- Calculation Type
10. If you entered \$ in the Calculation Type field, complete the following field to indicate the special process amount:
- Special Amount

11. If you entered % in the Calculation Type field, complete the following fields to specify the basis of calculation for the special process:
 - Calculation Salary
 - Salary Period
12. If you entered SMF (Frequently used salary) or SP (Average salary) in the Calculation Salary field, complete the following fields to determine how the salary amount is calculated:
 - Period Type
 - No. Of Periods



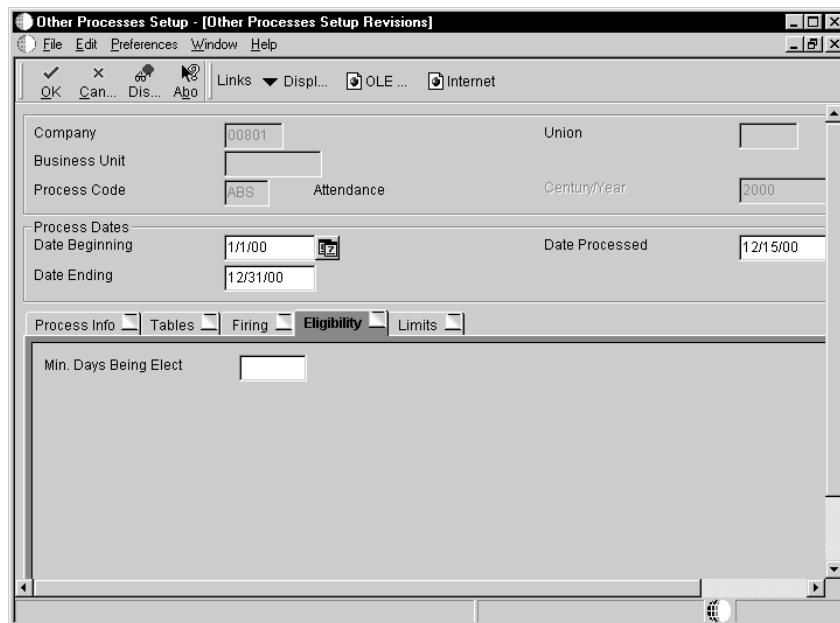
13. On the Table tab, complete the following field if you are calculating the special process amount based on a calculation table:
 - Calculation Table

Calculation tables are used to calculate attendance and Christmas bonuses.
14. If you are deducting absence days in the calculation of the special process amount, complete the following field:
 - Addl Calc. Table



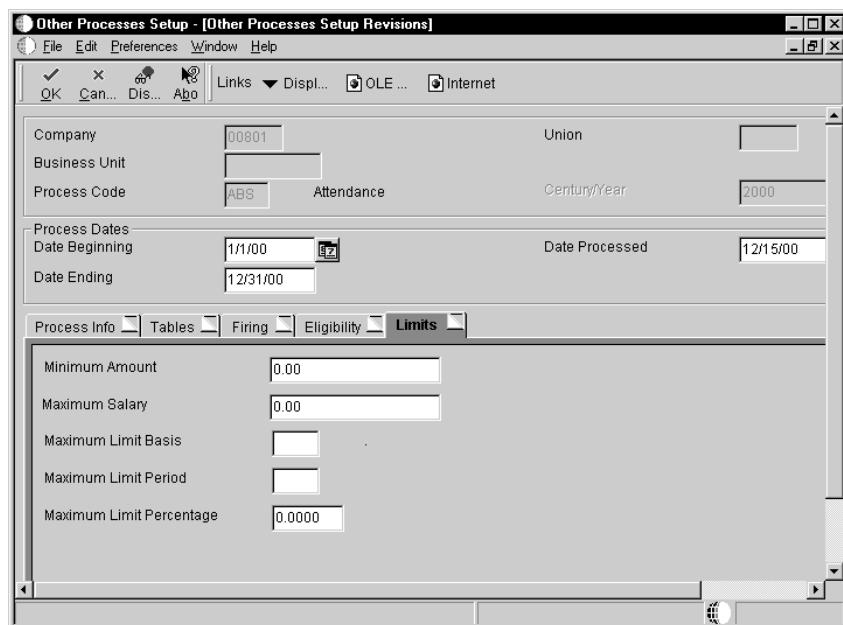
15. On the Firing tab, complete the following fields if you want to award a proportional amount of the special process to employees who ended employment during the period of the special process:
 - Firing Proportional
 - Firing Pending

Proportional payments are required for Christmas bonuses.



16. On the Eligibility tab, complete the following field if you require that employees work a minimum number of days before becoming eligible for the special process payment:

- Min. Days Being Elect



17. On the Limits tab, complete the following field to specify a minimum for the special process amount:

- Minimum Amount

If the special process amount that is calculated for a specific employee is less than the amount that you specify, that employee will receive this amount rather than the calculated special process amount.

18. To specify a maximum salary that will be used in the calculation of the special process amount, complete the following field:

- Maximum Salary

If an employee's calculation salary for the special process is less than the amount that you specify, the amount you specify will be used in the calculation of the special process.

The Maximum Salary field is important for profit sharing (PTU).

19. To specify a maximum limit for the special process amount, complete the following fields:

- Maximum Limit Basis

- Maximum Limit Period
- Maximum Limit Percentage

To calculate the maximum limit, the system calculates a salary amount based on the Limit Basis and Limit period, then multiplies that salary by the value in the Limit percentage field.

20. Click OK.

Field	Explanation
Company	The company number in which the employee generally works.
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
Century/Year	The applicable year, including the century.
Business Unit	The number of the business unit in which the employee generally works.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Date Beginning	The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear. The way the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Date Ending	The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
Date Processed	This data item contains the date the pay cycle was processed.
DBA Proces Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Field	Explanation
Payment Type	<p>A code that indicates the form in which the employee will receive the payment that is generated by the special process.</p> <p>Valid values are:</p>
	\$ Cash
	B Bonus
	<p>Use \$ for all monetary payments, whether employees are paid by check, cash, or automatic deposit. Use B for non-cash payments such as food bonus coupons.</p>
Full/Partial	<p>A code that indicates whether a special process payment is calculated or paid as a full amount or a partial amount.</p>
	<p>Valid values are:</p>
	F Full
	P Partial
	<p>.....<i>Form-specific information</i>.....</p>
	<p>A code that indicates whether special process amounts will be calculated for all employees based on the full period defined by the process dates, or whether each employee will receive a special process payment that is proportional to the number of days that employee worked within the process dates.</p>
	<p>Valid values are:</p>
	F Full
	P Partial
Additional PDBA	<p>A code that defines a DBA for the special process.</p>
	<p>.....<i>Form-specific information</i>.....</p>
	<p>Additional PDBA</p>
Advance on Payment	<p>A value of “1” indicates that the transaction has an advance payment on the employee’s special process amount.</p>
DBA Advance on Payment	<p>A field that indicates the DBA in which the advance payment is stored.</p>
Loan Deduction	<p>The percentage of the gross pay to be deducted.</p>
	<p>.....<i>Form-specific information</i>.....</p>
	<p>The percentage of the special process amount that will be deducted for loan repayment.</p>

Field	Explanation				
Calculation Type	<p>A code that indicates the type of calculation that will be used in the current process. Valid values are:</p> <table> <tr> <td>%</td><td>Percentage</td></tr> <tr> <td>\$</td><td>Flat amount</td></tr> </table> <p>Use % to calculate the special process amount as a percentage of another amount. You must also complete the Calculation Salary field (TSALCAL) and the Salary Period field (TPOPER) on the Process Info tab.</p> <p>Use \$ to generate a flat special process amount for all employees for whom you calculate the special process. You must also complete the Special Amount field (EXTRTAM).</p>	%	Percentage	\$	Flat amount
%	Percentage				
\$	Flat amount				
Special Amount	An entry that determines the percentage, days, or amount to pay, depending on the type of calculation.				
Calculation Salary	<p>A code that indicates the type of salary on which the calculation of the special process is based. Valid values are stored in UDC 76M/SC.</p> <p>.....Form-specific information.....</p> <p>Complete this field if you are entering % in the Calculation Type field (TCALP). You must also complete the Salary Period field (TPOPER) to indicate the time period for which the system should calculate the salary. For example, you might want to use the daily, monthly, or annual salary for calculation of the special process amount.</p>				
Salary Period	<p>A code that specifies the period that the system uses in the current calculation.</p> <p>.....Form-specific information.....</p> <p>Enter the period that the system uses as the basis for calculating the salary that is used in the calculation of the special process amount. For example, you might use the daily, monthly, or annual salary to calculate the special process amount. This field works in conjunction with the Calculation Salary field (TSALCAL).</p>				

Field	Explanation
Period Type	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized
	<p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p> <p>.....<i>Form-specific information</i>.....</p>
No. Of Periods	<p>Enter the pay frequency that the system should use to calculate the average or frequently used salary. The system uses this field in conjunction with the No. of Periods field (PPCR). For example, if you enter M (Monthly) in the Integration Periods field and 10 in the No. of Periods field, the system calculates the average or frequently used salary over the last 10 months.</p>
Calculation Table	<p>The number of periods that the retroactive adjustment covers.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the number of pay periods that will be used to calculate the average or frequently used salary. The system uses this field in conjunction with the Period Type (PFRQ) field, in which you enter the pay frequency. For example, if you enter 10 in the No. of Periods field and M (Monthly) in the Integration Periods field, the system will calculate the average or frequently used salary over the last 10 months.</p>
Addl Calc. Table	<p>A code that indicates the type of table that is used for special processes. Valid values are:</p> <ul style="list-style-type: none"> AG Christmas Bonus VC Vacation AB Non-absence Premium AD Christmas Bonus Absence
Firing Proportional	<p>This is an additional table to be used with special processes.</p> <p>A field that indicates the DBA in which the firing proportional amount is stored. The firing proportional amount is the amount of vacation pay that an employee has earned since the employee's last anniversary of employment date. Under normal circumstances, this vacation pay is not available to the employee until the employee's next anniversary date. However, this vacation pay is paid to the employee if the employee terminates employment for any reason.</p>

Field	Explanation
Firing Pending	A field that indicates the DBA for the firing pending amount. The firing pending amount is the amount of vacation pay that is currently available to an employee. This vacation pay is paid to the employee if the employee terminates employment for any reason.
Min. Days Being Elect	The minimum days, months, or years of service required to be eligible to participate in the plan. See the Eligibility Basis to determine the definition of this value.
	NOTE: Fill in the minimum hours and pay type table if the plan requires a minimum number of hours to be worked during the period specified.
Minimum Amount	Use this field to specify the minimum wage to be paid to an employee.
	<i>.....Form-specific information.....</i>
	Enter the minimum amount to be paid for the special process.
Maximum Salary	This field specifies the maximum daily salary required for calculation in the process being submitted.
Maximum Limit Basis	The salary that determines the maximum limit for the special process amount. Valid values are stored in UDC 76M/LB.
	The system calculates a salary amount from the value that you enter in this field and the pay frequency that you enter in the Maximum Limit period field (FLPDOA). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.
Maximum Limit Period	Enter the pay frequency that the system should use to determine the salary that is used to calculate the maximum limit for the special process amount.
	The system calculates a salary amount from the value that you enter in this field and the salary that you enter in the Maximum Limit Basis field (FLBSON). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.

Field	Explanation
Maximum Limit Percentage	<p>The factor applied to different calculations.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The percentage to multiply by the specified salary in order to determine the maximum limit for the special process amount.</p> <p>The value that you enter in this field is multiplied by the salary calculated from the Maximum Limit Basis (FLBSON) and Maximum Limit period (FLPDOA) fields to determine the maximum limit for the special process amount.</p>

Setting Up the Basis of Calculation for a Special Process

Some special processes require that you define the basis of calculation as part of determining how the process will be calculated. For example, for the profit sharing special process (PTU), you need to set up the basis of calculation for the following PDBAs:

DBA Process Code (PDBA)	Basis List - PN (Normal Income)
Additional PDBA (PDBAADD)	Basis List - DT (Days Worked)

You set up both of these PDBAs on Other Process Setup (P76M0011).

When you set up the basis of calculation for a special process, you list each PDBA on which the special process is based rather than entering a range of PDBAs.

Note: For special process PDBAs, set up the basis calculation using Special Process Engine Setup (P76M0026) rather than using the standard Basis of Calculation program (P059116).

See Also

- *Setting Up Special Process Parameters* for information on setting up special processes.

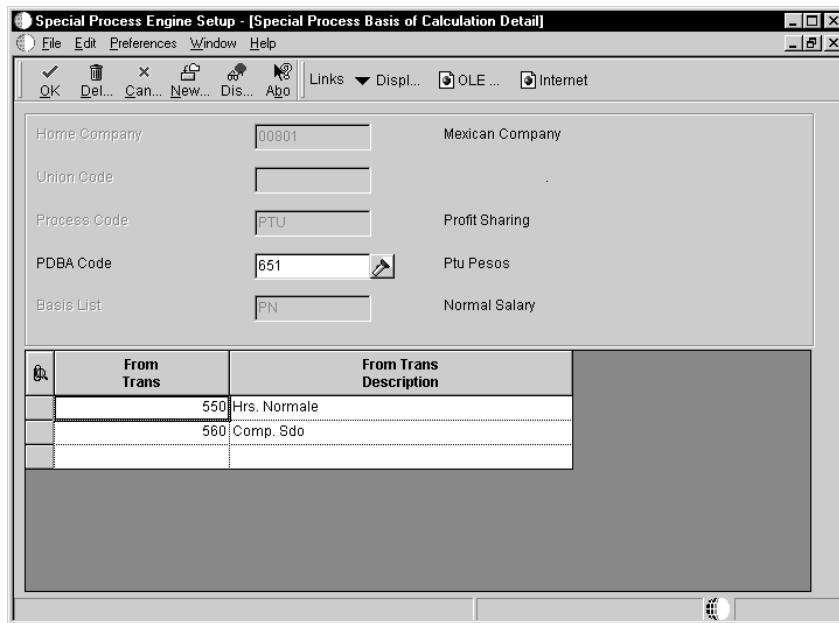
Before You Begin

- ❑ Set up PDBAs to store the amounts generated by the special processes. These are the PDBAs for which you are setting up the basis of calculation. See *Setting Up Deductions, Benefits, and Accruals*.
- ❑ If you are defining a new special process, set up UDC 76/BP to specify the basis lists for your special process. See *Setting Up User Defined Codes for Mexico*.

► To set up the basis of calculation for a special process

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Special Process Engine Setup.

1. On Work With Special Process Basis of Calculation, click Add.



2. On Special Process Basis of Calculation Detail, complete the following fields:
 - Home Company
 - Union Code
 - Process Code

The Home Company, Union Code, and Process Code that you enter should match the values that you entered when you set up the special process using Other Process Setup (P76M0011).

3. For each PDBA that requires a basis of calculation, complete the following fields in the header area:
 - PDBA Code
 - Basis List
4. Complete the following field in the detail area for the PDBA that you entered in the previous step, and then click OK:
 - From Trans

Field	Explanation
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Basis List	Use this code to specify the basis list that is used to determine the parameters to use for the calculation of the special process.
From Trans	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation. <i>Form-specific information</i> The number of the PDBA that you want the system to use to calculate the special process PDBA. You must list each PDBA on which the special process is based.

Setting Up a Special Process Reports Model

You may want to print reports to help you verify special process information. You set up reports separately for each special process version. However, you can set up a reports model to facilitate the set up of reports for each special process version.

You should set up suggested reports for each special process. Then, when you create a special process version, you can select reports from the reports model and specify additional other reports.

See Also

- *Reviewing Special Process Reports* for information on available reports

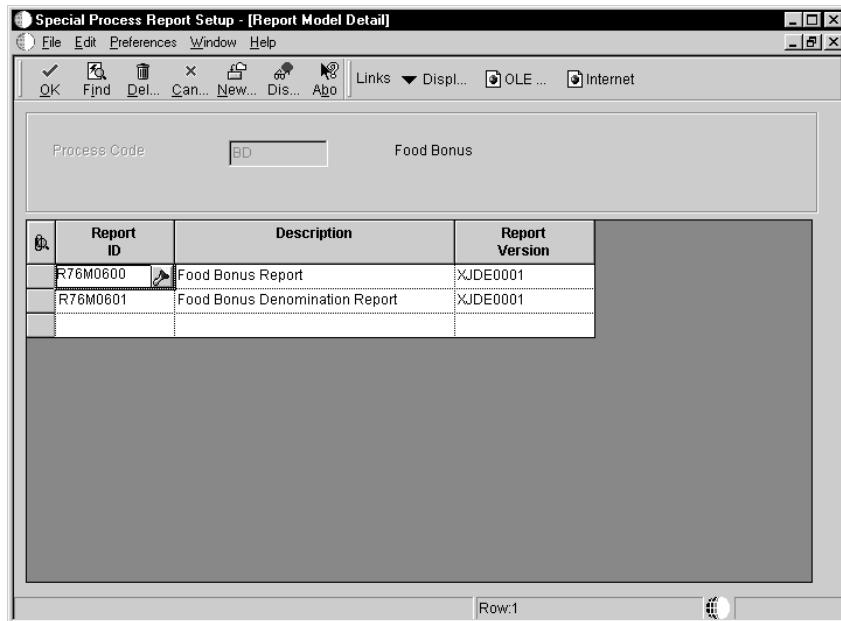
Before You Begin

- ❑ Set up versions of your special process reports. See *OneWorld Foundation: Creating (Adding) a Batch Version*.
- ❑ Set up UDC 76/PE to specify the special process reports that you are using. See *Setting Up User Defined Codes*.

► To set up special process reports

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Special Process Report Setup.

1. On Work With Report Model, click Add.



2. On Report Model Detail, complete the following field:
 - Process Code
3. Complete the following fields for each report that you want to run as part of the special process and then click OK:

- Report ID
 - Report Version
-

Field	Explanation
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
Report ID	The report program that will run.
Report Version	The report version that will run.

Working with the Special Process Engine

To work with special processes, complete the following tasks:

- Creating a special process version
- Setting up special process reports
- Generating special process amounts
- Reviewing special process amounts by employee
- Printing special process reports
- Resetting special processes

Creating a Special Process Version

You must create a special process version before you run a special process for the first time.

You create special process versions using the Special Process Engine (P76M0027). After you create a special process version, you can run any of the following processes from the Special Process Engine:

- Set up special process parameters
- Revise the special process version
- Set up special process reports
- Submit the special process for calculation
- Run special process reports
- Reset a special process version

You calculate the special process in test mode to verify its accuracy. You must calculate the special process in production mode in order to generate payments. You generate payments of the special process amounts when you run either a special payroll or a regular payroll that includes the special process.

See Also

- *Setting Up Special Process Parameters* for information on setting up a special process
- *Setting Up Special Process Reports* for information on setting up reports to run when you submit the special process

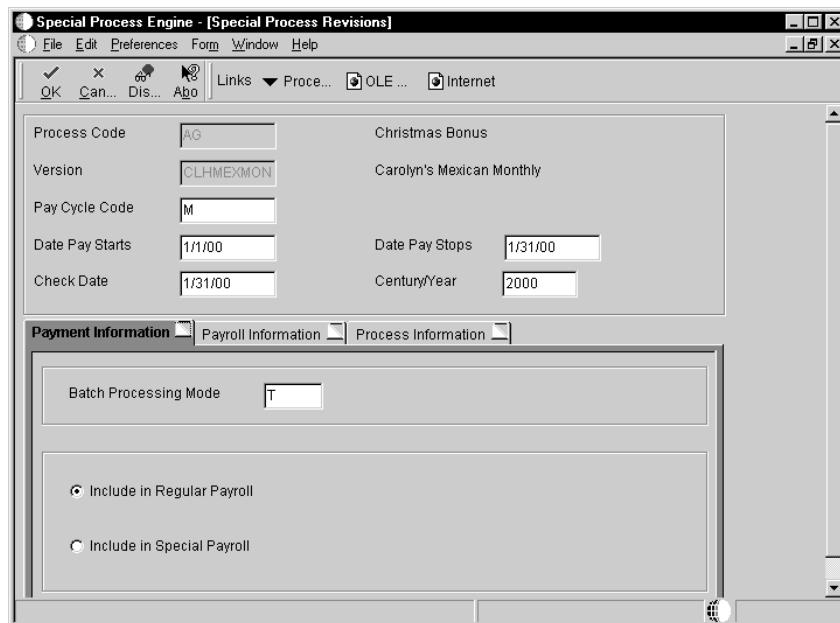
Before You Begin

- ❑ Create a version of the Pre-Payroll Driver (R07200) to select the employees who should be considered for the special process. See *OneWorld Foundation: Creating a Batch Version*.
- ❑ Set up UDC 76M/PM to specify a code for the special process. See *Setting Up User Defined Codes for Mexico*.

► To create a special process version

From the Mexico Special Processes Menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, click Add.



2. On Special Process Revisions, complete the following fields in the header area:
 - Process Code
 - Version
 - Pay Cycle Code
3. Choose Pay Cycle from the Form menu.

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A
001	01	January	1/31/00	1/31/00				1	
002	02	February	2/29/00	2/29/00				1	
003	03	March	3/31/00	3/31/00				1	
004	04	April	4/30/00	4/30/00				1	
005	05	May	5/31/00	5/31/00				1	
006	06	June	6/30/00	6/30/00				1	
007	07	July	7/31/00	7/31/00				1	
008	08	August	8/31/00	8/31/00				1	
009	09	September	9/30/00	9/30/00				1	
010	10	October	10/31/00	10/31/00				1	
011	11	November	11/30/00	11/30/00				1	
012	12	December	12/31/00	12/31/00				1	

4. On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle during which you will pay the special process amount.

On Special Process Revisions, the system displays the dates that correspond to the pay period that you chose.

5. On the Payment Information tab, complete the following field:

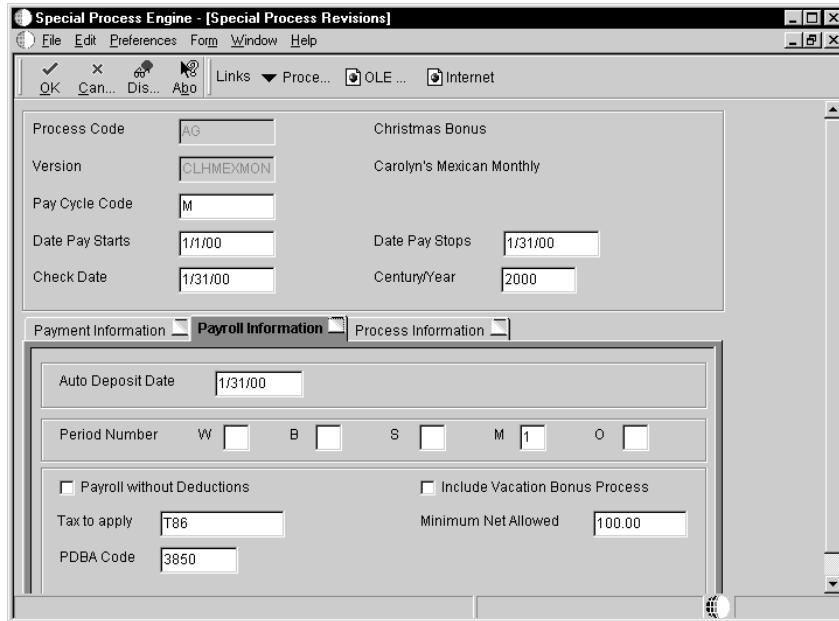
- Batch Processing Mode

When you set up a special process version, you should specify T (test) as the Batch Processing Mode. After you have generated special process amounts in test mode and verified their accuracy, you change the Batch Process Mode to P (production) and generate special process amounts again.

Note: You must submit the special process in production mode in order to generate special process payments. Submitting a special process in production mode records special process amounts in the Employee

Transaction Detail table (F06116) and the DBA Transaction Detail History table (F0719). These special process amounts are paid through a pay cycle.

6. If you are paying special process amounts as part of a regular pay cycle, click the Include in Regular Payroll option.
7. If you are running a special pay cycle in order to pay special process amounts, click the Include in Special Payroll option.



8. On the Payroll Information tab, review the default information in the following fields and change it, if necessary:
 - Auto Deposit Date
9. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:
 - W
 - B
 - S
 - M
 - O
10. If you are including the special process in a regular payroll, complete the following field:

- Tax to apply

The tax type that you enter is applied to regular payments that are generated during the regular payroll that is associated with the special process.

Whether taxes are calculated on special process amounts depends on the setup of the special process parameters.

11. To specify a minimum amount of net pay that the employee should receive, complete the following fields:

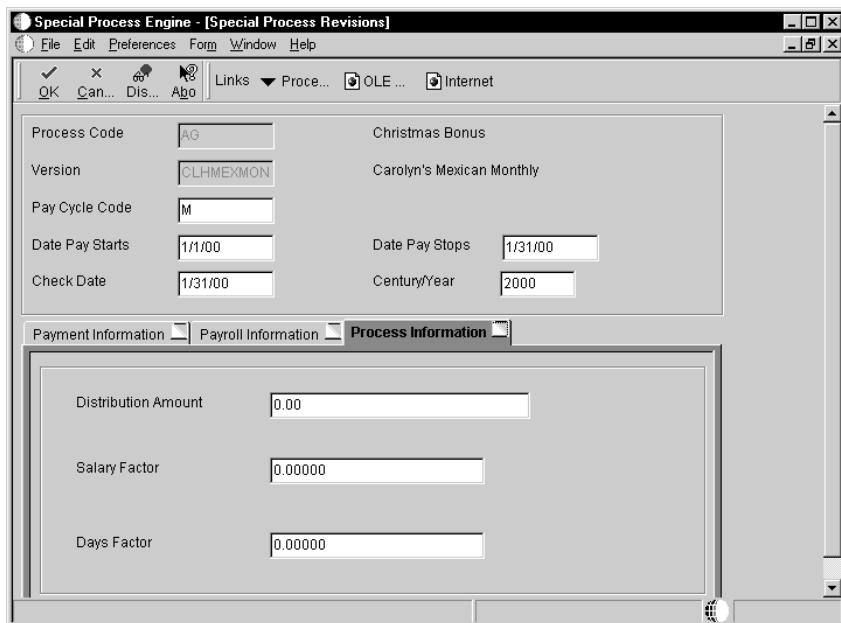
- Minimum Net Allowed
- PDBA Code

The system determines the minimum net pay amount by calculating the percentage that you specify in the Minimum Net Allowed field of the amount generated by the PDBA that you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates the minimum net pay as a percentage of the gross pay amount.

12. If you do not want to calculate voluntary or mandatory deductions during this payroll cycle, select the Payroll without Deductions option.
13. To generate a report of employees who will receive a vacation bonus during the next pay period, select the Include Vacation Bonus Process option.

If you select the Vacation Bonus option, the Vacation Bonus for Next Period report (R76M0308) will print during Final Update.



For profit sharing or production bonuses, complete either of the following two steps, but not both, depending on how you distribute the bonus.

14. If the special process involves the even distribution of a bonus amount among employees, complete the following field on the Process Information tab:

- Distribution Amount

Completing the Distribution Amount field deactivates the Salary Factor and Days Factor fields.

15. To distribute the special process amount proportionally based on salary or length of employment, complete either or both of the following fields:

- Salary Factor
- Days Factor

Completing either the Salary Factor or the Days Factor field deactivates the Distribution Amount field.

16. Click OK.

Field	Explanation
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
Version	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Batch Processing Mode	Indicates whether a customer is prohibited from batch processing or if that customer is in a test or production mode. Valid values are: I Inhibited. Not available for batch processing. T Test mode. Only reports produced when processed. P Production mode. Reports and live orders produced when processed.
Auto Deposit Date	The system uses this date when creating the Auto Deposit Workfile. This date is the date on which the funds are to be deposited into the employees' bank accounts.

Field	Explanation
W	The number of the pay period, within the month, for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals the system will calculate during the current payroll cycle.
B	The number of the pay period, within the month, for employees who are paid biweekly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate during the current payroll cycle.
S	The number of the pay period, within the month, for employees paid semimonthly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate for the current payroll processing cycle.
M	The number of the pay period within the month, for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
O	The number of the pay period, within the month, that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
Tax to apply	A code displaying the tax to apply to the process or PDBA.
Minimum Net Allowed	Minimum percentage of total earnings that are allowed for an employee.
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	<i>.....Form-specific information.....</i>
	Enter the PDBA that is used to calculate minimum net pay. If you are not using the Minimum Net Allowed field (EENMIN) to calculate minimum net pay, you do not need to complete this field.
Distribution Amount	Amount that will be distributed among all the employees during special processes like Profit Sharing or Production Bonus.

Field	Explanation
Salary Factor	Amount that will be distributed among all the employees during special processes like Profit Sharing or Production Bonus, based on earnings made by an employee during the period.
Days Factor	Amount that will be distributed among all the employees during special processes like Profit Sharing or Production Bonus, based on days worked by each employee.

Setting Up Special Process Reports

You may want to print special process reports to help you verify special process information and review the results of special process calculations. You set up reports for each special process. After you set up reports, they automatically print at the end of the calculation of the special process. You can also print special process reports from the Special Process Engine.

See Also

- *Reviewing Special Process Reports* for information on available reports

Before You Begin

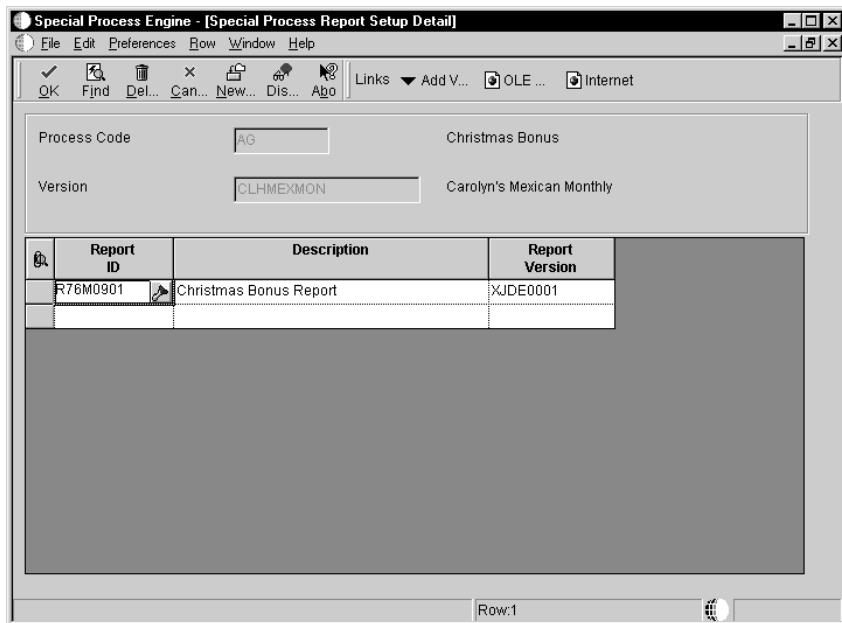
- Create a special process version. See *Creating a Special Process Version*.
- Set up a special process reports model. This step is not required, but may facilitate the set up of special process reports if you have many special process reports to select from. See *Setting Up a Special Process Reports Model*.

► To set up special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search and click Find:
 - User ID
 - Version

- Process Code
2. Choose a special process version in the detail area, and then choose Report Setup from the Row menu.



3. On Special Process Report Setup Detail, complete the following fields for each report that you want to run as part of the special process:
 - Report ID
 - Report Version
4. To use the Reports Model, choose a blank row in the detail area, and then choose Reports Model from the Row menu.
5. On name of form, choose a report and click Select.
The system inserts the report ID and version in the blank row that you selected on the Special Process Report Setup Detail form.
6. Click OK.

Field	Explanation
Report ID	The report program that will run.
Report Version	The report version that will run.

Generating Special Process Amounts

When you generate special process amounts, the system calculates special process amounts for the selected employees and stores those amounts in the appropriate PDBAs. You then run a payroll cycle in order to pay the special process amounts stored in the PDBAs.

The system also prints any reports that you have set up for the special process version. You can use the reports to review information about how the special process was calculated.

Before You Begin

- Create a special process version. See *Creating a Special Process Version*.

► To generate special process amounts

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search and click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Submit Process from the Row menu.
3. On Confirmation, click OK.

Field	Explanation
Process Code	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.

Field	Explanation
Version	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.

Reviewing Special Process Amounts by Employee

After you generate special process amounts, you can review the amount that each employee will receive to verify its accuracy. The system lists each PDBA involved in the special process as well as a total special process amount for each employee.

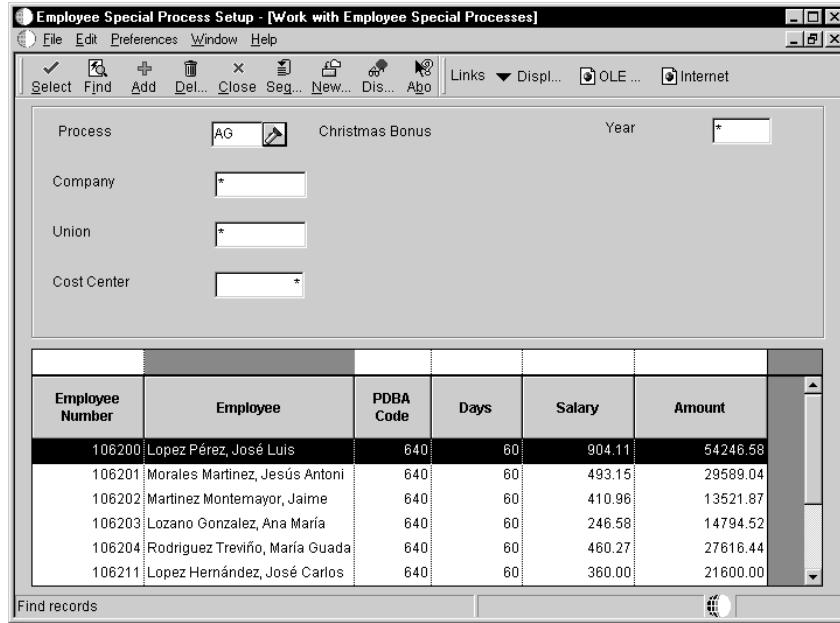
You can also revise individual amounts if necessary. If you change or override a special process amounts and then regenerate the special process, the system saves the revised special process amounts. However, if you reset the special process, both original and revised special process amounts are deleted.

Before You Begin

- Generate special process amounts. See *Generating Special Process Amounts*.

► To review special process amounts by employee

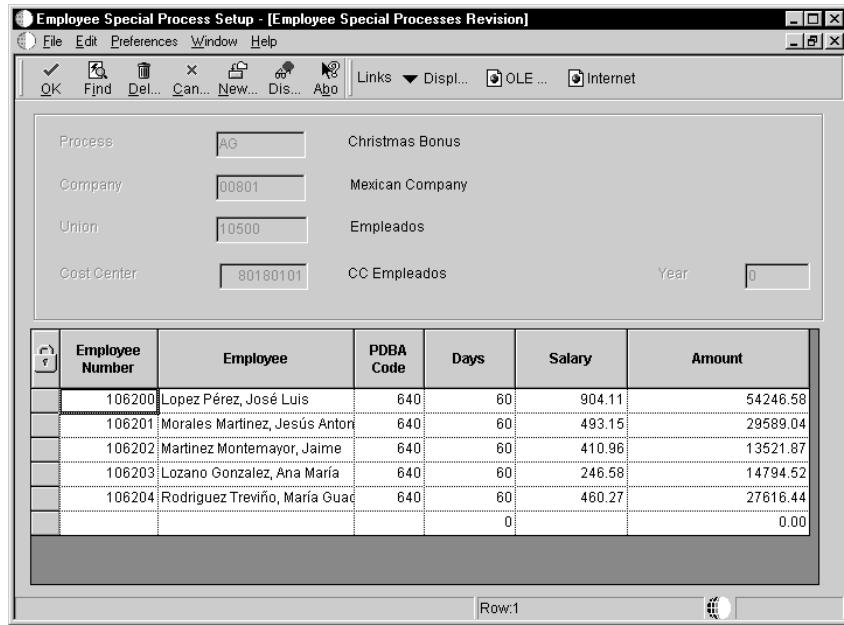
From the Mexico Special Processes menu (G07BMXPSP), choose Employee Special Process Setup.



1. On Work with Employee Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process
 - Year
 - Company
 - Union
 - Cost Center

The system lists special process PDBAs and amounts by employee.

2. To revise a special process amount, choose a row in the detail area and then click Select.



3. On Employee Special Processes Revision, you can revise information in any of the following fields in the detail area:

- Days
- Salary

When you change the value in either the Days field or the Salary field, the system recalculates the value in the Amount field.

4. To save your changes, click OK.

Field	Explanation
Process	The code that represents the special process that is being submitted. Valid values are stored in UDC 76M/PM.
Days	The maximum number of days for which a person is paid, or the number of days for which pay is deducted in the current process.
Salary	Indicates the salary amount to be taken for the process to be submitted.
Amount	Days for salary.

Printing Special Process Reports

You can print special process reports when you generate special process amounts, or you can print special process reports independently. You must submit a special process before you print reports for that process.

When you print special process reports, the system prints all reports that are associated with the special process version that you selected.

This task describes how to print special process reports from the Special Process Engine.

Before You Begin

- Set up special process reports for your special process version. See *Setting Up Special Process Reports*.

► To print special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search and click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Reports Execution from the Row menu.
3. On Confirmation, click OK to continue.

Resetting Special Processes

If you discover errors in your special process when you review special process amounts, you may need to reset the special process. Resetting the special process returns your data to the way it was before submitting the special process.

You must reset the special process before you resubmit it when you do any of the following:

- Submit the special process for the wrong employees
- Omit a group of employees who should have been included in the special process
- Change the setup of the special process
- Change the setup of a DBA that affects one or more employees in the special process

If you resubmit a special process without first resetting it, the system replaces the original records. However, the system does not replace any records that you manually modified. Also, the system does not delete any records that were created in the first submission and not in the second.

Note: When you reset a special process, the system deletes all special process amounts, including those that you modified manually.

You cannot reset a special process in the following situations:

- Final payments for the special process are already processed in the payroll cycle.
- The system encounters errors during the reset process.

The system creates a report of any errors that it encounters during the reset process.

► To reset a special process

From the Mexico Special Processes menu (G07BMPXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search and click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Process Reset from the Row menu.

3. On Confirmation, click OK to continue.

Reviewing Special Process Reports

Review the following topics for information on the special process reports:

- Reviewing the Food Bonus report
- Reviewing the Food Bonus Denomination report
- Reviewing the Attendance Bonus report
- Reviewing the Productivity Bonus report
- Reviewing the Profit Sharing report
- Reviewing the Profit Sharing Review report
- Reviewing the Christmas Bonus report

Reviewing the Food Bonus Report

Use the Food Bonus report (R76M0600) to review the amount being paid to each employee as a food bonus. This report lists food bonus amounts for each employee as well as totals by cost center, union, and company.

Running the Food Bonus report also runs a table conversion program (R8976M0600), which creates a text file that you can submit to the store that prints the food bonus coupons.

Note: The system stores the text file in a folder called “Export.” This folder can be on the server or on the user’s machine, depending on whether the Food Bonus report is run on the server or locally. J.D. Edwards recommends that you run the report locally. If the “Export” folder is not present, the system will not create the text file.

You should set up the Food Bonus report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus report from the Special Process engine after you have calculated food bonus amounts.

See Also

- *Table Conversions: Submitting a Table Conversion* for more information on running table conversion programs
- R76M0600 *Food Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Food Bonus Report (R76M0600)

Output Tab

1. Output type

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

Defaults Tab

1. Name Format Code

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Food Bonus Denomination Report

Use the Food Bonus Denomination report (R76M0601) to review the denominations of the food bonus coupons that are being paid to each employee.

You should set up the Food Bonus Denomination report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus Denomination report from the Special Process engine after you calculate food bonus amounts.

Before You Begin

- Set up food bonus coupon denominations in the denomination table. See *Setting Up the Denomination Table*.

Processing Options for Food Bonus Denomination Report (R76M0601)

Defaults Tab

1. Name Format Code

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Attendance Bonus Report

Use the Attendance Bonus report (R76M0602) to review the amount that is being paid to each employee as an attendance bonus. The report also lists the number of days of absence for each employee who is receiving an attendance bonus. The report lists attendance bonus totals by cost center, union, and company.

You should set up the Attendance Bonus report to print when you submit the special process that calculates attendance bonuses. You can also print the Attendance Bonus report from the Special Process engine after you have calculated attendance bonus amounts.

See Also

- R76M0602 *Attendance Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Attendance Bonus Report (R76M0602)

Defaults Tab

1. Name Format Code

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Productivity Bonus Report

Use the Productivity Bonus report (R76M0603) to review the amount that is being paid to each employee as a productivity bonus. The report lists the following information in addition to the total amount of the productivity bonus:

- Job code
- Basis of calculation
- Amount or rate
- Advance payment

The report also lists basis of calculation, advance payment, and productivity bonus totals by cost center, union, and company.

You should set up the Productivity Bonus report to print when you submit the special process that calculates productivity bonuses. You can also print the Productivity Bonus report from the Special Process engine after you have calculated productivity bonus amounts.

See Also

- R76M0603 *Productivity Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Productivity Bonus Report (R76M0603)

Process Tab

1. Enter the format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

1 Lopez Garcia, Jose Antonio

- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Profit Sharing Report

Use the Profit Sharing report (R76M0900) to review the amount that is being paid to each employee as profit sharing. The report lists the following amounts for each employee in addition to the total profit sharing amount:

- Salary
- Profit sharing amount based on salary
- Days worked
- Profit sharing amount based on days worked

The report lists profit sharing amounts totaled by cost center, union, and company.

You should set up the Profit Sharing report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing report from the Special Process engine after you calculate profit sharing amounts.

See Also

- R76M0900 *Profit Sharing Report* in the *Reports Guide* for a report sample

Processing Options for Profit Sharing Report (R76M0900)

Default Tab

1. Enter the Format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Profit Sharing Review Report

Use the Profit Sharing Review report (R76M0902) to review the basis of calculation for the profit sharing process. The report lists the number of days worked and salary that were used to calculate the profit sharing bonus for each employee.

The report totals amounts by cost center, union, and company.

You should set up the Profit Sharing Review report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing Review report from the Special Process engine after you have calculated profit sharing amounts.

See Also

- R76M0902 *Profit Sharing Review Report* in the *Reports Guide* for a report sample

Processing Options for Profit Sharing Report (R76M0902)

Default Tab

1. Enter the Format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia

6 Lopez, Jose

7 Lopez, Jose A.

Reviewing the Christmas Bonus Report

Use the Christmas Bonus report (R76M0901) to review the amount that is being paid to each employee as a Christmas bonus. The report lists the number of days worked and salary earned by each employee because the Christmas bonus amount is proportional to these amounts. The report also lists the employee's start date and the amount of Christmas bonus that was paid in advance.

The report lists Christmas bonus amounts totaled by cost center, union, and company.

You should set up the Christmas Bonus report to print when you submit the special process that calculates Christmas bonuses. You can also print the Christmas Bonus report from the Special Process engine after you have calculated Christmas bonus amounts.

See Also

- R76M0901 *Christmas Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Christmas Bonus Report (R76M0901)

Default Tab

1. Enter the Format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Terminations

For an introduction to terminations, review the following topic:

- Overview of terminations

Processing terminations includes the following:

- Setting up indemnification payments
- Terminating employees

Overview of Terminations

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document states that all financial obligations between the company and the employee have been resolved. Financial obligations that must be resolved include:

Termination payments Bonuses that are based on the employee's length of service

Pending and proportional payments Vacation, vacation bonus, and Christmas bonuses that were not paid previously as well as the portion of those bonuses that correspond to the employee's length of service since the last bonus payment

Funds liquidation The company contribution, employee contribution, and interest for savings funds and mutual savings funds

Employee obligations All deductions that the employee owes the company or external entities, such as loan amounts and wage attachments

In the Mexican payroll system, you use the Terminations process to calculate financial obligations between the company and the employee, and to create a legal discharge document.

If you are providing indemnification payments for terminating employees, you must set up information such as the salary for calculating the payment amount, limits, and eligibility criteria.

The system uses setup information from the following modules to determine the amount that must be paid to or deducted from the employee:

- Vacation and Vacation Bonus
- Savings Funds
- Christmas Bonus

The termination process produces the following reports:

- Termination Report (R76M0801) - Lists pay amounts for each PDBA included in the termination process
- Termination Payment Notification (R76M0802) - Produces a special check for the final payment to the employee as well as a discharge document that the employee must sign

Setting Up Indemnification Payments

In Mexico, legislation requires guidelines about pay that should be given to terminated employees. Different guidelines apply depending on whether the employee is quitting voluntarily or being fired, and whether the employee or company gives significant notice of the termination. The payments covered under these rules are called “indemnification” payments.

You must set up each type of indemnification payment separately. You must also set up calculations to determine the amount of indemnification pay that is tax-exempt.

You set up indemnification payments by company. You can also set up indemnification payments by union or cost center, if you want to handle indemnification payments differently for different groups of employees.

The following tables describe the minimum legal requirements for each indemnification payment

Seniority Bonus

Termination Payment (TERMPAY)	PA
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	12
Multiplier (MULTIP)	A (Years)
Eligibility Period (ELGPER)	A (Years)
Eligibility Minimum (ELGM)	1
Limit Basis (FLBSON)	SMZ (Zone Minimum Salary)

Limit Period Type G (days)

Amount (FLPERC) 2

Applied Limit (FLATO) B

- Calculation Information - The employee receives 12 days of regular salary for each year of employment.
- Eligibility Information - The employee must have been employed for at least one year in order to receive the bonus.
- Limit Information - The salary that is used to calculate the seniority bonus cannot be more than twice the daily minimum salary for the employee's geographic zone.

Gratification by Service Year

Termination Payment GA
(TERMPAY)

Salary Type (TSALCAL) SN (Regular salary)

Number of Days 20
(NDPPE)

Multiplier (MULTIP) A (Years)

- Calculation Information - The employee receives 20 days of regular salary for each year of service.

You can set up eligibility information and limit information for the Gratification by Service Year, but they are not required.

Indemnification Fixed Part

Termination Payment PF
(TERMPAY)

Salary Type (TSALCAL) SN (Regular salary)

**Number of Days
(NDPPE)** 90

Multiplier (MULTIP) 1 (use Number of Days)

- Calculation Information - The employee receives 90 days of regular salary.

Indemnification Exempt

**Termination Payment
(TERMPAY)** PX

Salary Type (TSALCAL) SMZ (Zone Minimum Salary)

**Number of Days
(NDPPE)** 90

Multiplier (MULTIP) A (Years)

- Calculation Information - An amount equal to 90 days of the Zone Minimum Salary will be deducted from the sum of the indemnification payment (gratification, bonus, and fixed part) for each year of employment before tax is calculated on the indemnification payment.

Indemnification Tax

**Termination Payment
(TERMPAY)** 99

- Calculation Information - The system uses the tax percentage that the employee paid on taxable incomes during the previous month as the tax percentage for the indemnification payment.

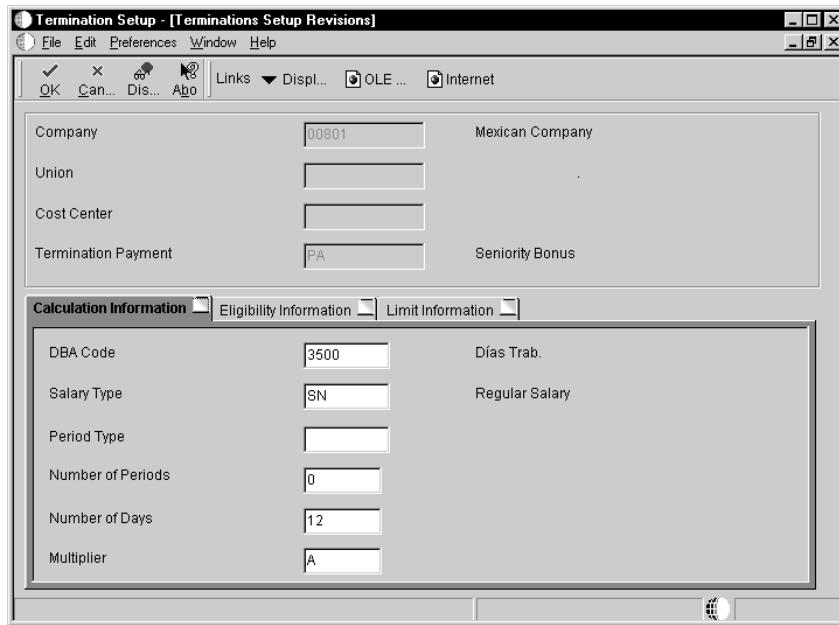
Before You Begin

- ❑ Set up UDC 76M/TE to specify types of indemnification payments. You can use the predefined codes (GA, PA, PF, and PX) or add new codes. However, the code for Indemnification Tax (99) is hard-coded and should not be changed. See *Setting Up User Defined Codes for Mexico*.

► To set up indemnification payments

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Termination Setup.

1. On Work With Terminations Setup, click Add.



2. On Terminations Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. Complete the following required fields:

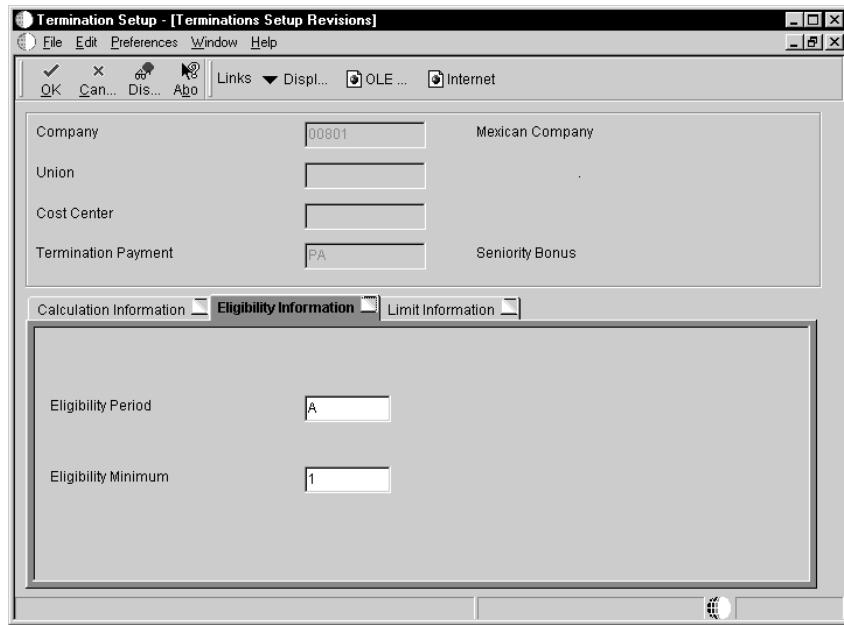
- Termination Payment
- DBA Code

4. If you entered 99 (Indemnification Tax) in the Termination Payment field, click OK.

The only information needed to set up Indemnification Tax is the DBA code for the DBA that stores the tax amount for termination payments. The

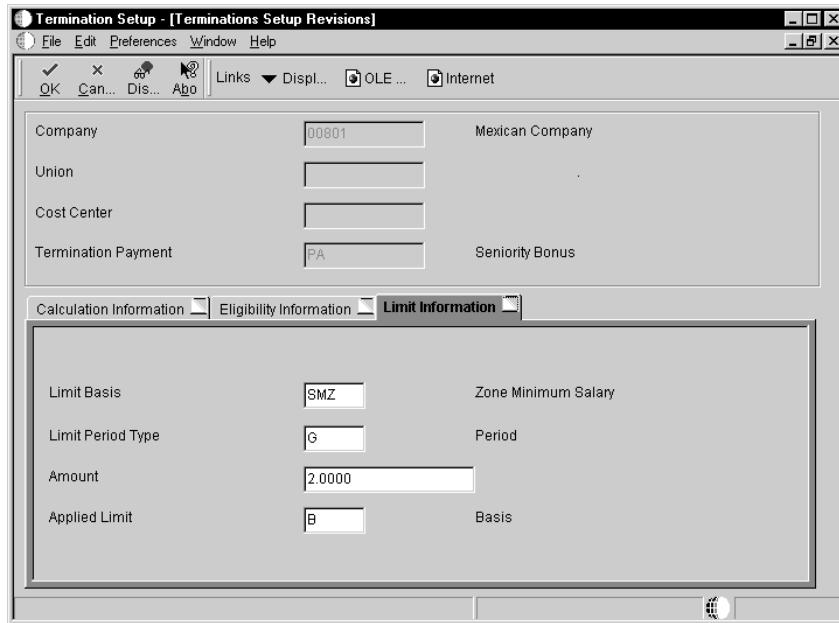
system calculates the tax percentage for indemnification based on the tax percentage that the employee paid on taxable incomes during the previous month.

5. If you entered any value other than 99 (Indemnification Tax) in the Termination Payment field, complete the following field:
 - Salary Type
6. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary Type field, complete the following fields to specify the time period over which the salary will be calculated:
 - Period Type
 - Number of Periods
7. Complete the following fields:
 - Number of Days
 - Multiplier



8. If employees must have been employed for a specific length of time in order to be eligible for the termination payment, complete the following fields on the Eligibility Information tab:
 - Eligibility Period

- Eligibility Minimum



- To limit the amount of the termination payment, complete the following fields on the Limit Information tab:
 - Limit Basis
 - Limit Period Type
 - Amount
 - Applied Limit

To calculate a maximum limit, the system calculates a salary amount based on the Limit Basis and Limit Period Type, and then multiplies that salary by the value in the Amount percentage field. Depending on the value that you enter in the Applied Limit field, the system either applies the maximum limit to the salary that is used as the basis for calculating the termination payment, or applies the maximum limit to the final termination payment.

- Click OK.

Field	Explanation
Termination Payment	Code that identifies the kind of indemnification to be paid to the employee when he or she is terminated.

Field	Explanation
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Salary Type	A code that indicates the type of salary on which the calculation of the special process is based. Valid values are stored in UDC 76M/SC.
Period Type	The number of periods that the retroactive adjustment covers. <i>Form-specific information</i> Enter the number of pay periods over which the average salary or frequently used salary should be calculated.
Number of Periods	A user defined code (07/PF) that indicates how often an employee is paid. Codes are: B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee. <i>Form-specific information</i> Enter the pay frequency that the system should use to calculate the average or frequently used salary. The system uses this field in conjunction with the No. of Periods field (PPCR). For example, if you enter M (Monthly) in the Integration Periods field and 10 in the No. of Periods field, the system calculates the average or frequently used salary over the last 10 months.
Number of Days	The maximum number of days for which a person is paid, or the number of days for which pay is deducted in the current process.

Field	Explanation
Multiplier	<p>A code that specifies whether the Number of Days value in the calculation is multiplied by the number of years of the employee's service. Valid values are:</p> <ul style="list-style-type: none"> 1 Do not multiply the value. A Multiply the value for each year of service. <p>This field works in conjunction with the Number of Days field (NDPPE). For example, if you enter 90 in the Number of Days field and 1 in this field, the 90 days are not multiplied so the employee receives 90 days of pay. If you enter 20 in the Number of Days field and A in this field, the 20 days are multiplied by years of service. The employee receives 20 days of pay for each year that the employee has worked.</p>
Eligibility Period	Type of period in which eligibility has its basis.
Eligibility Minimum	<p>The minimum days, months, or years of service required to be eligible to participate in the plan. See the Eligibility Basis to determine the definition of this value.</p> <p>NOTE: Fill in the minimum hours and pay type table if the plan requires a minimum number of hours to be worked during the period specified.</p>
Limit Basis	<p>The salary that determines the maximum limit for the special process amount. Valid values are stored in UDC 76M/LB.</p> <p>The system calculates a salary amount from the value that you enter in this field and the pay frequency that you enter in the Maximum Limit period field (FLPDOA). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.</p>
Limit Period Type	<p>Enter the pay frequency that the system should use to determine the salary that is used to calculate the maximum limit for the special process amount.</p> <p>The system calculates a salary amount from the value that you enter in this field and the salary that you enter in the Maximum Limit Basis field (FLBSON). This value is then multiplied by the value in the Maximum Limit percentage field (FLPERC) to determine the maximum limit for the special process amount.</p>

Field	Explanation				
Amount	<p>The factor applied to different calculations.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the percentage to multiply by the specified salary in order to determine the maximum limit for the indemnification payment calculation.</p> <p>The value that you enter in this field is multiplied by the salary calculated from the Limit Basis (FLBSON) and Limit Period Type (FLPDOA) fields to determine the maximum limit for the indemnification payment calculation. You can apply the limit to either the salary that is used to determine each indemnification or to the final result of the indemnification payment calculation.</p>				
Applied Limit	<p>This code is applied in conjunction with the PDBA, resulting in the final value for the calculation.</p> <p>Valid values are:</p> <table style="margin-left: 20px;"> <tr> <td>F</td> <td>Final Result</td> </tr> <tr> <td>B</td> <td>Basis of Calculation</td> </tr> </table> <p>.....<i>Form-specific information</i>.....</p> <p>Use this code to indicate whether the flex limit should be applied to the amount that is the basis of calculation for the indemnification amount or whether the flex limit should be applied to the result of the calculation.</p>	F	Final Result	B	Basis of Calculation
F	Final Result				
B	Basis of Calculation				

Terminating Employees

To terminate employment for an employee or group of employees, complete the following tasks:

- Entering an employee's termination date
- Calculating termination pay
- Adjusting termination pay amounts
- Reviewing the Termination Report
- Generating Termination Payment Notifications

Entering an Employee's Termination Date

When an employee ends employment for any reason, you must enter the date of the termination so that the system can process termination pay for the employee and create a Termination Payment Notification.

You enter termination dates on Employee Terminations Revisions (P76M0803) to enable the system to calculate termination pay. After you generate the final payment for the terminated employee, you should also enter the termination date on Employee Information (P0801) to prevent the employee from receiving additional payroll payments.

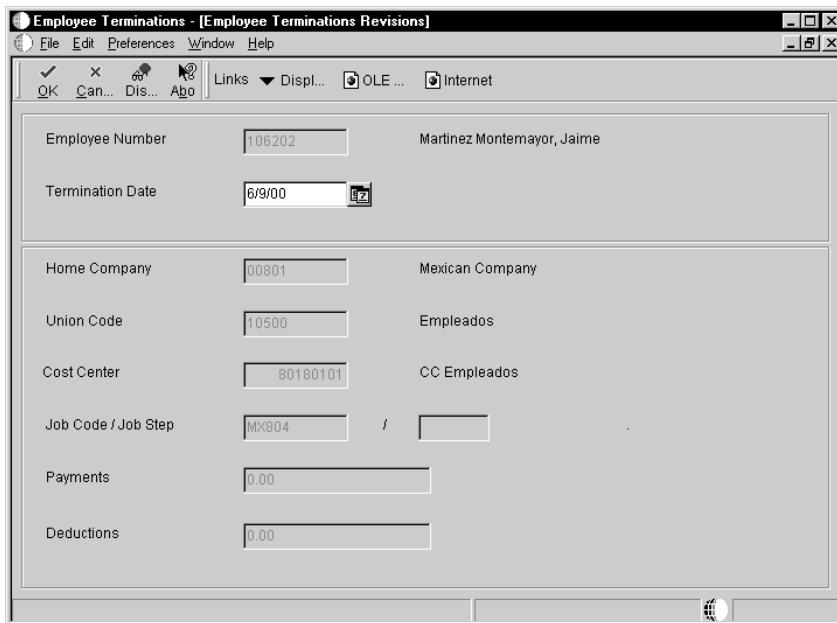
► To enter an employee's termination date

From the Employee Terminations menu (G07BMXPSP5), choose Employee Terminations.

1. On Work with Employee Terminations, complete any of the following fields to narrow your search and click Find:
 - Company
 - Union

- Cost Center

2. Choose the terminating employee and click Select.



If you have already calculated termination pay for the selected employee, the system displays the results of those calculations in the Payments and Deductions fields.

3. On Employee Terminations Revisions, complete the following field and click OK:

- Termination Date

Field	Explanation
Termination Date	The employee's last day of employment. The system uses this date to calculate proportional payments.

Calculating Termination Pay

From the Employee Terminations menu (G07BMXPSP5), choose Termination Process Calculation.

You use Termination Process Calculation (R76M0800) to calculate all of the deductions and benefits that are included in the employee's last paycheck. The system calculates following amounts due to the employee or owed by the employee:

- Indemnification pay
- Pending and proportional vacations
- Pending and proportional vacation bonuses
- Proportional Christmas bonuses
- Pending salaries
- Outstanding deductions
- Savings funds
- Mutual savings funds
- Taxes on indemnification pay

When you run Termination Process Calculation, the system also runs the Termination Report (R76M0801), which lists the amounts paid to terminating employees.

You can calculate termination pay in test mode to review the payments made to a terminating employee so that you can adjust the payment amount if necessary. You can also simulate a termination to determine the cost of layoffs or going out of business.

When you calculate termination pay in production mode, the system updates all of the files needed to generate a final payment for the employee, and terminate the relationship between the employee and the company.

Processing Options for Termination Process Calculation (R76M0800)

Select Tab

1. Date to be selected

Use this processing option to enter a date which will be used to:

- Select data from the Termination Control File (F76M0801). Employees with a matching termination date are included in the termination pay calculation.
- Calculate the employee's seniority.
- Calculate the indemnification and the indemnification's tax.
- Calculate the pending vacation and Christmas bonus.

Process Tab

1. Termination Reason Code

Use this processing option to specify why the employees who are included in the current termination were terminated. Valid values are stored in UDC 06/T.

You must run the calculate termination pay separately for each group of employees with a different termination reason.

2. Type of Savings Fund to be processed

Use this processing option to specify how the system should calculate saving funds during the termination process. Valid values are:

- 1 No calculation
- 2 Manual calculation
- 3 Automatic calculation

Choose No Calculation (1) if you are not liquidating the savings funds. This option allows you to roll over savings funds for employees who will be rehired under a new contract.

Choose Manual Calculation (2) if you have made an arrangement with the employee to withdraw only part of the savings fund for the employee. You must manually enter the PDBA for the employee's withdrawal using Termination Transactions (P76M0804).

Choose Automatic Calculation (3) to liquidate the savings funds.

3. Type of Mutual Savings Fund to be processed

Use this processing option to specify how the system should calculate mutual saving funds during the termination process. Valid values are:

- 1 No calculation
- 2 Manual calculation
- 3 Automatic calculation

Choose No Calculation (1) if you are not liquidating the mutual savings funds. This option allows you to roll over mutual savings funds for employees who will be rehired under a new contract.

Choose Manual Calculation (2) if you have made an arrangement with the employee to withdraw only part of the mutual savings fund for the employee. You must manually enter the PDBA for the employee's withdrawal using Termination Transactions (P76M0804).

Choose Automatic Calculation (3) to liquidate the mutual savings funds.

4. Process Mode

Use this processing option to indicate whether the process should be run in test mode or final mode. In final mode, the system updates the following tables:

- Employee Transaction Detail File (F06116)
- Pay Cycle Parameters File (F07210)

Valid values are:

Blank Test mode

P Final mode

If the processing option value equals P, the system updates the tables. Any other value prevents the system from updating the tables.

Adjusting Termination Pay Amounts

When you calculate termination pay for an employee, the system calculates all pending transactions that are needed in order for the employee to terminate his or her relationship with the company. In some situations, you may need to adjust the amounts that the system calculates. For example, you might adjust the calculated amounts in the following situations:

- The employee pays some deductions directly to an external entity after termination.
- The employee will be rehired, and the pending transactions between this employee and the company should remain in the system.
- The company and the employee have negotiated changes in the termination payments.

You can use Termination Transactions (P76M0804) to adjust the PDBAs that are included in the employee's final check.

Termination Transactions groups PDBAs in the following categories:

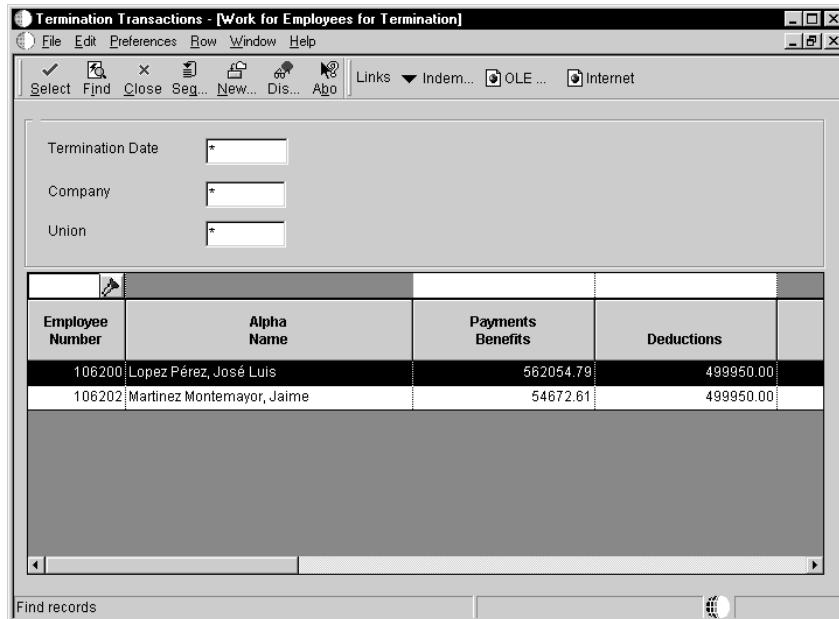
- Indemnifications - Includes special termination bonuses
- Pending Payments - Includes regular wages as well as vacations, the vacation bonus, and the Christmas bonus
- Deductions - Includes amounts that the employee owes the employer
- Other Income - Includes any pay not included under indemnifications or pending payments, such as savings fund amounts

Before You Begin

- Calculate termination payments in test mode. See *Calculating Termination Pay*.

► To adjust termination pay amounts

From the Employee Terminations menu (G07BMXPSP5), choose Termination Transactions.



1. On Work for Employees for Termination, complete any of the following fields to narrow your search and click Find:

- Termination Date
- Company
- Union

The system displays summary information about all of the terminated employees who match the criteria that you entered. This information includes total payments and deductions for the employee, as well as seniority information.

Status	PDBA Code	Description	DBA Type	Units	Amount Rate	Bas
	3500	Dias Trab.	B	12.00	4.8333	
	3502	Premio Asist	B	20.00	4.8333	
	3504	Premio Prod	B	90.00	1.0000	
	3510	Séptimo Dia	B	90.00	4.8333	
	3620	ISPT %	D			

2. On Termination Transaction Details, choose the employee whose termination amounts you want to adjust, and choose an option from the Row menu.

The option that you choose depends on which PDBAs you want to adjust. The same form appears, regardless of which option you choose. The only difference between the options is the PDBAs that the system lists on the form.

3. On Termination Transaction Details, enter C (Cancelled) in the following field for any row in the detail area that you don't want to include in the termination payment calculation:
 - Status
4. To change the value of a PDBA, enter O in the status field for that PDBA and change the value in the following field:
 - Gross Pay

5. To enter a new PDBA, complete the following fields in the detail area:
 - PDBA Code
 - Units
 - Amount Rate
 - Base
 - Gross Pay
6. If an individual or entity other than the employee should receive the payment associated with a specific PDBA, complete the following field for that PDBA:
 - Payee
7. Click OK.
8. On Work for Employees for Termination, click Find to display the adjusted payment or deduction total.

Field	Explanation
Status	<p>Specifies whether the record will be included in the termination calculation, as well as whether it has been changed (overridden by the user) since its calculation. Valid values are:</p> <p>Blank Recalculate the record if the termination is calculated again. C Cancelled. Do not include the record in the termination calculation. O Overridden. The record has been changed since its initial calculation.</p>
Gross Pay	<p>The actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.</p> <p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (for example, piece rate bonus).</p> <p>.....Form-specific information.....</p> <p>The gross amount of the PDBA. This amount is included in the calculation of the employee's termination pay.</p>
PDBA Code	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>

Field	Explanation
Units	The number of hours associated with each transaction.
Amount Rate	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: <ul style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Base	The amount that is the basis for the DBA calculation.
Payee	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

Reviewing the Termination Report

From the Employee Terminations menu (G07BMXPSP5), choose Termination Report.

The Termination Report (R76M0801) lists the amounts due to terminating employees. You can use this report to verify termination pay amounts for specific employees or to determine the cost of terminating a group of employees.

The system runs the Termination Report when you calculate termination pay in either test or final mode. You can also run the Termination Report from the menu. If you run the report from the menu, the report lists amounts from the last calculation of termination pay.

See Also

- R76M0801 *Termination Report* in the *Reports Guide* for a report sample

Before You Begin

- Calculate termination payments in either test or final mode. See *Calculating Termination Pay*.

Processing Options for Termination Report (R76M0801)

Default Tab

1. Enter the Format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose

7 Lopez, Jose A.

Generating Termination Payment Notifications

From the Employee Terminations menu (G07BMXPSP5), choose Termination Payment Notification.

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document lists the amount of termination pay and states that all of the financial obligations between the company and the employee have been resolved.

Use Termination Payment Notification (R76M0802) to print discharge documents for terminating employees.

See Also

- R76M0802 *Termination Payment Notification* in the *Reports Guide* for a report sample

Before You Begin

- Calculate termination payments in final mode. See *Calculating Termination Pay*.

Payroll History

Each time you process a payroll cycle, the system creates historical records of employees' earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it, if necessary. Working with payroll history includes the following tasks:

- Reviewing payroll history information online
- Working with payment history
- Reviewing the PDBA History by Company report

Payroll history includes detail and summary information for the following:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs)
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information

You use historical information to answer employees' questions, to print historical and government reports, and to process year-end forms for employees. You can also perform functions, such as voiding a payment, when you review individual payment information.

Understanding Calendar-Month and Payroll-Month History

The system maintains transaction (PDBA) history by payroll month, which is based on check dates. Balances for the payroll month are stored for pay types and DBAs. These balances update the Employee Transaction History Summary table (F06146).

You can also choose to maintain history by calendar month, which is based on work dates. Balances for the calendar month are stored for DBAs only and not for pay types. These balances update the Calendar Month DBA Summary History table (F06145).

The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle crosses months (for example, a biweekly payroll cycle that begins in January and ends in February).

See Also

- *Setting Up Deductions, Benefits, and Accruals in the HR and Payroll Foundation Guide* for information about how the system maintains calendar-month balances

Reviewing Payroll History Information Online

Each time you process a payroll cycle, the system creates historical records of employees' earnings, taxes, and DBAs. You use historical information to answer employees' questions about an employee's earnings and tax information, to print historical and government reports, and to process year-end forms for employees. You can review this history to verify that it is correct and revise it, if necessary.

Reviewing payroll history information includes the following tasks:

- Reviewing PDBA history
- Reviewing earnings history
- Reviewing benefit and accrual history

See Also

- *Working with Payment History* for information about reviewing payment history online
- *Payroll History Integrity* for information about verifying and correcting payroll history

Reviewing PDBA History

To answer questions about an employee's earnings and deductions, you can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on payment dates) or by calendar month (based on work dates). You can review pay types by payroll month history only.

You can review PDBA history at both summary and detail levels. The following table shows the PDBA summary tables on the left and their corresponding detail tables on the right:

Employee Transaction History Summary (F06146)	Employee Transaction History (F0618) DBA Transaction Detail History (F0719)
Calendar Month DBA Summary History (F06145)	DBA Transaction Detail History (F0719)
Paycheck History Summary (F06156)	Employee Transaction History (F0618) DBA Transaction Detail History (F0719)

Reviewing PDBA history includes the following procedures:

- Reviewing PDBA history by payroll month
- Reviewing DBA history by calendar month
- Reviewing detail history for pay types
- Reviewing detail history for DBAs

When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the error.

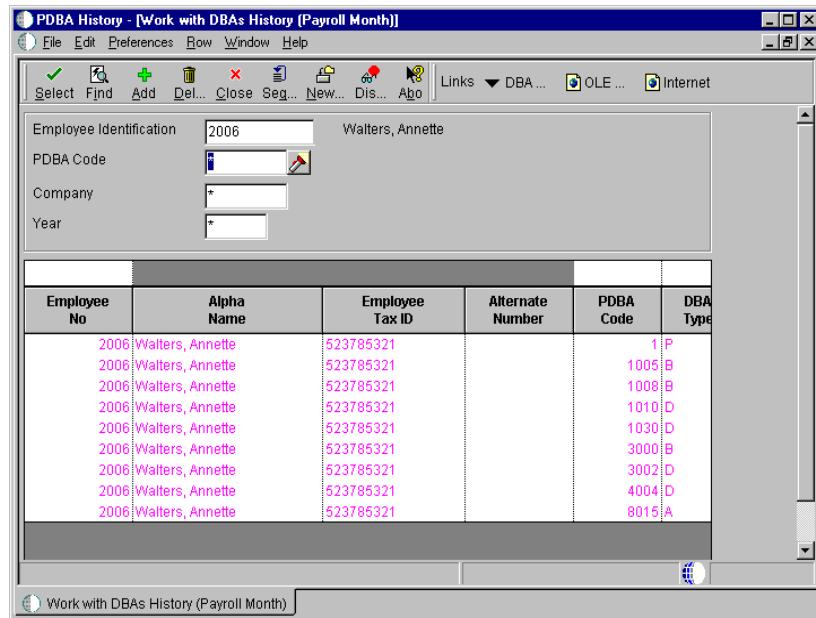
Caution: Payroll history programs should have the highest possible level of system security because when you revise payroll history manually:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The summary totals do not equal the detail totals.

J.D. Edwards recommends revising payroll history through interim payments in order to create an audit trail.

► To review PDBA history by payroll month

From the History Inquiries menu (G07BUP14), choose PDBA History.



1. On Work with DBAs History (Payroll Month), complete the following field, and then click Find:
 - Employee Identification

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year

3. Choose a record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.

The screenshot shows a software application window titled "PDBA History - [PDBAs by Payroll Month]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with OK, Cancel, Discard, Abort, Links, Corp..., OLE..., and Internet buttons. The main area contains form fields for Employee No. (2006), Name (Walters, Annette), Year (5), PDBA Code (1/P), Position (Regular), Tax History Type, Company (00001), Financial/Distribution Company, and Tax ID (840782700). Below these fields is a grid table with columns for Month (January to December), Gross Pay, Hours, and Pieces. The data for April, May, June, and July is visible:

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,834.66	176.00	
May	2,705.81	168.00	
June	2,834.66	176.00	
July			
August			
September			
October			
November			
December			

4. On PDBAs by Payroll Month, review the information in the following columns:

- Gross Pay
- Hours
- Pieces

If your user account has the necessary security, you can correct any of the information.

Field	Explanation
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Company	The company number in which the employee generally resides.

Field	Explanation
Gross Pay	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types: The total amount of earnings related to the type of pay. B DBAs: The total amount of the deduction, benefit, or accrual. C Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts. <p>This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p>
Hours	The total number of hours worked (for pay types) or the basis (for DBAs) for each month.
Pieces	The total number of pieces produced during the first month of your company's calendar year.

► To review DBA history by calendar month

From the History Inquiries menu (G07BUSP14), choose Calendar Month DBA's History.

1. On Work with DBAs History (Calendar Month), complete the following field, and then click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - DBA Code
 - Company
 - Year
3. Choose a record in the detail area, and then choose DBAs by Cal. Month (DBAs by Calendar Month) from the Row menu.

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April	90.00		
May	90.00		
June	90.00		
July			
August			
September			
October			
November			

4. On DBAs by Calendar Month, review the information in the following columns:

- Amount
- Pay Basis
- Pieces

If your user account has the necessary security, you can correct any of the information.

Field	Explanation
Amount	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <p class="list-item-l1">A Pay types: The total amount of earnings related to the type of pay.</p> <p class="list-item-l1">B DBAs: The total amount of the deduction, benefit, or accrual.</p> <p class="list-item-l1">C Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.</p> <p>This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p>

Field	Explanation
Pay Basis	The total number of hours worked (pay types), or the basis (deductions, benefits, and accruals) for the 1st month of your calendar year.
Pieces	The total number of pieces produced during the first month of your company's calendar year.

► To review detail history for pay types

From the History Inquiries menu (G07BUP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field, and then click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a pay type record in the detail area, and then choose Pay Detail from the Row menu.

The screenshot shows a JD Edwards application window titled "PDBA History - [Pay Detail]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for OK, Find, Cancel, New, Display, Internet, and others. The main area displays employee information: Employee No. 2006, Business Unit (empty), Pay Type 1 (Regular), Work Dates from 1/1/05 to 12/31/05. A grid table below shows work details for various dates, including rates and gross pay. The total for the grid is 8,375.13.

Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	Job Step	Sub Ledger	Sub Type	Check Control
4/15/05	1	88.00	16.106	1,417.33		9	2H-2			
4/30/05	1	88.00	16.106	1,417.33		9	2H-2			
5/15/05	1	88.00	16.106	1,417.33		9	2H-2			
5/31/05	1	80.00	16.106	1,288.48		9	2H-2			
6/15/05	1	88.00	16.106	1,417.33		9	2H-2			
6/30/05	1	88.00	16.106	1,417.33		9	2H-2			
Σ		520.00		8,375.13						

4. On Pay Detail, review the information in the following fields:

- Work Date
- Pay Type
- Hours Worked
- Rate
- Gross Pay
- Business Unit
- Job Type
- Job Step
- Sub- ledger
- Sub Type
- Check Control
- Account Number
- Tax Area

- Item No.
- Shift
- Union Code
- Units
- Pieces

If your user account has the necessary security, you can correct any of the information.

► To review detail history for DBAs

From the History Inquiries menu (G07BUSP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field, and then click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a DBA record in the detail area, and then choose DBA Detail from the Row menu.

The screenshot shows a Windows application window titled "PDBA History - [DBA Detail]". The menu bar includes File, Edit, Preferences, Window, Help, OK, Find, Can..., New..., Dis..., Abo, Links, Disp..., OLE..., Internet. The main area displays employee information: Employee No. 2006, Name Walters, Annette; DBA Code 1005, Business Unit Health/Co; Pay Period Dates - From 1/1/05, Thru 12/31/05. Below this is a grid table with the following data:

Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay
2006	3578	4/15/05	1005	B	4/15/05		45.0000	45.00
2006	3738	4/30/05	1005	B	4/30/05		45.0000	45.00
2006	3869	5/15/05	1005	B	5/15/05		45.0000	45.00
2006	4159	5/31/05	1005	B	5/31/05		45.0000	45.00
2006	4343	6/15/05	1005	B	6/15/05		45.0000	45.00
2006	4491	6/30/05	1005	B	6/30/05		45.0000	45.00
Σ								270.00

Row: 7

4. On DBA Detail, review the information in the following fields:

- Address Number
- Check Control
- Pay Period End Date
- DBA Code
- DBA Type
- Work Date
- Hours Worked
- Rate
- Gross Pay
- Business Unit
- Union Code
- Job Type
- Job Step

- Payee
- Gen Vch

If your user account has the necessary security, you can correct any of the information.

Field	Explanation
Check Control	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions. The check control number is not the actual check number.
Pay Period End Date	The last day of a processing period (pay period, month, quarter or year).
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
Work Date	The date used as the actual work date or pay-period ending date.
Hours Worked	The number of hours associated with each transaction.

Field	Explanation
Rate	<p>A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ul style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Gross Pay	<p>The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.</p> <p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).</p>
Payee	<p>The address book number for the supplier who receives the final payment.</p> <p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p> <p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p>
Gen Vch	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <ul style="list-style-type: none"> N No, do not generate a voucher Y Yes, generate a voucher

Reviewing Earnings History

To answer questions about an employee's payments and deductions in previous pay periods, you can review the earnings history for the employee. You can review information for a past pay period, as well as year-to-date amounts.

The system retrieves information from the Stub Information History table (F07186).

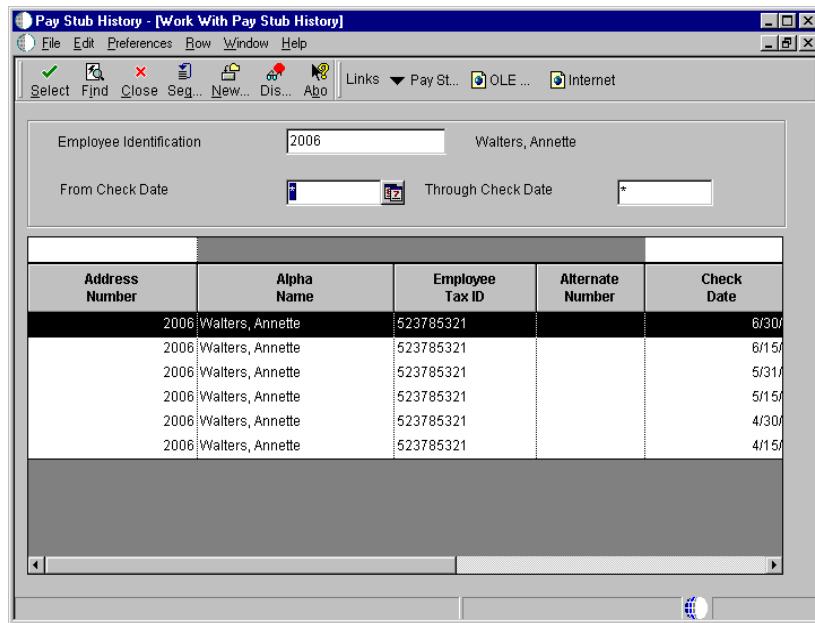
When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the error.

Caution: Payroll history programs should have the highest possible level of system security because when you revise payroll history manually:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The summary totals do not equal the detail totals.

► To review earnings history

From the History Inquiries menu (G07BUP14), choose Pay Stub History.



1. On Work With Pay Stub History, complete the following field, and then click Find:
 - Employee Identification

2. To limit the information that appears in the detail area, complete the following field, and then click Find:

- Check Date

3. Choose a record in the detail area, and then click Select.

The screenshot shows a Windows application window titled "Pay Stub History - [Pay Stub History Information]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with Close, New, Print, OLE..., and Internet buttons. The main area contains search fields for Address Number (2006), Name (Walters, Annette), Check Date (6/30/05), Pay Period Ending Date (6/30/05), and Check No. (175). A large grid table displays pay details. The columns are labeled: Seq., Pay Type, Pay/Accrual Description, Hours, Hourly Rate, Gross Pay, YTD Amount, DBA Code, and Ded. The grid rows show various pay types like Regular, Vac Accrual, Sick Taken/Available, and Vacation Taken/Available. At the bottom of the grid, there is a summary row with Gross Pay (1,417.33), Deductions (380.68), and Net Pay (1,036.65).

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Ded
1	P	Regular	88.00	16.106	1,417.33	15,332.93		Gross Wage
2	A	Vac Accrual			10.00	60.00		Federal Inc
3		* Sick Taken/Available *						Federal FIC
4		* Vacation Taken/Available *						Federal Med
5								CO Departm
6							1010	Dental EE
7							1030	Dental EE+F
8							3002	Life Ins.
9							4004	Med-EE+fa

4. On Pay Stub History Information, review the information in the following fields:

- Seq.
- Pay Type
- Hours
- Hourly Rate
- Gross Pay
- YTD Amount
- DBA Code
- Current Amount
- Stub Accrual Type

Field	Explanation
Seq.	The stub line number of each record in the stub detail. It is used to determine the print order.
Hours	The number of hours associated with each transaction.
Hourly Rate	The employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in time entry to have exactly the same data display decimals.
Gross Pay	The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labor distribution. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus.
YTD Amount	The sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA Code	The code associated with a deduction, benefit, or accrual (DBA) that was used to calculate the employee's net payment. This code prints on the right side of the payment stub.
Current Amount	The current amount of the gross, tax, or deduction on the right side of the stub.
Stub Accrual Type	An option that indicates whether the accrual is for sick time, vacation time, or neither.

Reviewing Benefit and Accrual History

To answer questions about an employee's benefit and accrual balances, you can review benefit and accrual history online. For example, a manager might want to know how many vacation days an employee has taken in the past year. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

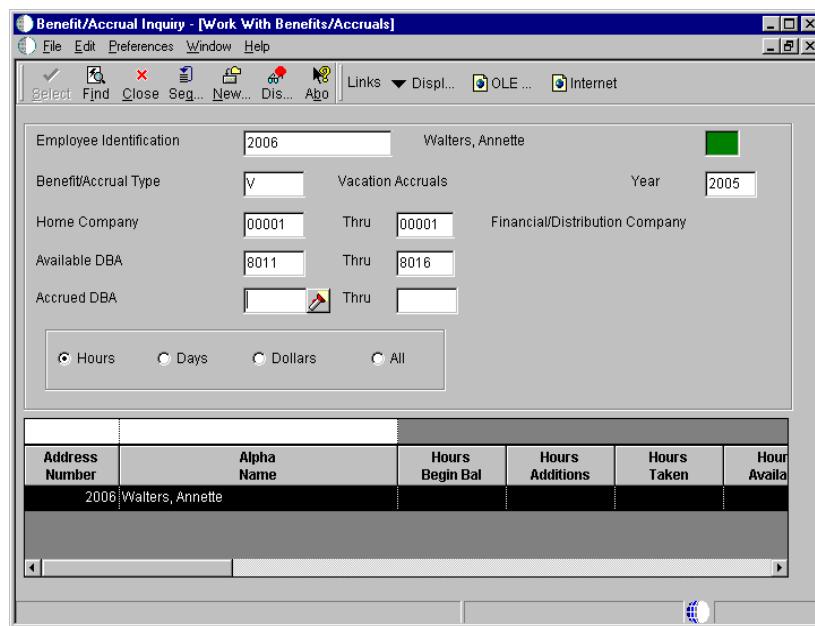
- Time and monetary amounts accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining

The system retrieves information from the Employee Transaction History Summary table (F06146).

► To review benefit and accrual history

From the History Inquiries menu (G07BUSP14), choose Benefit/Accrual Inquiry.

1. On Work with Benefits/Accruals, complete the following field, and then click Find:
 - Employee Identification



2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - Benefit/Accrual Type
 - Home Company
 - Thru
 - Available DBA
 - Thru
 - Accrued DBA

- Thru
3. Choose one of the following options:
- Hours
 - Days
 - Dollars
 - All
4. Review the information in the following fields:
- Hours Begin Bal
 - Hours Additions
 - Hours Taken
 - Hours Available
 - Hours Accrued
 - Dollars Begin Bal
 - Dollars Additions
 - Dollars Taken
 - Dollars Available
 - Dollars Accrued
 - Days Begin Bal
 - Days Additions
 - Days Taken
 - Days Available
 - Days Accrued

Field	Explanation
Hours Begin Bal	The total number of hours worked (for pay types) or the basis (for DBAs) for each month. <i>Form-specific information</i>
Hours Additions	The total number of accrued hours that the employee had earned as of the beginning of the year. <i>Form-specific information</i>
Hours Taken	The total number of hours worked (for pay types), or the basis (for DBAs) for the 2nd month of the payroll year. <i>Form-specific information</i> The number of hours that the employee has taken this year.
Hours Available	The total number of hours worked (for pay types), or the basis (for DBAs) for the 3rd month of the payroll year. <i>Form-specific information</i> The number of hours that are currently available for the employee to take.
Hours Accrued	The total number of hours worked (for pay types), or the basis (for DBAs) for the 4th month of the payroll year. <i>Form-specific information</i> The total number of hours worked (for pay types), or the basis (for DBAs) for the 5th month of the payroll year. <i>Form-specific information</i> The number of hours that the employee has earned so far this year. If the accrual is set up so that accrued hours are available immediately, then the accrued hours equal the available hours. If the accrual is set up so that a waiting period exists before the accrued hours are available to the employee, then the number of accrued hours is smaller than the number of available hours. For example, your organization's vacation plan might specify that employees begin accruing vacation hours on their date of hire, but they cannot take any of those hours until they have completed one year of service with the organization. In this case, the hours accrued would exceed the available hours.

Field	Explanation
Dollars Begin Bal	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types: The total amount of earnings related to the type of pay. B DBAs: The total amount of the deduction, benefit, or accrual. C Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts. <p>This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p> <p>.....<i>Form-specific information</i>.....</p> <p>The total monetary value of the benefit as of the beginning of the year.</p>
Dollars Additions	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types - The total amount of earnings related to the type of pay. B DBAs - The total amount of the deduction, benefit or accrual. C Payroll taxes - The total amount of gross wages, before exclusions and paid-in-excess amounts. <p>This amount represents the total for the second month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p> <p>.....<i>Form-specific information</i>.....</p> <p>The monetary amount that has been added to the employee's beginning balance since the beginning of the year.</p>

Field	Explanation
Dollars Taken	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types - The total amount of earnings related to the type of pay. B DBAs - The total amount of the deduction, benefit or accrual. C Payroll taxes - The total amount of gross wages, before exclusions and paid-in-excess amounts. <p>This amount represents the total for the third month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p> <p>.....<i>Form-specific information</i>.....</p> <p>A monetary amount that represents the portion of the employee's balance that the employee has used (spent) this year.</p>
Dollars Available	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types - The total amount of earnings related to the type of pay. B DBAs - The total amount of the deduction, benefit or accrual. C Payroll taxes - The total amount of gross wages, before exclusions and paid-in-excess amounts. <p>This amount represents the total for the fifth month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p> <p>.....<i>Form-specific information</i>.....</p> <p>The monetary amount that is currently available for the employee to spend on the benefit.</p>

Field	Explanation
Dollars Accrued	<p>The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:</p> <ul style="list-style-type: none"> A Pay types - The total amount of earnings related to the type of pay. B DBAs - The total amount of the deduction, benefit or accrual. C Payroll taxes - The total amount of gross wages, before exclusions of paid-in-excess. <p>This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).</p> <p>.....<i>Form-specific information</i>.....</p> <p>The total monetary amount that the employee has added to this benefit so far this year.</p>
Days Begin Bal	<p>The total number of days worked during period one of the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The total number of accrued days that the employee had earned as of the beginning of the year.</p>
Days Additions	<p>The total number of days worked during period two of the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The number of days that have been added to the employee's beginning balance since the beginning of the year.</p>
Days Taken	<p>The total number of days worked during period three for the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The number of days that the employee has taken this year.</p>

Field	Explanation
Days Available	<p>The total number of days worked during period four for the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The number of days that are currently available for the employee to take.</p>
Days Accrued	<p>The total number of days worked during period five for the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The number of days that the employee has earned so far this year. If the accrual is set up so that accrued days are available immediately, then the accrued days equal the available days. If the accrual is set up so that a waiting period exists before the accrued days are available to the employee, then the number of accrued days is smaller than the number of available days. For example, your organization's vacation plan might specify that employees begin accruing vacation days on their date of hire, but they cannot take any of those days until they have completed one year of service with the organization. In this case, the days accrued would exceed the available days.</p>

Working with Payment History

You can review detailed payment history for an employee to verify that the information is correct. If you discover an error, you can void a payment and issue a replacement for it.

Working with payment history includes:

- Reviewing payment history information
- Voiding payments

Reviewing Payment History Information

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detail information regarding the employee's earnings, taxes, and deductions. If you discover an error in the employee's payment history, you can void a payment and issue a replacement.

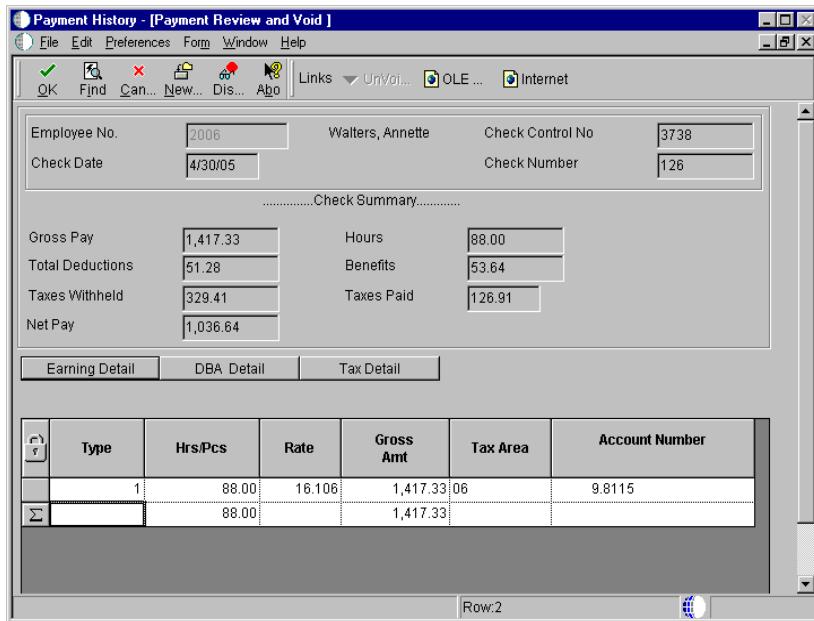
► To review payment history information

From the History Inquiries menu (G07BUSP14) or Canadian History Inquiries menu (G77BUSP14), choose Payment History.

The screenshot shows a Windows application window titled "Payment History - [Work With Payment History]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for Find, New, Dis..., and Abo, along with Links, Void a..., OLE..., and Internet buttons. The main area has four search fields: Employee Identification (with a find icon), Payment/Item Number (with an asterisk), Date - Beginning Effective (with a date picker), and Home Business Unit (with an asterisk). To the right of these fields are two date pickers labeled "Date - Ending Effective". Below the search area is a grid table with columns: Address Number, Alpha Name, Check Date, Payment/Item, Pay Per Date, Total Benefits, and a Row menu icon. The grid contains five rows of data for "Walters, Annette" with address numbers 2006, check dates from 4/15/05 to 6/15/05, and pay per dates from 4/15/05 to 6/15/05.

	Address Number	Alpha Name	Check Date	Payment/Item	Pay Per Date	Total Benefits	Row
1	2006	Walters, Annette	4/15/05	109	4/15/05		M
2	2006	Walters, Annette	4/30/05	126	4/30/05		
3	2006	Walters, Annette	5/15/05	137	5/15/05		
4	2006	Walters, Annette	5/31/05	152	5/31/05		
5	2006	Walters, Annette	6/15/05	166	6/15/05		

1. On Work With Payment History, to locate the payment that you need to review, complete one or more of the following fields, and then click Find:
 - Employee Identification
 - Payment/Item Number
 - G/L Bank Account
 - Start Effective Date
 - Ending Effective Date
 - Home Business Unit
2. Choose a record in the detail area, and then choose Review Payment from the Row menu.



3. On Payment Review and Void, click the Tax Detail button to review detailed information about the taxes associated with the payment.
4. Choose one of the following options:
 - All Taxes
 - Employee Paid only
 - Company Paid only
5. Review the information in the detail area.
6. To review detailed information about the DBAs associated with the payment, click the DBA Detail button.
7. Review the information in the detail area.
8. To review detailed information about the pay types associated with the payment, click the Earnings Detail button.
9. Review the information in the detail area.

Field	Explanation
Employee Identification	This field may hold the employee number, TAX ID or Alternate number. The value this field holds, depends on the employee number mode setup in the Payroll Constants for Company 00000.

Field	Explanation
Payment/Item Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
G/L Bank Account	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

See Also

- *Voiding Payments*

Voiding Payments

In some cases, you might need to void a payment and issue a replacement payment for it. For example, you might be printing the reports for a payroll cycle when you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all associated transactions in the payroll history, including employee- and employer-associated transactions. The check date is the general ledger date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities. The time entry date is the general ledger date for reversing entries associated with timecards, such as labor distribution. The time entry date is also the work date on the reversing timecard.

When you void a check, you can choose to reissue (reprint) the check. You should choose the reissue option only if the replacement check contains the same information as the original check. For example, if an employee fails to receive a check in the mail, or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled. When you void an automatic deposit, the system does not do the following:

- Update the automatic deposit tape.
- Create an accounts receivable entry for the employee

The system stores the void as an interim payment; therefore, an interim payroll ID must exist before you void the payment. You can use an existing interim payroll ID or create a new one. After you void a payment, you must process it a payroll cycle so that the system will update the reversing entries.

The system retrieves the information from the Paycheck History Summary table (F06156) when you void a payment.

Before You Begin

- Verify that an interim payroll ID exists. You can create a new interim payroll ID or use an existing one. See *Creating an Interim Payroll ID*.

► To void a payment

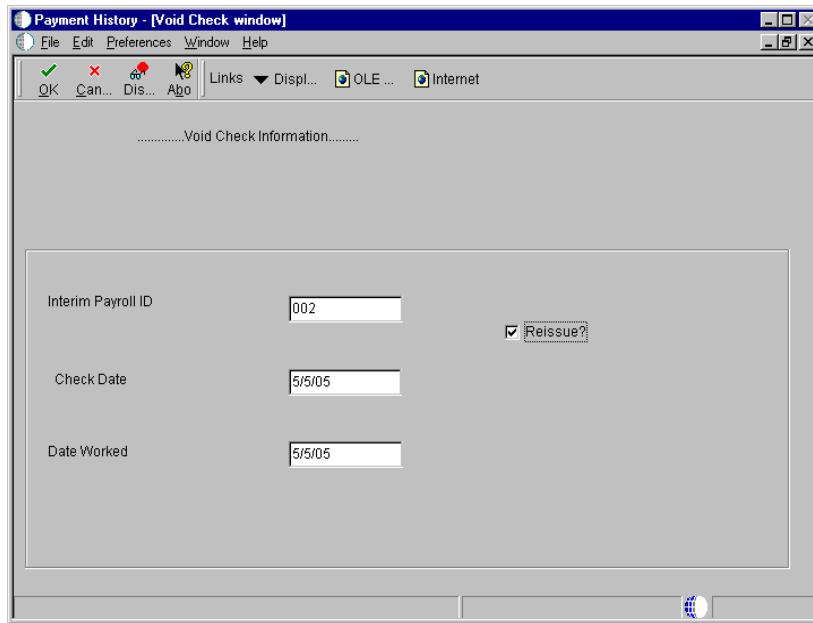
From the History Inquiries menu (G07BUSP14) or Canadian History Inquiries menu (G77BUSP14), choose Payment History.

1. On Work With Payment History, to locate the payments that you need to void, complete one or more of the following fields and then click Find:
 - Employee Identification
 - Payment/Item Number
 - G/L Bank Account
 - Start Effective Date
 - Ending Effective Date
 - Home Business Unit

2. Choose one or more payments that you need to void, and then choose Void and Reissue from the Form menu.

If any of the payments that you are voiding are automatic deposits, the system displays a warning message.

3. Review the message, and then click OK.



4. On Void Check window, complete the following fields:

- Interim Payroll ID
- Check Date
- Date Worked

5. To reissue checks with the same information as the voided checks, choose the following option:

- Reissue?

Choose the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information as the voided checks (except the check numbers and check dates).

6. Click OK.

After you void the payment, the system updates the following fields on the Work With Payment History form:

- I C
- I S
- Void CKCN
- Void/Reissue Date

After you complete the steps to void a payment, the system creates an interim payment for the void. To process the void, complete the steps for *Processing Interim Payments*.

Field	Explanation
Interim Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.
I C	<p>For OneWorld:</p> <p>A code that indicates one of the following conditions:</p> <p>Blank The payment was processed in a regular payroll cycle.</p> <p>I The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments.</p> <p>X The payment is an original payment that has been voided.</p> <p>For World:</p> <p>An internal code that indicates one of the following conditions:</p> <ul style="list-style-type: none">• The time and pay record is for an interim payment.• The record in the Payment table (F07350) is an interim payment.• An employee has an interim payment in the Payment table for the current pay period. <p>Valid codes are:</p> <p>X The payment has been voided.</p> <p>V The payment is a void of a previously-entered payment.</p> <p>I The payment was processed as an interim check.</p> <p>Blank The payment was processed in a regular payroll cycle.</p>

Field	Explanation
I S	<p>A code that indicates the type of payment that the system generated.</p> <p>For OneWorld, valid codes are:</p> <ul style="list-style-type: none"> A Automatic deposit C Computer-generated payment V Voided regular payment M Manually-generated payment Z Voided manual payment <p>For World, valid codes are:</p> <ul style="list-style-type: none"> A Automatic deposit C Computer-generated payment P Payslip (cash) M Manually-generated payment X Voided payment <p>If the code is M, the Automatic Accounting Instruction (AAI) for the payroll manual check bank are used to generate the cash entry. If the code is C or blank, the AAI for the normal payroll bank is used.</p>
Void CKCN	This is the number of the check that was voided and reissued as the current check. It was replaced by this check.
Void/Reissue Date	The date this check was voided and/or reissued.

Related Tasks

- | | |
|----------------------------------|---|
| Unvoiding a payment | If you inadvertently void a payment that should not be voided, you can choose Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information entered in the following fields on the Work with Payment History form: <ul style="list-style-type: none"> • IC • Void CKCN • Void/ReissueDate |
| Voiding part of a payment | In some cases, you might need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called a manual void. To enter a manual void, use the Interim Entry form. You cannot use the Void Check window to enter a manual void. See <i>Entering Interim Payments</i> . |

Reviewing the PDBA History by Company Report

From the U.S. History Reports menu (G07BUSB15), choose PDBA History by Company.

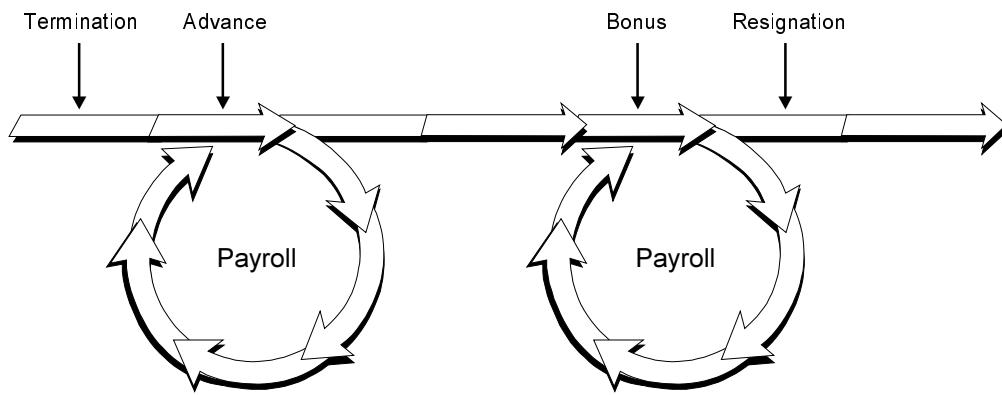
You print the PDBA History by Company report to review a monthly list of pay types, deductions, benefits, and accruals (PDBAs) for each company in your organization. You can review both monetary amounts and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or by company.

To compile the report, the system retrieves information from the Employee Transaction History Summary table (F06146).

Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as an advance payment, a termination payment, a bonus payment, a record of manual payment, an adjustment to historical data, the reissue of a voided paycheck, or pay for vacation time.

The following graphic illustrates where typical interim payments might occur in relationship to your payroll cycles.



When you enter an interim payment, you can use existing timecard records or enter new timecard information specifically relating to the current interim payment. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment.

When you enter interim payments, you enter the following information:

- Payment parameters
- Time entry records

The system calculates all payment details, including earnings, taxes, DBAs, and net pay.

The system creates workfiles that store all tax and DBA calculations for interim payments. The system processes the information in the workfiles during a payroll cycle. Processing interim payments in a payroll cycle creates journal entries and updates the employee's payroll history.

Timing of Update for Interim Payments

You can process interim payments in a regular payroll cycle or separately. When you print interim payments separately, you shorten processing time for payments that must meet deadlines, such as travel advances or termination payments.

When you update interim payments, the system:

- Creates journal entries
- Prints payroll-cycle reports
- Updates history

The Payroll system provides the following alternatives for printing and updating interim payments:

Running a regular payroll cycle that includes interim payments When you run a regular payroll cycle that includes interim payments, the system prints the interim payments along with the payroll payments. The system also prints the payroll-cycle reports that include interim-payment information.

Running a payroll cycle for interim payments only When you run a payroll cycle for interim payments only, the cycle includes printing of interim payments. You can print payroll-cycle reports for the interim-payment information. If your organization processes a high volume of interim payments, this alternative might save you time and be more efficient.

Purposes of Interim Payments

The following table lists some typical purposes of interim payments:

Enter information from manual payments (typed or handwritten)	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when you complete the next payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee - for example, if an employee was taxed incorrectly. This interim payment process provides an audit trail for future reference.

Enter a flat dollar advance on pay	You can account for an advance as a flat-amount deduction to be subtracted from gross pay during normal payroll-cycle processing.
Convert payroll history	You can use interim payments to load historical data for conversion purposes and provide an audit trail for future reference.

Regardless of the purpose for creating an interim payment, you can generate the interim payment using one of the following methods:

- Computer. The system performs the tax and earnings calculations and generates the payment on computer paper.
- Hand Manual. The payment can be typed or calculated manually outside of the payroll system and then processed through the interim processing feature to update history and create appropriate accounting entries.
- Auto Manual. The system will calculate the payment using the data in the system (deduction amounts and tax history to determine appropriate amounts to be withheld), and the payment can be typed outside of the system.

Examples of Interim Payments

You can use interim payments for a variety of situations. The following are examples of common situations in which you might use interim payments:

- Advance payment
- Termination payment
- Bonus payment
- Record of manual payment
- Adjustment to historical information
- Reissue of a voided check

Advance Payment

As the employer, you can advance pay to employees, typically at the request of the employee, in certain situations to ensure that the employee does not have an interruption in pay. You might, for example, advance pay to a newly hired employee if waiting until the next regular payroll cycle puts the employee under a financial strain.

You can grant an advance on vacation pay when an employee is going to be on vacation during the time that a payment would be generated. You can indicate the number of pay periods this advance is to replace, and those future paychecks will not be generated for the employee. In addition, you can use a calculation factor to indicate to the system the number of pay periods over which to spread the taxes and deductions. When taxes are calculated, the employee's rate of pay is annualized to determine the percentage of tax to be withheld. For example, suppose that an employee who is normally paid weekly receives four weeks of vacation pay in one payment. Without the calculation factor, the annualized salary is four times greater than the employee's actual annual salary because four weeks of vacation pay are being taxed as if all earnings were attributed to one week. This method of calculation results in a higher amount of taxes being withheld for that payment. When you use the calculation factor, the payment is taxed over the entire four-week period even though the entire four-week payment is made at one time.

When an employee has not earned enough pay during the pay period to cover all involuntary or voluntary deductions, you can advance pay to the employee to bring the paycheck up to a net zero amount.

The interim processing feature in OneWorld allows you to grant advances on pay that might or might not be recovered from the employee, and that might or might not have taxes and deductions withheld. In all of these advance payment situations, you can choose how much to recover from the employee's future paychecks, if any, and at what rate to recover the advance payment.

Termination Payment

When an employee terminates employment, most states require that the final paycheck be dispersed within a specified amount of time. Many companies adopt the policy of generating a final paycheck immediately when the termination is involuntary. Timecards can be entered during the interim process, or current timecards awaiting the next regular payroll cycle can be used to generate the termination paycheck.

Bonus Payment

Many employers make bonus payments to employees and do not want these payments included with the employees' regular paychecks. Voluntary deductions such as medical insurance premiums, retirement plan elections, and charitable contributions might be withheld in these bonus payments.

When a bonus payment is issued to employees, you can use the interim process to specify that no deductions other than taxes be withheld from the payment.

Record of Manual Payment

You might have to calculate a manual check outside of the Payroll system and then update the Payroll system with historical data for the employee. For example, you might issue a moving expense reimbursement from the Travel Accounting bank account, which requires an employee's payroll history to be updated to record the reimbursement. In this situation, you could record the check issued from the Travel Accounting bank account through the interim process without generating a check from the Payroll system.

Adjustment to Historical Information

To correct historical data, such as employees changing their resident or work state without notifying the payroll office, you need to adjust timely year-to-date state tax withholdings and taxable earnings. You can do this using the interim payment process, which leaves an audit trail, but does not generate a payment if you specify for it not to do so.

You can enter history records for employees transferring from one division or company to another for whom year-to-date limits need to be considered in payment calculations and government reporting.

Also, you can enter history for all employees involved in a mid-year conversion to J.D. Edwards software. To update the history records for employees converting mid-year, you can use the interim process to enter a one-time payment of year-to-date amounts, which properly updates the history files in the Payroll system without creating a payment to the employee.

Reissue of a Voided Check

When an employee has lost or destroyed a payment, you can issue a replacement payment using the interim process if the regular payroll cycle has been completed. The interim process allows you to re-create and print a payment without updating history.

Additionally, if a payment created during the regular payroll cycle is later determined to be incorrect, you can void the payment and generate a corrected payment using interim processing.

Working with Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, termination payment, or payment for vacation time. When you need to process an interim payment, you set up a payroll ID for interims. When you process the interim payroll ID, you can process the interim payments only, or you can process the interim payments during a regular payroll cycle.

You can enter all types of interim payments and prepare them either on the computer or manually. Interim payments can include the following types:

- Computer. The system calculates and prints the payment on the computer printer.
- Hand manual. You manually calculate the information and write or type the payment. Later, you enter the payment into the system as an interim payment.
- Auto manual. The system calculates the information, and you write or type the payment.

You can choose whether the system calculates DBAs during interim payment processing.

After you enter interim payments for a payroll ID, you must process those interim payments in a payroll cycle. You can process interim payments at the same time that you process regular payments, or you can process interims separately.

Occasionally, an employee might need an interim payment before you are ready to process a payroll cycle that includes interims. In this case, you can print an interim check (not an automatic deposit) and then process the check through a payroll cycle at a later date.

You cannot delete an interim payment that is locked in an active payroll cycle. If you need to delete an interim payment, you must do one of the following:

- Delete the interim payment before you process the payroll cycle that includes that interim payment
- Reset the payroll cycle, and then delete the interim payment

Working with interim payments includes the following tasks:

- Creating an interim payroll ID
- Entering interim payments
- Processing interim payments
- Printing interim checks
- Deleting interim payments

Creating an Interim Payroll ID

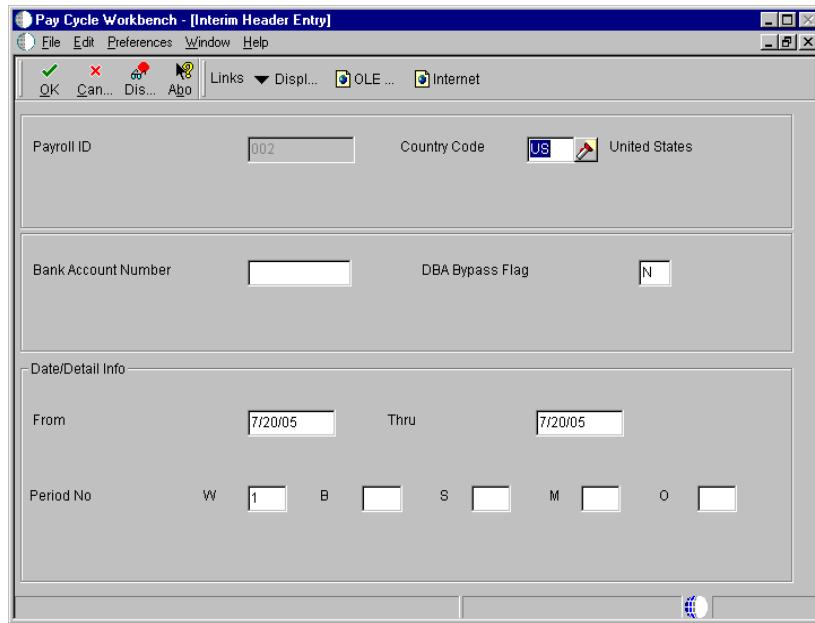
Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information identifies the payroll ID as an interim ID. Examples of header information include the associated payroll ID and the number of the bank account from which the interim payments will be paid. The system uses this information when you process a payroll cycle that includes interim payments.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process it through a payroll cycle. Instead, you include the interim payroll ID with a regular payroll ID when you process the regular payroll ID through a payroll cycle.

► To create an interim payroll ID

From the Payroll Workbench menu (G07BUSB11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, click Add.
2. On the Add Pre-Payroll or Interim Versions form, click the following option, and then click OK:
 - Add Interim Version



3. On Interim Header Entry, complete the following fields:
 - Payroll ID
 - Country Code
 - Bank Account Number
 - DBA Bypass Flag
 - From
 - Thru
4. If you entered N in the DBA Bypass Flag field, complete one of the following fields, depending on the pay frequency associated with the payroll ID that you entered:
 - W
 - B
 - S
 - M
 - O

If you entered Y in the DBA Bypass Flag field, you do not need to enter a pay frequency.

5. Click OK.

After you complete this task, complete the task *Entering Interim Payments*.

Field	Explanation
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
DBA Bypass Flag	A code that specifies whether the system should process the DBA during the interim payroll cycle. This code can be set up in the DBA itself to indicate whether it should be processed with interim payments. This code can also be set during Pre-Payroll processing to indicate whether the DBAs should be processed in the current payroll cycle.
From	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Thru	The last date in a range of dates.
W	The number of the pay period, within the month, for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals the system will calculate during the current payroll cycle.
B	The number of the pay period, within the month, for employees who are paid biweekly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate during the current payroll cycle.

Field	Explanation
S	The number of the pay period, within the month, for employees paid semimonthly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate for the current payroll processing cycle.
M	The number of the pay period within the month, for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
O	The number of the pay period, within the month, that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.

Entering Interim Payments

You enter interim payments when you need to create payments that are outside of the normal payroll cycle. You can use interim payments for a variety of purposes. The following procedures represent some of the purposes for interim payments:

- Entering a standard interim payment
- Entering an interim payment to record manual calculations
- Entering an interim payment for vacation pay in advance
- Entering an interim payment for a flat-amount advance
- Entering an interim payment for a manual void

You enter a standard interim payment for payments such as bonuses that occur outside of the normal payroll cycle.

When an employee is terminated between payroll cycles, you might need to pay the employee's last payment immediately. If you are using Enterprise Workflow Management to automate the termination process, the termination workflow creates an interim payment for the terminated employee. If you are not using the termination workflow, you can enter a standard interim payment for the employee.

If you have manually typed or written a payment by hand, you can use the interim payment feature to enter the manual calculations into the system. Entering manual calculations ensures that the employee's year-end form will contain accurate information. You can either enter the tax calculations that you calculated manually and prevent the system from recalculating the taxes, or omit the tax information

and let the system use the tax withholding information from the Employee Master table to calculate the taxes automatically. You can enter a maximum of eight tax overrides.

Some companies provide employees with vacation payments before employees take a vacation leave. You can enter an interim payment to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans one or more pay periods, you must enter a vacation or taxation factor to calculate the taxes for each of the advance pay periods.

You enter a flat amount interim payment to pay an advance on an employee's wages. The system creates a deduction for the advance amount and enters this deduction in the employee's DBA instructions so that the amount will be deducted from the employee's next payment. The system does not calculate or deduct any taxes. With the default process, the system deducts the entire advance in one lump sum from the employee's next payment. You can use the DBA instructions to change the amount that the system deducts per pay period.

You enter an interim payment for a manual void when you need to void a specific amount of an employee's payment, but not the entire payment. For example, suppose that an employee is set up to receive 500 USD of his payment in the form of a check and the rest in an automatic deposit. If the check is lost in the mail, but the automatic deposit occurs as usual, you can use the manual void feature to void the check without affecting the automatic deposit. To enter the manual void, you enter an interim payment for negative 500 USD. To issue a replacement check, you create a standard interim payment.

You can use the Work with Employee Payment Review form to review interim payments before you process them in a payroll cycle. If you find an error in an interim payment before you have processed the payment in a payroll cycle, you can correct the information. After you correct the information, the system recalculates the gross amount, taxes, and DBAs. Until you process the interim payment in a payroll cycle, you can change any information that you originally entered on any of the forms.

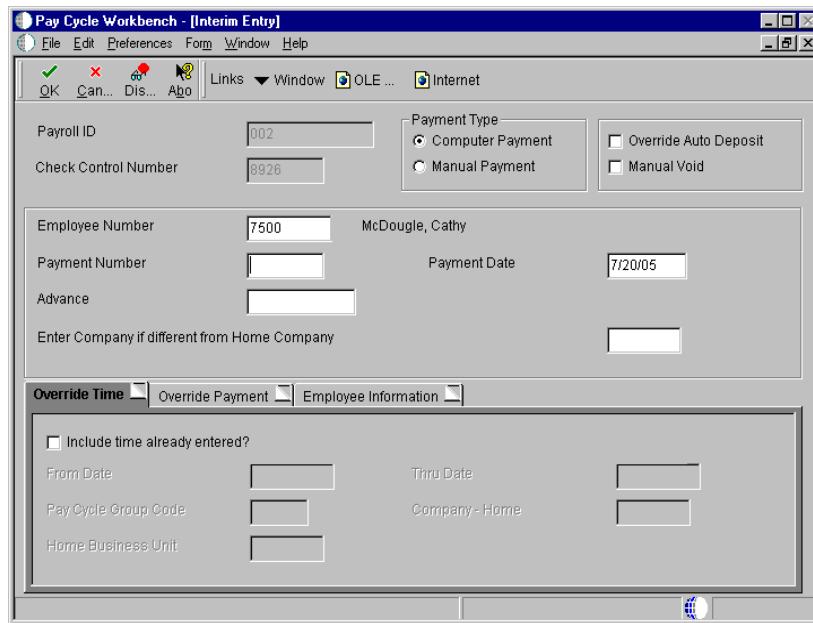
Before You Begin

- Create an interim payroll ID. See *Creating an Interim Payroll ID*.

► To enter a standard interim payment

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.



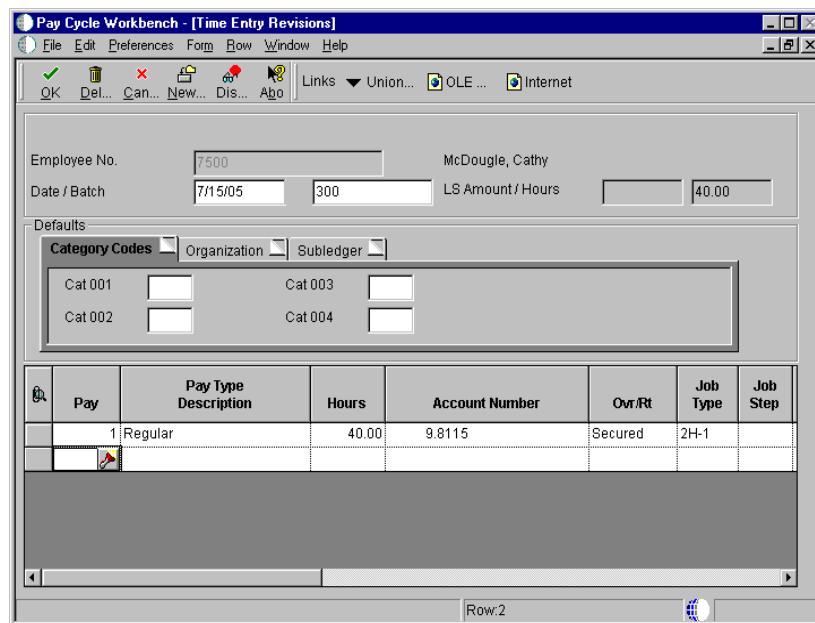
3. On Interim Entry, choose one of the following options:
 - Computer Payment
 - Manual Payment
4. If you need to override the employee's automatic deposit instructions for this interim payment, complete the following field:
 - Override Auto Deposit
5. Complete the following field:
 - Employee Number
6. If you are entering a manual payment, complete the following fields:
 - Payment Number
 - Payment Date

7. If you have already entered timecard information for the employee, click the Override Time tab, and complete the following fields:

- Include time already entered?
- From Date
- Thru Date
- Pay Cycle Group Code
- Home Company
- Home Business Unit

8. Click OK.

The system displays the Time Entry Revisions form, where you can enter timecard information for the employee.



9. Enter timecard information for the employee, click OK, and then click Cancel to return to Interim Entry.

See *Entering Timecards for Employees* in the *HR and Payroll Foundation Guide*.

10. If you need to enter another interim payment, repeat steps 4 through 7.

11. When you have finished entering interim payments, click Cancel.

12. On Report Output Destination, click the following option to turn it on and then click OK:

- To Printer

After you complete the steps to enter interim payments, you must process those interim payments in a payroll cycle. See *Processing Interim Payments*. If you need to print an interim check before you process it in a payroll cycle, see *Printing Interim Checks*. You cannot print an interim automatic deposit.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation				
Computer Payment	<p>An option that indicates the method that you want to use to create the interim payment.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> • Computer-generated payment. Choose this option when you want the system to perform the tax and earnings calculations and generate the payment on computer paper. • Manually created payment. Choose this option when you manually type or hand write an interim payment. The system records the manual calculations and updates the employee's payroll history. 				
Override Auto Deposit	<p>An option that you use to specify whether you want override the employee's automatic deposit instructions for an interim payment that is computer-generated. The system cannot create an automatic deposit for a manual interim check. Valid values are:</p> <table> <tr> <td>Off</td><td>The system follows the automatic deposit instructions that are defined for the employee in the Automatic Bank Deposit Master table (F065016). Employees who do not have automatic deposit instructions will receive a check. Off is the default.</td></tr> <tr> <td>On</td><td>The system creates a check for the employee, regardless of the employee's automatic deposit instructions.</td></tr> </table>	Off	The system follows the automatic deposit instructions that are defined for the employee in the Automatic Bank Deposit Master table (F065016). Employees who do not have automatic deposit instructions will receive a check. Off is the default.	On	The system creates a check for the employee, regardless of the employee's automatic deposit instructions.
Off	The system follows the automatic deposit instructions that are defined for the employee in the Automatic Bank Deposit Master table (F065016). Employees who do not have automatic deposit instructions will receive a check. Off is the default.				
On	The system creates a check for the employee, regardless of the employee's automatic deposit instructions.				
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.				

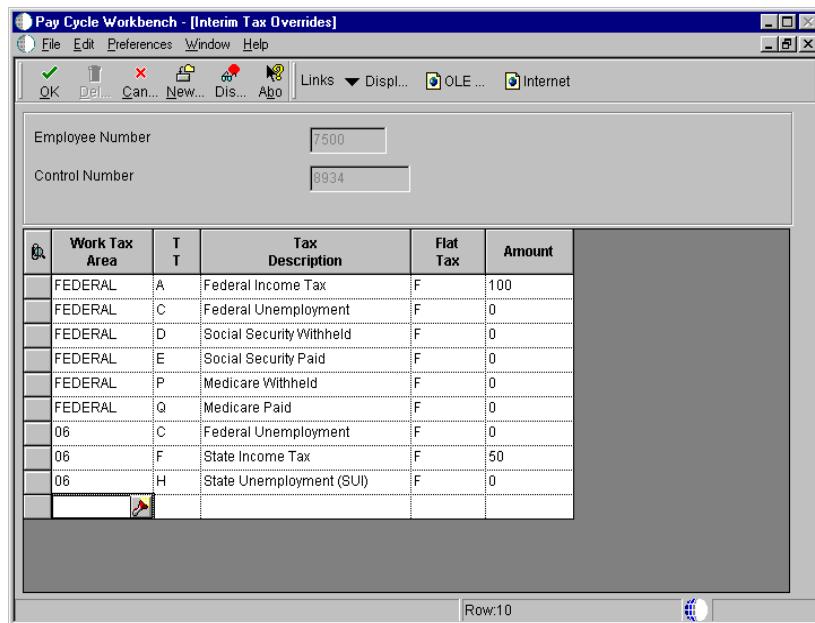
Field	Explanation
Include time already entered?	Do you wish to have time and pay data already entered via the normal time and pay programs included in the gross of this check? (Yes/No)? This would be used, for instance, when terminating an employee after his time had been entered for part or all of the period.
Pay Cycle Group Code	A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.
	This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.
Home Company	The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.
Home Business Unit	The number of the business unit in which the employee generally resides.

► To enter an interim payment to record manual calculations

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.
3. On Interim Entry, choose the following option:
 - Manual Payment
4. Complete the following fields:
 - Employee Number
 - Payment Number

- Payment Date
5. If this interim payment replaces a regular payment, click the Override Payment tab, and then complete the following fields:
- Payment Overrides?
 - Tax Factor
 - DBA's Factor
 - Pay Cycle Bypass Count
 - Number of DBA's Cycle to Replace
6. If the purpose of this interim payment is to correct the employee's payment history, choose Tax Overrides from the Form menu.



7. On Interim Tax Overrides, complete the following fields:
- Work Tax Area
 - TT
 - Flat Tax
 - Amount
8. Repeat step 7 for as many taxes as you need to override, and then click OK.

9. On Interim Entry, complete the remaining steps for entering a standard interim payment.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Tax Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.
DBA's Factor	The number of periods that the check represents, and, therefore, the number of periods that the system applies the flat dollar deductions. The system multiplies this number by the standard deduction to calculate the amount to subtract from the employee's check.
Pay Cycle Bypass Count	The number of pay cycles (that is, paychecks) bypassed. This is normally specified during the interim check process and would be used for short term absences such as vacations and jury duty. A normal paycheck will only be printed for an employee if this number is zero. For Flexible Spending Accounts Auto Deposit Instructions Only: This field is used to provide a count for the number of Pay cycles you want to bypass the auto deposit feature so that you can write a manual check. Reasons for bypassing pay periods might be the employee's involvement in jury duty, vacation, or leave of absence.

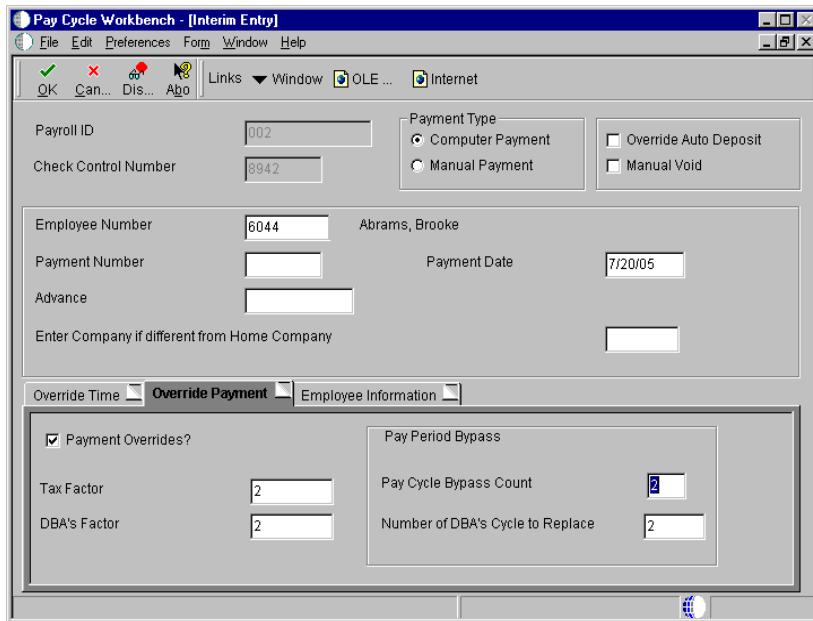
Field	Explanation
Number of DBA's Cycle to Replace	<p>The number of pay cycles (paychecks) that you want the system to bypass the benefit calculations.</p>
	<p>Typically, you specify this information during the interim check process. If you leave this value blank when you enter an interim check, the system bypasses the same number of cycles that you enter in the Replace Next N Checks field. This number must be equal to or greater than the number of pay bypasses. If you specify less than this number, the system bypasses the same number of pay cycles that you entered in the Replace Next N Checks field.</p>
Work Tax Area	<p>When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust the bypass count. You must use the Change action on Additional Parameters to change the value in the Employee Master table. However, if you delete the interim check the system also deletes the value from the Employee Master table.</p>
T T	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p>
	<p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
OneWorld Xe (09/00)	<p>A user defined code (06/TX) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are preset by J.D. Edwards. You should not alter the values or their meanings.</p>

Field	Explanation
Flat Tax	<p>A code that represents the method in which the additional tax is calculated. The code that you enter in this field indicates the function that is performed by the value that you enter in the Additional Federal Withholding field. Valid values are:</p> <ul style="list-style-type: none">% A percentage that replaces the tax rate from the tax table.A An amount that is added to the tax computed from the tax table.F An amount that replaces the tax computed from the tax table.X An additional amount added to the standard exemption amount and deducted (exempt) from the annualized gross pay to determine taxable pay.Y An amount that overrides the standard exemption amount and is subtracted from the annualized gross pay prior to the tax calculations.

► **To enter an interim payment for vacation pay in advance**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.



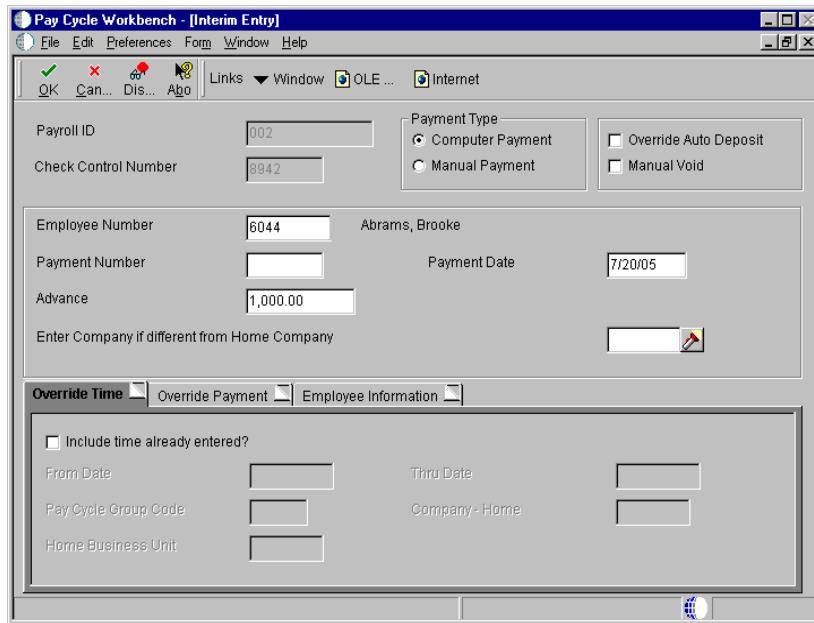
3. On Interim Entry, click the Payment Overrides tab.
4. Click the following option to turn it on:
 - Payment Overrides?
5. Complete the following fields:
 - Tax Factor
 - DBA's Factor
 - Pay Cycle Bypass Count
 - Number of DBA's Cycle to Replace
6. Complete the steps for entering a standard interim payment.

► To enter an interim payment for a flat-amount advance

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID

2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.



3. On Interim Entry, enter the monetary amount of the advance in the following field:
 - Advance Amount or Rate
4. Complete the steps for entering a standard interim payment.

See Also

- *Setting Up an Advance Deduction in the HR and Payroll Foundation Guide*

► To enter an interim payment for a manual void

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.

3. On Interim Entry, choose the following option:
 - Computer Payment
 4. Click the the following option to turn it on:
 - Manual Void
 5. Complete the following field:
 - Employee Number
 6. Click OK.
- The system displays the Time Entry Revisions form, where you can enter timecard information for the employee.
7. On Time Entry Revisions, complete the following fields and then click OK:
 - Pay Type
 - Pay
 - LS Amnt
 - Work Date
- See *Entering Timecards for Employees in the HR and Payroll Foundation Guide*.
8. On Interim Entry, click Cancel.
 9. On Report Output Destination, click the following option to turn it on and then click OK:
 - To Printer
- After you complete the steps to enter an interim payment for a manual void, you must process the interim payment in a payroll cycle. See *Processing Interim Payments*.

Field	Explanation
Manual Void	An options that indicates whether the interim payment is a Manual Void. Valid values are: On Yes, the payment is a manual void. Off No, the payment is not a manual void.

Processing Interim Payments

You process interim payments so that you can print the payments and update the employees' payroll history information. To process interim payments, you must process a payroll cycle that includes interim payments. You must use a regular payroll ID, not an interim payroll ID, when you process this payroll cycle. You can choose either of the following methods to process interim payments:

Merge interim payments	The system prints the computer interim payments along with the payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle. You can use an existing payroll ID when you merge interim payments.
Process interim payments only	The system prints computer interim payments only. To process interim payments only, you must create a new payroll ID using the Interim Version Only option on the Add Pre-Payroll or Interim Versions form.

When you enter an interim automatic deposit, the Print Payments step of the payroll cycle creates the automatic deposit workfile that the system uses to create the automatic deposit bank tape.

The system locks an employee's interim payment in the following situations:

- You have voided the interim payment
- The payment is set up as a manual interim payment

Before You Begin

- ❑ Create a payroll ID. If you want the payroll ID to include interim payments only, choose the Add Interim Version Only option on the Add Pre-Payroll or Interim Versions form. See *Creating a New Payroll ID*.

► To process interim payments

From the Payroll Workbench menu (G07BUSB11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, choose one of the following options, and then click Find:

- Pre-Payroll Version
- Interim Only Version

To merge interim payments with regular payments, choose the Pre-Payroll Version option. To process interim payments only, choose the Interim Only Version option.

2. Choose the record in the detail area, and then click Select.
3. On Pre-Payroll Processing, if you choose to merge interim payments with regular payments, click the following option to turn it on:
 - Merge Interims
4. Click the following option, and then click OK.
 - Submit Pre-Payroll
5. Complete the remaining steps for a payroll cycle.

You probably have set up one or more reports to print during each step of the payroll cycle. The system includes the interim payments on these reports. Review the reports to verify the accuracy of the payroll information.

Field	Explanation
Merge Interims	An option that specifies whether interim payments will be processed in this payroll cycle. Valid values are: Yes, include interim payments in the payroll cycle. No, do not include interim payments in the payroll cycle.

Related Tasks

Printing interim checks	In some cases, you might need to give an employee an interim check before you are ready to process that interim check in a payroll cycle. In this case, you can print the check and then process the payroll cycle at a later date.
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See *Printing Interim Checks*.

When you process the payroll cycle that includes this interim check, the system does not print the check again. This printing feature is available for checks only. You cannot print automatic deposits before you process them in a payroll cycle.

See Also

- *Processing Pre-Payroll*
- *Reviewing Payroll Cycle Information Online*
- *Processing Payments*
- *Processing Pro Forma Journal Entries*
- *Reviewing Payroll Cycle Reports*
- *Processing the Final Update*

Printing Interim Checks

In most cases, you print interim payments when you process those payments in a payroll cycle. However, in some cases you might need to give one or more employees an interim check before you are ready to process the interim checks in a payroll cycle. In this case, you can print the checks and then process the payroll cycle at a later date. You can print all of the interim checks associated with an interim payroll ID, or you can print selected interim checks only.

For example, if an employee's regular payment is incorrect, you can void the payment and create an interim payment for the employee. To reduce the inconvenience to the employee, you might choose to print an interim check right away, instead of waiting until you are ready to process the payroll cycle that includes interim payments.

When you process the payroll cycle that includes these interim checks, the system does not print the checks again. This printing feature is available for checks only. You cannot print automatic deposit advice slips before you process them in a payroll cycle.

If an incident such as a printer jam prevents one or more interim checks from printing, you can reprint specific checks.

Printing interim checks includes one or more of the following procedures:

- Printing all interim checks
- Printing specific interim checks only
- Reprinting specific interim checks

Before You Begin

- ❑ Enter the interim checks. See *Entering Interim Payments*.

► To print all interim checks

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, choose Print Interims, and then choose All Interims.
3. On Print Payments, complete one or both of the following optional fields:
 - Next Check Number
 - Check Message
4. Click OK.
5. Review the checks to verify that they printed correctly.

If an incident such as a paper jam prevented the checks from printing, complete the steps for reprinting interim checks.

► To print specific interim checks only

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, choose Print Interims, and then choose Selected.
3. On Work with Employee Payment Review, choose one or more records in the detail area, choose Interims from the Row menu, and then choose Print Checks.

4. On the Print Interims message box, click OK.
5. On Print Payments, complete either of the following optional fields:
 - Next Check Number
 - Check Message
6. Click OK.
7. Review the checks to verify that they printed correctly.
If an incident such as a paper jam prevented the checks from printing, complete the steps for reprinting interim checks.

► **To reprint specific interim checks**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. On Work with Employee Payment Review, choose one or more records in the detail area, choose Interims from the Row menu, and then choose Reset Checks.
3. Choose Restart Print from the Form menu.
4. On Reprint Payments, complete the following fields:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number
5. Complete the following optional field:
 - Check Message
6. Click OK.

Deleting Interim Payments

If the system has not yet merged an interim payment into a payroll cycle, you can delete the interim payment. However, you cannot delete an interim payment if the system is currently in the process of printing the payment or if you have already printed the payment. Deleting an interim payment is not the same as voiding a historical payment. You cannot change or delete voided payments.

When you delete an interim payment, consider the following consequences:

- If you delete the timecards associated with the deleted interim payment, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.
- If you do not delete the timecards associated with the deleted interim payment, the system can include the timecards in future payroll cycles.
- If you do not delete the DBA transactions associated with the deleted interim payment, the system can include the transactions in future payroll cycles.

You cannot delete an interim payment by clicking the Cancel button on the Interim Entry form. To maintain the integrity of your payroll history, you must follow the steps in this task to delete an interim payment.

► To delete an interim payment

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Revise/Review Int.
3. On Work with Employee Payment Review, choose the record in the detail area that you need to delete, and then click Delete.

Timecard Automation

Payroll systems need the flexibility to track employees' time worked in a variety of situations. The Timecard Automation module provides the tools that you need to apply your company's policies and standards to a variety of special pay situations, such as overtime and retroactive pay.

Working with Timecard Automation includes the following tasks:

- Working with employee groups
- Working with timecard templates
- Working with retroactive pay rules
- Working with overtime rule sets
- Working with timecards for Timecard Automation
- Working with functions

Employee Groups

You use employee groups to specify the employees for whom you want to create timecards for timecard templates, overtime pay, or retroactive pay. You can create or exclude the following types of employee groups:

- A static list of employees (List group)
- A dynamic group of employees that you choose by specifying criteria (Select group)
- A combination of two or more employee groups (Combo group)

After groups have been created, you can attach them to timecard templates, retroactive pay rules, and overtime rule sets. You can also review reports on employee groups.

Timecard Templates

The Timecard Templates program provides you with a way to define and save timecards to use repeatedly, such as when you need to create timecards for holiday time. A timecard template consists of fields that specify values for the created

timecards (for example, hourly rate) and groups of employees for whom the timecards will be created. The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

Retroactive Pay Rules

You use retroactive pay rules to specify which employees should receive retroactive pay, when they should receive it, and amounts they should receive. You can generate new timecards automatically in retroactive pay situations. You can use either current timecards or historical timecards to create the timecards for retroactive pay. You can also apply a flat factor or percentage differential for hours worked and hourly rate. The system shows the origination of new timecards and creates simple reports showing new retroactive pay timecards before final posting to the Employee Transaction Detail table (F06116). The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

Overtime Rule Sets

You can create an ordered set of overtime rules that the system uses to calculate overtime for a given batch of timecards for a specified employee. A rule set can include another rule set as one of its overtime rules, as long as circular definitions do not occur. The order of the rules is important, as the system processes the rules in the order that you specify. Processing the rules in a different order can lead to different results. The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

You can create the following types of rules:

- Timecard change (supports the specification of rules)
- Call rule set (supports nesting of overtime rule sets)
- Call custom rule (supports user calls for user-defined business functions)
- Accumulator rule (supports user definition of standard rules)

Timecard Review and Approval

After you process a timecard template, retroactive pay rule, or overtime rule set, you can review, revise, and delete any of the individual timecards that the system created. You can also approve or cancel entire batches of timecards. You must approve the batch of timecards before you can process it in a payroll cycle.

Fields and Functions

When you create a timecard template, retroactive pay rule, or overtime rule set, you can create formulas for calculating the appropriate hourly rate and hours worked. The system includes several predefined functions that you can use in these formulas. You can also customize your system by creating additional functions that meet the specific needs of your organization.

Working with Employee Groups

Employee groups are integral to the Timecard Automation module. With the Employee Groups program (P186201), you can perform the following tasks:

- Create employee groups
- Review employee groups
- Review the Employees by Group report

After you have created an employee group, you can assign it to a timecard template, overtime rule set, or retroactive pay rule. Each of these objects uses employee groups in a different way. For a timecard template, the employee group identifies the employees who should receive timecards. For an overtime rule set, the employee group identifies the employees to whom a rule set applies. For a retroactive pay rule, the employee group identifies the employees who should receive retroactive pay.

For example, you might want to create timecards regularly to determine bonus pay, but you do not want to duplicate information or effort. To do so, you can create an employee group and assign it to a timecard template. The employee group consists of a standard set of employees. Having an employee group simplifies the task of creating timecards on a regular basis for the same employees because you do not have to re-create the group each time.

You can create an employee group by creating a list of employees, specifying selection criteria for the group, or combining existing employee groups. You can also designate an existing employee group as an exclusion group.

You might review employee groups for a variety of reasons. For example, you might want to determine whether the composition of a group is what you expected. You can review an employee group that you have not used in some time. You can also view members of exclusion groups.

You can assign employee groups to timecard templates, overtime rule sets, and retroactive pay rules. For example, when you create a timecard template, you can attach an existing employee group that includes employees who all get the same holiday pay. Using employee groups simplifies your process because you do not have to reselect employees each time you process a timecard template, overtime rule set, or retroactive pay rule.

Finally, you can review reports on a single employee group or all employee groups. These reports allow you to track members of groups.

Creating Employee Groups

Before you create a timecard template, overtime rule set, or retroactive pay rule, you create an employee group that specifies the employees for whom you need to create timecards. You then attach the employee group to the timecard template overtime rule set, or retroactive pay rule. You can save and reuse an employee group.

You can create three types of employee groups: list, select, and combo. The type of group that you create depends on your business purpose. In addition, you can use any employee group as an exclusion group to exclude employees from another employee group.

You create list groups by manually typing a list of employee numbers. List groups, after they are created, do not change unless you revise them. For example, you might create a list group of all the managers in your organization. If, after you create this list group, a manager is promoted or leaves the organization, you must manually update the list group.

You create a select group by specifying selection criteria. For example, you can use a select group to choose all hourly employees who work on a particular project. Employees assigned to the project might change over time, but the selection criteria remains the same. Because the system generates the group based on the selection criteria, you do not need to recreate the group when the members of the group change.

You create a combo group by creating a list of other groups. Members of the included groups form the members of the combo group. The list of other groups can include groups of any type and can be as long as necessary. Duplicate employee records are deleted as the group is built. For example, you can create a combo group that includes employees who are managers (a list group) and who are hourly employees working on a particular project (a select group).

You can use an existing list, select, or combo group to exclude employees from another employee group. When you need to create multiple exclusion groups for a particular group, use a combo group as the exclusion group. For example, you might have a select group that includes all hourly employees who work on a specific project. To prevent managers and members of the welders' union from being included in this group, you could then create a combo-type exclusion group that includes managers and members of the welders' union.

You can revise employee groups from the Employee Groups program at any time. You can add or delete employees, selection criteria, or groups. You can delete an employee group at any time from the Employee Groups program, as long as it is not attached to another employee group or to a timecard template, overtime rule set, or retroactive pay rule. If you attempt to delete a group that is attached to one of these items, the system displays an error message and prohibits you from deleting the group.

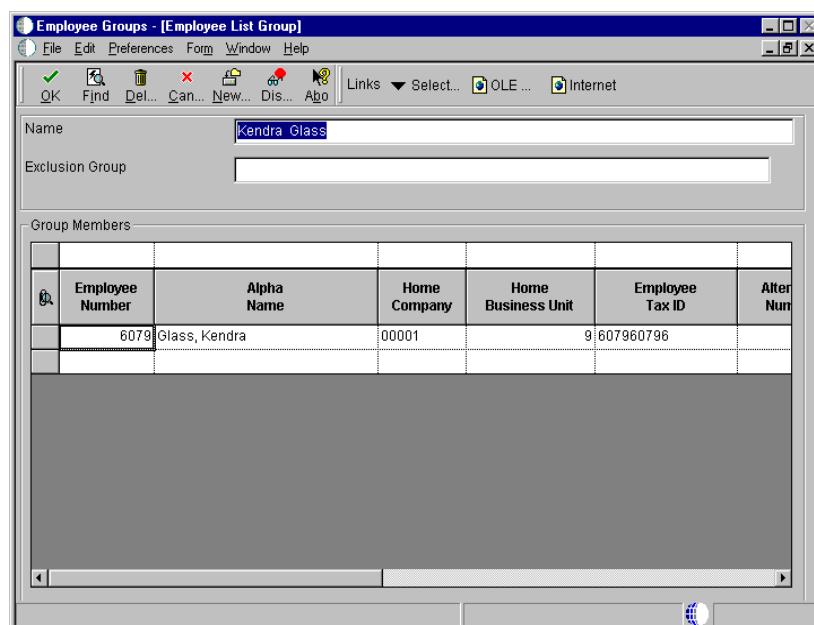
Creating employee groups includes the following tasks:

- Creating list groups
- Creating select groups and selection criteria
- Creating combo groups

► To create a list group

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employees Groups, click Add.
2. On Group Type, click List Group.



3. On Employee List Group, complete the following field:
 - Name

4. To attach an existing group to use as an exclusion group, complete the following field:
 - Exclusion Group
5. To choose an employee, complete the following field:
 - Employee Number
6. To choose another employee, choose the next line in the detail area and repeat step 5.
7. When you are finished choosing employees, click OK.
8. To return to Work With Employee Groups, click Cancel.
The system adds the new employee list group.
9. To view the new employee list group in Work With Employee Groups, click Find.
Alternatively, from Employee List Group, you can click the Form menu and choose Select Employees.
10. On Select Employees for List Group, complete any of the following fields, and then click Find:
 - Home Company
 - Home Business Unit
 - Country Code
 - Employee Number
11. Choose one or more records in the detail area, and then click Select to add the chosen employee to the employee list group.

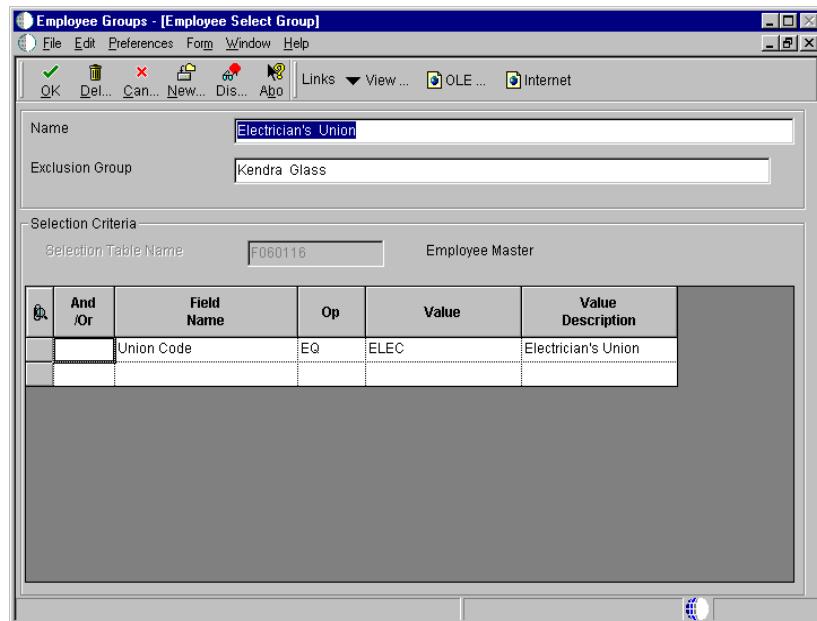
Field	Explanation
Name	A user defined name for an employee group.
Exclusion Group	A user defined name for an employee group.
Home Company	The company number in which the employee generally resides.
Home Business Unit	The number of the business unit in which the employee generally resides.
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.

Field	Explanation
Employee No	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

► **To create a select group and selection criteria**

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click the Select Group button.



3. On Employee Select Group, complete the following field:
 - Name
4. To attach an existing group to use as an exclusion group, complete the following field:
 - Exclusion Group
5. Complete the following field:
 - Selection Table Name

The selection table that you choose determines the fields that are available use when you create the selection criteria. After you create a select group, you cannot choose a different selection table. You can, however, choose different fields from the table.

6. To create selection criteria, complete one of the following fields:
 - Field Alias
 - Field Name

If field alias is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the field name automatically with the information that you provide.

To use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

7. Complete the following fields:
 - Op
 - Value

The system supplies values for the following field:

- Value Description
8. To add more selection criteria, choose the next line in the detail area and complete the following field:
 - And/Or
 9. To add additional selection criteria, repeat steps 6-8.
 10. When you are finished adding selection criteria, click OK.
 11. To return to Work With Employee Groups, click Cancel.
The system adds the new employee select group.
 12. To view the new employee select group in Work With Employee Groups, click Select.

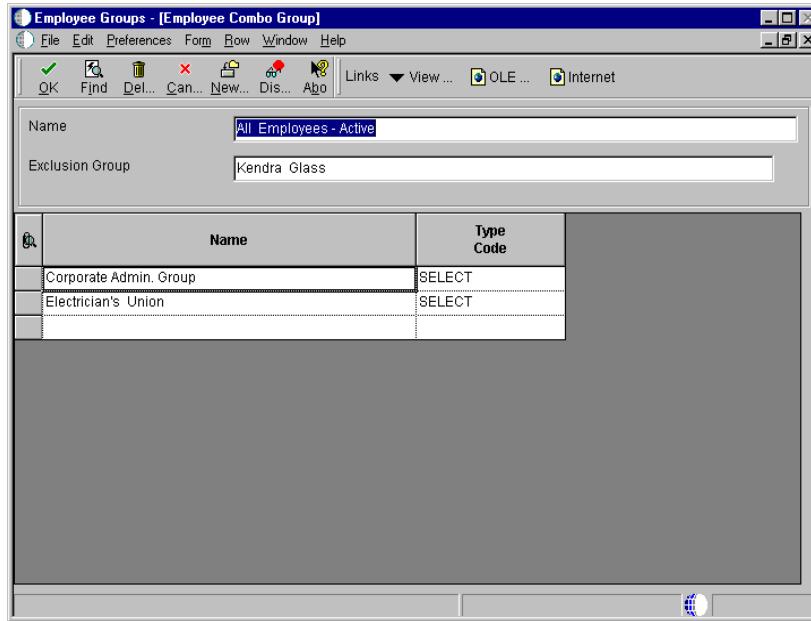
Field	Explanation
Selection Table Name	A name that identifies the table selection criteria in a Select type employee group.

Field	Explanation
Field Name	<p>An identifier that refers to and defines a unit of information. It is a 32-character, alphabetical field that does not allow blanks or special characters such as % & , . +.</p> <p>The data item cannot be changed.</p> <p>It forms the C-code data name (for example AddressNumber) that is used in business functions, data structures, and event rules.</p> <p>Also identify a data item by the alias or alpha description.</p>
Op	<p>A code that identifies the operands in Boolean logic. You can specify any of the following codes:</p> <ul style="list-style-type: none"> EQ Equal to LT Less than LE Less than or equal to GT Greater than GE Greater than or equal to NE Not equal to NL Not less than NG Not greater than
And /Or	<p>A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.</p>

► To create a combo group

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employees Groups, click Add.
2. On Group Type, click Combo Group.



3. On Employee Combo Group, complete the following field:
 - Name
4. To attach an existing group to use as an exclusion group, complete the following field:
 - Exclusion Group
5. To choose a group, complete the following field:
 - Name

The system supplies values for the following field:

 - Employee Group Type
6. To choose another group, choose the next line in the detail area and repeat step 5.
7. When you are finished adding groups, click OK.
8. To return to Work With Employee Groups, click Cancel.

The system adds the new employee combo group.
9. To view the new employee combo group in Work With Employee Groups, click Find.

Field	Explanation
Employee Group Type	<p>A code that identifies the type of employee group. Valid values are:</p> <ul style="list-style-type: none"> List List group. A list group is a static list of employees that can be stored and used repeatedly. Select Select group. A select group is a group of employees that meet the selection criteria that you specify in a request. Combo Combination group. A combination group is a list of other groups. The other groups can include list groups, select groups, or both.

Reviewing Employee Groups

You can review employee groups to verify whether they include the employees that you intended to include, and you can review members of groups that you created in the past. Information about each group type, including exclusion groups, is available. While reviewing an employee group, you can access detailed information about an employee in the group.

► To review employee groups

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, choose the group that you want to review.
2. From the Row menu, choose View Group or View Exc Group (View Exclusion Group).
A list of employees in the group appears.
3. To review information about an employee in the group, complete steps 4 and 5.
4. On Employees In Group, choose the employee for whom you want to review employee information.
5. From the Row menu, choose Employee.

See *Adding Employee Records One at a Time* in the *HR and Payroll Foundation* guide for more information about reviewing employee information.

6. On Work With Employee Information, review employee information.

7. To return to Employees In Group, click Close.
8. To return to Work With Employee Groups, click OK.

Reviewing the Employees by Group Report

From the Periodic Processing menu (G18620), choose Employees by Group. Alternatively, from the Periodic Processing menu (G18620), choose Employee Groups. On Work With Employee Groups, choose Selected Groups or All Groups from the Report menu.

After you create an employee group, you can print the Employees by Group report (R186202) to view a list of all the employees in the group. You use this report to verify that the group includes the employees that you intended to include. You typically print this report before you process a timecard template, overtime rule set, or retroactive pay rule that uses the employee group.

For all types of employee groups, the report displays detailed information about the group and the employees included in it. This information includes:

- Group name
- Group type
- Associated exclusion group (if any)
- Names and Address Book numbers of employees
- Number of members

When you print the report for a select group, the report also includes the selection table name and selection criteria. When you print the report for a combo group, it includes the names of the other groups that are included in the combo group.

See Also

- R186202, *Employees by Group* in the *Reports Guide* for a report sample

Working With Timecard Templates

You can use the Timecard Templates program (P186301) to automatically create and save timecards to be used for certain pay situations, such as holiday pay or bonuses. When you pay your employees, you can use Timecard Templates to assist you. You can create a timecard template, which is a pattern that the system uses to create timecards for employees that you choose. A timecard template consists of an employee group and field values. The employee group specifies the employees for whom the system creates timecards, such as all warehouse employees. The field values specify information that the system uses to create timecards for all employees in the employee group, such as account number.

For example, you might want to pay all employees working on a holiday at a certain rate. A timecard template lets you create one timecard pattern and associate an employee group with the pattern instead of manually creating individual timecards for each employee. The Timecard Automation module then creates the employee timecards from information in the timecard template. After you have defined a timecard template, you can save it for future use. The payroll process is simpler and the output more consistent because you are using one set of criteria for all timecards.

When you submit a timecard template for processing, Timecard Automation creates and sends a batch of timecards to the Reviewing and Approving Timecards program (P186601) for review, approval, or cancelation. The system also prints reports that you can review to verify the timecard information before you process the timecards in a payroll cycle.

Working with timecard templates includes the following tasks:

- Creating timecard templates
- Submitting timecard templates for processing
- Reviewing the Timecard Template Processing report
- Reviewing the Timecard Template Batch Review report

Creating Timecard Templates

You can create timecard templates to use one time or to save and reuse. For example, instead of creating timecards manually each time a holiday pay situation arises, you can create a timecard template once and reuse it as needed.

Before using the Timecard Templates program, you should plan what timecard templates you need. Identify the employee groups and the field values needed for each timecard template. Field values include information such as account number, pay type, and the date on which you want the timecard template to run. Field values provide the information that the system uses to complete timecards in a batch of timecards.

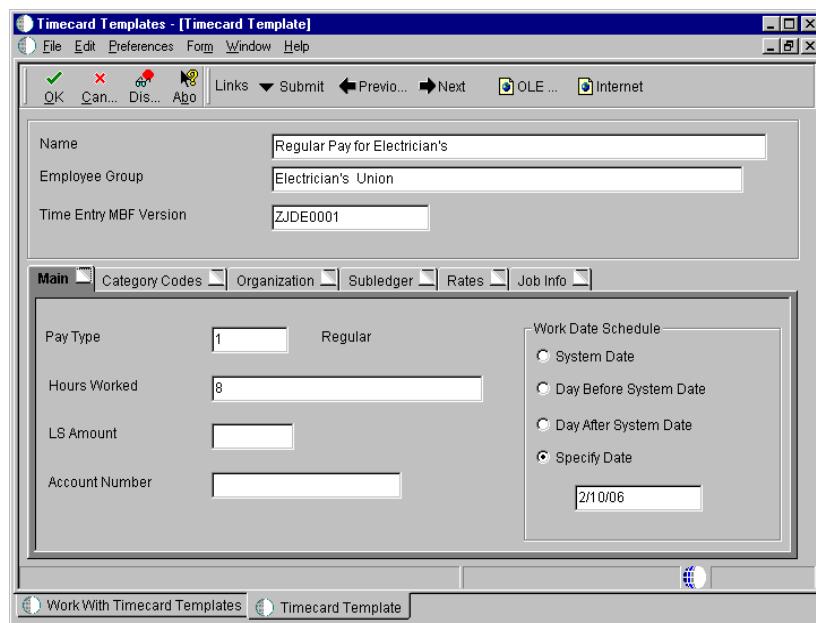
Before You Begin

- Create an Employee Group. See *Creating Employee Groups*.

► To create timecard templates

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. On Work With Timecard Templates, click Add.



2. On Timecard Template, complete the following fields:

- Check Route Code
- Employee Group
- Time Entry MBF Version

The Time Entry Master Business Function (MBF) version is a set of user-defined specifications controlling how applications and reports run. You use versions to group and save user-defined processing option values, data selection options, and data sequencing options. When you choose the Time Entry MBF version, you are choosing the version that includes the processing options that you desire. If you leave the field blank, the system provides the default version, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the timecard template definition, the Time Entry MBF version enters the appropriate values in the optional fields that you left blank.

3. Click the Main tab.

4. Complete the following field:

- Pay Type

5. Complete one of the following fields:

- Hours Worked
- LS Amount

You can create a formula for calculating the hours worked. See *Creating Formulas* for information and instructions.

6. Complete the following optional field:

- Account Number

7. Choose one of the following options:

- System Date
- Day Before System Date
- Day After System Date
- Specify Date

8. If you have defined any category codes that apply to this timecard template, click the Category Codes tab, and complete any of the following optional fields:
 - Cat 001
 - Cat 002
 - Cat 003
 - Cat 004
9. Click the Organization tab.
10. To track detailed information about a job site and to enter timecards by job or business unit, complete the following optional fields:
 - Job Location
 - Check Route Code
11. To enter work-order information, click the Subledger tab, and then complete the following optional fields:
 - Subledger
 - Subledger Type
 - Order Number
12. To enter hourly rate information, click the Rates tab, and then complete the following optional field:
 - Hourly Rate

You can create a formula for calculating the hourly rate. See *Creating Formulas* for information and instructions.
13. To enter job information, click the Job Info tab, and then complete the following optional fields:
 - Job Type
 - Job Step
14. Click OK.
15. To return to Work With Timecard Templates, click Cancel.

The system adds the new timecard template.

Field	Explanation
Name	A user defined name for a timecard template.
Employee Group	A user defined name for an employee group.
Time Entry MBF Version	The version of the Time Entry MBF to run when creating timecards.
Pay Type	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Hours Worked	A field where you can enter a formula that the system uses to calculate the number of hours that the employees worked.
LS Amount	A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Work Date Schedule	An option that specifies where the timecards created by a timecard template will receive their work date.

Field	Explanation
Category Codes - Payroll 001	<p>Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:</p> <ul style="list-style-type: none"> • Division • Supervisor • Branch Office • Health Insurance Plan • Stock Plan <p>Category Code 1 is used for time entry.</p> <p>You can use this category code for reporting purposes on timecard and human resources job information.</p> <p>The J.D. Edwards Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.</p>
Business Unit - Chargeout	<p>This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.</p>
Routing Code - Check	<p>A user defined code (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.</p>
Shift Code	<p>A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.</p>
Subledger - G/L	<p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.</p>

Field	Explanation
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
Document (Order No, Invoice, etc.)	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
New Hourly Rate Formula	A formula that the system uses to calculate an actual hourly rate.
Job Type (Craft) Code	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.

Related Tasks

Revising timecard templates	You can change any original option, including the employee group assigned to the template. Changes made to timecard templates affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.
Deleting timecard templates	You can delete a timecard template from the Timecard Templates program, provided that the timecard template has no batches of timecards that are pending approval. Before you can delete a timecard template, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the timecard template has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Submitting Timecard Templates for Processing

When you submit a timecard template for processing, the system creates a batch of timecards for the employee group associated with the timecard template. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit a timecard template, the system also generates the following reports, which you can use to verify the timecards:

- Timecard Template Processing (R186303)
- Timecard Template Batch Review (R186304)

► To submit a timecard template for processing

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. On Work With Timecard Templates, choose the timecard template that you want to submit.
2. Click Select.
3. From the Form menu, click Submit.

The system processes the timecard template, creates a new batch of timecards based on the options selected in the timecard template, including employee group, and creates a report showing the processing details. After you have submitted the timecard template, review the timecards to verify that they are correct.

See Also

- *Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards.
- *Reviewing the Timecard Template Processing Report*
- *Reviewing the Timecard Template Batch Review Report*

Reviewing the Timecard Template Processing Report

When you submit a timecard template for processing, the system generates the Timecard Template Processing report (R186303). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the timecard template. The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the template or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- *Correcting Missing Timecard Information* for information about reviewing errors in time entry
- *Reviewing Timecards Created by Timecard Automation* for information about reviewing, approving, and canceling batches of timecards
- *R186303, Timecard Template Processing* in the *Reports Guide* for a report sample

Reviewing the Timecard Template Batch Review Report

From the Daily Processing menu (G18610), choose Reviewing and Approving. On Work with Timecard Automation Batches, click Find, choose a record in the detail area, and then choose Report from the Form menu.

After you submit a timecard template for processing, you can print the Timecard Template Batch Review report (R186304). This report lists detailed information about the timecards that were created without errors and are currently waiting for approval or cancelation. Use this report to review information about the timecards that the system created for the employees in the employee group that is associated with the timecard template.

See Also

- *R186304, Timecard Template Batch Review* in the *Reports Guide* for a report sample

Working with Retroactive Pay Rules

When you pay your employees retroactively for past pay, or retroactive pay, you can use the Retroactive Pay Rules program (P186701) to assist you. You can create a retroactive pay rule, which is a method for determining the behavior of the system as it works with retroactive pay. The system uses retroactive pay rules to determine which employees in an employee group are eligible for retroactive pay, create timecards, and calculate the retroactive pay that each employee earns. Using the Retroactive Pay Rules program simplifies and automates paying retroactive pay to employees.

For example, according to a newly ratified union contract, you might need to pay your union laborers retroactively at a 3% increase for hours worked over the last month. Instead of determining which employees are union members and calculating each employee's pay manually, you can define a retroactive pay rule that the system uses to choose employees, create timecards, and calculate pay automatically. After you have defined a retroactive pay rule, you can save it for future use. The payroll process is simpler and the output more consistent because you are using one set of criteria for all timecards.

You create a retroactive pay rule, and the Retroactive Pay Rules program uses the employee group, the date range, and the pay type inclusion criteria to determine which timecards are affected in the current and historical timecards tables. The system includes timecards from both tables and chooses the timecards, based on whether you choose all timecards, timecards of certain pay types, or timecards of certain pay-type categories. After the system removes the appropriate timecards from the tables, the Retroactive Pay Rules program uses the original timecards as the basis to create new timecards. The system ignores any original voided timecards. The parent or original timecard in either the current or historical timecards tables corresponds directly to the child or new timecard in the batch. After the batch is processed, it goes to the Reviewing and Approving Timecards program (P186601).

After you submit a retroactive pay rule for processing, you can use the Reviewing and Approving Timecards program to review, approve, or cancel the batch. You can also review the submission report from within the Retroactive Pay Rules program.

Retroactive pay rules includes the following tasks:

- Creating retroactive pay rules

- Submitting retroactive pay rules for processing
- Reviewing the Retroactive Pay Rules Processing report

Creating Retroactive Pay Rules

You create a retroactive pay rule specify information, such as the appropriate hourly rate, number of hours worked, and pay types, that the system uses to calculate retroactive pay for a group of employees. You can create retroactive pay rules to use one time or to save and reuse. For example, instead of creating timecards manually each time you have to pay employees retroactive pay, you can create a retroactive pay rule once and reuse it as needed.

Before using the Retroactive Pay Rules program, you should plan what retroactive pay rules you need. The system uses the information that you supply to create all timecards based on the new retroactive pay rule.

You must identify the following items:

Employees to whom a retroactive pay rule applies, indicated by attaching an employee group to the retroactive pay rule

Dates for which employees should receive retroactive pay, indicated by choosing starting and ending work dates

Elements to override on new timecards, indicated by choosing a new work date, new pay type, new hourly rate, new hours worked, or no hours on timecard

Timecards to include, based on pay type, indicated by choosing all pay types, a specific list of pay types, or a pay type category

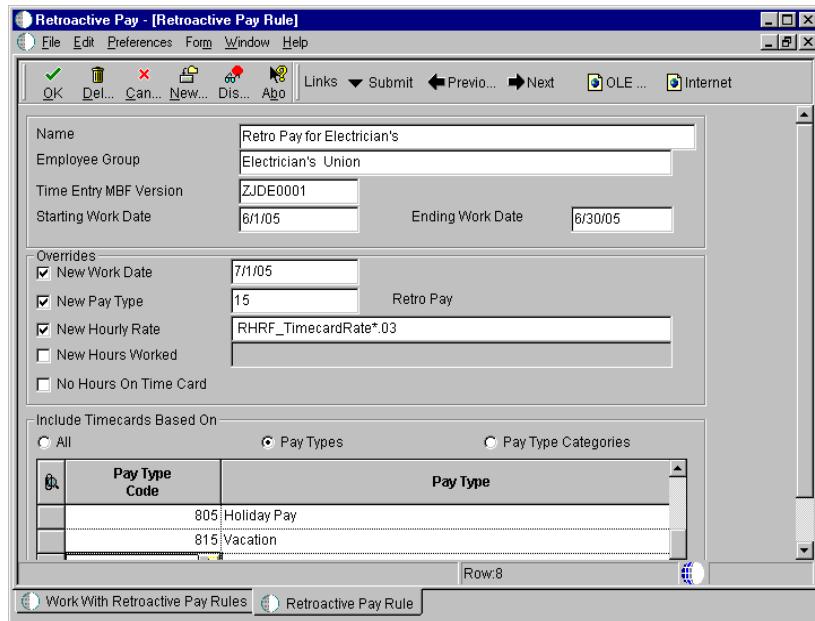
Before You Begin

- Create an Employee Group. See *Creating Employee Groups*.

► To create retroactive pay rules

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. On Work With Retroactive Pay Rules, click Add.



2. On Retroactive Pay Rules, complete the following fields:

- Name
- Employee Group
- Time Entry MBF Version
- Starting Work Date
- Ending Work Date

The Time Entry Master Business Function (MBF) version (P050002A) is a set of user-defined specifications that control how programs and reports run. You use versions to group and save user-defined processing option values, data selection options, and data sequencing options. When you choose the Time Entry MBF version, you are choosing the version that includes the processing options that you desire. If you leave the field blank, the system provides a default value, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the retroactive pay rule definition, the Time Entry MBF version enters the appropriate values in the optional fields that you left blank.

3. Choose and complete one or more of the following fields to override timecard information on new timecards:

- New Work Date
- New Pay Type

- New Hourly Rate
- New Hours Worked
- No Hours On Time Card

You can create formulas for calculating the new hourly rate and new hours worked. See *Creating Formulas* for information and instructions.

4. Choose and complete one of the following fields to enter inclusion criteria:
 - All
 - Pay Types
 - Pay Type Categories
5. To return to Work With Retroactive Pay Rules, click OK.
The system adds the new retroactive pay rule.

Related Tasks

Revising retroactive pay rules You can change any original option, including the employee group assigned to the retroactive pay rule. Changes made to retroactive pay rules affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.

Deleting retroactive pay rules You can delete retroactive pay rules from the Retroactive Pay Rules program, provided that the retroactive pay rule does not have any batches of timecards that are pending approval. Before you can delete a retroactive pay rule, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the retroactive pay rule has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Field	Explanation
Name	A user defined name for a retropay rule.
Employee Group	A user defined name for an employee group.
Time Entry MBF Version	The version of the Time Entry MBF to run when creating timecards.

Field	Explanation
Starting Work Date	The date upon which the system begins including timecards for processing generated by a particular rule.
Ending Work Date	The date up to which the system includes timecards for processing generated by a particular rule.
New Work Date	A code that indicates whether timecards that are created by a rule contain a new work date or retain the same work date as the original timecard. Valid values are:
	1 The new timecard contains a new work date.
	0 The new timecard retains the same work date as the original timecard.
New Pay Type	A code that indicates whether time cards that are created by a rule contain a new pay type or retain the same pay type as the original timecard. Valid values are:
	1 The new timecard contains a new pay type.
	0 The new timecard retains the same pay type as the original timecard.
New Hourly Rate	A code that indicates whether timecards that are created by a rule contain a new hourly rate or retain the same hourly rate as the original timecard. Valid values are:
	1 The new timecard contains a new hourly rate.
	0 The new timecard retains the same hourly rate as the original timecard.
New Hours Worked	A code that indicates whether tim cards that are created by a rule contain a new amount of hours worked or retain the same amount of hours worked as the original timecard. Valid values are:
	1 The new timecard contains a new amount of hours worked.
	0 The new timecard retains the same amount of hours worked as the original time card.
No Hours On Time Card	A code that specifies whether timecards that are created by a retroactive pay rule will have a value of zero in the Hours Worked field. Valid values are:
	Y Yes, the timecards contain zero hours.
	N No, the timecards do not contain zero hours.
Include Timecards Based On	A code that specifies which method the system uses to determine which pay types to include for processing. Valid values are:
	0 Include all time cards.
	1 Include only the time cards whose pay type is on the pay type list.
	2 Include only the time cards whose pay type is on the pay type category list.

Field	Explanation
Pay Type Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Submitting Retroactive Pay Rules for Processing

When you submit a retroactive pay rule for processing, the system creates a batch of timecards for the employee group associated with the retroactive pay rule. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit a retroactive pay rule, the system also generates the Retroactive Pay Rule Processing report (R186702), which you can use to verify the timecards.

► To submit retroactive pay rules for processing

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. On Work With Retroactive Pay Rules, choose the retroactive pay rule that you want to submit.
2. Click Select.
3. From the Form menu, click Submit.

The system processes the retroactive pay rule, creates a new batch of timecards based on the options selected in the retroactive pay rule, including employee group, and creates a report showing the processing details.

See Also

- *Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards.
- *Reviewing the Retroactive Pay Rule Processing Report*

Reviewing the Retroactive Pay Rule Processing Report

When you submit retroactive pay rule for processing, the system generates the Retroactive Pay Rule Processing report (R186702). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the retroactive pay rule. The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the retroactive pay rule or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- *Correcting Missing Timecard Information* for information about reviewing errors in time entry
- *Reviewing Timecards Created by Timecard Automation* for information about reviewing, approving, and canceling batches of timecards
- *R186702, Retroactive Pay Rules Processing* in the *Reports Guide* for a report sample

Working with Overtime Rule Sets

When you pay overtime to your employees, you can use the Overtime Rule Sets program (P186401) to assist you. You can create an overtime rule set, which is a group of individual overtime rules that manage overtime. The system uses overtime rule sets to determine which employees in an employee group are eligible for overtime pay, to create timecards, and to calculate the overtime pay that each employee earns. Using overtime rule sets simplifies and automates paying overtime to employees.

You can use the Overtime Rule Sets program (P186401) to automate the process of paying overtime to employees. The program uses overtime rule sets to:

- Determine which employees in an employee group are eligible for overtime pay
- Calculate the overtime pay that each employee earns
- Create timecards

An *overtime rule set* is a group of individual overtime rules. An *overtime rule* is a set of specifications that tells the system which employees are eligible for overtime and how to calculate overtime for batches of timecards. For example, an overtime rule might specify to pay all eligible employees regular time for the first eight hours per day, time and a half for time between 8 and 12 hours per day, and double time for time over 12 hours per day.

Overtime rules guide the system in calculating overtime for batches of timecards. You can have several different overtime rules within one overtime rule set. However, you must have at least one overtime rule for the system to process an overtime rule set, and an overtime rule cannot exist outside of an overtime rule set.

Using overtime rule sets helps you make sure that employees are paid correctly for time worked. It also simplifies the process of creating timecards for employees who receive overtime because you can use the same overtime rule set repeatedly. For example, assume that according to your business practices, manufacturing employees working 40 or more hours in a week receive regular pay for the first 8 hours, time and a half for the next 4 hours, and double time for the remaining hours of each day. Instead of determining which employees have worked the appropriate number of hours and calculating the correct pay for each employee manually, you can create an overtime rule set to choose the employees and calculate the pay automatically. An overtime rule set helps you in making sure that employees are paid correctly for time worked. Using an overtime rule set simplifies

creating timecards for employees who receive overtime because you can use the same overtime rule set repeatedly and do not have to recreate it each time.

You create an overtime rule set and then create and add the overtime rules to the overtime rule set. The Overtime Rule Sets program uses an employee group, a date range, and the overtime rules that you identify to determine which timecards are affected in the current timecards and historical timecards tables. After the system pulls the appropriate timecards from the tables, the Overtime Rule Sets program uses the original timecards as the basis to create new timecards or to change existing ones as necessary. The system cannot change historical timecards and does not process any original voided timecards. The system processes but does not change certain types of timecards: posted timecards; interim, nonvoided timecards; and printed check timecards.

After you submit the overtime rule set for processing, you can use the Reviewing and Approving Timecards program (P186601) to review and approve or cancel a batch. You can review the processing report from within the Overtime Rule Sets program. You can later review the results, without the processing notes, of submitting the overtime rule set in the Reviewing and Approving Timecards program.

Overtime rule sets includes the following tasks:

- Creating overtime rule sets
- Creating overtime rules
- Submitting overtime rule sets for processing
- Reviewing the Overtime Rule Processing report

Creating Overtime Rule Sets

You create an overtime rule set to define an ordered set of overtime rules that the system uses to calculate overtime for a specified batch of timecards and employee group. You can use an overtime rule set by itself, or you can include one overtime rule set within another. If you want to use an overtime rule set by itself, such as when you pay time and a half for all overtime, you must specify the following items:

- The employee group that contains the employees to whom the overtime rule set applies
- The dates for which employees should receive overtime pay

When you use an overtime rule set within another overtime rule set, such as when you have one rule set that calculates meal allowances for overtime and another rule set that calculates double time on holidays, you specify the employee group, starting date, and ending date on the main overtime rule set. The main rule set should not include information that is included in the embedded overtime rule sets. If any conflicts exist between the information in the rule sets, the information in the main overtime rule set overrides the information in the embedded rule set.

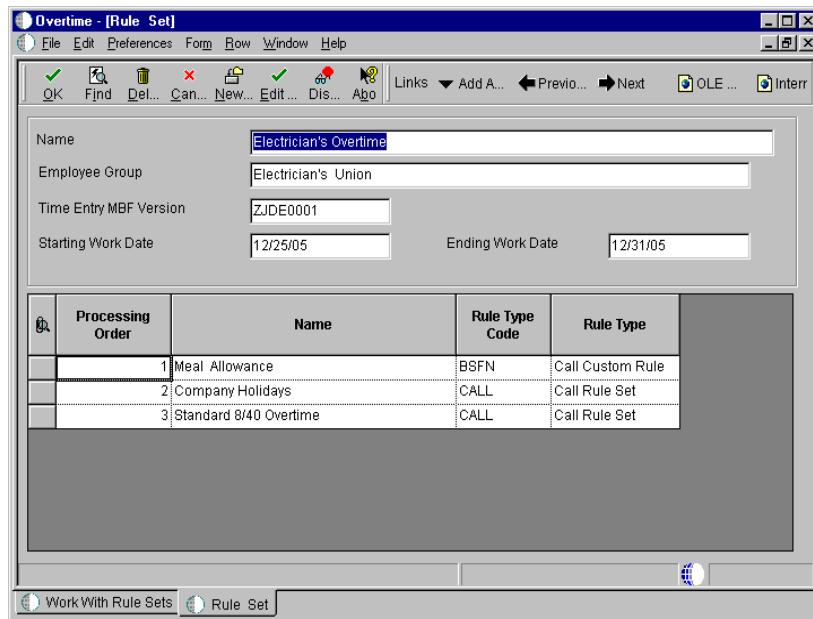
Before You Begin

- Create an employee group. See *Creating Employee Groups*.

► To create an overtime rule set

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, click Add.



2. On Rule Set, complete the following fields:

- Name
- Employee Group
- Time Entry MBF Version

- Starting Work Date
- Ending Work Date

The Time Entry Master Business Function (MBF) version (P050002A) is a set of user defined specifications that controls how programs and reports run. You use versions to group and save user-defined processing option values, data selection options, and data sequencing options. When you choose the Time Entry MBF version, you are choosing the version that includes the processing options that you desire. If you leave the field blank, the system provides a default version, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the overtime rule set definition, the Time Entry MBF version enters the appropriate values in the optional fields that you left blank.

The system processes the overtime rule set using the starting date as the start of the accumulation period. If you start the accumulation period on an incorrect date, the values that the system returns can also be incorrect.

3. To save the Overtime Rule Set, click OK.

The system adds the new overtime rule set.

Related Tasks

Revising overtime rule sets	You can change any original option, including the employee group assigned to the rule. Changes made to overtime rule sets affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.
Deleting overtime rule sets	You can delete an overtime rule set provided that the overtime rule set has no batches of timecards that are pending approval. Before you can delete an overtime rule set, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. The system verifies that no batches of timecards depend on the overtime rule set before allowing you to delete it. If the overtime rule set has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Creating Overtime Rules

After creating an overtime rule set, you need to create the overtime rule that provide the system with the criteria to select employees for overtime pay and to calculate overtime.

Any combination of overtime rules is acceptable in overtime rule sets. The system processes overtime rules in the order in which you specify them in the overtime rule set.

You can create or delete overtime rule at any time. Changes in order or included overtime rule do not affect current or past batches of timecards.

Before using the Overtime Rule Sets program, you should plan what overtime rules you need. Creating overtime rules includes the following tasks:

- Creating a timecard change rule
- Creating a call rule set rule
- Creating a call custom rule
- Creating a timecard accumulator rule

Creating a Timecard Change Rule

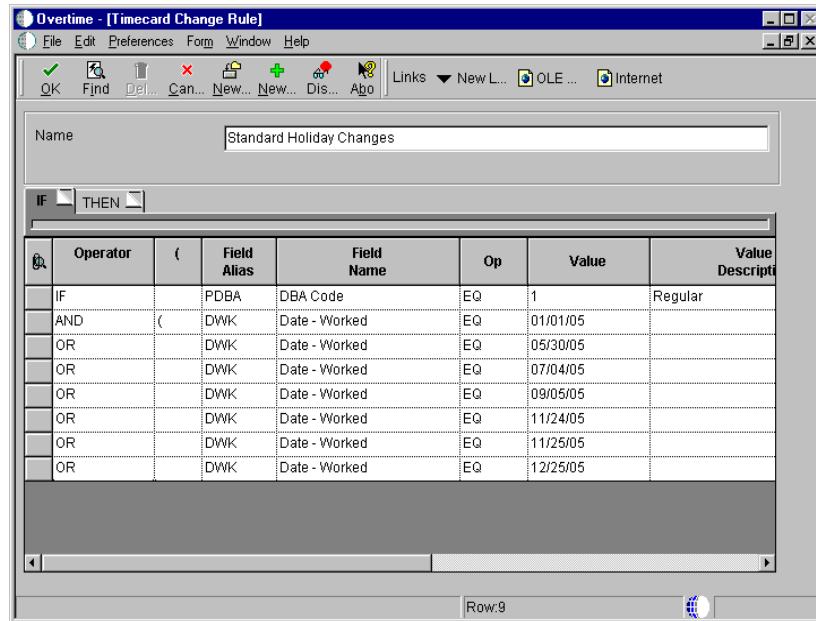
You can use a timecard change rule to pay overtime and to change timecard information based on criteria that you enter. A timecard change rule changes original timecards based on criteria that you enter; it does not create new timecards. You can change values in one field in a timecard, based on the value of other fields on the timecard. The rule consists of one or more IF clauses, which the system uses to determine the timecards to change, and one or more THEN clauses, which the system uses to determine what is to be changed. The Fields and Functions program (P186101) determines which fields are available. For example, if you pay different rates of overtime for employees in different states, you can have the system identify the employees affected by state and change the hourly rate on the timecards.

You can use a timecard change rule to change a timecard field based on another field. For example, if an employee's timecard is for regular time and the work date is a company holiday, you can have the system change the pay type to double time. The system automatically recalculates the gross pay when the pay type is changed.

► To create a timecard change rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set that you want to add an overtime rule to, and then click Select.
2. On Rule Set, choose Add Change Rule from the Form menu.



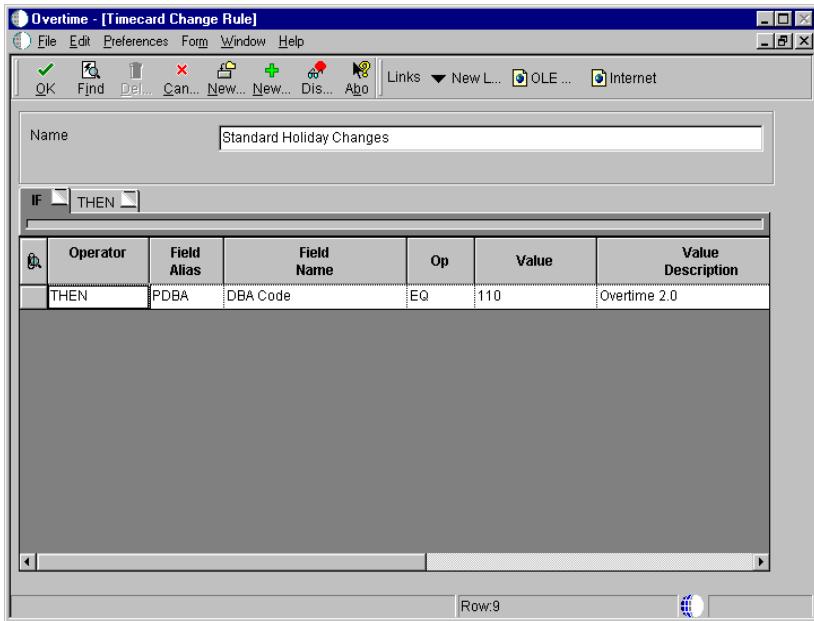
3. On Timecard Change Rule, complete the following field:
 - Name
4. To create selection criteria, click the If tab, and complete one of the following fields:
 - Field Alias
 - Field Name

If you want to use Field Alias but it is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name automatically from the information that you provide.

If you want to use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

5. Complete the following fields:

- Op
- Value



6. Click the Then tab, and complete the following fields:

- Field Alias
- Field Name

If you want to use Field Alias but it is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name automatically from the information that you provide.

If you want to use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

7. To add more selection criteria, choose New Line from the Form menu, choose and complete the following field, and repeat steps 3 through 6:

- Operator

8. When you are finished adding selection criteria, click OK.

9. To return to Rule Set, click Cancel.

10. Click OK.

The system adds the new overtime rule to the overtime rule set.

11. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and click OK.

The system changes the order of the overtime rules.

12. To return to Work With Rule Sets, click Cancel.

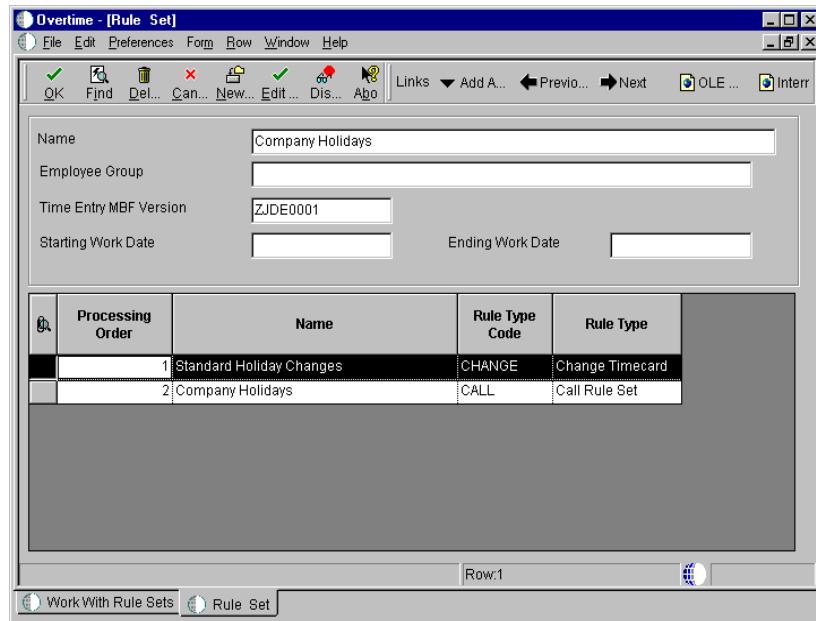
Creating a Call Rule Set Rule

You can use a call rule set rule to nest an overtime rule set within another overtime rule set. You typically use a call rule set rule with an overtime rule that you use regularly. The system can create timecards or change existing timecards based on the overtime rules. If you include an overtime rule set within itself, the system ignores the duplicate overtime rule set. For example, a rule set might verify and pay weekend and holiday overtime pay. If you have an established overtime rule set for holiday pay, you can call it from within another overtime rule set. You do not have to recreate the holiday overtime rule set every time you want to use it.

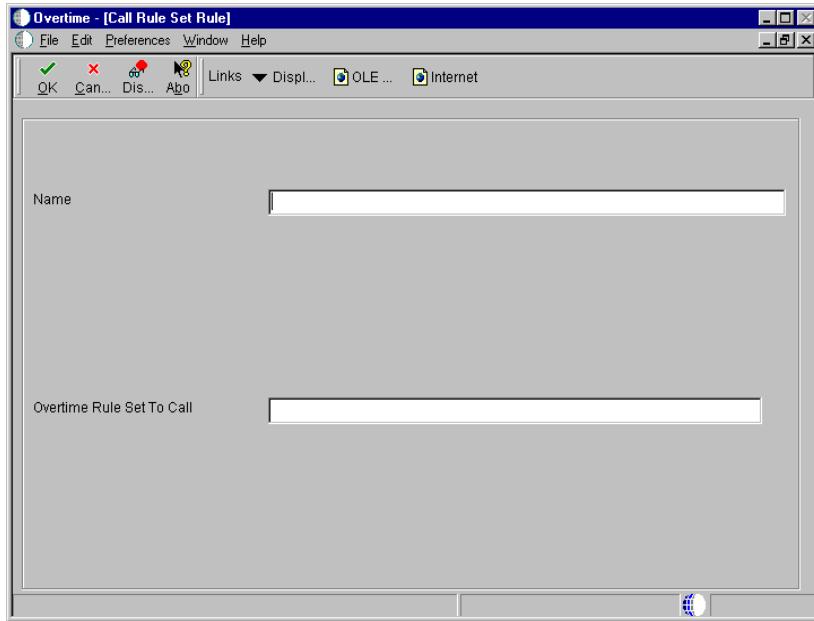
► To create a call rule set rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule and click Select.



2. On Rule Set, click Add Call Rule Set Rule from the Form menu.



3. On Call Rule Set Rule, complete the following field:
 - Name
4. To call another overtime rule set, complete the following field:
 - Overtime Rule Set To Call
5. Click OK.

The system adds the new overtime rule to the overtime rule set.

6. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.
- The system changes the order of the overtime rules.

7. To return to Work With Rule Sets, click Cancel.

The system adds the new overtime rule to the overtime rule set.

Creating a Call Custom Rule

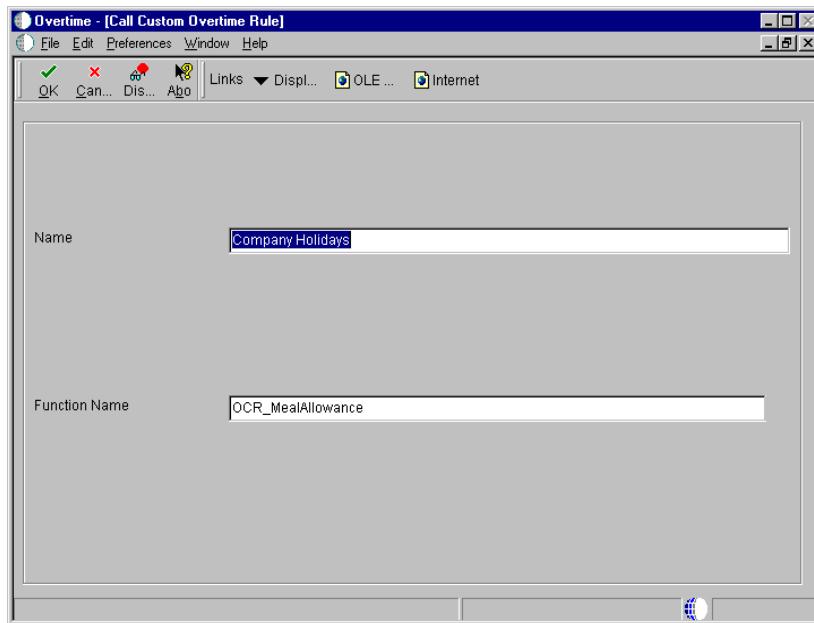
You can choose a call custom rule to include a user-defined business function in an overtime rule set. A call custom rule calls a user-defined business function (BSFN). You create a custom function when you need to perform complex or unusual calculations that are not provided with the Payroll system. For example, if your organization pays a meal allowance of 8.00 USD to employees who work over 9.5 hours per day, you can use a custom function to calculate the pay. The system can

create timecards or change existing timecards based on this overtime rule. The Fields and Functions program determines which functions are available.

► To create a call custom rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and click Select.
2. On Rule Set, click Add Call Custom Rule from the Form menu.



3. On Call Custom Overtime Rule, complete the following field:
 - Name
4. To call a user-defined business function, complete the following field:
 - Function Name
5. Click OK.

The system adds the new overtime rule to the overtime rule set.
6. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

7. To return to Work With Rule Sets, click Cancel.

Creating a Timecard Accumulator Rule

You can choose a timecard accumulator rule to control the hourly rate, the pay type, and the way that overtime is charged. A timecard accumulator rule lets you pay overtime based on an overtime limit for a given period and charge the overtime to different timecards. The system identifies eligible employees, calculates the correct overtime, changes old timecards to reflect time removed for overtime, and creates timecards to reflect the overtime. The overtime rule can specify a different pay type or rate for use on the new timecards; all other fields of the new timecards are the same as the original timecards. The system can create timecards or change existing timecards based on this overtime rule. The Fields and Functions program determines which fields, functions, and formulas are available. For example, if you pay double time for work on weekends or holidays and track time by work order number, you can have the system identify appropriate employees, change the pay type from time and a half to double time, and bill the overtime to separate timecards.

The timecard accumulator rule consists of an accumulation period, an include section, an overtime limit, and a charge-to method. The accumulation period is the time over which the system accumulates the hours that employees work, such as a 21-day accumulation period. The include section is the criteria that the system uses to determine which timecards to include in the accumulation, based on pay type or pay type category, for example all timecards with regular time but not sick time. The overtime limit is that above which any additional hours are considered overtime, such as over 8 hours. A charge-to method specifies how and from where the system removes overtime and how and to where it applies overtime. The following types of charge-to methods are available:

Method 1

The system removes time from and changes the most recent timecard in the period and works backwards, one timecard at a time, until all overtime is accounted for. The system charges time to and creates one new timecard for removed time, which corresponds to the original timecard from which time was removed. New timecards use the same data as the timecard from which time was removed, with a different pay type or rate as specified. You might use this charge-to method if you track overtime by criteria, such as work order or account number.

For example, a warehouse employee works 50 hours in a week. You can pay the employee at the regular pay rate for the first 40 hours and pay the employee at the overtime rate for the remaining 10 hours. The system removes 10 hours from timecards, starting with the most recent one and working backwards until all 10 hours are accounted for. The system creates new timecards for those 10 hours and changes the original timecards to reflect the time removed.

Method 2

The system removes time from and changes timecards as in Method 1. The system charges time to timecards differently, however. All time is charged to a single timecard using the same data as the timecard with the most recent work date, with a different pay type or rate as specified. You might use this charge-to method if you want faster processing, but you do not need to track overtime by criteria.

For example, for the warehouse employee in the Method 1 example, the system removes time from the timecards in the same way as in Method 1. The system charges the 10 hours of overtime to a single timecard, however.

Method 3

The system removes time from and changes every timecard in the accumulation period on a prorated basis. The prorated basis is the percentage that is the amount of time of each individual timecard divided by the total time during the accumulation period. The system creates one new timecard for the prorated number of hours that corresponds to the original timecard from which time was removed. The new timecard uses the same data as the timecard from which time was removed, with a different pay type or rate as specified. You might use this charge-to method if you need to allocate overtime to all timecards, regardless of when it was earned.

For example, for the warehouse employee in the Method 1 example, the system removes a percentage of the 10 hours of overtime from each original timecard based on the percentage of total time that each original timecard represents. The system changes the original timecards to reflect the percentage of time removed. The system creates new timecards for those 10 hours based on the percentage of total time that the original timecard represents.

Method 4

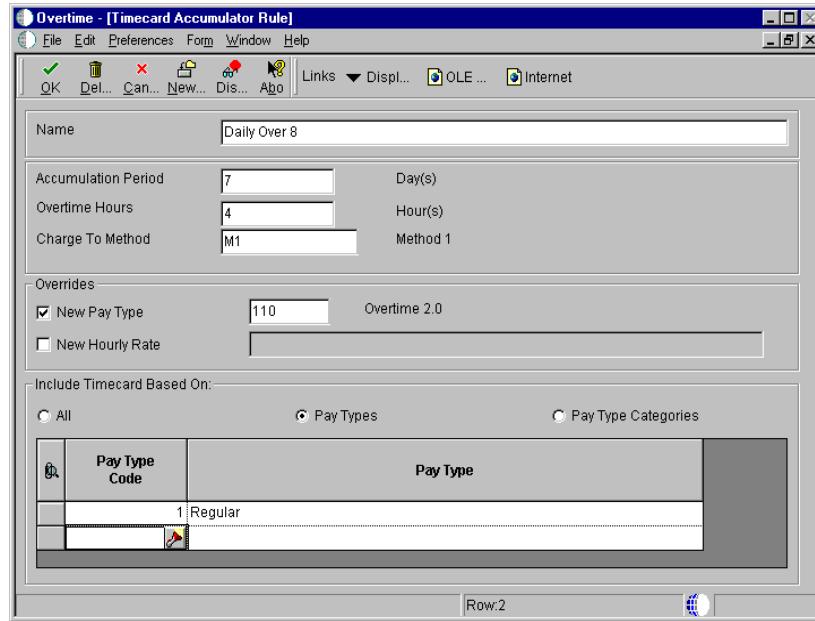
The system removes time from and changes timecards as in Method 3. The system charges time to timecards differently, however. All overtime is charged to a single timecard using the same data as the most recent timecard, with a different pay type or rate as specified. You might use this charge-to method if you want faster processing, but you do not need to track overtime.

For example, for the warehouse employee in the Method 1 example, the system removes the time in the same way as in Method 3. The system charges the 10 hours of overtime to a single timecard, however.

► To create a timecard accumulator rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and click Select.
2. On Rule Set, click Add Accumulator Rule from the Form menu.



3. On Timecard Accumulator Rule, complete the following field:

- Name
- Name

4. To enter timecard information, complete the following fields:

- Accumulation Period
- Overtime Hours
- Charge To Method

5. To enter override information, complete the following fields:

- New Pay Type
- New Hourly Rate

You can create a formula for calculating the new hourly rate. See *Creating Formulas* for information and instructions.

6. To choose the types of included timecards, choose and complete one of the following fields:

- All
- Pay Types

- Pay Type Categories
7. Click OK.

The system adds the new overtime rule to the overtime rule set.
8. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

Submitting Overtime Rule Sets for Processing

After you create an overtime rule set and attach overtime rules to it, you can submit the overtime rule set for processing. When you submit an overtime rule set for processing, the system creates a batch of timecards for the employee group that is associated with the overtime rule set. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit an overtime rule set, the system also generates the Overtime Rule Processing report (R186402), which you can use to verify the timecards.

► To submit an overtime rule set for processing

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule sets that you want to submit.
2. Click Select.
3. From the Form menu, click Submit.

The system processes the overtime rule sets, creates a new batch of timecards based on the options selected in the overtime rule set, including employee group, and creates a report showing the processing details.

See Also

- *Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards.

- *Reviewing the Overtime Rule Processing Report*

Reviewing the Overtime Rule Processing Report

When you submit an overtime rule for processing, the system generates the Overtime Rule Processing report (R186402). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the overtime rule.

The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the template or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

After you correct the errors, you can resubmit the batch and then use the Reviewing and Approving Timecards program (P186601) to review the newly created timecards.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- *Correcting Missing Timecard Information* for information about reviewing errors in time entry
- *Reviewing Timecards Created by Timecard Automation* for information about reviewing, approving, and canceling batches of timecards

Working with Timecards for Timecard Automation

You can use the Reviewing and Approving Timecards program (P186601) to manage batches of timecards created or changed by the Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), or the Overtime Rule Sets program (P186401). For example, after you create a batch of timecards to pay your sales staff using a timecard template, you can review the batch of timecards to ensure that the timecards are accurate. When you are satisfied, you can approve the batch of timecards and continue with pre-payroll processing.

Working with timecards includes the following tasks:

- Reviewing timecards created by Timecard Automation
- Revising timecards created by Timecard Automation
- Reviewing the Timecard Automation Batch Approval/Cancelation report

After you submit a timecard template, overtime rule set, or retroactive pay rule for processing, the system assigns a number and an initial status of Pending Approval to the resulting batch of timecards. As long as the batch of timecards is pending approval, you can review and revise it in the Reviewing and Approving Timecards program. When you are finished working with the batch of timecards, you can change its status by approving or canceling the batch.

For example, before you pay your sales staff, you might want to review the accuracy of the batch of timecards created using a timecard template. After reviewing the batch, if you realize that it does not cover the correct dates, you can cancel the batch, thereby deleting the timecards. You can then return to the Timecard Templates program, update the timecard template, and resubmit the batch. If you decide that the batch of timecards is acceptable, you can approve it and continue with pre-payroll processing.

The tasks that you perform to review, approve, and cancel timecards are the same regardless of the program from which a batch of timecards originated. For example, you can approve a batch of timecards that was created with an overtime rule set to pay your warehouse staff overtime. You can use the same process to approve a batch of timecards that was created with a timecard template to pay consultants a bonus.

You can review new or changed timecards that are pending approval. The system determines how you can review batches of timecards in the Reviewing and Approving Timecards program, based on the program in which the timecards originated. However, when you access batches of timecards directly through the Timecard Templates program, Retroactive Pay Rules program, or Overtime Rule Sets program, the system shows only those batches of timecards that originated in the particular program.

As long as a batch of timecards is pending approval, you can revise individual timecards by selecting the batch of timecards and the appropriate timecard. You can revise the status of batches of timecards by approving or canceling the ones that are pending approval.

You can also run reports that show the timecards that make up a given batch of timecards.

Reviewing Timecards Created by Timecard Automation

When a batch of timecards is pending approval, you can use the Reviewing and Approving Timecards program to review information about the batch before you approve it. For example, when you pay quarterly bonuses to your consulting staff using a timecard template, you might want to verify the accuracy of a batch of timecards. You must approve the batch before you can process the timecards in a payroll cycle.

The Timecard Templates program, the Retroactive Pay Rules program, and the Overtime Rule Sets program each manages timecards differently, affecting the view that you use to review batches of timecards. A view is the manner in which the Reviewing and Approving Timecards program displays the header information, relationships between timecards, and information that is specific to the originating program for a batch of timecards. A relationship shows the connections between originating timecards and new or changed timecards.

The views available for each program are as follows:

- Timecard Templates: Basic
- Retroactive Pay Rules: Before, After, Both
- Overtime Rule Sets: Before, After

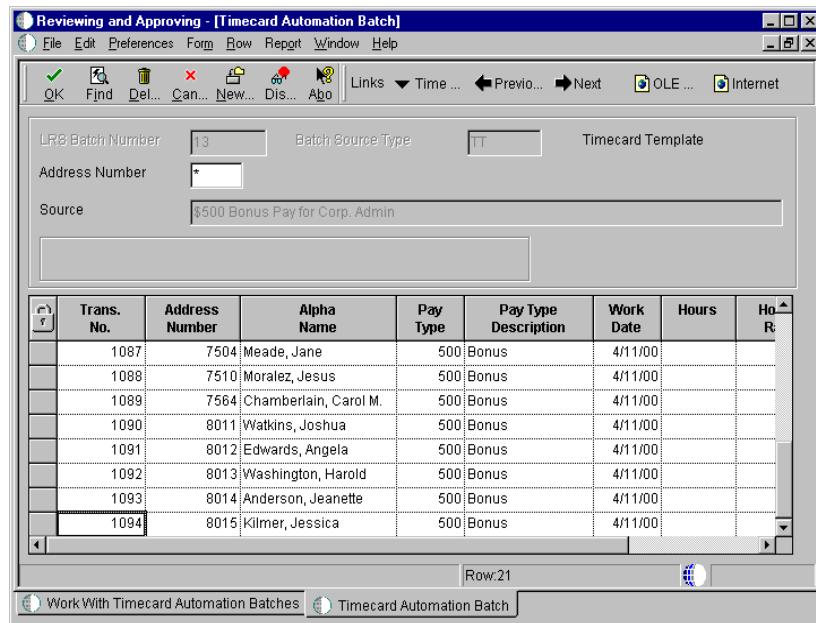
The Timecard Templates program uses a timecard template to create new timecards. You can review new timecards using a basic view, as shown below:

Basic	The batch of timecards that the system creates. No relationships exist among these timecards.
The Retroactive Pay Rules program uses a retroactive pay rule and original timecards to create new timecards. You can review original and new timecards using before, after, or both view, as shown below:	
Before	The batch of original timecards that the system uses. These timecards provide information for creating timecards. No relationship exists among these timecards.
After	The batch of new timecards that the system creates. These timecards are based on the original timecards shown in the Before view. No original timecards are shown, and all timecards shown are new.
Both	The batch of timecards, including original timecards and timecards that the system creates. These timecards include and are based on the original timecards shown in the Before view. Original timecards are shown in bold text, and new timecards are shown in text that is not bold.
The Overtime Rule Sets program uses an overtime rule set and original timecards to create new timecards and change the original timecards. You can review new and changed timecards in before or after view, as shown below:	
Before	The batch of original and unchanged timecards that the system uses. These timecards provide information for creating or changing other timecards. No relationships exist among these timecards.
After	The batch of new and changed timecards that the system creates or changes. These timecards are based on the original timecards shown in the Before view. The original timecards are shown in bold text, and new or changed timecards are shown in text that is not bold.

► To review timecards created by Timecard Automation

From the Daily Processing menu (G18610), choose Reviewing and Approving.

1. On Work With Timecard Automation Batches, choose the batch of timecards with which you want to work.
2. Click Select.



3. On Timecard Automation Batch, click Find to refresh the batch of timecards.
4. Review the information in the detail area.

Related Topics

Alternate navigation for reviewing a batch of timecards

To access the Work With Timecard Automation Batches form, you can also choose Timecard Templates, Retroactive Pay, or Overtime from the Periodic Processing menu. From Work With Timecard Templates, Work With Retroactive Pay Rules, or Work With Overtime Rule Sets, choose a record in the detail area, and then choose Batch Review from the Row menu.

Revising Timecards Created by Timecard Automation

The Reviewing and Approving Timecards program (P186601) allows you to access Speed Time Entry (P051121) to revise batches of timecards. You can revise timecards from the Reviewing and Approving Timecards program only after the system processes the batch of timecards and before you approve or cancel it. For example, after you review a batch of timecards and discover that it uses an incorrect value for paying overtime to employees in your warehouse, you can revise the batch of timecards. You can revise timecards by employee or by batch number. You can also revise the status of a batch of timecards.

You can revise current timecards created or changed for an employee regardless of batch number. You cannot revise historical timecards. For example, you might want to pay a quarterly bonus to employees working on a project, as long as employees meet certain criteria, such as being employed in the quarters before and after the current quarter. After reviewing the batch of timecards, you might realize that one employee was not employed during the preceding quarter and that you need to remove the employee instead of reprocessing the whole batch.

You can revise new timecards created in a specific batch of timecards. For example, you might have a division containing several departments. If some of the employees in a department entered their time incorrectly on their timecards, you can correct the few timecards that require changes instead of canceling the entire batch. However, batches of timecards created by the Overtime Rules Sets program show only newly created timecards and not changed timecards. Changed timecards are part of an original batch and are not included when you look at timecards by batch. To change original timecards, you need to revise changed timecards by employee, which shows you all current timecards by employee, regardless of batch number.

You can change the status of batches of timecards from Pending Approval to Approved or Canceled. The following table describes these statuses:

Pending Approval	Batches of timecards arrive in the Reviewing and Approving Timecards Program marked Pending Approval. You can revise or delete batches of timecards or individual timecards by changing the status.
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Approved	After you approve a batch of timecards, the system changes the status to Approved. When you approve a batch of timecards, you are approving all changes and any new timecards created. After changing the status to Approved, the system creates an Approval or Cancellation report and lets you continue the pre-payroll process. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.
Canceled	After you cancel a batch of timecards, you reject changes made and new timecards created. After changing the status of the batch to Canceled, the system creates an Approval or Cancelation report and, as appropriate, reverses the changes and deletes the new timecards. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.

Revising timecards includes the following tasks:

- Revising a timecard or batch of timecards
- Revising the status of a batch of timecards

Revising a Timecard or a Batch of Timecards

When you review the timecards that the system created when you processed a timecard template, retroactive pay rule, or overtime rule set, you might notice an error that you need to correct before you approve the batch. You can use the Speed Time Entry program (P051121) to revise batches of timecards or individual timecards. You can revise timecards for only those batches that have not been approved or canceled, and you cannot revise historical timecards.

► To revise a timecard or a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

1. From Work With Timecard Automation Batches, choose a batch of timecards, and then click Select.
2. On Timecard Automation Batches, to refresh the batch of timecards, click Find.
3. To revise a timecard with all timecards in a batch available, choose Time Entry Revs (Time Entry Revisions) from the Form menu.

4. To revise a timecard with all timecards for an employee available, choose the timecard you want, and then choose Edit from the Row menu.
5. On Speed Time Entry Revisions, revise the timecard, and click OK.
6. To refresh the list of batches of timecards, click Find.

Revising the Status of a Batch of Timecards

After reviewing the batch of timecards and before continuing with pre-payroll processing, you can approve the batch to accept the changes and newly created timecards. Or you can cancel the batch of timecards if it is incorrect, thereby rejecting the changes and newly created timecards.

After you change the status of the batch of timecards to Approved or Canceled, you can no longer revise it or change the status.

You cannot delete the header record from the Reviewing and Approving Timecards program for a batch of timecards pending approval. You can, however, delete the header record for a batch of timecards after you have approved or canceled it.

► To revise the status of a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

1. From Work With Timecard Automation Batches, choose a batch of timecards, and click Select.
2. On Timecard Automation Batches, to refresh the batch of timecards, click Find.
3. To approve the batch of timecards, choose Approve Batch from the Form menu.
4. On Confirmation, choose one of the following options:
 - Yes

When you choose this option, the batch of timecards is approved, and the status is changed to Approved.

- No

When you choose this option, approval of the batch is canceled, and no changes are made.

5. To cancel the batch of timecards, choose Cancel Batch from the Form menu
 6. On Confirmation, choose one of the following options:
 - Yes
When you choose this option, the batch is canceled, and the status is changed to Canceled.
 - No
When you choose this option, the batch is not canceled, and no changes are made.The system generates an approval or cancelation report and returns you to Work With Timecard Automation Batches.
7. To refresh the list of batches of timecards, click Find.

See Also

- *Reviewing the Timecard Automation Batch Approval/Cancelation Report*

Reviewing the Timecard Automation Batch Approval/Cancelation Report

When you approve or cancel a batch of timecards, the system generates the Timecard Automation Batch Approval/Cancelation report (R186602). Use this report to review detailed information about the timecards in the batch. The report includes the following information:

- Header information, such as batch number, employee group name, start date, and end date
- Individual timecard information, such as the transaction number, batch number, address number and name of each employee, PDBA code, work date, hours worked, hourly rate, and gross pay

Working with Functions

The Fields and Functions program (P186101) allows programmers and consultants to access the definitions of fields and functions that are used throughout the Timecard Automation module. A *field* is an area where the system displays a specific piece of information. A field can be either an input field, where you enter the information, or a display field, where the system retrieves the information from another part of the system. For example, the TIN field displays Taxpayer Identification Numbers. A *function* is a calculation with variables that the system uses to perform set actions. For example, you can use the Overtime Timecard Rate function to find the timecard rate in an overtime rule. The Fields and Functions program provides maximum flexibility, the ability to make modifications and extensions more easily, and maximum configuration capability with minimum programming required.

The system includes several functions for calculating common methods of determining hourly rates and hours worked. When you create a timecard template, overtime rule set, or retroactive pay rule, you can use one or more of these functions. Because each function is specific to a field in a specific program, the system limits the available functions to those that are applicable to the calling program. For example, the function that is available for calculating the hourly rate for a timecard template is different from the function that is available for calculating the hourly rate for a retroactive pay rule.

You can use a function alone, or you can create a formula that includes a function. The system includes a program called Build Formula that gives you the flexibility to create custom formulas. You can also use this program to validate and test the formula before you begin using it.

Occasionally, you might need a function that is not included with the system. In this case, you can customize your system by adding a new function. After you create a custom function, you must register it for use in the applicable Timecard Automation program. Registering the function allows you to access it from the applicable program.

Working with fields and functions includes the following tasks:

- ❑ Creating formulas
- ❑ Testing formulas
- ❑ Registering functions

□ Understanding functions

Creating Formulas

When you need to perform complex or unusual calculations to determine the appropriate hourly rate or number of hours worked for a particular situation, you can create a custom formula. Your formula can use the standard functions that are included with the system, or you can use custom functions that you have created, or a combination of both types of functions.

When you create a custom formula, you connect it to a specific timecard template, retroactive pay rule, or overtime rule set. Based on the program that you choose, the system provides you with a list of appropriate functions available to use in the formula. You then create mathematical statements that include one or more of these functions.

For example, perhaps you need to average two different union rates to pay your warehouse employees retroactive pay. To get the correct rate, you enclose within parentheses the multiple of the two union rates and divide the result by two. The formula for the new rate is:

$$\text{New Rate} = (\text{RHRF_UnionRateA} * \text{RHRF_UnionRateB}) / 2$$

You cannot use a formula outside of the initial timecard template, overtime rule set, or retroactive pay rule for which it was created. You cannot save and reuse formulas; however, if you need to use a formula often, you might consider asking your IT department to create a custom function for it.

You use the Build Formula form to create custom formulas. You cannot access this form from a menu; instead, you access it from the Search button for fields that are related to hours worked and hourly rates. The following table lists the forms and fields from which you can access the Build Formula form:

Retroactive Pay Rule form New Hourly Rate field or New Hours Worked field

Timecard Template form Hours Worked field (Main tab) and Hourly Rate field (Rates tab)

Timecard Accumulator Rule form New Hourly Rate field

After you create the formula, but before you begin using it, you should test it to validate its mathematical logic and to ensure that it calculates the appropriate results.

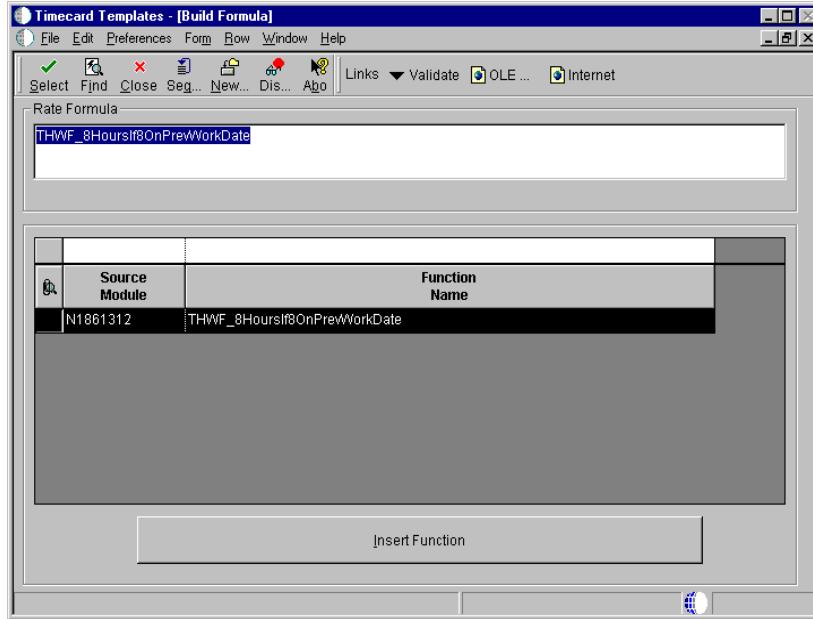
Before You Begin

- Create a timecard template, retroactive pay rule, or overtime rule set. See *Creating Timecard Templates*, *Creating Retroactive Pay Rules*, or *Creating Overtime Rule Sets*.

► To create a formula

From the Periodic Processing menu (G18620), choose Timecard Templates, Retroactive Pay, or Overtime.

1. Complete one of the following, depending on whether the formula is for a timecard template, retroactive pay rule, or overtime rule set:
 - On Work With Timecard Templates, choose a record in the detail area, click Select, and then click the Search button for the Hours Worked field (Main tab) or the Hourly Rate field (Rates tab) on the Timecard Template form.
 - On Work With Retroactive Pay Rules, choose a record in the detail area, click Select, and then click the Search button for the New Hourly Rate field on the Retroactive Pay Rule form.
 - On Work With Rule Sets, choose a record in the detail area, click Select, and then choose Add Accumulator Rule on the Rule Set form. In the Overrides area, click the New Hourly Rate option to turn it on, and then click on the Search button for the New Hourly Rate field on the Rule Set form.



2. On Build Formula, to include a function in the formula, choose a record in the detail area, and then click the Add Function To Rate Formula button. The system displays the function in the Rate Formula field.
3. To complete the formula, enter the appropriate characters in the Rate Formula field.
 - To back up one space, move the cursor immediately to the right of what you wish to delete and click Backspace.
 - To clear the entire formula, click Clear.
4. Choose Validate from the Form menu.
If the formula is mathematically valid, the system displays a confirmation message. If the formula is not mathematically valid, the system highlights the Formula To Test area in red.
5. If the formula is not valid, revise it and repeat step 4.
6. When the Confirmation window appears, click OK.
7. To test the formula, choose Test from the Form menu, and then complete the steps for testing formulas.

To ensure that the system creates accurate timecards, you should test the formula before you process the timecard template, overtime rule set, or retroactive pay rule. See *Testing Formulas*.

Related Tasks

Revising or deleting formulas	You can change or delete a formula. Changes made to formulas affect all batches of timecards processed after the change, but not those batches of timecards that have already been processed.
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Testing Formulas

After you create a formula and before you process the timecard template, overtime rule set, or retroactive pay rule to which it is attached, you should test the formula to verify that it is mathematically valid and accurate. The system includes a feature that you can use to automatically validate the formula. However, you need to confirm whether the calculations produce the results that you expect. For example, for a formula that averages two union pay rates, you should verify that it calculates the correct rate.

The system includes a Formula Tester program that you can use to automatically calculate the formula for one record only. You can then review the results to determine whether they are correct.

If you are processing the timecard template, overtime rule set, or retroactive pay rule for only a few records, you might prefer to test the rule by submitting the batch for processing and then reviewing the new timecards carefully to make sure that they are correct. If the timecards are incorrect, you can cancel the batch.

To test a formula using the Formula Tester program, complete one of the following procedures:

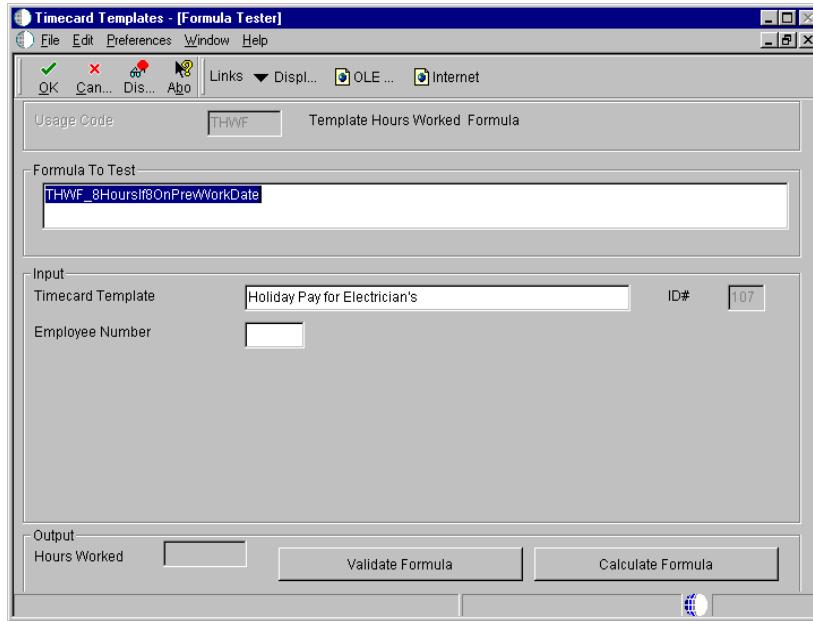
- Testing a formula for a timecard template
- Testing a formula for a retroactive pay rule
- Testing a formula for an overtime rule set

► To test a formula for a timecard template

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. Complete the steps to create a formula.

See *Creating Formulas*.



2. On Formula Tester, complete the following fields:

- Timecard Template
- Employee Number

3. Click the Calculate Formula button.

The system calculates the formula and displays the results in the Output group box.

4. Verify that the output is correct.

5. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 4.

You can use the Validate Formula button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.

6. When the output is correct, click OK.

7. On Build Formula, to choose the formula and return to the originating program, click Select.

Field	Explanation
Timecard Template	A user defined name for a timecard template.

Field	Explanation
Employee Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

► To test a formula for a retroactive pay rule

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. Complete the steps to create a formula.
See *Creating Formulas*.
2. On Formula Tester, complete the following fields in the Input area:
 - Retroactive Pay Rule
 - Timecard Transaction No
3. Choose one of the following options:
 - Current
 - History

Choose the Current option to test the formula on a timecard from the Employee Transaction Detail table (F06116). Choose the History option to test the formula on a timecard from the Employee Transaction History table (F0618).

4. Click the Calculate Formula button.
The system calculates the formula and displays the results in the Output group box.
5. Verify that the output is correct.
6. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 5.
You can use the Validate Formula Button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.
7. When the output is correct, click OK.

8. On Build Formula, to choose the formula and return to the originating program, click Select.

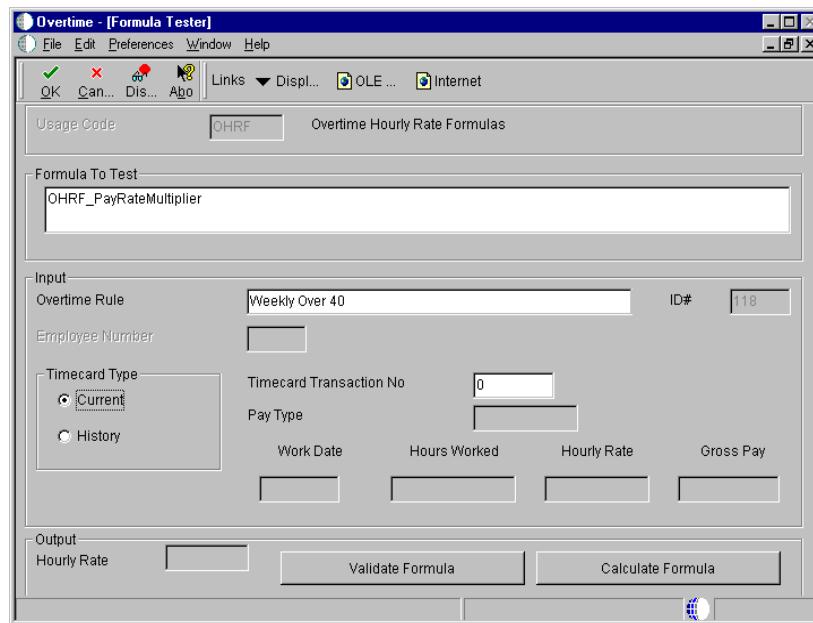
Field	Explanation
Timecard Transaction No	The system gives each timecard entered a unique transaction number. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.
Current	An option that specifies whether an entry in the Timecard Tag file refers to a current timecard or a historical timecard.
History	An option that specifies whether an entry in the Timecard Tag file refers to a current timecard or a historical timecard.

► To test a formula for an overtime rule set

From the Periodic Processing menu (G18620), choose Overtime.

1. Complete the steps to create a formula.

See *Creating Formulas*.



2. On Formula Tester, complete the following fields in the Input area:

- Overtime Rule
 - Timecard Transaction No
3. Choose one of the following options:
- Current
 - History
- Choose the Current option to test the formula on a timecard from the Employee Transaction Detail table (F06116). Choose the History option to test the formula on a timecard from the Employee Transaction History table (F0618).
4. Click Calculate Formula.
- The system calculates the formula and displays the results in the Output group box.
5. Verify that the output is correct.
6. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 5.
- You can use the Validate Formula Button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.
7. When the output is correct, click OK.
8. On Build Formula, to choose the formula and return to the originating program, click Select.

Registering Functions

Registering functions allows you to access them when you build a formula for the hourly rate or hours worked fields in applicable Timecard Automation programs. The functions that are included with the Timecard Automation module are already registered. You can use them alone or in formulas.

Occasionally, however, you might need to use a function that is not registered. For example, you must register any custom functions that you create.

When you register a function, you can choose whether to make it *active*. An active field or function is one that other users can access from a Timecard Automation program. You can use inactive mode to verify whether the function works properly before you make it active for other users.

Before registering a function, you should identify certain information about it, such as:

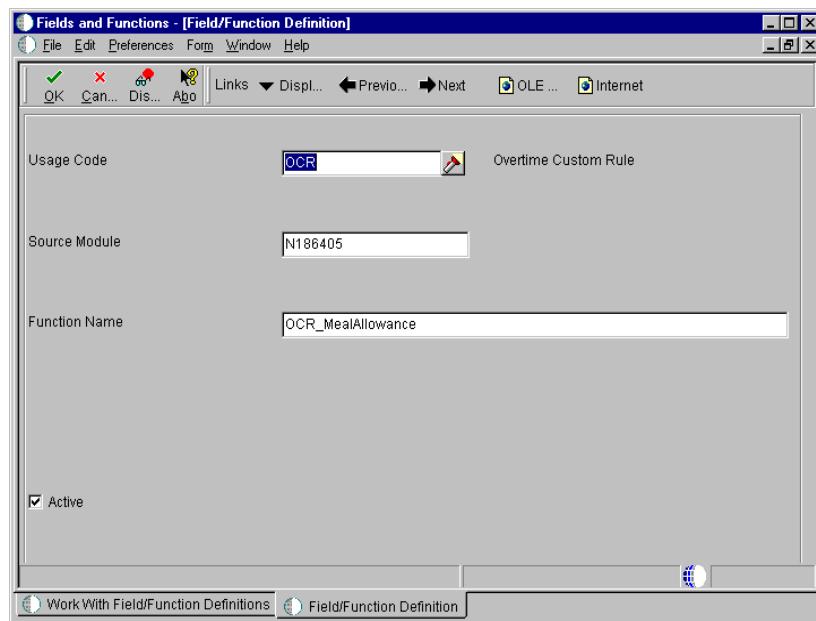
- The usage code that the system uses to determine the program in which the function is used (for example, the usage code for retroactive pay hourly rates functions is RHRF)
- The source module, that is, the group of functions to which the function will belong
- The function name
- The status of the field availability, either active or inactive

► To register a function

From the Advanced & Technical menu (G18630), choose Fields and Functions.

1. On Work With Field/Function Definitions, choose the following option, and then click Add:

- Functions



2. On Field/Function Definition, complete the following fields:

- Usage Code
- Source Module

- Function Name
3. If you want other users to be able to access the function from the applicable Timecard Automation program, click the following option to turn it on:
- Active
- Use active status when you want other users to have access to the function. You can activate or deactivate a function at any time.
4. Click OK.
- The system adds the new function.

Field	Explanation
Usage Code	A code that specifies the program in which a field or function can be used.
Source Module	The module from which the function that is defined by this entry originates.
Name - Function	The actual name of the function. It must follow standard ANSI C naming conventions. For example, no space between words.
Active / Inactive	An option that indicates whether other users can access the field or function from the applicable Timecard Automation program. Valid values are: On Active Off Inactive

Related Tasks

Revising functions	You can use the Field/Function Definition form to revise information about a function, such as its active status. The changes that you make to functions affect all batches of timecards that use changed fields and functions and that are processed after the change. Changes do not affect timecards that have already been processed.
Deleting functions	You can delete a function from the Fields and Functions program, thereby making it unregistered in the Timecard Automation module. Deleting a function removes it from the search list for the appropriate Hourly Rate or Hours Worked field, but it does not remove it from the system.

Understanding Functions

To simplify the process of creating formulas for calculating hourly rates and hours worked, the Timecard Automation module includes several predefined functions. You can use these functions alone or include them in formulas.

To meet the specific needs of your organization, you can also create your own custom functions. Each function uses a data structure, which lists the data item name, the input or output status, and a description of the data item.

Caution: Creating a custom function is a form of system customization that requires knowledge of OneWorld development tools.

The predefined functions that are included with the system can be grouped into the following types:

- Hours worked function for timecard templates
- Hours worked function for retroactive pay rules
- Hourly rate functions for timecard templates
- Hourly rate functions for retroactive pay rules
- Hourly rate functions for overtime accumulator rules
- Custom overtime rules functions

Hours Worked Function for Timecard Templates

The hours worked function for timecard templates is included in module N1861312. This function uses data structure D186132. You also use this data structure when you create a custom hours worked function for timecard templates. The following table illustrates input and output information about the data items in this data structure:

LRSTTID Input: Timecard Template ID

AN8 Input: Address Number (Employee Number)

PHRW Output: Hours Worked

The predefined hours worked function for timecard templates is:

THWF_8HoursIf8OnPrevWorkDate

The *8 Hours if Employee Worked 8 or More Hours on a Previous Day* function returns eight hours worked if the employee worked eight or more hours, not including sick pay, on the previous work date. Saturdays and Sundays are not considered work dates. If the employee did not work at least eight hours, the returned value is zero. The work date is identified on the timecard template in the Work Date Schedule. For example, you might use this function if you want the timecard template to use eight hours for the amount of work an employee is paid each day, based on the criteria specified.

Hours Worked Function for Retroactive Pay Rules

The hours worked function for retroactive pay rules is included in module N1861712. This function uses data structure D186172. You also use this data structure when you create a custom hours worked function for retroactive pay rules. The following table illustrates input and output information about the data items in this data structure:

LRSRRID	Input: Retroactive Pay Rule ID
PTR	Input: Payroll Transaction No
LRSCHF	Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail table (F06116) or a historical timecard in the Employee Transaction History table (F06118).
PHRW	Output: Hours Worked

The predefined hours worked function for retroactive pay rules is:

RHRF_TimecardHours

The *Hours Worked On Timecard* function returns the hours worked from the PHRW field on a timecard currently being processed by a retroactive pay rule for one of the pay types that you identify. For example, you might use this function when you pay employees retroactive pay for the hours worked, based on their original timecards.

Hourly Rate Function for Timecard Templates

The hourly rate functions for timecard templates are included in module N1861311. These functions use data structure D186131. You also use this data structure when you create a custom hourly rate function for timecard templates. The following table illustrates input and output information about the data items in this data structure:

LRSTTID	Input: Timecard Template ID
AN8	Input: Address Number (Employee Number)
SHRT	Output: Hourly Rate

The predefined hourly rate function for timecard templates is:

THRF_EmployeeMasterRate

The *Employee Master Rate* function returns the rate from the Rate-Hourly field (PHRT) in the Employee Master table (F060116) for the employee records that are processed using the timecard template. For example, you might want to pay an employee based on the master pay rate established.

Hourly Rate Functions for Retroactive Pay Rules

The hourly rate functions for retroactive pay rules are included in module N1861711. These functions use data structure D186171. You also use this data structure when you create a custom hourly rate function for retroactive pay rules. The following table illustrates input and output information about the data items in this data structure:

LRSRRID	Input: Retroactive Pay Rule ID
PTR	Input: Payroll Transaction No
LRSCHIF	Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail table (F06116) or a historical timecard in the Employee Transaction History table (F06118).

SHRT Output: Hourly Rate

The predefined hourly rate functions for retroactive pay rules are:

RHRF_EmployeeMasterRate

The *Employee Master Rate* function returns the rate from the Rate-Hourly field (PHRT) in the Employee Master table (F060116) for the employee on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the master hourly pay rate.

RHRF MaxRate

The *Maximum Rate from Timecard vs. Employee Master* function returns the greater rate of the timecard hourly rate from the Hourly Rate field (SHRT) or the employee master hourly rate from the Rate-Hourly field (PHRT). For example, you might want to pay employees retroactive pay based on either the master hourly pay rate or the timecard hourly rate. This function provides you with the larger of these two hourly rates.

RHRF_PayRateMultiplier

The *Pay Rate Multiplier* function returns the pay rate multiplier from the field Multiplier-Pay Type Multiplier (PAYM) on the current timecard that the system is processing using the retroactive pay rule.

RHRF TimecardRate

The *Timecard Rate* function returns the hourly rate from the Hourly Rate field (SHRT) on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the rate on the timecard instead of another rate.

RHRF UnionRateX where X is A, B, C, D, or R

The *Union Rate X* function returns the rate for a chosen employee from a particular column of the Union Rates table (F069123), where you identify the appropriate column. This function returns the union rate by calling the Retrieve Union Rates function (N0500015), using fields on the current timecard that the system is processing in the retroactive pay rule. For example, you might want to pay

employees retroactive pay based on a particular union rate. This function provides you with the appropriate union rate.

RHRF_WeightedAverageHourlyRate

The *Weighted Average of Employee's Timecards in Retroactive Pay Period* function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for one of the pay types that you identify. For example, you might want to pay employees retroactive pay based on an average of the hourly pay rates received in the past.

Hourly Rate Functions for Overtime Accumulator Rules

The hourly rate functions for overtime accumulator rules are included in module N1861411. These functions use data structure D186141. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. The following table illustrates input and output information about the data items in this data structure:

LRSORSID	Input: Overtime Rule Set ID
LRSORID	Input: Overtime Rule ID
AN8	Input: Address Number (Employee Number)
PRTR	Input: Payroll Transaction No
LRSCHF	Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail table (F06116) or a historical timecard in the Employee Transaction History table (F06118).
SHRT	Output: Hourly Rate

The predefined hourly rate functions for overtime accumulator rules are:

OHRF_EmployeeMasterRate

The *Employee Master Rate* function returns the hourly rate from the Rate-Hourly field (PHRT) in the Employee Master table (F060116) for the employee that the

system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the master hourly pay rate.

OHRF_HoursWorked

The *Hours Worked on Timecard* function returns the hours worked from the PHRW field on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the hours worked on the current timecards.

OHRF_MaxRate

The *Maximum Rate from Timecard vs. Employee Master* function returns the greater rate of the timecard hourly rate from the Hourly Rate field (SHRT) or the hourly rate in the Rate-Hourly field (PHRT) in the Employee Master table. For example, you might want to pay employees overtime pay based on either the master hourly pay rate or the timecard hourly rate. This function provides you with the larger of these two hourly rates.

OHRF_PayFrequency

The *Employee Master Pay Frequency* function returns an employee's numeric pay frequency (translated through the Description 2 field in UDC 07/PF) from PFRQ field (Pay Frequency) on an employee record. That is, if the PFRQ field is equal to W, this will translate to 52 through the Description 2 field of UDC 07/PF.

OHRF_PayRateMultiplier

The *Pay Rate Multiplier* function returns the pay rate multiplier from the Multiplier-Pay Type Multiplier field (PAYM) on the current timecard that the system is processing using the overtime rule set.

OHRF_Salary

The *Employee Master Salary* function returns the employee's salary from Rate-Salary, Annual field (SAL) on an employee record for the employee being processed by the overtime rule. For example, you might want to pay employees overtime pay based on master salary.

OHRF_TimecardRate

The *Timecard Rate* function returns the hourly rate from the Hourly Rate field (SHRT) on the current timecard that the system is processing using the overtime

rule set. For example, you might want to pay employees overtime pay based on the rate on the timecard instead of another rate.

OHRF_TotHoursWorked

The *Total Hours Worked* function returns the total hours worked by a given employee within the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on the total hours that each employee worked.

OHRF_UnionRateX where X is A, B, C, D, or R

The *Union Rate X* function returns the rate for a chosen employee from a particular column of the Union Rates table (F069123), where you identify the appropriate column. This function returns the union rate by calling the N0500015-Retrieve Union Rates function using fields on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on a particular union rate. This function provides you with the appropriate union rate.

OHRF_WeightedAverageHourlyRate

The *Weighted Average of Employee's Regular Timecards in Overtime Period* function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on an average of the hourly pay rates received in the past.

Custom Overtime Rules Functions

The predefined functions for custom overtime rules are included in module N186405. These functions use data structure D186405A. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. The following table illustrates input and output information about the data items in this data structure:

LRSORSID	Input: Overtime Rule Set ID
AN8	Input: Address Number
LRSBAT	Input: LRS Batch Number

GNUM0	Output: Timecards Processed
GNUM1	Output: Timecards Created
GNUM2	Output: Timecards Changed
GNUM3	Output: Errors
GNUM4	Output: Warnings

The predefined hourly rate functions for custom overtime rules are:

OCR_MealAllowance

The *Meal Allowance* custom rule pays a meal allowance of 8.00 USD for days on which employees work 9.5 or more hours of regular time (pay type of 1). The system creates a gross pay timecard with a pay type of 999 for 8.00 USD for that day. For example, you might want to pay your consultants a meal allowance when they have worked a certain number of hours within a specific period.

OCR_SpreadOvertime

The *Spread Employee's Salary* custom rule spreads a salaried employee's salary over all hours worked and does not generate overtime. For example, you might want to pay your salaried employees the same amount regardless of overtime worked. With this function, you can spread employee overtime over all hours worked, in essence making the hourly rate less, but paying employees the same rate.

Periodic Reports

J.D. Edwards country-specific processes for periodic reports in Mexico include the following:

- Reviewing union reports
- Reviewing historical reports

Reviewing Union Reports

Reviewing union reports includes the following tasks:

- Reviewing the Union Distribution report
- Reviewing the Union Liability report

Reviewing the Union Distribution Report

From the Periodic Processing menu (G07UN2), choose Union Distribution Report.

You print the Union Distribution report to review detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

The information provided in this report is based on the Employee Transaction History table (F0618).

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability report to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that

appear on the report. The report shows both actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each type of hours that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618).

Before You Begin

- Set up Union Liability Basis Tables in UDC 06/IP.

Reviewing Historical Reports

You can use six-column reports to create customized payroll history reports. Reviewing historical reports includes the following tasks:

- Setting up six-column report versions
- Running six-column reports

Setting Up Six-Column Report Versions

Use the Six Column Report to create a customized report that displays as many as six columns of payroll information for selected employees. You define the information for each column by specifying the PDBAs associated with that column. For example, you could create a report that lists bonus amounts that employees have been paid, associating bonus PDBAs with different columns.

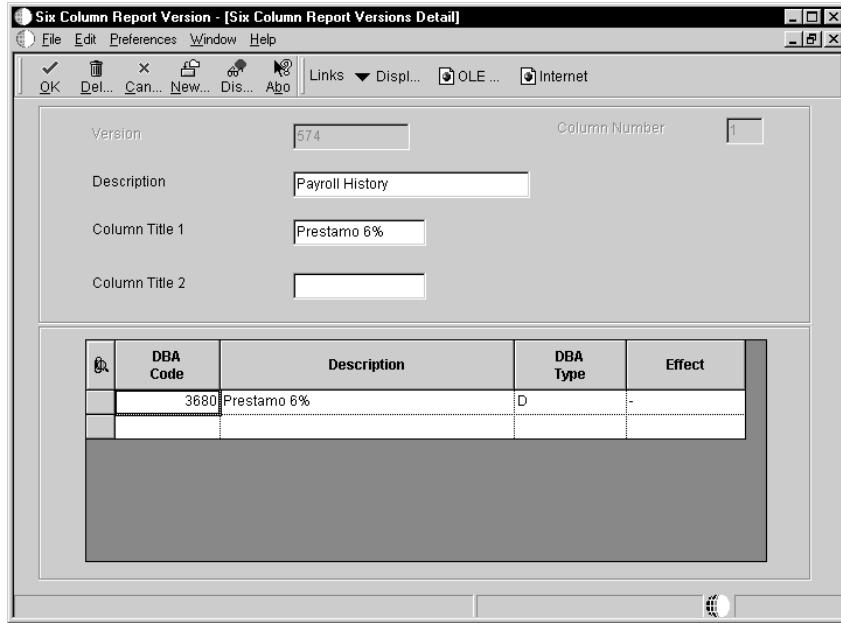
The system totals all PDBAs associated with each column for each employee. The system adds or subtracts each PDBA to the total depending on the setup of the PDBA. Typically, pay types and benefits are added to the total, and deductions are subtracted.

You can create as many versions of the Six Column Report as you need.

► To set up six-column report versions

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report Version.

1. On Work With Six Column Report Versions, click Add.



2. On Six Column Report Versions Detail, complete the following fields:
 - Version
 - Description
 - Column Number
3. Complete the following optional fields to include column titles on the report:
 - Column Title 1
 - Column Title 2
4. Complete the following field in the detail area for each PDBA that you want to associate with the column:
 - DBA Code

The system completes the remaining fields in the detail area for the PDBA. The system indicates whether the PDBA is added to or subtracted from the total for the column by placing a + or - in the Effect field.

5. Click OK.
6. Complete these steps for each column on the report, specifying the same Version and Description for each column.

You can set up as many as six columns for each version.

Field	Explanation
Version	Identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with 'XJDE' or 'ZJDE' are set up by J.D. Edwards.
Description	A description, remark, name, or address.
Column Title 1	Column heading text is used for field description primarily on reports. It should not be longer than the size of the data item. The text will be centered when it appears on a report, so it should be entered left justified.
Column Title 2	Column heading text is used for field description primarily on reports. It should not be longer than the size of the data item. The text will be centered when it appears on a report, so it should be entered left justified.

Running Six Column Reports

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report.

You use the Six Column Report to run your customized payroll reports that you set up as Six Column Report versions. Use the processing options to specify which Six Column Report version to run. Enter the company, union, and business unit for the report in the data selection.

See Also

- *R76M1101 Six Column Report* in the *Reports Guide* for a report sample

Before You Begin

- Set up a customized payroll report. See *Setting Up Six Column Report Versions*.

Processing Options for Six Column Report (R76M1101)

Edit Tab

1. Date Range to Obtain Information

Use this processing option to specify the beginning date of the period that the report considers for the process.

2. Date Range to Obtain Information

Use this processing option in to specify the ending date of the period that the report considers for the process.

Defaults Tab

1. Version History

Use this processing option to specify the Six Column Report version to use for this process.

Payment Reconciliation

To ensure that the information in the Payroll system is consistent with your bank records, you periodically need to reconcile payments. You can either reconcile payments manually or run a program that reconciles payments automatically.

When you reconcile payments manually, you can review the status of individual payments, reopen an item that was previously marked as reconciled, or mark a check as unclaimed.

When you reconcile payments automatically, the system compares your payroll history with the information that you receive from the bank.

To help you reconcile payments, you can review reconciliation reports that help you identify outstanding payments as well as discrepancies between the net pay amounts that the bank reports and the net pay amounts in your payroll history records.

Payment reconciliation includes the following task:

- Reconciling payments

Reconciling Payments

You reconcile payments to make your payment information consistent with your bank records. You can reconcile your payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether your payroll history corresponds to the bank's records.

Reconciling payments consists of the following tasks:

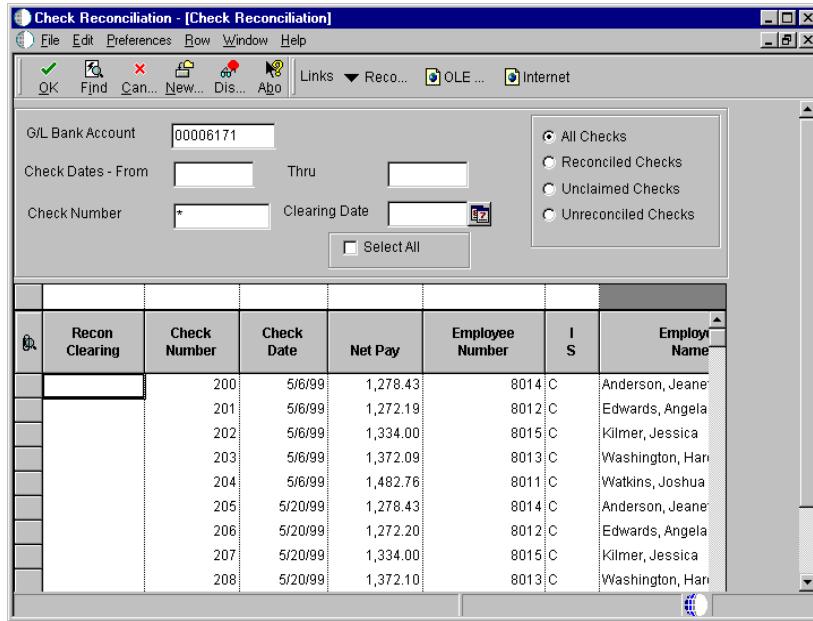
- Reconciling payments manually
- Copying bank information to the Payroll system
- Reconciling payment history automatically
- Reviewing Payment Reconciliation reports

Reconciling Payments Manually

When you reconcile payments manually, you can review the reconciliation status of the payments and change that status, if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

► To reconcile payments manually

From the Paycheck Reconciliation menu (G07PC12), choose Check Reconciliation.



1. On Check Reconciliation, complete the following field, and then click Find:
 - G/L Bank Account
2. Choose one of the following options:
 - All Checks
 - Reconciled Checks
 - Unclaimed Checks
 - Unreconciled Checks
3. To limit your search, complete the following optional fields, and then click Find:
 - Check Dates - From
 - Thru
 - Check Number
4. Review the information in the detail area.
5. To change the reconciliation status of a payment, choose a record in the detail area and choose one of the following options from the Row menu:
 - Reconcile

- Reopen
 - Unclaimed Funds
6. If a payment requires a reconciliation date other than the date it cleared, complete the following field:
- Recon Clearing
7. Click OK.

Field	Explanation
G/L Bank Account	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Check Dates - From	This is the check or item date.
Thru	This is the check or item date.
Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
All Checks	A value that specifies which records to view. Valid values are: Blank All Checks R Reconciled checks only C Unclaimed checks only U Unreconciled checks only
R C	A code that indicates whether a transaction in the Account Ledger table (F0911) is reconciled. The codes are defined in User Defined Code table under system 09 and code "RC". A blank character is defined to be the unreconciled character. To set up a valid reconciled code make sure the following is done in the User Defined Code table: <ol style="list-style-type: none">1. The special handling code in fold area of the UDC screen must contain a "01".2. The reconciled code must be only one character long and can be a numeric or alpha character.

Copying Bank Information to the Payroll System

From the Paycheck Reconciliation menu (G07PC12), choose Custom Reformat.

Typically, your bank sends you a tape that includes information about reconciled payments. The system stores the information from the bank in the Bank File of Cleared Checks file (F075611). Before you can reconcile payments automatically, you must copy the bank information (the information in the Bank File of Cleared Checks) to the Bank Reconciliation - Paid table (F06561) in the Payroll system.

You use the Custom Reformat UBE (R8907561) to perform the copy process. This UBE is a table conversion program that creates the Bank Reconciliation - Paid table (F06561) and copies the bank information, including interim payment status, to that table. This UBE is designed to be used with fixed-width, space-delimited information. If the information from your bank is in a different format, you can customize the UBE to meet your specific needs.

Before You Begin

- Ask someone in your information technology department to load the bank tape to the Bank File of Cleared Checks (F075611). The F075611 file is a fixed-width, space-delimited file that follows the format of the Bank Reconciliation - Paid table (F06561) with regard to length and starting positions. The F075611 is left-justified with trailing blanks.

See Also

- *Creating a Batch Version* in the *OneWorld Foundation Guide* for information about creating and modifying a UBE
- *Running a Table Conversion and Setting Up a Table Conversion* in the *Table Conversions Guide*.

Reconciling Payment History Automatically

From the Periodic Operations menu (G07PC12), choose Reconcile Check History.

To streamline the process of reconciling payments, you can run a program that reconciles the outstanding payments automatically. When you reconcile payments automatically, the system copies the information in the Bank Reconciliation - Paid table (F06561) and compares that information with the payment history in the Paycheck History Summary table (F06156). The system then reconciles matching

entries and generates reports that you can use to verify that the information is correct.

When you reconcile payment history automatically, the system prints the Check Reconciliation - Update History report. Review this report to verify that the information is correct. In some cases, the system also prints the Amounts not Equal and the Issued but not Cleared reports. You review these reports to determine whether errors have prevented any payments from being reconciled.

Before You Begin

- Copy the reconciliation information from your bank to the Bank Reconciliation - Paid table (F06561). See *Copying Bank Information to the Payroll System*.
- Set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field.

See Also

- *Reviewing Payment Reconciliation Reports*

Processing Options for Reconcile Check History (R075613)

Defaults Tab

1. Enter a 1 to Reconcile Autodeposits

Use this processing option to specify whether you want to reconcile automatic deposits. Valid values are:

1 Reconcile automatic deposits.

Blank Do not reconcile automatic deposits.

2. Enter a 1 to Reconcile Voids

Use this processing option to specify whether you want to reconcile voided payments. Valid values are:

1 Reconcile voided payments.

Blank Do not reconcile voided payments.

3. Enter a 1 to Reconcile Amounts Not Equal

Use this processing option to specify whether you want to reconcile amounts that are not equal. Valid values are:

1 Reconcile amounts not equal.

Blank Do not reconcile amounts not equal.

4. Print Employee Name and Number on Report

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

Reviewing Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly. Reviewing payment reconciliation reports includes the following tasks:

- Reviewing the Check Reconciliation - Update History report
- Reviewing the Amounts not Equal report
- Reviewing the Issued but not Cleared report
- Reviewing the Reconciliation Register report

The Check Reconciliation - Update History report prints automatically each time that you reconcile payments automatically. The Amounts not Equal report prints only when the payment records from the bank do not match the records in your payroll history. The Issued but not Cleared report prints only when outstanding payments exist. The system does not automatically print the Reconciliation Register. You can print it when you need to review detailed information about outstanding payments.

Reviewing the Check Reconciliation - Update History Report

When you run the program to reconcile payment history automatically, the system prints the Check Reconciliation - Update History report.

This report is based on the information in the Bank Reconciliation - Paid table (F06561). Review the following information to verify that it is correct:

- Employee names and numbers
- Check numbers and dates
- Net pay amounts per check
- Reconciliation indicator

On the report, the T (Reconciled) field contains an R if the payment has been reconciled or * if the system finds no record of the payment. The Status field specifies one of the following payment types, if applicable:

- C (computer-generated interim payment)
- M (manually produced interim payment)
- A (automatic bank deposit)

Reviewing the Amounts not Equal Report

When you run the program to reconcile payment history automatically, some payment amounts in your payroll history might vary from the corresponding amounts in the bank's records. In this case, the system prints the Amounts not Equal report. This report lists those payments for which a discrepancy exists.

Reviewing the Issued but not Cleared Report

When you run the program to reconcile payment history automatically, your payroll history might include some outstanding payments that are not included in the bank records. In this case, the system prints the Issued but not Cleared report. This report lists those payments that have been issued but have not yet been paid by the bank.

See Also

- *R075613B, Issued but not Cleared* in the *Reports Guide* for a report sample

Reviewing the Reconciliation Register Report

From the Periodic Operations menu (G07PC12), choose Reconciliation Register.

After you reconcile payments, you can review the Payroll Bank Reconciliation Register report to identify any outstanding payments. You can run this report at any time. It includes the following information:

- Payment numbers and dates
- Net pay amounts per payment
- Totals by payment date
- Employee names and numbers

The information in this report is based on the Paycheck History Summary table (F06156).

See Also

- *R073241, Reconciliation Register* in the *Reports Guide* for a report sample

Data Selection for Reconciliation Register Report

You can use the data selection to limit the reporting period and reduce the length of the report.

Processing Options for Reconciliation Register (R073241)

Defaults Tab

1. Print Employee Name and Number on Report

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types in information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing.

You should review each error that prints on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must either revise the appropriate payroll information or make changes to the payroll history tables to correct payroll history. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Working with the payroll history integrity includes the following task:

- Working with PDBA history integrity

Types of Payroll History

The two basic types of payroll history are the following:

- Detail history
- Summary history

Each time you run the final update for a payroll cycle, the system creates payroll history records and stores them in the history tables.

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following table lists detail PDBA history tables on the left and their corresponding summary tables on the right:

DBA Transaction Detail History (F0719)	<ul style="list-style-type: none">• Calendar Month DBA Summary History (F06145)• Employee Transaction History Summary (F06146)• Tax Area Transaction History (F06148)
Employee Transaction History (F0618)	<ul style="list-style-type: none">• Employee Transaction History Summary (F06146)• Workers Compensation Summary History (F0627)

Working with PDBA History Integrity

To ensure that the correct information prints on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA History Integrity report. This report identifies missing, inaccurate, or incomplete information in the Employee Transaction History Summary table (F06146).

To identify PDBA history integrity errors, you first run the PDBA History Integrity report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must perform to correct integrity errors, review an explanation of the error code from the error code list that the Payroll system provides.

To correct PDBA history integrity errors, run the PDBA History Integrity report in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the Employee Transaction History Summary table and prints a report listing the errors that it could not correct. Review all errors, correct them as instructed, and rerun the integrity report until all errors are corrected.

You should run integrity reports monthly, quarterly, and before you begin year-end processing.

Working with PDBA history integrity includes the following tasks:

- Identifying PDBA history integrity errors
- Reviewing error codes for the PDBA History Integrity report
- Correcting PDBA history integrity errors

To complete these tasks, you must run the integrity report at least twice, once to identify the errors and a second time to correct the errors.

Identifying PDBA History Integrity Errors

From the Advanced and Technical Operations menu (G07BUP3), choose Payroll Month PDBA Integrity Report.

You use the PDBA History Integrity report to identify errors in the Employee Transaction History Summary table (F06146). This table contains the adjustment amounts that might need to be added to taxable wages or reported in other detail boxes on the year-end forms. These amounts might include retirement account contributions, moving expenses, group term life insurance premiums, and so on. Keeping this table error-free simplifies your year-end processing tasks.

You first run the integrity report in proof mode to identify possible errors without changing any information in your history tables. After you have reviewed and corrected any errors that appear on the report, you run the integrity report in final mode, which updates the appropriate tables.

The PDBA History Integrity report identifies the following types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode. These errors usually apply to a number of records.

To run the PDBA History Integrity report in proof mode, set its processing options to print the report without updating the table.

Before You Begin

- Set the processing options for the PDBA History Integrity report to print the report without updating the table.
- Create a backup table of the Employee Transaction History Summary table (F06146). The PDBA History Integrity report does not automatically create a backup of the information when you run the report in update mode.

See Also

- R077021, *PDBA History Integrity* in the *Reports Guide* for a report sample

Data Selection for the PDBA History Integrity Report

Enter the last two digits of the current year in the data selection.

Data Sequence for the PDBA History Integrity Report

Do not change the data sequence of the report.

Processing Options for PDBA History Integrity Report (R077021)

Process Tab

Use these processing options to specify the mode in which you want to run the PDBA History Integrity report. You can also specify any error types that you do not want the system to print on the report.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or, click the processing option field and press F1.

1. Processing Mode

Use this processing option to specify whether you want to process the report in proof mode or update mode. Valid values are:

- 0 Proof mode. The system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in update mode.
- 1 Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

1. Error Codes to Omit

Use this processing option to list the error codes that you do not want the system to print on the report. To print all error codes, leave all fields for this processing option blank. Enter 4 digits for each error code that you want to omit. Use leading zeros for codes that are less than 4 digits, for example, 0101. For a list of valid error codes, see UDC list 06/IT.

Reviewing Error Codes for the PDBA History Integrity Report

After you run the PDBA History Integrity report in proof mode, you must review each error that prints on the report. The Payroll system provides an error code list that describes each type of PDBA history integrity error. Use this error code list to determine the action, if any, that you must perform to correct the error so that your quarterly reports and year-end forms will be accurate.

Any of the following error codes might appear on the report. These codes are defined in UDC 07/IT. For software releases prior to A8.1 or B8.1, the UDC is 06/IT.

0101 - Employee number is invalid

The employee number does not exist in the Employee Master table (F060116).

Add the employee record back into the master table, and then run the PDBA History Integrity report in update mode.

0102 - Pay, deduction, or benefit type doesn't exist

The pay, deduction, benefit, or accrual number does not exist in the Payroll Transaction Constants table (F069116).

Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.

0103 - Tax ID doesn't exist

The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).

Add the corporate tax ID on the Corporate Tax IDs form. Then run the PDBA History Integrity report in update mode.

The report corrects the tax ID for a number of forms automatically. This is one of the most common errors.

0104 - Tax ID doesn't match	The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086). Verify that the tax ID on the corporate tax IDs form is correct. If not, correct it, and run the PDBA History Integrity report in update mode. Note: Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.
0105 - Amount due invalid	The report corrects the tax ID for a number of forms automatically. This is one of the most common errors.
0106 - Number Periods invalid	An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction. Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero using the Advanced DBA Information form.

Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct these errors so that your quarterly reports and year-end forms will be accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

Correcting PDBA history integrity errors includes the following tasks:

- Correcting PDBA history integrity errors manually
- Correcting PDBA history integrity errors automatically

Before You Begin

- Review the error codes that printed on the report. See *Reviewing Error Codes for the PDBA History Integrity Report* for an explanation of these error codes.

Correcting PDBA History Integrity Errors Manually

After you run the PDBA History Integrity report, you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history will ensure that the correct calculated totals print on your quarterly tax reports and year-end forms. For example, you might need to delete a record that contains zero dollars.

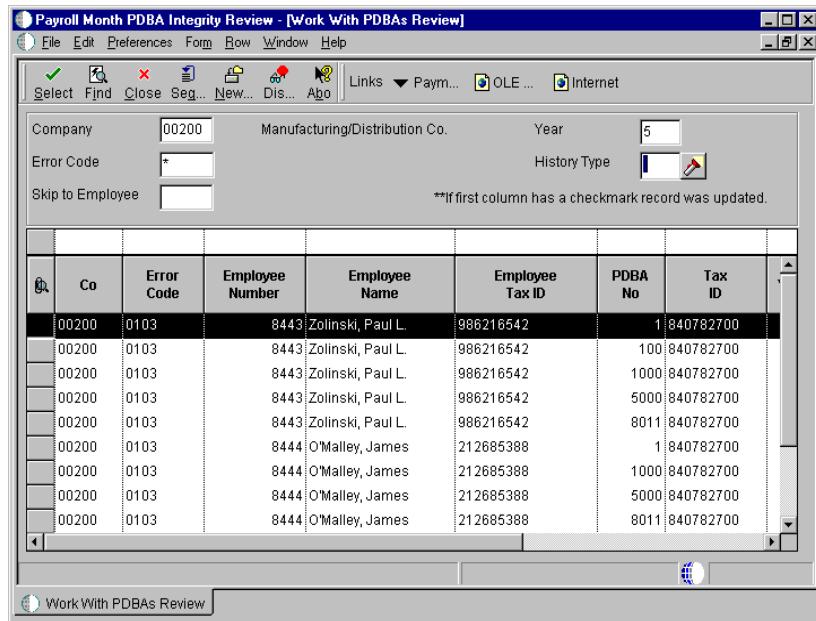
You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the Payroll Month PDBAs Review program. This program updates the Payroll Month PDBA Summary History table.

Caution: This program should have the highest possible level of system security because when you revise payroll history manually:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The summary totals do not equal the detail totals.

► To correct PDBA history integrity errors manually

From the Advanced and Technical Operations menu (G07BUP3), choose Payroll Month PDBA Integrity Review.



1. On Work With PDBAs Review, complete one or more of the following fields, and click Find:
 - Company
 - Year
 - History Type
 - Skip to Employee
2. Review the errors that appear in the detail area, and complete the following steps, as necessary.
 3. To enter or correct a corporate tax ID number, complete steps 4 and 5.
 4. On Work With PDBAs Review, choose Corp Tax ID (Corporate Tax IDs) from the Form menu.
 5. On Corporate Tax IDs, enter the necessary changes.
See *Setting Up Corporate Tax IDs* in the *HR and Payroll Foundation Guide*.
 6. To void a payment, complete steps 7 and 8.
 7. On Work With PDBAs Review, choose a record in the detail area, and then choose Payment Review from the Form menu.
 8. On Work with Payment History, complete the steps for voiding a payment.

See *Voiding Payments*.

9. To enter or correct PDBA history, complete steps 10 and 11.
10. On Work With PDBAs Review, choose a record in the detail area, and then choose History Rev (History Review) from the Row menu.
11. On PDBAs by Payroll Month, make any necessary corrections to any of the information in the following fields, and then click OK:
 - Amount
 - Pay Basis
 - Pieces

Field	Explanation
Amount	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: <ul style="list-style-type: none">A Pay types: The total amount of earnings related to the type of pay.B DBAs: The total amount of the deduction, benefit, or accrual.C Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.
	This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).
Pay Basis	The total number of hours worked (for pay types) or the basis (for DBAs) for each month.
Pieces	The total number of pieces produced during the 1st month of your Payroll Year.

See Also

- *Entering Basic Journal Entries* in the *General Accounting Guide*
- *Reviewing Error Codes for the PDBA History Integrity Report* for an explanation of the error codes that print on the integrity report

Correcting PDBA History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUP3), choose Payroll Month PDBA Integrity Report.

After reviewing the PDBA History Integrity report and making any manual corrections, you run the report in update mode to update the Summary History table with the corrected information. Errors that are corrected automatically are corrected when you run an integrity report in update mode.

Consult the payroll error code list for information that you need to correct before you run the integrity report in update mode.

You can correct the following errors by running the PDBA History Integrity report in update mode after you have made the necessary corrections as instructed for each error on the error code list.

- 0103 - Tax ID does not exist
- 0104 - Tax ID does not match

Before You Begin

- Set the processing options to print the report and update the table.

Wage Attachments

The Family Support Act of 1988 places the responsibility for collecting and distributing child support and other wage attachments on employers. As an employer, you are required by law (by way of a court order) to deduct a certain amount of the employee's pay and remit it to an individual or agency to satisfy the employee's debt. Failure to deduct and remit could subject your organization to penalties, fines, and interest. Therefore, you must accurately calculate deduction amounts and maintain wage attachment history by employee.

The Payroll system includes a feature, called the wage attachment workbench, that you can use to administer voluntary and involuntary wage withholding orders. You can track detailed information for each wage attachment and calculate complex deductions. For example, you can do the following:

- Track detailed wage attachment information, such as the case number for the wage attachment
- Define specific calculation rules
- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information

You can also manage the complexities of administering multiple wage attachments for one employee. When an employee has multiple wage attachments, you need to determine the priority of each one. Priorities determine the order in which each wage attachment is deducted when an employee does not have enough disposable wages to satisfy all of the wage attachments. To do this, you must consider each court order, as well as federal and state regulations. You can specify the priority of each deduction at the wage attachment level or at the employee level. You can also override the system-defined priorities, when necessary.

The wage attachment workbench is designed to accommodate the following involuntary and voluntary wage assignments:

- Tax levy (involuntary wage attachment)
- Child support (involuntary wage assignment)
- Garnishment (involuntary wage attachment)
- Loans (voluntary payroll deductions)

Tax Levy (Involuntary Wage Attachment)

A tax levy is issued to employees who fail to pay their taxes on time. The amount deducted from the employee represents taxes, penalties, or interest that is in arrears. In the case of a federal levy, the Internal Revenue Service (IRS) will send you a Form 668-W, Notice of Levy on Wages, Salary and Other Income. This form indicates the amount of the levy and includes the IRS tables to be used to calculate the amount that the employee is entitled to have exempt from the levy. This exempt amount is based on the employee's standard deduction and personal exemption amounts. The Wage Attachment Workbench allows you to set up federal and state levy tables that apply to all employees. For each individual with a tax levy, you indicate the standard deduction and personal exemption amounts based on the levy notice received that directs the system to the correct levy tables. The Payroll system also offers the flexibility to override the table amounts and to specify a different method of calculating the levy deduction.

Child Support (Involuntary Wage Assignment)

A withholding order for child support can be either for ongoing payments (wage assignment), amounts in arrears (back child support), or both. Since January 1, 1994, all initial orders for child support require wage withholding unless the court order specifies another method of payment. This means that payroll departments have an increased number of child support withholding orders. To complicate matters, you must calculate the disposable earnings on which to base the deduction while considering the maximum amount of disposable earnings that can be deducted from the employee. Since each court order varies, the calculation of disposable wages, maximum amounts, and withholding amounts will vary by individual. The Payroll system easily accommodates a variety of child support withholding orders, including the complexities surrounding multiple orders for an employee.

For employees with multiple child support orders, the Wage Attachment Workbench offers the flexibility to prorate amounts when an employee's wages are not enough to cover all obligations. In this case, the employer must determine the priority of each withholding order. To determine priority, employers must comply with the withholding order as well as state regulations. States have adopted three basic methods to handle multiple orders, and each of these methods is incorporated into the Wage Attachment Workbench:

- Priority is given to the first order received, which means that the first order must be completely satisfied before moving onto the next order.
- The available wages can be allocated based on the percentage of each order to the total amount of the orders (prorated).
- The available wages are split equally among all orders.

When an employee owes back child support (arrears), the amount to deduct for an individual can be included with the ongoing support obligation or as a separate wage attachment in the Payroll system.

Garnishment (Involuntary Wage Attachment)

A garnishment is a court-ordered payroll deduction imposed for nonpayment of a personal debt or child support. You are required to make a payroll deduction based on the court-ordered garnishment as well as comply with state regulations regarding maximum amounts that can be withheld for each type of garnishment. In addition to back taxes and child support arrears, other examples of a garnishment include student loan collections, bankruptcy orders, and federal agency loan collections.

The Payroll system can accommodate simple to complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system is also designed to calculate, track, and maintain history for company administered loans such as loans from the employee's stock or retirement plan. Some companies will make personal loans or allow employees to borrow funds from their retirement or stock plan. Whether the company is remitting the loan repayment deduction to a third party (retirement plan administrator) or an internal department, the Wage Attachment Workbench can be used to set up the loan, attach agency fees, and calculate interest, if necessary. Unlike wage attachments or wage assignments, the setup for loans is not mandated by court order or federal or state regulations. However, complex calculations could require the use of a table, which can be set up in the Payroll system.

Wage Attachment Processing

Processing wage attachments includes the following tasks:

- Setting up tables for wage attachments
- Entering wage attachments for employees
- Reviewing wage attachment history

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage

attachment processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

The following terms are pertinent to wage attachments:

Employee	The debtor or obligor
Obligee	The creditor, garnishor, person, or organization to whom the employee owes money
Company	Your company, the employer, and the garnishee
Payee	The person or organization that receives the payments and, in turn, pays the obligee

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

Setting up tables for wage attachments includes:

- Setting up garnishment tables
- Setting up exemption tables for tax levies

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. To help the courts determine reasonable methods for calculating garnishments, the federal government, as well as some states, issues guidelines for calculating garnishments. You can set up tables that define these guidelines.

For employees who owe levies, government agencies set standard annual exemption amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. Garnishments for different employees can use different calculation methods. Typical calculation methods include a monetary amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify:

- The range of wage amounts that are subject to garnishments
- The methods that the system uses to calculate the garnishment for each wage range

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities (tax areas) that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables.

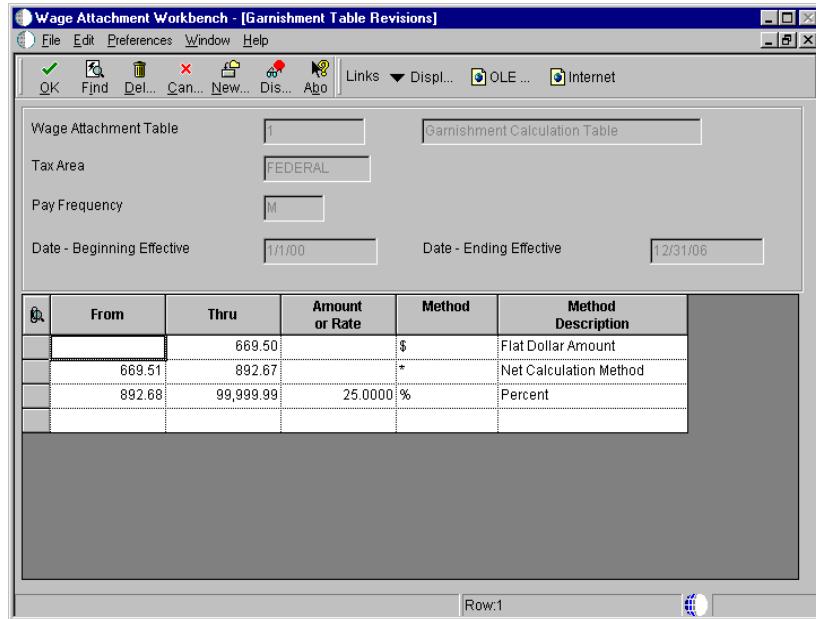
When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable garnishment table.

Caution: You cannot use the standard Calculation Tables program (P059021) to set up a garnishment table.

To set up garnishment tables

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, choose Garnishment Tables from the Form menu.
2. On Work with Garnishment Tables, Click Add.



3. On Garnishment Table Revisions, complete the following fields:

- Wage Attachment Table
- Name - Alpha Explanation
- Tax Area

4. To enter wage ranges, complete the following fields:

- Start Effective Date
- Ending Effective Date
- Amount or Rate
- Method
- Pay Frequency

5. Click OK.

Field	Explanation
Wage Attachment Table	The number you assign to the garnishment calculation table. When you set up the corresponding wage attachment deduction, enter this number in the Table Code field for the deduction. If you need to set up multiple calculation tables for a wage attachment DBA, use the same attachment table number for each of these calculation tables.

Field	Explanation
Name - Alpha Explanation	A description, remark, explanation, name, or address.
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.
	For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.
Start Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The last date in a range of dates.
Amount or Rate	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: <ul style="list-style-type: none"> 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Method	A code that specifies the method to use to calculate a garnishment withholding amount for a disposable wage range. Valid values are: <ul style="list-style-type: none"> A Flat dollar amount. * Net calculation. If the disposable net wage is between the upper and lower range, the amount is the difference between the disposable net wage and the lower amount. % Percent.

Field	Explanation
Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized</p> <p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>

Setting Up Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Setting up exemption tables for tax levies includes:

- Setting up standard annual exemption amounts
- Setting up additional exemption amounts for disabilities

Example: Setting Up Exemption Levies

The following amounts are derived from the table for a single employee with one personal exemption:

2,500.00 single
2,300.00 one personal exemption
4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

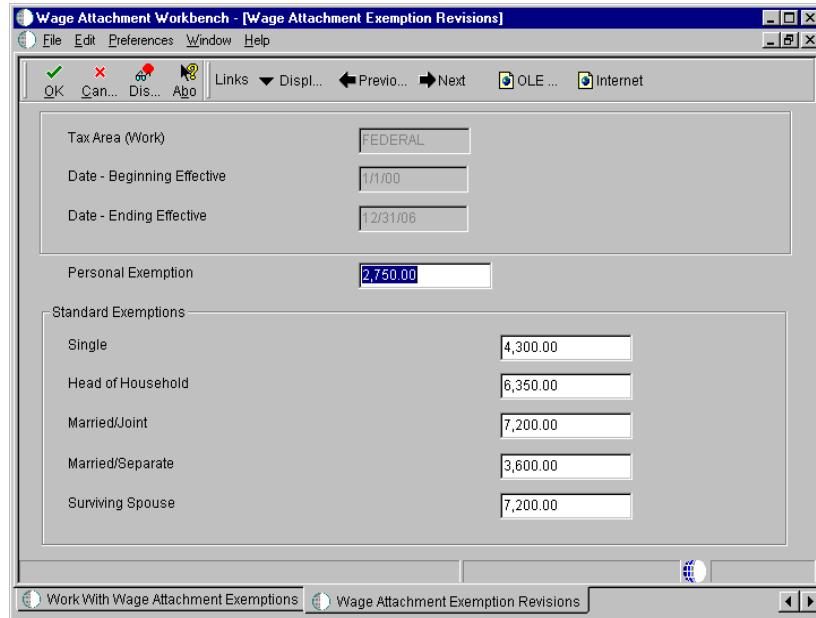
Setting Up Standard Annual Exemption Amounts

You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for federal income tax exemptions.

► To set up standard annual exemption amounts

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, choose Std Exemptions (Standard Exemptions) from the Form menu.
2. On Work with Wage Attachment Exemptions, click Add.



3. On Wage Attachment Exemption Revisions, complete the following fields:
 - Tax Area (Work)
 - Start Effective Date

- Ending Effective Date
 - Personal Exemption
4. Complete one of the following fields, as applicable:
- Standard Ded. Single
 - Standard Ded. Head Household
 - Standard Ded. Married Separate
 - Standard Ded. Married Joint
 - Standard Ded. Survive Spouse
5. Click OK.

Field	Explanation
Personal Exemption	The Standard Personal Exemption Amount for the calculation of Tax Levy exempt dollars for an individual. Currently this exemption amount is the same as the exemption amount for the calculation of Federal Income Tax.
Standard Ded. Single	The standard annual wage amount exempt from levies, if the employee's filing status is Single.
Standard Ded. Head Household	The standard annual wage amount exempt from levies, if the employee's filing status is Head of Household.
Standard Ded. Married Separate	The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Separately.
Standard Ded. Married Joint	The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Jointly.
Standard Ded. Survive Spouse	The standard annual wage amount exempt from levies, if the employee's filing status is Surviving Spouse.

See Also

- *IRS Publication 1494* for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income. This publication is available from the Internal Revenue Service.

Setting Up Additional Exemption Amounts for Disabilities

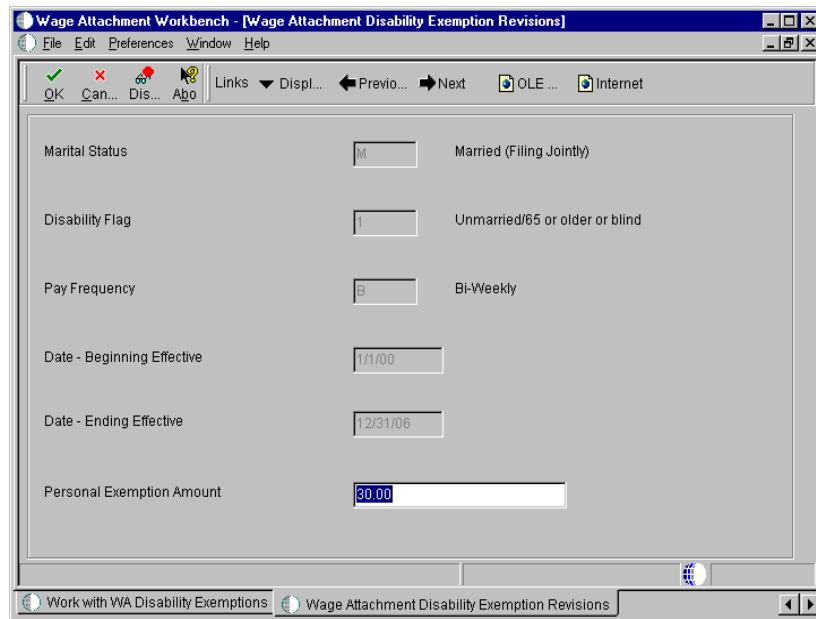
When an employee or the employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The

federal and state governments provide the information that you need to complete these tables.

► To set up additional exemption amounts for disabilities

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, choose Additional Exempts (Additional Exemptions) from the Form menu.
2. On Work with WA Disability Exemptions, click Add.



3. On Wage Attachment Disability Exemption Revisions, complete the following fields:
 - Marital Status
 - Disability Flag
 - Pay Frequency
 - Start Effective Date
 - Ending Effective Date

- Personal Exemption Amount

4. Click OK.

Field	Explanation
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.
Disability Flag	A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy. Do not delete or change these codes.

Entering Wage Attachments for Employees

You can enter a wage attachment for an employee in order to deduct a court-ordered payment from the employee's earnings. You can also enter a wage attachment for an employee when your organization grants a loan to the employee and charges interest for the loan.

Entering wage attachments for employees includes the following tasks:

- Entering a wage attachment for a garnishment
- Entering a wage attachment for a loan
- Assigning fees and interest to a wage attachment
- Entering a wage attachment for a tax levy
- Entering a wage attachment for a wage assignment
- Entering additional information for a wage attachment

When you enter a wage attachment for an employee, you define the specific rules for calculating that employee's wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for those wage attachments. You also can enter additional information for a wage attachment such as its file number and effective dates.

You can enter a wage attachment for an employee in either of the following ways:

- Enter the deduction for the wage attachment in the employee's DBA instructions. The system displays the Wage Attachment Revisions form, where you can enter the unique information for the employee's wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.
- Enter the wage attachment information for an employee directly by accessing the Wage Attachment Revisions form from the wage attachment workbench. The system adds the wage attachment DBA to the DBA instructions for the employee.

You can choose the way that works best for you. If you have many employees with wage attachments, entering the wage attachment information directly will probably be the most efficient entry method.

Before You Begin

- Set up a deduction for each type of wage attachment. See *Setting Up Deductions for Wage Attachments* in the *HR and Payroll Foundation Guide*.
- Enter obligees and payees into the Address Book system. See *Entering Address Book and Mailing Information* in the *Address Book Guide*.

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *HR and Payroll Foundation Guide* for information about entering the deduction for the wage attachment in the employee's DBA instructions

Entering a Wage Attachment for a Garnishment

You must enter a garnishment wage attachment for an employee when a court orders your organization to withhold payments for overdue child support or personal debt from the employee's wages.

When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system should use to calculate the payment. The court determines this method. For garnishments, the court often directs you to use guidelines defined by the state or federal government. In this case, you can use the garnishment tables as the method of calculation.

Before You Begin

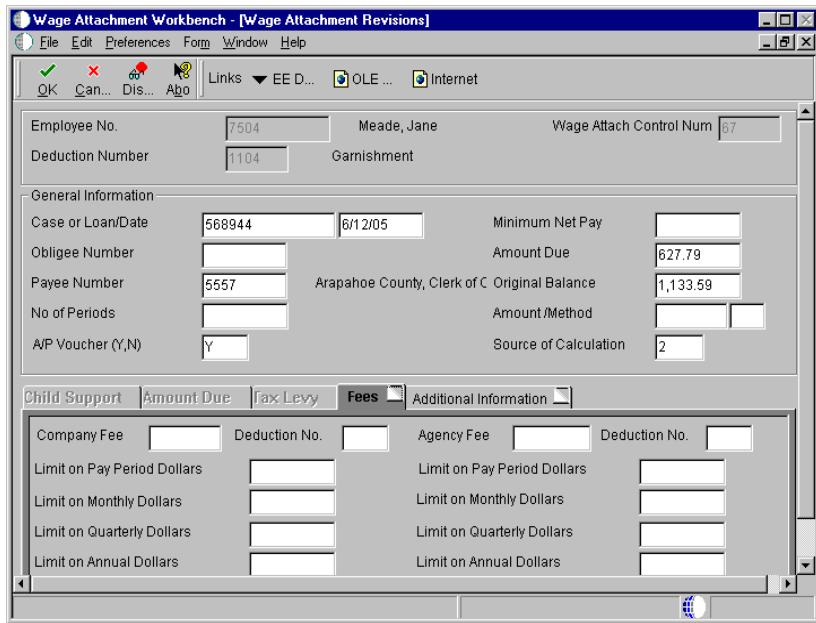
- Set up garnishment tables. See *Setting Up Garnishment Tables*.

► To enter a wage attachment for a garnishment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, click Add.

Entering Wage Attachments for Employees



2. On Wage Attachment Revisions, complete the following fields:

- Employee No.
- Address Number
- Deduction Number
- Amount Due

3. Complete the following optional fields:

- Source of Calculation
- Case Number
- Date - Case Date
- Obligee
- Payee
- No. Deduction Periods
- Minimum Wage
- A/P Voucher (Y,N)
- Original Balance

4. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following field:
 - Amount 1 - Wage Attachment
 - Wage Attachment Method
5. To assign a priority to this wage attachment, click the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
6. Click OK.
7. If you need to associate fees with the wage attachment, complete the task *Assigning Fees or Interest to a Wage Attachment*.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Deduction Number	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Amount Due	The amount due is either: <ul style="list-style-type: none">• The amount due for a declining balance (Declining Balance field = Y).• The amount due for a wage attachment deduction. This amount is required for all wage attachments except a child support deduction. The amount due for a declining balance must be specified at one of the following assignment levels: <ul style="list-style-type: none">• DBA setup• Group assignment• Employee assignment For wage attachment setup, the system stores the amount due in a different table and does not display it in the DBA instructions for employees. You cannot specify the amount due during time entry. When the amount due equals zero, the DBA becomes inactive.

Field	Explanation
Source of Calculation	<p>A user defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment.</p> <p>For wage attachments use one of the following codes:</p> <ul style="list-style-type: none"> 1-8 Garnishment, tax levy, wage assignment (child support and maintenance) R Loan, interest 0 Fees
Case Number	A number assigned to the wage attachment by the issuing agency. When you enter wage attachments, the system prevents you from entering duplicate case numbers.
Date - Case Date	The date the agency issued the wage attachment.
Obligee	The Address Book number of the person, company or individual who initiated the claim and is due the money.
Payee	<p>The address book number for the supplier who receives the final payment.</p> <p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p> <p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p>
No. Deduction Periods	<p>The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</p> <p>You must enter a value in this field if you automate the Number of Periods field.</p> <p>For World: You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (located on the DBA Additional Information window, accessed from the DBA Setup form).</p>
A/P Voucher (Y,N)	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <ul style="list-style-type: none"> N No, do not generate a voucher Y Yes, generate a voucher

Field	Explanation
Original Balance	<p>The Original balance due on the Wage Attachment. The total amount which must be withheld from the employee's paychecks to meet the Court Order requirement. For example:</p> <p>If the employee was served a Court Order for an outstanding Garnishment, the total amount that was due would be displayed here. This IS NOT the current outstanding balance, which is carried in the Amount Due(AD) field.</p> <p>The Remaining Balance on the Detail Wage Attachment Ledger is reduced by the amount of the deduction each pay period it is deducted.</p>
Amount 1 - Wage Attachment	<p>The amount to be withheld from the employee's paycheck for a wage attachment.</p> <p>You can enter either a flat dollar or percentage amount based on one of the wage attachment methods. The system can use this amount as a comparison based on the method. The method determines whether the amount or the percent is deducted.</p>

Field	Explanation
Wage Attachment Method	<p>The method the system uses to calculate a wage attachment deduction. Valid values are:</p> <p>blankFor a garnishment, the system uses the Garnishment Calculation Tables to calculate the garnishment. For a levy, the system uses the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy. (Use for garnishment and levy).</p> <p>1 Lesser of the flat amount or percent of disposable wage. (Use for child support).</p> <p>2 Greater of the flat amount or percent of disposable wage. (Use for child support).</p> <p>3 Greater of flat amount or percent. The difference becomes the arrearage deduction, if there is an arrearage amount. (Use for child support).</p> <p>4 Flat dollar amount. The difference between the new disposable wage and the minimum net pay equals the arrearage amount. (Use for child support).</p> <p>5 Flat dollar amount, unless the amount is greater than percent of wage, then use the secondary amount. (Use for child support).</p> <p>6 Flat dollar amount, unless the new disposable wage is less than minimum net pay, then adjust amount until minimum net reached. (Use for garnishment and levy).</p> <p>7 Percent of disposable wage adjusted to minimum net. (Use for garnishment and levy).</p> <p>8 Lesser of % of gross or table amount. (Use for garnishment).</p> <p>A Flat dollar amount. (Use for garnishment, levy and loans).</p> <p>% Percentage of disposable wages (Use for garnishment and levy).</p>
Wage Attachment Priority Number	A number which represents the priority in which the Wage Attachment is to be withheld. This priority superceeds the Deduction Priority specified when setting up the Deduction.

Entering a Wage Attachment for a Loan

When your organization lends money to an employee, you can simplify the record-keeping required to track the payments by entering the loan as a wage attachment. Entering the loan as a wage attachment also simplifies the tracking of any fees and interest associated with the loan.

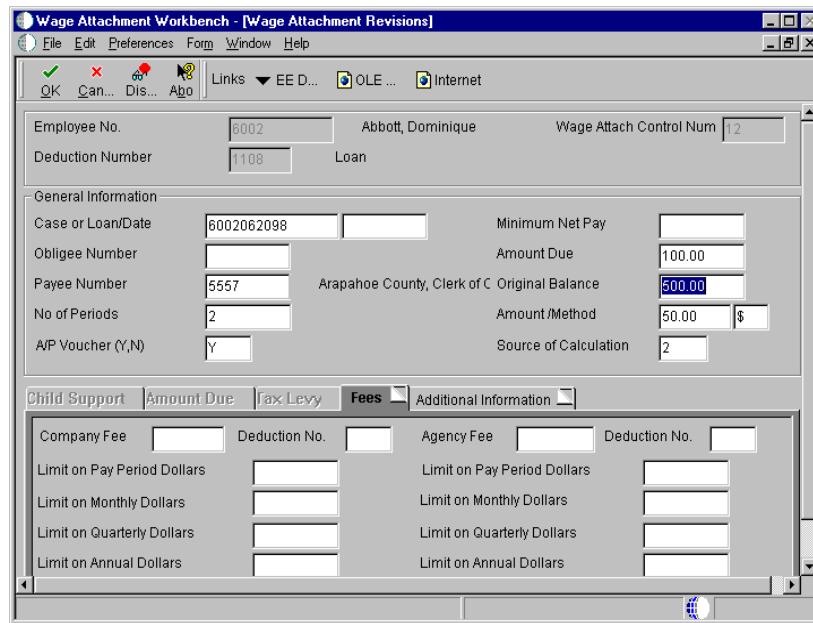
If your company does not charge a fee or interest on a loan to an employee, you might choose to enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

When you enter a loan wage attachment for an employee, the system calculates the amount of the deduction based on the amount due. If the employee does not earn enough in a pay period to pay the loan deduction, the system does not calculate any fees or interest associated with the loan.

► To enter a wage attachment for a loan

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, click Add.



2. On Wage Attachment Revisions, complete the following fields:

- Employee Number
- Deduction Number
- Obligee
- Payee

- Amount Due
 - Amount 1 - Wage Attachment
3. Complete one of the following fields:
- Wage Attachment Method
 - Number of Deduction Periods
- If you are using the Wage Attachment Method field, enter \$ or %.
4. Complete the following optional fields:
- No. Deduction Periods
 - Minimum Wage
 - Original Balance
5. To assign a priority to this wage attachment, click the Additional Information tab, and complete the following field:
- Wage Attachment Priority Number
6. If you need to associate fees or interest with the wage attachment, complete the task *Assigning Fees and Interest to a Wage Attachment*.
7. Click OK.

Assigning Fees and Interest to a Wage Attachment

Some outside agencies charge fees for administering wage attachments. Your organization might also attach fees to any wage attachment or charge interest on loans that it provides to employees. You can assign fees and interest when you enter the wage attachment. The system updates the employee's DBA instructions with the DBA code for the fee or interest.

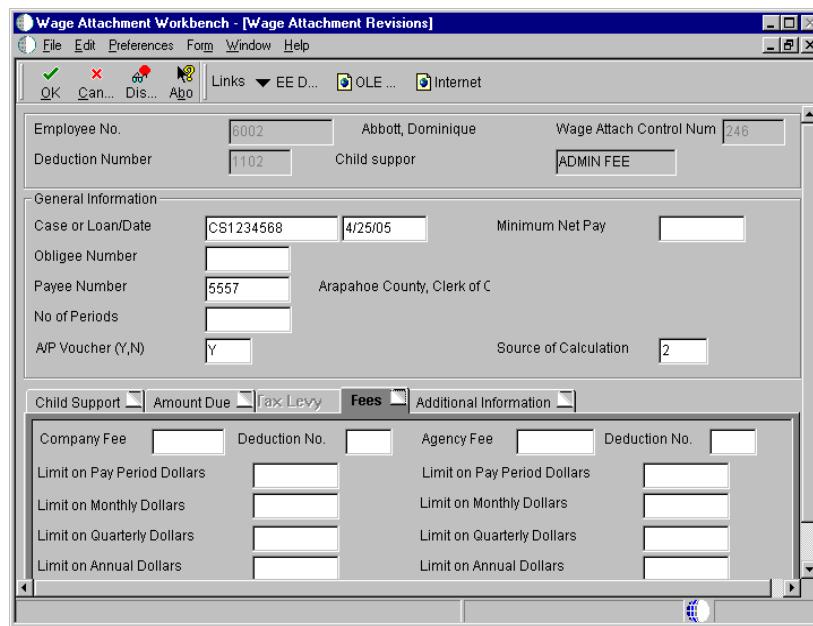
Before You Begin

- Enter the wage attachment. See *Entering a Wage Attachment for a Garnishment*, *Entering a Wage Attachment for a Loan*, *Entering a Wage Attachment for a Tax Levy*, or *Entering a Wage Attachment for a Wage Assignment*.

► To assign fees and interest to a wage attachment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, to locate the wage attachment for which you need to enter fees, complete the following field, and then click Find:
 - Employee Identification
2. Choose a record in the detail area and click Select.



3. On Wage Attachment Revisions, click the Fees tab.
4. To enter a fee from your company, complete the following field:
 - Company Fee
5. Complete the following field called Deduction No. that corresponds to the company fee:
 - Deduction No
6. To enter a fee from an outside agency, complete the following field:
 - Agency Fee

7. Complete the following field that corresponds to the agency fee:
 - Deduction No
8. Complete any of the following optional fields:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - Limit on Annual Dollars
9. Click OK.

Field	Explanation
Company Fee	The administrative fee amount to be withheld from the employee's paycheck. Each type of wage attachment must have its own DBA setup for fees.
Deduction No	The deduction number to be used for withholding the Administrative Fee from the employees paycheck.
Agency Fee	The agency fee amount to be withheld from the employee's paycheck. Each wage attachment must have a DBA of its own setup for fees.
Deduction No	The deduction number to be used for withholding the Agency Fee from the employees paycheck.
Limit on Monthly Dollars	The monthly limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Qtrly Dollars	The quarterly limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Period Dollars	The pay period limit on dollars which can be withheld from the employees paycheck for Agency Fees.
Limit on Annual Dollars	The annual limit on dollars which can be withheld from the employees paycheck for Agency Fees.

Entering a Wage Attachment for a Tax Levy

You enter a tax levy wage attachment when a court orders your organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a tax levy wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system uses to calculate

the payments. This method is determined by the court. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

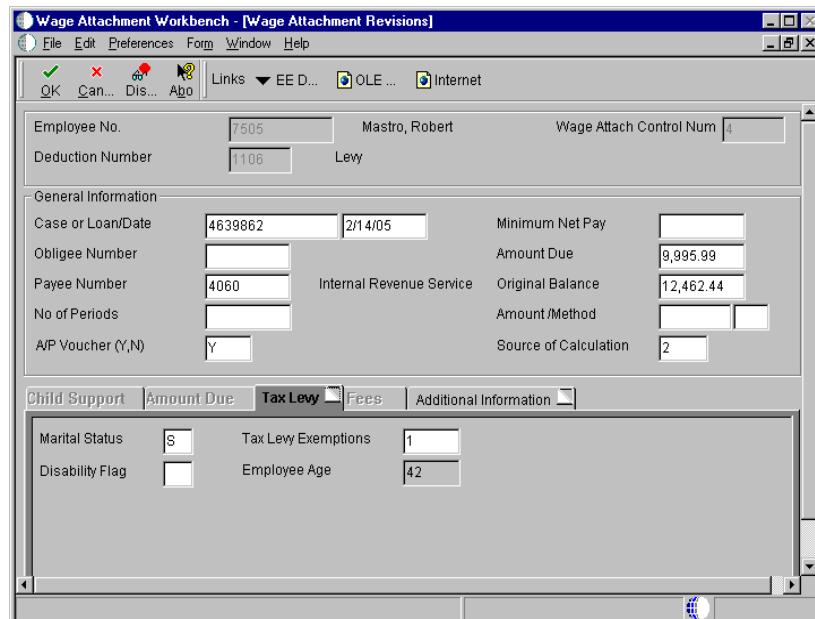
Before You Begin

- Set up the tables for standard annual exemption amounts and additional exemption amounts. See *Setting Up Exemption Tables for Tax Levies*.

► To enter a wage attachment for a tax levy

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, click Add.



2. On Wage Attachment Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
 - Amount Due

3. To use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables to calculate the levy, complete the following fields:
 - Amount 1 - Wage Attachment
 - Wage Attachment Method
4. To use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy, click the Tax Levy tab, and then complete the following fields:
 - Marital Status
 - Disability Flag
 - Tax Levy Exemptions
5. To assign a priority to this wage attachment, click the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
6. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.
Disability Flag	A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy. Do not delete or change these codes.
Tax Levy Exemptions	The number of exemptions claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.

Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings.

Entering a wage attachment for a wage assignment includes the following tasks:

- Entering an ongoing wage assignment
- Entering a wage assignment with a split deduction
- Entering a wage assignment with agency arrearage information

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In these cases, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

Agency arrearage	An amount past due as stated by the court when it issued the wage assignment.
Deduction arrearage	The amount that the Payroll system could not deduct from the employee's wages because the employee did not earn enough to pay the wage assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts.

To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage assignment deduction.

Ongoing wage assignment payments always take precedence over arrearage payments.

See Also

- *Setting Up a Deduction DBA to Adjust Negative Pay in the HR and Payroll Foundation Guide* for information about working with deduction arrearage amounts

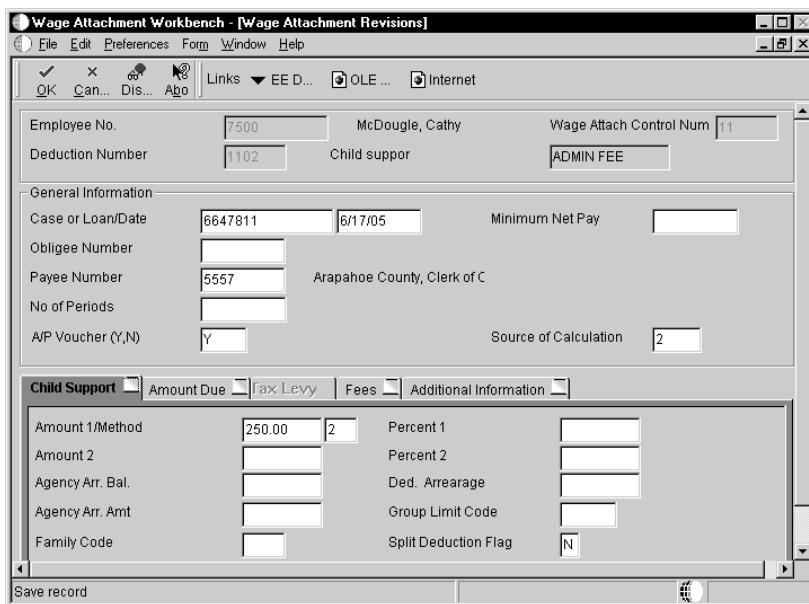
Entering an Ongoing Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings. When the employee has no agency arrearage, you enter ongoing wage assignment information only.

► To enter an ongoing wage assignment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, click Add.



2. On Wage Attachment Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
 - Source of Calculation
3. Complete any of the following optional fields:
 - Case Number
 - Obligee

- Payee
- Date - Case Date
- Minimum Net Pay
- A/P Voucher (Y,N)

Enter a minimum net pay amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.

4. Click the Child Support tab.
5. Complete the following fields:

- Wage Attachment Method
- Amount 1 - Wage Attachment
- Percent 1

To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Wage Attachment Method field, a monetary amount in the Amount 1 field, and 0 (zero) in the Percent 1 field.

To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Wage Attachment Method field, (0) zero in the Amount 1 field, and a percentage amount in the Percent 1 field.

6. Complete either of the following fields that apply to the wage attachment method that you are using:
 - Wage Attachment Amount 2
 - Split Deduction Flag
7. To assign a priority to this wage attachment, click the Additional Information tab, and then complete the following field:
 - Wage Attachment Priority Number
8. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Percent 1	The percent of disposable wage that can be used in the calculation of a wage assignment, as specified in the wage attachment setup.
Wage Attachment Amount 2	<p>The amount to be withheld from the employee's paycheck for a wage assignment deduction. In some states the calculation of wage assignment may be two tiered:</p> <ul style="list-style-type: none"> • For Method 5 If Amount 1 is greater than Percent 1 use Amount 2. • For Methods 1, 2, 3, or 4, If the Secondary Deduction Flag equals 1 and the Number of Periods equals zero (0), use Amount 2 for the calculation. If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), it uses Percent 2 in connection with Amount 1 for the calculation.
Percent 2	<p>The percent of disposable wage which may be used in the calculation for a wage assignment deduction. In certain states the calculation may be two tiered:</p> <ul style="list-style-type: none"> • If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), use Percent 2 field in conjunction with Amount 1 for the calculation of the deduction.

Entering a Wage Assignment with a Split Deduction

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately using the same deduction number and group limit code.

Example: Splitting a Wage Assignment Deduction between Families

George supports two families and has two wage assignments. The first wage assignment is 300.00 USD per pay period, and the second is 200.00 USD. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent, based on the minimum net pay that George is allowed. When George does not earn enough to pay both wage

assignments, the amount available must be divided proportionately between the wage assignments.

This pay period, George has disposable wages of 500 USD. The system uses the following calculations to determine George's wage assignment deductions for this pay period:

Amount available Disposable wage x percent = amount available for all wage assignments

$$500 \times .65 = 325$$

First wage assignment % First wage assignment / disposable wages = % of disposable wages for first wage assignment

$$300 / 500 = .60$$

Second wage assignment % Second wage assignment / disposable wages = % of disposable wages for second wage assignment

$$200 / 500 = .40$$

First deduction Percent of disposable wages for first wage assignment x amount due for first family = amount deducted for first wage assignment

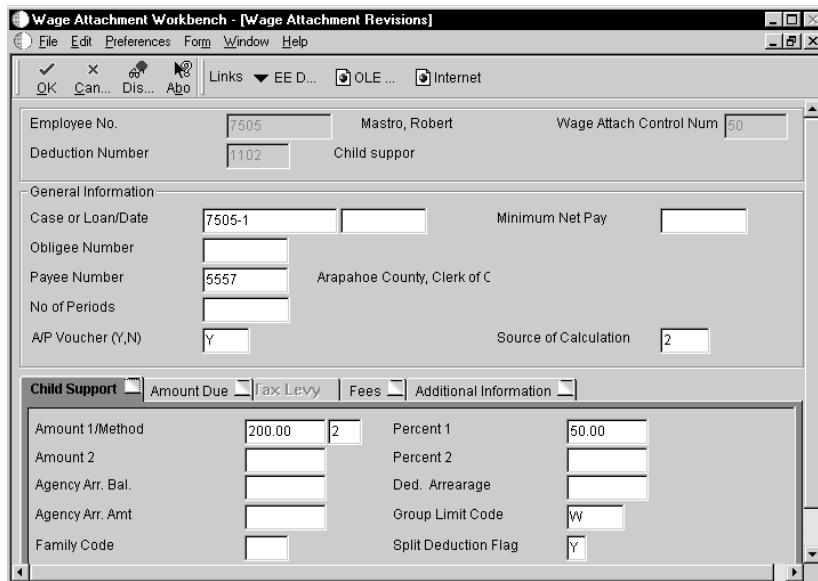
$$.60 \times 325 = 195$$

Second deduction Percent of disposable wages for second wage assignment x amount due for second family = amount deducted for second wage assignment

$$.40 \times 325 = 130$$

► To enter a wage assignment with a split deduction

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

See *Entering an Ongoing Wage Assignment*.

2. On the Child Support tab, complete the following fields:

- Secondary Ded Flag
- Family Code

3. Enter W in the following field:

- Group Limit Code

4. Enter Y in the following field:

- Split Deduction Flag

The system displays the Employee Level Multiple Child Support Override form.

5. On Employee Level Multiple Child Support Override, complete the following fields:

- Amount or Rate
- Method of Calculation
- Source of Calculation

6. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Group Limit Code	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.
Penalty	The amount of penalty included in the Wage Attachment.
Secondary Ded Flag	<p>A field that the system uses to calculate child support deductions. You use this field to indicate whether the system uses the values in the secondary Amount or Percent fields when the number of periods is zero (0). This field applies when you enter either 1, 2, 3, or 4 in the Method field.</p> <ul style="list-style-type: none"> N Do not use the Amount 2 or Percent 2 fields in the calculation of the child support deduction. 1 When number of periods is 0 (zero), use the Amount 2 field in conjunction with the Percent 1 field. 2 When number of periods is 0 (zero), use the Percent 2 field in conjunction with the Amount 1 field. <p>If you enter 2 in the Secondary Deduction Flag field and 1 or 2 in the Method field, the system uses the Percent 2 field and the Amount 1 field to calculate the deduction amount after the value in the Number of Periods field equals 0.</p>
Family Code	<p>A code which specifies whether the employee (Obligor) is single or supports another family. Valid values are:</p> <ul style="list-style-type: none"> S Single, supporting oneself. M Married, supporting another family H Single, supporting another family.

Entering a Wage Assignment with Agency Arrearage Information

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or in arrears. In these cases, the court might require that, in addition to the amount that you must withhold for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can do one of the following:

Enter two wage attachments

Enter the following wage attachments:

- A wage assignment that calculates and tracks the current wage assignment payments only
- A garnishment that tracks payments on the arrearage

Enter one wage attachment

Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on your organization's historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage attachment history for each. You can easily review how much the employee paid in arrearage payments and how much he paid in current wage assignment payments. When you enter a single wage attachment to track both current payments and arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.

Depending on the court requirements and the employee's situation, you can set up wage assignments in any of the following four ways:

Combined amounts

Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods.

The system includes the arrearage payments with the ongoing wage assignment payments until the arrearage is paid off. The ongoing wage assignment continues after the arrearage is paid off.

Separate amounts

Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid off.

You enter a separate arrearage amount that is paid off in the number of periods that you specify.

Variable wages

Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, these are either employees who earn a commission or employees who are paid an hourly rate and work a different number of hours each pay period.

The system compares a monetary amount to a percentage of the employee's disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.

Minimum wage

Use this setup when the court allows the employee to take home a minimum net pay amount.

You enter a minimum net pay amount for the employee. The difference between this amount and the employee's disposable wages is the agency arrearage payment.

To enter a wage assignment with arrearage information, complete one of the following tasks:

- Enter arrearage information for combined amounts
- Enter arrearage information for separate amounts
- Enter arrearage information for variable wages
- Enter arrearage information with minimum net pay

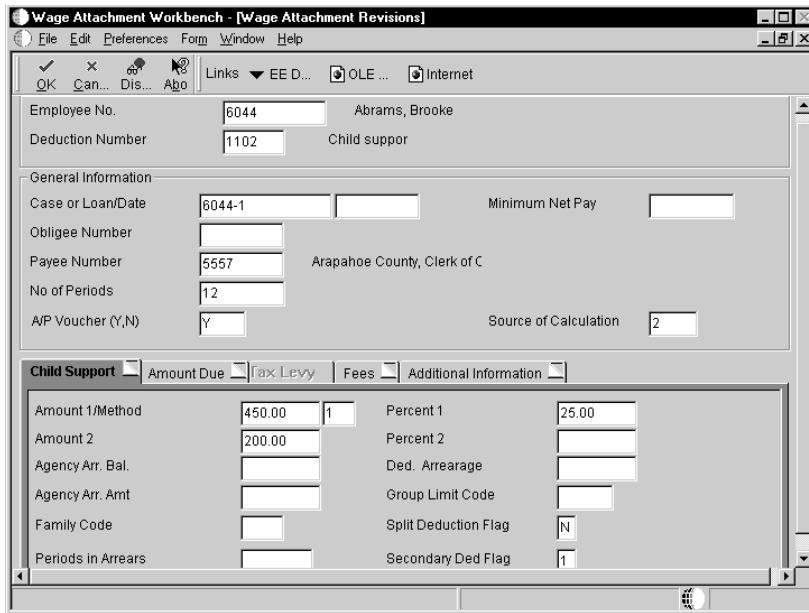
See Also

- *Entering a Wage Attachment for a Garnishment* for information about entering a garnishment for an arrearage amount

► To enter arrearage information for combined amounts

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After that, the system collects just the child support payment (the number in the Amount 2 field or the percentage of disposable wages, depending on the method and on whether the deduction is a primary or secondary deduction).



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
See *Entering an Ongoing Wage Assignment*.
2. Enter the number of periods for which the arrearage amount must be deducted in the following field:
 - No. Deduction Periods
3. Click the Child Support tab.
4. Enter the total of the ongoing amount and the arrearage amount in the following field:

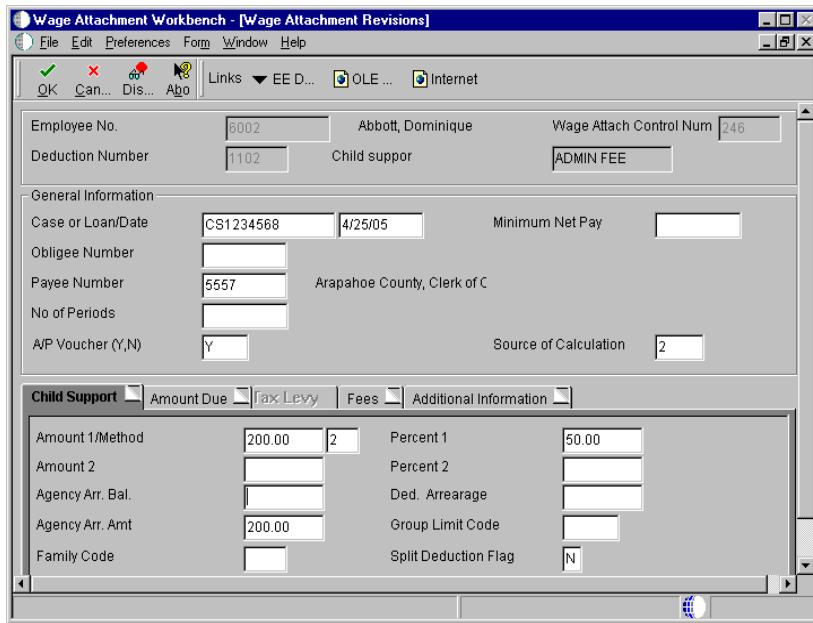
- Amount 1 - Wage Attachment
5. Enter 1 or 2 in the the following field:
- Wage Attachment Method
6. Enter the percentage of the employee's disposable wage that must go toward the total of the ongoing amount and the arrearage amount in the following field:
- Percent 1
7. Enter the ongoing amount only in the following field:
- Wage Attachment Amount 2
8. Complete the following field:
- Secondary Ded Flag
9. Click OK.

► To enter arrearage information for separate amounts

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

Entering Wage Attachments for Employees



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
See *Entering an Ongoing Wage Assignment*.
2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 - Wage Attachment
4. Enter 1 or 2 in the following field:
 - Wage Attachment Method
5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Complete the following fields:
 - Wage Attach Min. Arrearage
 - Wage Attach Periods in Arrears
7. Click OK.

Field	Explanation
Wage Attach Min. Arrearage	The amount of a wage attachment arrearage to be withheld from the employee's paycheck. This amount is determined by the court. The system withholds this amount in addition to the regular child support amount. If you enter an amount in this field, you must also enter a value in the Periods in Arrears field (WAWA).
Wage Attach Periods in Arrears	The number of periods for which the amount entered in the Agency Arrearage Amount field will be withheld from the employee's pay. You must enter a value in this field if you entered an amount in the Agency Arrearage Amount field (WAMA).

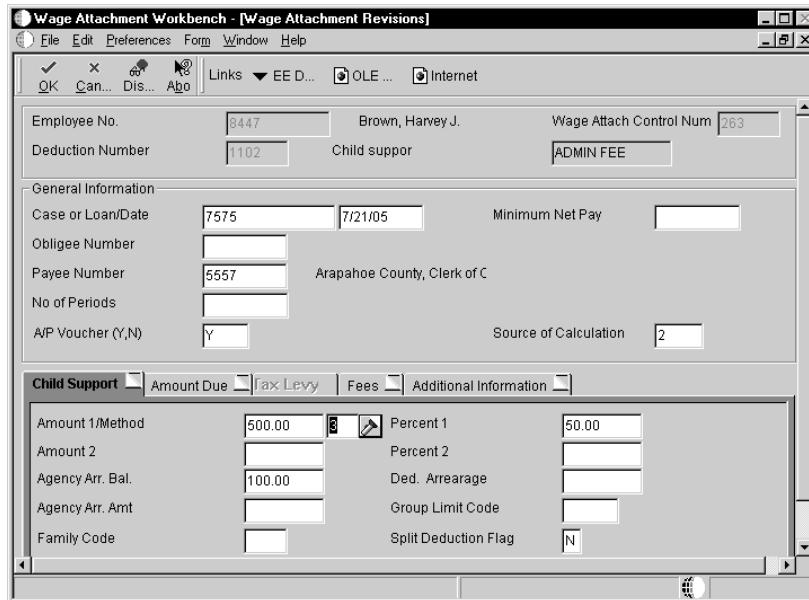
► To enter arrearage information for variable wages

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

To calculate the arrearage information for variable wages, the system deducts whichever of the following is greater:

- The amount that you enter in the Amount 1 field
- The percentage of disposable wages that you enter in the Percent 1 field

The difference between these amounts is the agency arrearage deduction.



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
See *Entering an Ongoing Wage Assignment*.
2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 - Wage Attachment
4. Enter 3 in the following field:
 - Wage Attachment Method
5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Enter the total amount of the arrearage in the following field:
 - Agency Arr. Bal
7. Click OK.

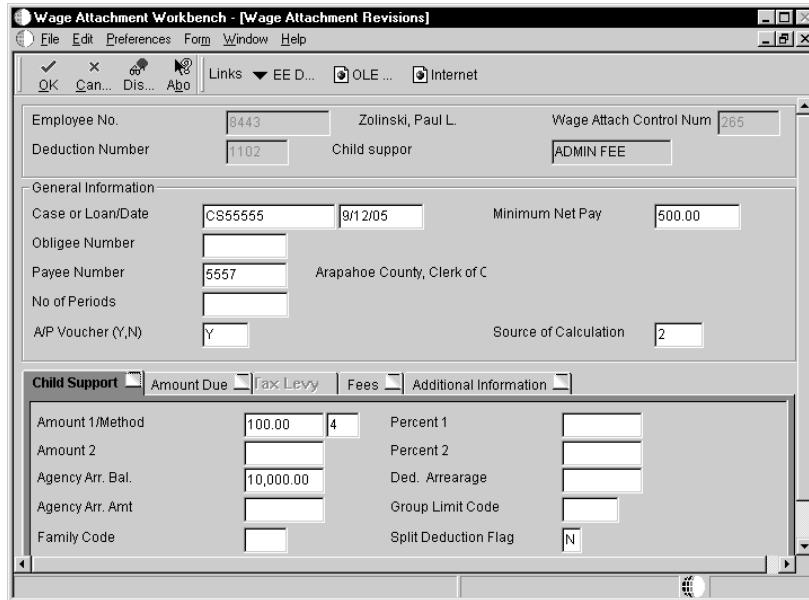
► To enter arrearage information with minimum net pay

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage assignment method, the system deducts the following:

- The ongoing payment
- The agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
See *Entering an Ongoing Wage Assignment*.
2. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1 - Wage Attachment
4. Enter 4 in the following field:
 - Wage Attachment Method
5. Complete the following fields:
 - Minimum Wage
 - Agency Arr. Bal
6. Click OK.

Field	Explanation
Agency Arr. Bal	The amount of the Wage Attachment which is in arrears based upon the Court Order received. This is not the arrearage amount related to the deduction since the employee started being paid. For example: If an employee was behind in their Child Support payments when you received the Court Order, the arrearage amount would be identified on the order. This amount would be entered into this field.

Entering Additional Information for a Wage Attachment

In some cases, you might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the date on which the system should start deducting the garnishment payments and the date on which the garnishment deductions should stop.

The system does not prorate wage attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay period start date. The system deducts the wage attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage attachment stop date (ending effective date).

Before You Begin

- ❑ Enter the wage attachment for which you need to enter additional information. See *Entering a Wage Attachment for a Garnishment*, *Entering a Wage Attachment for a Tax Levy*, or *Entering a Wage Attachment for a Wage Assignment*.

► To enter additional information for a wage attachment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work with Wage Attachments Workbench, to locate the wage attachment for which you need to enter additional information, complete the following field, and then click Find:
 - Employee Identification

2. Choose a record in the detail area, and click Select.
3. On Wage Attachment Revisions, click the Additional Information tab.
4. Complete any of the following fields that apply:
 - Date Wage Attachment Received
 - Wage Attachment From Date
 - Thru Date
 - File Number
 - Tax Area (Work)
 - Pay Frequency
5. Click the Amount Due tab and complete any of the following fields that apply:
 - Interest
 - Lawyer Fee
 - Service Fee
 - Answer Fee
 - Mailing Fee
 - Other Costs
 - Penalty
 - Company Fine
6. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Date Wage Attachment Received	The date on which the Wage Attachment was received from the court or administering agency.

Field	Explanation
Wage Attachment From Date	The beginning effective date of the wage attachment calculation.
Thru Date	The ending date of the wage attachment calculation.
File Number	A number assigned to the Wage Attachment by the issuing agency.
Tax Area (Work)	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized <p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Interest	The amount of interest included in the Wage Attachment.
Lawyer Fee	The amount of attorney fees included in the Wage Attachment.
Tax Levy Exemptions	The number of exemptions claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.
Answer Fee	The amount of answer fees included in the Wage Attachment.
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.
Other Costs	The amount of other costs included in the Wage Attachment.

Global Solutions: Mexico

Field	Explanation
Penalty	The amount of penalty included in the Wage Attachment.

Reviewing Wage Attachment History

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, you can print the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If necessary, you can make corrections to the wage attachment history.

You can review general and historical information for wage attachments by employee, payee, or obligee. You can also review detailed ledger records associated with wage attachments for a specific employee.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the validity of the history integrity.

► To review wage attachment history

From the Employee Management menu (G05E1), choose Wage Attachments Workbench.

1. On Work with Wage Attachments Workbench, complete the following field and click Find:
 - Address Number
2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.
3. On Wage Attachment Ledger, review the information.

If the employee has more than one wage attachment, you can click the Previous or Next button to move from one to another wage attachment.

Related Tasks

Deleting wage attachments

You cannot delete a wage attachment that has historical records associated with it.

Accounts Payable Integration

To streamline your business processes, you can integrate the Payroll system with the J.D. Edwards Accounts Payable system. When you set up accounts payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Nearly every voluntary and involuntary deduction from an employee's paycheck is followed by a payment to a third party for the associated liabilities. For example, the money withheld for payroll taxes must be sent along with any matching employer contributions to the appropriate taxing authorities. Voluntary amounts withheld for employee benefits, such as medical insurance and retirement contributions, must be sent along with any applicable employer benefit contributions to the insurance or pension plan administrators. Court-ordered wage attachments, such as garnishments and child support payments, must be sent to the designated agency or individual.

If you are using the J.D. Edwards Payroll system in conjunction with the J.D. Edwards Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and generating the associated Accounts Payable vouchers. Review-level (pro forma) vouchers are created in the Payroll system during the journal entries step of the payroll cycle. Actual vouchers are created in the Accounts Payable system during the final update step of the payroll cycle.

When you integrate the Payroll and Accounts Payable systems, you can do the following:

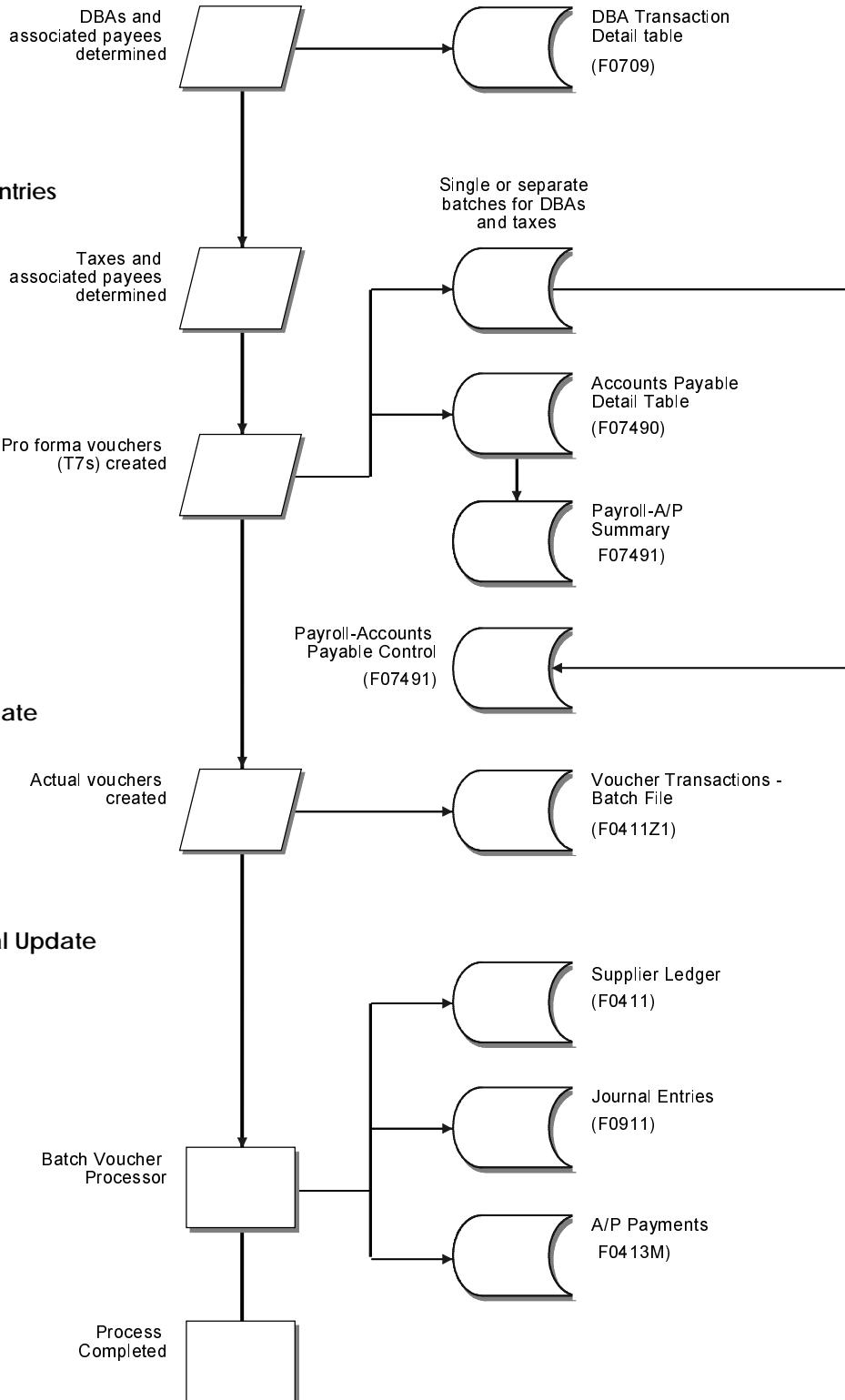
- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

Accounts payable integration includes the following tasks:

- Setting up accounts payable integration
- Working with vouchers

The following graphic shows how vouchers are processed during a payroll cycle:

Pre-Payroll



Process for Creating Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID

In some cases, you might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Setting up accounts payable integration includes the following tasks:

- Activating accounts payable integration in company options
- Setting up voucher information for tax transactions
- Setting up voucher information for DBAs
- Setting up payee voucher rules

Before You Begin

- In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers. Specify the payment terms that the system uses to calculate the due date for the vouchers. If your system security does not allow Payroll users to set up payees, ask someone in the accounts payable department to set them up. See *Entering Supplier Records* in the *Accounts Payable Guide*.
- For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See *About AAIs for A/P* in the *Accounts Payable Guide*.

Activating Accounts Payable Integration in Company Options

Before you can use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in

the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up your company options, but you did not activate accounts payable integration at that time, complete this task. If you have not yet set up your company options, complete the task for setting up company options.

► **To activate accounts payable integration in company options**

From the HRM Setup menu (G05B4), choose Company Options.

1. On Work With Company Options, to locate Company 00000, complete the following field, and then click Find:
 - Company
2. Choose the record in the detail area, and click Select.
3. On Company Options, choose Additional Options from the Form menu.
4. On Additional Company Options, complete the following field:
 - A/P Integration
5. Click OK.

Field	Explanation								
A/P Integration	This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step. <table><tr><td>N</td><td>No integration</td></tr><tr><td>0</td><td>Create vouchers for both DBAs and taxes that have been setup with A/P integration</td></tr><tr><td>1</td><td>Create vouchers only for DBAs that have been setup with A/P integration</td></tr><tr><td>2</td><td>Create vouchers only for taxes that have been setup with A/P integration</td></tr></table>	N	No integration	0	Create vouchers for both DBAs and taxes that have been setup with A/P integration	1	Create vouchers only for DBAs that have been setup with A/P integration	2	Create vouchers only for taxes that have been setup with A/P integration
N	No integration								
0	Create vouchers for both DBAs and taxes that have been setup with A/P integration								
1	Create vouchers only for DBAs that have been setup with A/P integration								
2	Create vouchers only for taxes that have been setup with A/P integration								

See Also

- *Setting Up Company Options in the HR and Payroll Foundation Guide*

Setting Up Voucher Information for Tax Transactions

Vouchering is the process of integrating your Payroll system with the Accounts Payable system to automatically generate an accounts payable voucher (a check or warrant). You can activate vouchering for deductions, benefits, and accruals (DBAs) on the DBA setup form and override it at both the group plan and the employee level. You can use the vouchering feature if the liabilities for most, but not all, of your employees are sent to a specific third party. Before you set up vouchering at the employee or group plan level, you must coordinate with the Accounts Payable department to set up the third-party recipients on the Supplier Master form in the Accounts Payable system.

You generally activate vouchering for taxes on the Tax Area Information form. You enter payees at the tax type level (for example, state of Colorado unemployment tax) if most or all of the companies in your organization remit taxes to the same taxing authority.

You can set up payee voucher rules to control the number of vouchers each third party receives. For example, for wage attachment deductions, you might set the system to create one voucher per employee, whereas for medical insurance premium payments, you might choose to have the system create one voucher per payee for each DBA.

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax ID with the voucher. This ID prints on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. The following table describes the situations in which you would specify a payee at each level:

Tax type	If all or most of the companies in your organization remit payment for a tax to the same taxing authority, entering payees at the tax-type level is more efficient.
Company	If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in your organization remit payment for a tax to different taxing authorities.

For example, you might set up payees at both the tax type and the company level when you have a multicomppany organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

If you do not specify a payee for either the tax type or the company, the Payroll Journal Proof/Edit for Vouchers report prints an error message.

Setting up voucher information for tax transactions includes the following tasks:

- Activating vouchering for tax types
- Entering tax payees by company

Activating Vouchering for Tax Types

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types for which you have activated vouchering. For federal A and all state and local taxes, you can specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

Typically, you enter a payee at the tax type level only when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary. If you enter all payees at the company level, you do not need to enter a payee at the tax type level.

If you have already set up tax areas, but you did not activate vouchering at that time, complete this task. If you have not yet set up tax areas, complete the task for setting up tax area information.

► To activate vouchering for tax types

From the Taxes and Insurance Setup menu (G07BPTI4), choose Tax Area Information.

1. On Work With Tax Area Information, to locate the tax area for which you need to activate vouchering, complete the following field, and click Find:
 - Tax Area

2. Choose a record in the detail area, and click Select.
3. On Tax Area Revisions, complete the following field:
 - A/P Voucher (Y,N)
4. To specify a payee for the voucher, complete the following field:
 - Provider/Trustee
5. Click OK.

Field	Explanation
A/P Voucher (Y,N)	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <p>N No, do not generate a voucher Y Yes, generate a voucher</p>
Provider/Trustee	<p>The address book number for the supplier who receives the final payment.</p> <p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p> <p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p>

See Also

- *Setting Up Tax Area Information* in the *HR and Payroll Foundation Guide*

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

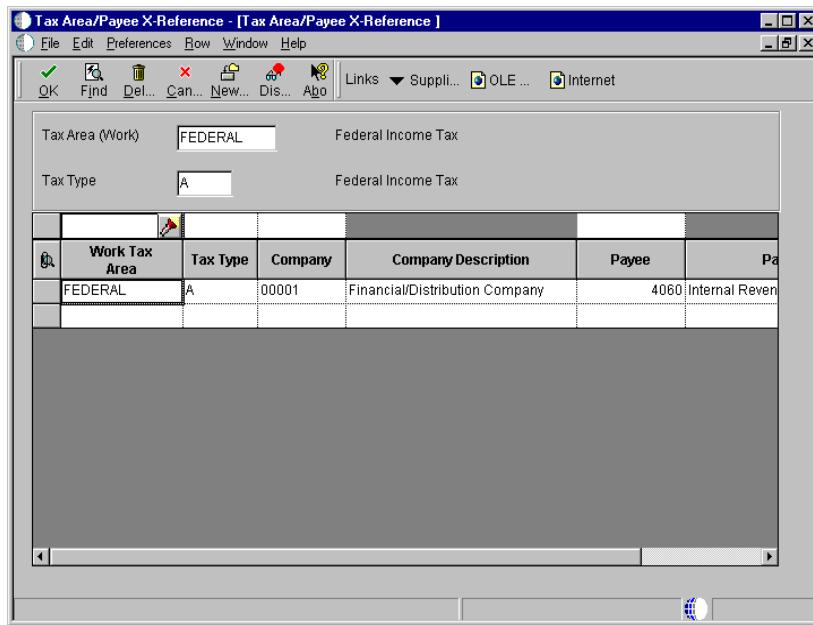
- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

► To enter tax payees by company

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Tax Area/Payee Cross-Reference.

1. On Tax Area/Payee Cross-Reference, complete the following fields:
 - Work Tax Area
 - TT
 - Co
 - Provider Trustee
2. Repeat step 1 for as many companies as necessary. You can enter more than one company for each tax area.



3. Click OK.

Setting Up Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers.

You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the payees for those plans vary. You can also choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

DBA	When all or most of the companies in your organization remit payment for a DBA to the same institution, entering the payee at the DBA level is more efficient.
Group plan	When your organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.
Employee	If a particular employee remits payment for a DBA to a different payee than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

For a wage attachment, the system stores the case number and employee name in the voucher. This information prints on the voucher payment as a payment remark. You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment. For other types of DBAs, the voucher contains no payment remark.

Setting up voucher information for DBAs includes the following tasks:

- Activating vouchering for DBAs
- Entering voucher information for group plans

- Entering voucher information for individual employees

Before You Begin

- Activate Accounts Payable integration for DBAs. See *Activating Accounts Payable Integration in Company Options*.

Activating Vouchering for DBAs

To use your Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level, if necessary.

If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, complete this task. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

► To activate vouchering for a DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, to locate the DBA for which you need to activate vouchering, complete the following field, and then click Find:
 - PDBA Code
2. Choose a record in the detail area, and then click Select.
3. On Basic DBA Information, choose GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.

4. On General Accounting/Arrearage Information, complete the following fields
 - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
 - Payee
6. Click OK.

Field	Explanation
Generate A/P Voucher	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate a voucher Y Yes, generate a voucher
Payee	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check. Form-specific information..... For fund allocations, this is the address book number of the investment program.

See Also

- *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide* for instructions on activating vouchering for DBAs. Information about activating vouchering is explained in the information about setting up general accounting and arrearage information.

Entering Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can choose to deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.

► **To enter voucher information for a group plan**

From the PDBA Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, to locate the group for which you need to enter voucher information, complete the following field and then click Find:
 - Union Code
2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
3. On Revise Single Group Plan DBA Setup, complete the following field:
 - A/P Voucher (Y,N)
4. To enter a payee for the voucher, complete the following field:
 - Payee
5. Click OK.

See Also

- *Setting Up Group Plan DBAs in the HR and Payroll Foundation Guide*

Entering Voucher Information for Individual Employees

After you activate vouchering for a DBA, you can use the employee DBA instructions to assign the DBA to individual employees. When you enter a DBA in an employee's DBA instructions, you can specify whether you want to create vouchers for that employee. When you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers even when the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee at the DBA level that differs from the payee for this employee.
- You entered a payee for an employee at the group plan level that differs from the payee for this employee.

If you have already entered the DBA instructions for the employee, but you did not enter voucher information at that time, complete this task. If you have not yet set up the DBA instructions for the employee, complete the task for entering employee DBA instructions.

► To enter voucher information for individual employees

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

1. On Work With Employee DBA Instructions, to locate the employee for which you need to enter voucher information, complete the following field and then click Find:
 - Employee Identification
2. Choose a record in the detail area, and then click Select.
3. On Employee DBA Instructions, complete the following field:
 - Voucher Flag

4. To enter a payee for the voucher, complete the following field:

- Payee No

5. Click OK.

Field	Explanation
Voucher Flag	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate a voucher Y Yes, generate a voucher
Payee No	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions in the HR and Payroll Foundation Guide* for instructions on entering voucher information for individual employees

Setting Up Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

Payee voucher rules for DBAs include the following:

Voucher Rule 00

One voucher per payee. This is the default rule.

Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.

Voucher Rule 01	One voucher per employee. Use this rule for a payee for a wage attachment that you entered at the employee level.
	This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system prints the remark for each voucher, even when multiple vouchers are included in one payment.
Voucher Rule 02	One voucher per payee for each DBA.
Voucher Rule 04	One voucher per payee for each group plan. Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

Voucher Rule 00	One voucher per payee. This is the default rule. Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.
Voucher Rule 01	One voucher per payee by employee.
Voucher Rule 02	One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates the following:

- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

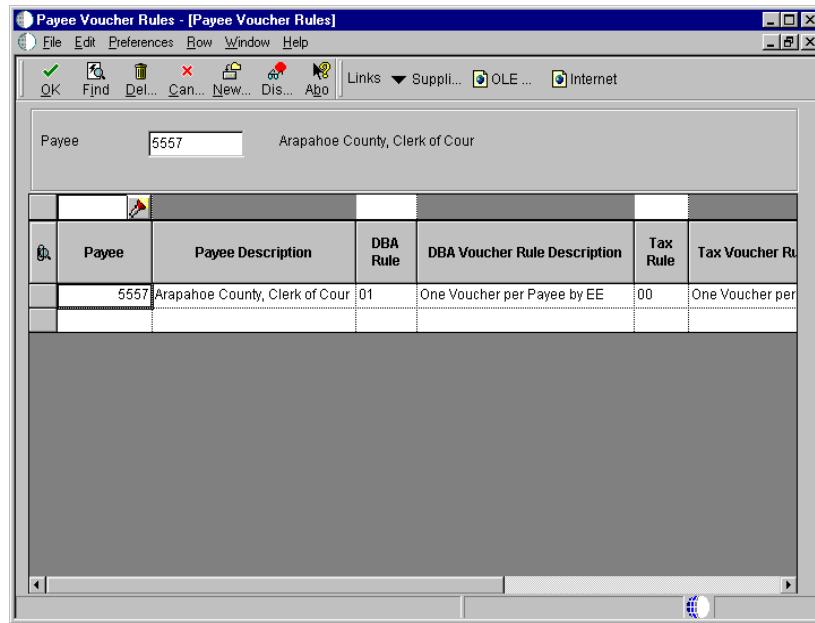
To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a

payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

If you need to delete the voucher rules for a payee, click the delete option. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

► To set up payee voucher rules

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Payee Voucher Rules.



1. On Payee Voucher Rules, complete the following fields:
 - Payee
 - DBA Rule
 - Tax Rule
2. Review the information in the following fields:
 - Pymt Terms
 - G/L Offset
3. Click OK.

Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

Working with vouchers includes the following tasks:

- Reviewing pro forma vouchers by payee
- Reviewing pro forma vouchers by employee
- Reviewing the payroll voucher journal reports
- Reviewing the Wage Attachment Voucher report
- Revising voucher information
- Reviewing voucher error messages
- Transferring voucher information to the Accounts Payable system
- Posting payroll vouchers to the general ledger

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the DBA Ledger table (F0709).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each batch has a unique batch number. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This method allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can choose to have the system store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Pay Period Journal Batch Proof report lists these document types.

During the journal entries step of the payroll cycle, the system creates the vouchers and places them in the following tables in the Payroll system:

Payroll - Accounts Payable Detail (F07490)	This table lists, by employee, all of the DBA and tax transactions that require vouchers.
Payroll - Accounts Payable Summary (F07491)	When the system updates this table, it summarizes the information in the Payroll - Accounts Payable Detail table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.
Payroll - Accounts Payable Control (F07492)	This table contains control information about the vouchers, such as the number of vouchers in the batch.

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries. The system also sends a message to the Workcenter if errors occur when it creates the actual journal entries during final update. You must correct these errors before you can post the journal entries for vouchers.

The system does not automatically post the journal entries for vouchers. You must run a program to post them.

Before You Begin

- Process a payroll cycle that includes vouchers.

Reviewing Pro Forma Vouchers by Payee

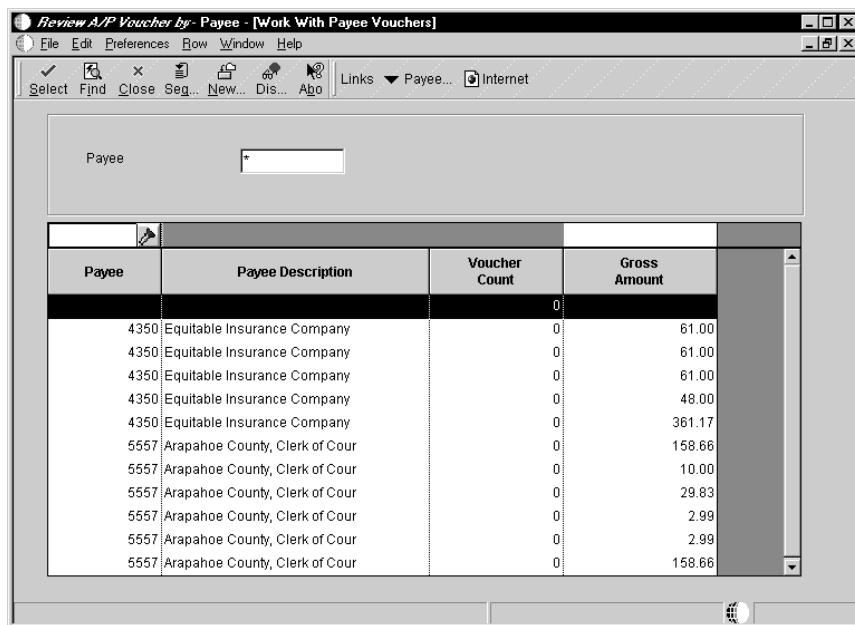
The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

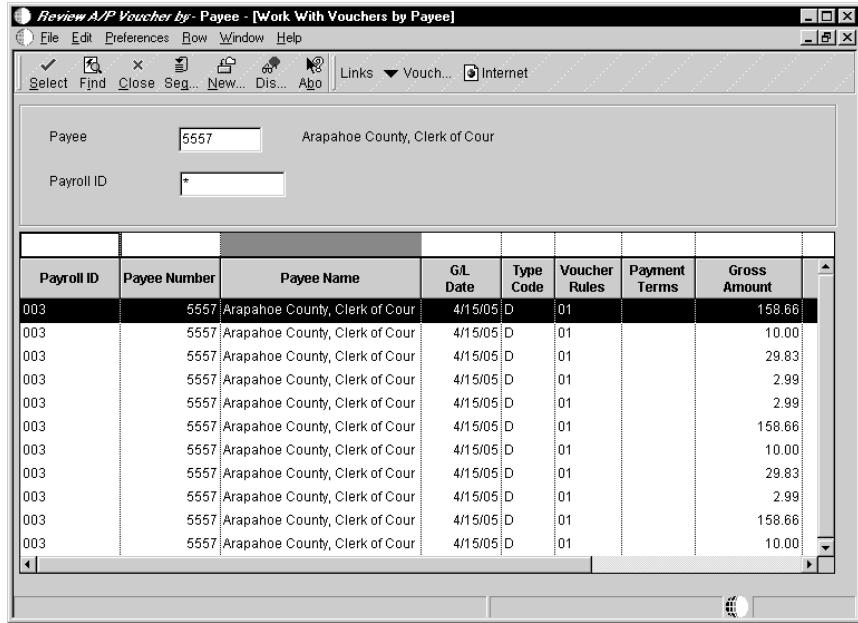
When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

► To review pro forma vouchers by payee

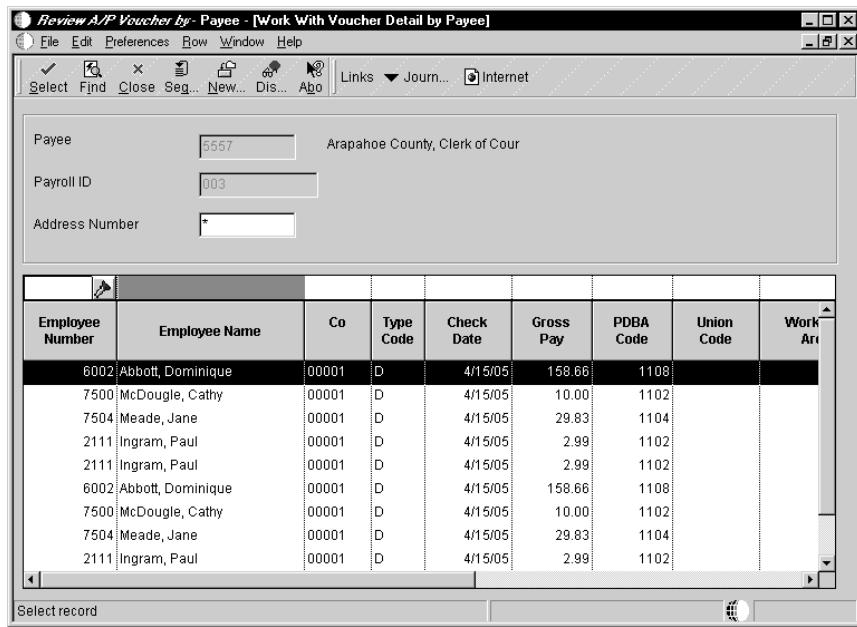
From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by Payee.



1. On Work with Payee Vouchers, complete the following field and click Find:
 - Payee Number
2. Choose a record in the detail area and click Select.



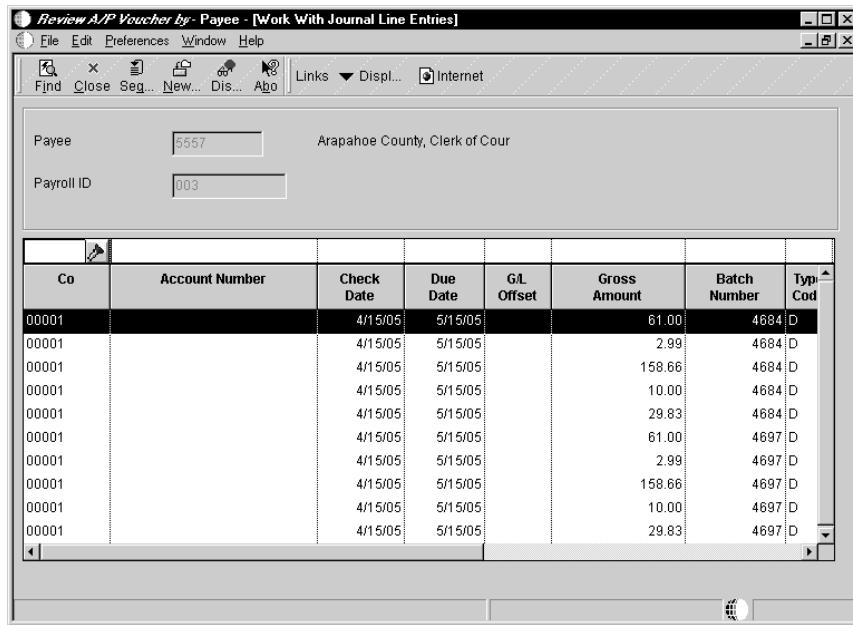
3. On Work with Vouchers by Payee, complete the following optional field to limit the vouchers that appear:
 - Payroll ID
4. To review all of the vouchers for a payee, review the information in the following fields:
 - G/L Date
 - Type Code
 - Voucher Rules
 - Payment Terms
 - Gross Amount
 - Batch Number
 - Voucher Control
 - Document Number
5. To review detailed information about a specific voucher, choose a record in the detail area, and then click Select.



6. On Work with Voucher Detail by Payee, review the information in the following fields:

- Company
- Type Code
- Check Date
- Gross Pay
- PDBA Code
- Union Code
- Work Tax Area
- Tax Type
- Case Number
- Batch Number
- Account Number
- Voucher Control

7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Line Entries from the Row menu.



8. On Work with Journal Line Entries, review the following fields:

- Co
- Account Number
- Check Date
- Due Date
- G/L Offset
- Gross Amount
- Batch Number
- Type Code
- Voucher Control
- Remark

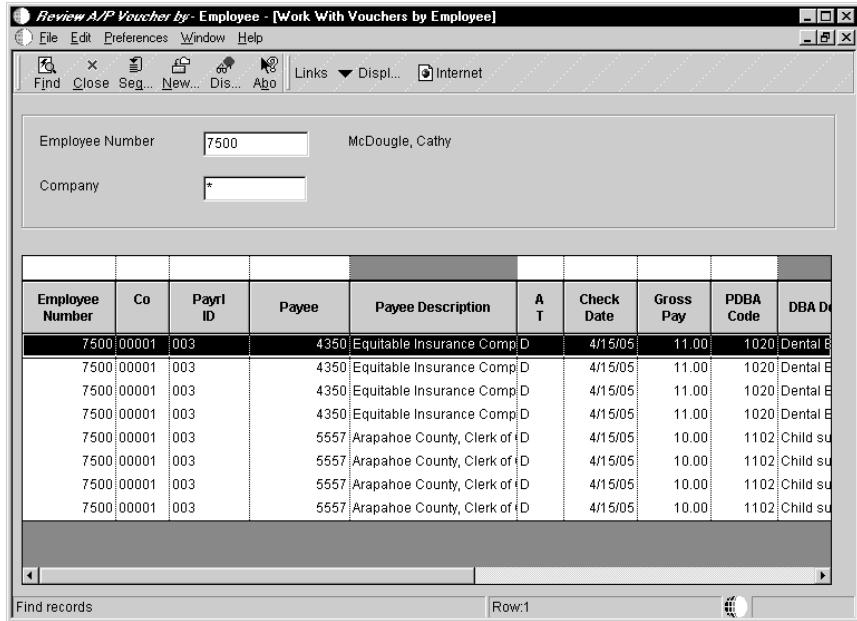
Field	Explanation
Payee	The address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it. For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.
Type Code	A code which specifies whether the Payroll A/P transaction is a DBA or a Payroll Tax. D Indicates the transaction is for a DBA T Indicates the transaction is for a Payroll Tax

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

► To review pro forma vouchers by employee

From the Payroll Workbench menu (G07BUP11), choose Review A/P Voucher by Employee.



1. On Work with Vouchers by Employee, complete the following field, and click Find:
 - Employee Number
2. To limit the vouchers that appear, complete the following optional field, and click Find:
 - Company
3. Review the information in the detail area.

Reviewing the Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the following reports to print during the journal entries, reports only, or final update step of the payroll cycle:

Payroll Voucher Journal Summary Use this report to verify information about tax vouchers.

Payroll Voucher Journal Detail Use this report to verify information about DBA vouchers.

You should review these reports before you process the final update. The system automatically prints these reports again during the final update, when it creates the

actual vouchers. When the reports print during final update, they include the payment terms and pay items.

See Also

- *Printing Payroll Cycle Reports* for information about printing reports during the payroll cycle

Reviewing the Wage Attachment Voucher Report

If you have set up your Payroll system to create vouchers for wage attachment DBAs, you can review the Wage Attachment Voucher report. This report lists all of the amounts for wage attachments that were calculated in a payroll cycle. Listings with unspecified payees are for loans.

You can print this report during the reports step of the payroll cycle.

Revising Voucher Information

Before you process the final update for a payroll cycle that includes vouchers, you should review voucher information to verify that it is correct. When you are reviewing voucher information, you might notice an error in the setup of payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you typically must rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA. Revising voucher information includes the following procedures:

- Revising vouchers for tax types
- Revising vouchers for DBAs

► To revise vouchers for tax types

1. Make the necessary revisions to the voucher setup.

See *Setting Up Voucher Information for Tax Transactions*.

2. Rerun the journal entries step of the payroll cycle.

See *Processing Pro Forma Journal Entries*.

► To revise vouchers for DBAs

1. Make the necessary revisions to the voucher setup.

See *Setting Up Voucher Information for DBAs*.

2. Reset the payroll ID for the payroll cycle.

See *Resetting the Payroll ID*.

3. Rerun the full payroll cycle. You cannot run a changes-only pre-payroll.

See *Processing Pre-Payroll*.

Reviewing Voucher Error Messages

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench. On Work With Pay Cycle Workbench, choose EE Work Center (Employee Work Center) from the Form menu.

If errors occur when you process the journal entries step of a payroll cycle that includes vouchers, the system sends messages to your queue in the Employee Workcenter. To investigate these errors, review the pro forma vouchers online and in the following reports:

- Payroll Voucher Journal Detail report
- Payroll Voucher Journal Summary report

The system also sends messages to your queue in the Employee Workcenter if errors occur when you process the final update. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors.

See Also

- *Viewing Messages* in the *OneWorld Foundation Guide* for information about reviewing messages in the Employee Workcenter
- *Reviewing Pro Forma Vouchers by Payee* and *Reviewing Pro Forma Vouchers by Employee* for information about reviewing pro forma vouchers online
- *Reviewing the Payroll Voucher Journal Reports* for information about the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports
- *Revising Voucher Information* for information about correcting errors in pro forma vouchers
- *Revising Vouchers* in the *Accounts Payable Guide*
- *Reviewing Batches of Journal Entries* in the *HR and Payroll Foundation Guide* for information about reviewing actual vouchers online in multicompny format

Transferring Voucher Information to the Accounts Payable System

From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor.

If errors occur during final update when the system creates the journal entries for actual vouchers, the system sends messages to your queue in the Employee Workcenter and stores the voucher entries in the Voucher Transactions - Batch File (F0411Z1). After you have reviewed these messages and made any necessary corrections, you must run the Batch Voucher Processor (R0411Z1) to copy the voucher entries to the Accounts Payable Ledger and Account Ledger tables. This program includes a processing option that allows you to automatically post the entries to the Account Balances table.

After you process the final update, you can no longer review pro forma vouchers.

Before You Begin

- Review voucher error messages and make any necessary corrections. See *Reviewing Voucher Error Messages*.

See Also

- *Posting Payroll Vouchers to the General Ledger*

- *Processing the Transaction Information* in the *Accounts Payable Guide* for more information about the Batch Voucher Processor program

Posting Payroll Vouchers to the General Ledger

From the Payroll Workbench menu (G07BUSP11), choose Post Payroll Vouchers to G/L.

When you process the final update step of a payroll cycle that includes vouchers, the system creates the actual journal entries for the vouchers. When no errors exist, the system stores these entries in the following tables:

- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)

Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system cannot automatically post voucher entries during final update.

After final update, you must run the General Ledger Posting Report program (R09801) to post the voucher entries (document type T7) to the Account Balances table (F0902). However, you cannot use this post program to post voucher entries that contain errors.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system prints the following reports:

Posting Edit report

Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch.

General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types: <ul style="list-style-type: none">• T7 - the payroll voucher entries• AE - the offsetting credit entries to the accounts payable liability account that the system creates during posting
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Before You Begin

- For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Understanding AAIs for A/P* in the *Accounts Payable Guide*.

See Also

- *Posting Vouchers* in the *Accounts Payable Guide* for information about using a General Accounting program to post batches of journal entries for vouchers
- *Verifying the Journal Entry Post* in the *General Accounting Guide* for information about the General Ledger Post report and the Posting Edit report
- *Transferring Voucher Information to the Accounts Payable System* for information about posting voucher entries that contain errors

Payroll History Conversion

When you implement the J.D. Edwards Payroll system in the middle of a calendar year, you typically need to enter the payroll history records from your legacy payroll system into the J.D. Edwards Payroll system. The system uses these payroll history records to calculate the information that appears on employees' year-end forms.

J.D. Edwards provides a conversion process that you can use to import payroll history records from a legacy system and convert them into the format used by the J.D. Edwards Payroll system.

Payroll history conversion includes the following task:

- Converting payroll history

Converting Payroll History

Each time you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might need to import payroll history records from another payroll system and convert them to the format used by the J.D. Edwards Payroll system. The following situations are examples of when you might need to convert payroll history:

System implementation During system implementation, you can import and convert the payroll history records in your legacy system to the J.D. Edwards Payroll system.

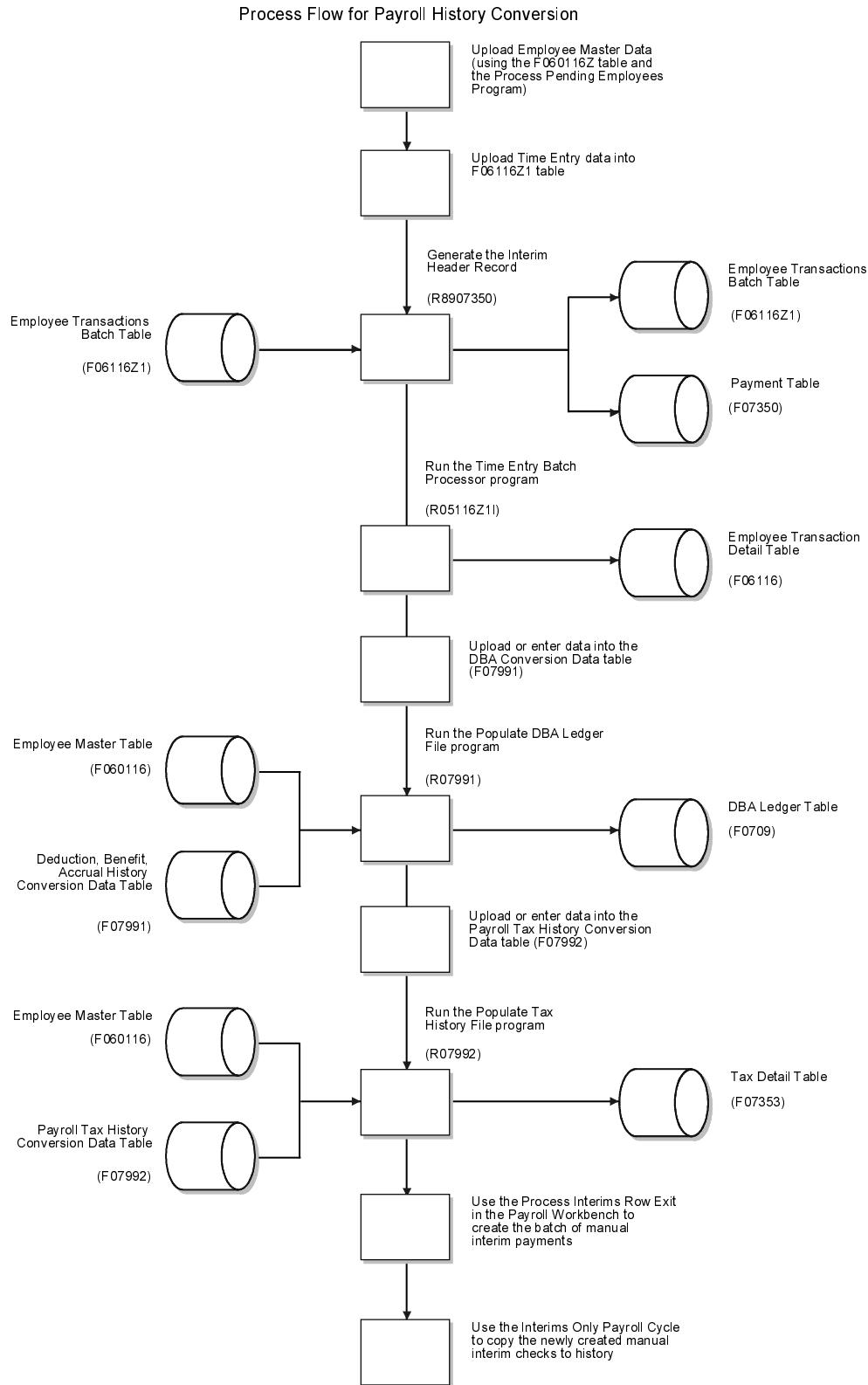
Acquisitions and mergers When your organization acquires another company, you can import and convert the payroll history records from the new company's payroll system to the J.D. Edwards Payroll system.

Converting payroll history includes the following tasks:

- Generating interim header records
- Entering DBA history for data conversion
- Updating the DBA Ledger table
- Entering tax history for data conversion
- Updating the Tax Detail table
- Processing the interim payments for payroll history conversion

When you convert payroll history, you first enter or import employees' DBA and tax history information to temporary tables. Then you transfer the tax history to the Tax Detail table (F07353) and the DBA history to the DBA Ledger table (F0709). These tables hold DBA and tax information that has not yet been processed in a payroll cycle. You use the interim payment function and an interim-only payroll ID to transfer this history information to the summary and detail tables for DBA and tax history.

The following graphic shows the process flow for the payroll history conversion:



Before You Begin

- Upload employee information to the Employee Master Information table (F060116). You can use the employee quick hire function to perform the upload. See *Adding Employee Records Using Employee Quick Hire* in the *HR and Payroll Foundation Guide*.

Generating Interim Header Records

To begin the process of converting payroll history, you generate interim header records. You generate interim header records so that you can transfer the original payment numbers for the imported payment information into the payroll history tables. You use the Payroll Conversion - Create Interim Header Records program (R8907350), in conjunction with the the Batch Time Entry File Upload program (R47002C), to update the Payment table (F07350). The system creates one record in the Payment table for each address book number and EDI line number combination in the Employee Transactions Batch table. When you process the interim payments for the converted information, the system uses the information in the Payment table to update the payroll history tables.

The Batch Time Entry File Upload (R47002C) program verifies that the information entered into the Employee Transactions Batch table (F06116Z1) is processed correctly and updated to the Employee Transactions Detail table (F06116).

Before You Begin

- Upload the applicable time entry information into the Employee Transactions Batch table (F06116Z1). If you want to convert the original payment numbers from the legacy system, you must specify that the system populate the EDI Line Number field (EDLN) with this information. See *Setting Up a Flat File Cross-Reference* and *Completing Required Fields for the Employee Transactions Batch Table (F06116Z1)* in the *HR and Payroll Foundation Guide*.
- Create a time entry record for each employee whose payroll history you need to convert. To prevent the timecard from affecting the employee's wages, you can enter .01 in the pay type and .01 for the deduction.
- Create an interim payroll ID. Enter Y in the DBA Bypass Flag field. See *Creating an Interim Payroll ID*.
- Enter the interim payroll ID in the Payroll ID processing option for the Interim Header Record Creation program.

► **To generate interim header records**

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

1. Run the Batch Time Entry Processor. Set the processing options to run the program in proof mode.

See *Creating Timecards from Uploaded Information* in the *HR and Payroll Foundation Guide*.

2. Review the Transaction Errors report to verify the following:
 - No errors exist in the Employee Transactions Detail table.
 - The data selection for the report includes only those records for which you are converting payroll history. Typically, you include a date or a batch number in the data selection.
3. From the Payroll History Conversion menu (G07H3), choose Create Interim Header Records.

The Create Interim Header Records program is a table conversion. For information about running table conversion programs, see *Running a Table Conversion* in the Table Conversions Guide.

4. Run the Create Interim Header Records program. The data selection should include only those records in the Employee Transactions Batch Table that you are using to populate the payroll history tables.

The system creates the Payment table and updates the Employee Transactions Batch table with check control numbers, a pay period ending date, and a payment date.

5. Run the Batch Time Entry Processor. Set the processing options to run the program in final mode.

The system updates the Employee Transaction Detail table (F06116) with the information in the Employee Transactions Batch table.

Processing Options for Interim Header Record Creation (R8907350)

Default Values Tab

1. Pay Period Ending Date

Use this processing option to enter the date that the system uses to populate the Pay Period End Date field on the interim payments. This date determines the month and year that the payment information is updated to the history tables. This processing option is required.

2. Check Date

Use this processing option to enter the date that the system uses to populate the Check Date field on the interim payments. This processing option is required.

3. Check Number

Use this processing option to populate all of the payroll history records that you are converting with the payment number that you enter in this processing option. Leave this processing option blank if you do not need to track payment numbers for the payroll history records that you are converting or if you are using the Employee Transactions - Batch File (F06116Z1) to convert the original payment numbers.

4. Payroll ID

Use this processing option to enter the interim payroll ID that you want to use to process the interim payments for history conversion. You use the Pay Cycle Workbench program to create the interim payroll ID. This processing option is required.

Entering DBA History for Data Conversion

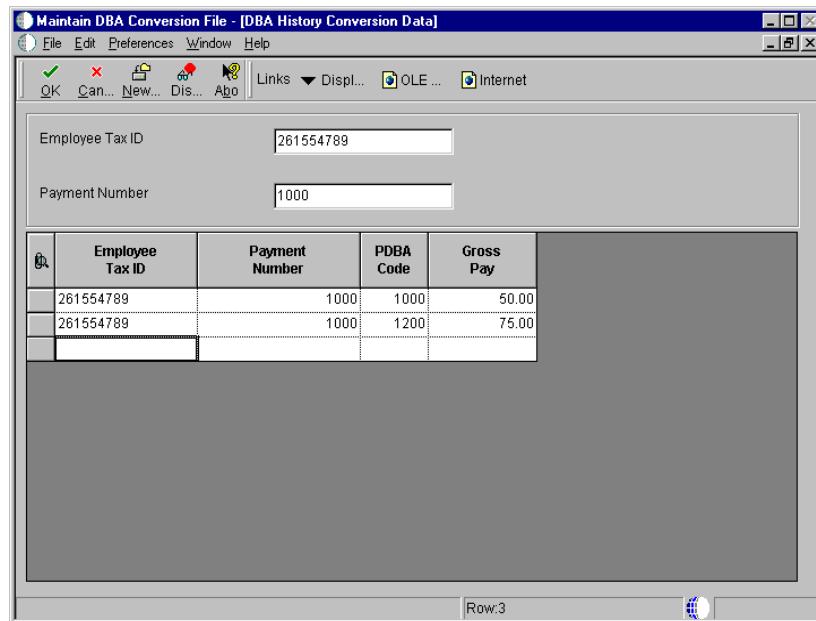
Before you can continue with the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have electronically imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table and before you update the DBA Ledger table (F0709).

► To enter DBA history for data conversion

From the Payroll History Conversion menu (G07H3), choose Maintain DBA Conversion File.

1. On Work with DBA History Conversion Data, click Add.
2. On DBA History Conversion Data, complete the following fields, and then click OK:



- Employee Tax ID
- Payment/ Item
- PDBA Code
- Gross Pay

Field	Explanation
Employee Tax ID	<p>The employee's tax identification number. Enter this number without dashes. In the United States, this is the Social Security number. In Canada, this is the Social Insurance number.</p>
	<p>The system does not let you enter duplicate tax IDs.</p>
	<p>If your default company is not Canadian or United States, and the international code is set to Y, you can enter a 16-character identification in the tax ID field.</p>
	<p>The number you enter in this field can also be used as the employee number.</p>
Payment/Item Number	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p>
PDBA Code	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p>
	<p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Gross Pay	<p>The actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.</p>
	<p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (for example, piece rate bonus).</p>
	<p>.....Form-specific information.....</p>
	<p>The total amount of the deduction that was deducted from the employee's pay in the previous system for the current year. For example, if on July 1, you stop using the previous system to process payrolls, the amount that you enter or import into this field should be equal to the deduction amount that the employee paid from January 1 through June 30. To maintain the integrity of the employee's payroll history, do not leave this field blank. When you leave this field blank, the system automatically calculates the deduction amount. The amount that the system calculates might vary slightly from the actual amount that is stored for the employee in the previous payroll system.</p>

See Also

- *Setting Up a Flat File Cross-Reference* in the *HR and Payroll Foundation Guide* for information about electronically importing information.

Updating the DBA Ledger Table

From the Payroll History Conversion menu (G07H3), choose Populate DBA Ledger Table.

After you enter or import DBA history into the Deduction, Benefit, Accrual History Conversion Data table (F07991), you can run a program that updates the actual history table, the DBA Ledger table (F0709), with the DBA history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the DBA History Conversion Data program to make any necessary corrections. When you are satisfied that the information is correct, run the program in final mode to update the DBA Ledger table with the valid information in the Deduction, Benefit, Accrual History Conversion Data table. The system does not update the DBA Ledger table with information that contains errors.

When the system updates the DBA Ledger table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)
- Payment (F07350)
- Payroll Transaction Constants (F069116)

See Also

- *Entering DBA History for Data Conversion*

Processing Options for Populate DBA Ledger Table (R07991)

Process Tab

1. Proof or Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

- 0 Proof mode. The system prints an error report without updating the DBA Ledger table (F0709). Use the report to review errors before you run the process in final mode.
- 1 Final mode. The system prints a report and updates the DBA Ledger table with all records that contain no errors. The system does not update the DBA Ledger table with records that contain errors. Instead, the system displays these records on the error report.

Entering Tax History for Data Conversion

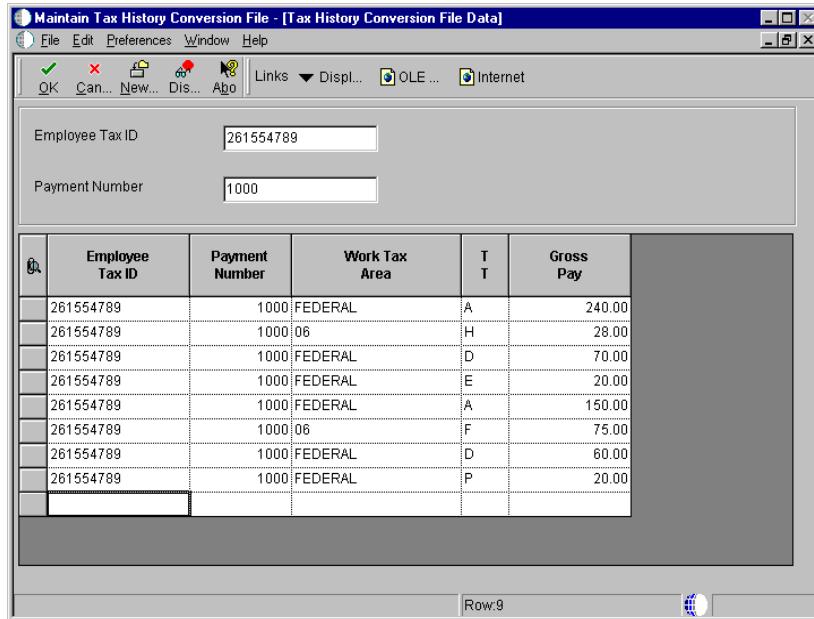
Before you can convert payroll history, you must enter or import employees' tax information into the Tax History Conversion Data table (F07992). If you have electronically imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table and before you update the Tax Detail table (F07353).

► To enter tax history for data conversion

From the Payroll History Conversion menu (G07H3), choose Maintain Tax History Conversion File.

1. On Work with Tax History Conversion File Data, click Add.



- On Tax History Conversion File Data, complete the following fields, and then click OK:

- Employee Tax ID
- Payment/ Item
- Work Tax Area
- T T
- Gross Pay

Field	Explanation
Work Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>

Field	Explanation
T T	<p>A user defined code (06/TX) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p>
Gross Pay	<p>The values and meanings associated with this user defined code are preset by J.D. Edwards. You should not alter the values or their meanings.</p> <p>The actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.</p> <p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (for example, piece rate bonus).</p> <p>.....<i>Form-specific information</i>.....</p>

See Also

- *Setting Up a Flat File Cross-Reference* in the *HR and Payroll Foundation Guide* for information about electronically importing information

Updating the Tax Detail Table

From the Payroll History Conversion menu (G07H3), choose Populate Tax Detail Table.

After you enter or import tax history into the Tax History Conversion Data table (F07992), you can run a program that updates the actual history table, the Tax Detail table (F07353), with the tax history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Tax History Conversion Data program to make any necessary corrections. When you are satisfied that the information is correct, run the program in final mode to update the Tax Detail table with the valid information in the Tax History Conversion Data table. The system does not update the Tax Detail table with information that contains errors.

When the system updates the Tax Detail table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)

Processing Options for Populate Tax Detail Table (R07992)

Process Tab

1. Proof or Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

- 0 Proof mode. The system prints an error report without updating the Tax Detail table (F07353). Use the report to review errors before you run the process in final mode.
- 1 Final mode. The system prints a report and updates the Tax Detail table with all records that contain no errors. The system does not update the Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

Processing the Interim Payments for Payroll History Conversion

After you update the DBA Ledger table and the Tax Detail table with the records that you need to include in payroll history, you can process those records in an interim payroll cycle. Processing the records in a payroll cycle updates the actual payroll history tables. When you process the interim payroll cycle, use the interim payroll ID that you created when you generated interim header records.

► To process the interim payments for payroll history conversion

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Pay Cycle Workbench, complete the following field and then click Find:
 - Payroll ID

Enter the interim payroll ID that you created when you generated interim header records.

2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Process Interims.
3. On Report Output Destination, click the following option to turn it on, and then click OK:
 - To Printer

After you complete the steps to enter interim payments, you must process those interim payments through a payroll cycle. See *Processing Interim Payments*.

See Also

- *Generating Interim Header Records*

Annual Tax Adjustments

For an introduction to annual tax adjustments, review the following topic:

- Overview of annual tax adjustments

Working with annual tax adjustments includes the following processes:

- Adjusting employee taxes
- Generating annual tax reports

Overview of Annual Tax Adjustments

At the end of each fiscal year, Mexican companies must calculate annual tax amounts for employees in order to determine whether employees have overpaid or underpaid taxes for the year. Employees who have overpaid receive a tax refund for the overpayment amount. Employees who have underpaid must pay the underpayment amount. In addition, employees submit a tax declaration to the government. This tax declaration is called the Income and Retentions Certificate, and lists income and tax information for the employee.

If an employee has worked for the same company for the entire fiscal year, the company can submit the employee's tax declaration for the employee. The company calculates the tax amounts and refunds employees' overpayment amounts and collects employees' underpayment amounts. The company then pays or collects the difference between the total overpayments and underpayments from the government.

Companies calculate annual tax adjustments using article 141 of the ISR law. Because the government created new tax laws in 1991 and 1994, companies should calculate taxes using both the 1991 and 1994 methods for each employee, and then use whichever method calculates the smaller tax amount.

The SHCP (Secretaría de Hacienda y Crédito Público) publishes the annual tax tables for article 141 in the Official Federation newspaper. These tax tables are usually published at the end of the year, but they can be published early in the next fiscal year.

Mexican companies must submit the following reports to the government as part of their annual tax declaration:

- Wage and Salaries Stratified Report
- Annual Tax Credit Report

Adjusting Employee Taxes

To complete annual tax adjustments for employees, complete the following tasks:

- Generating annual tax adjustment information
- Selecting employees for annual tax adjustments
- Calculating annual tax adjustments

Generating Annual Tax Adjustment Information

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Information.

Before you can calculate annual tax adjustments or report annual tax information, you must gather information for each employee about the income that the employee has received and the taxes that the employee has paid during the year. Annual Tax Adjustment Information (R76M0503) builds the Detail of Annual Tax Adjustment table (F76M0504) with information about employee's pay and taxes.

The Annual Tax Adjustment Information program retrieves information from the following tables:

- Employee Master Information (F060116)
- Union Information (F76M0004)
- Geographic Rates (F76M0005)
- PDBA Tax Information (F76M0014)
- Employee Transaction History Summary (F06146)

Before You Begin

- Set up annual tax information for all PDBAs that effect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs*.

Processing Options for Annual Tax Adjustment Information (R76M0503)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Minimum Wage Type:

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

Selecting Employees for Annual Tax Adjustments

All employees must submit an annual tax declaration to the government. However, in some situations, Mexican companies can submit annual tax declarations for employees. They can also collect taxes from employees who underpaid during the year or repay employees who overpaid taxes during the year.

When you generate annual tax adjustment information, the system selects all employees for annual tax adjustments and sets up all employees to receive the annual tax declaration. You use Employee Eligibility (P76M0503) to deselect any

employees for whom you are not calculating and submitting annual tax adjustments. You can also deselect any employees to whom you are not giving a printed tax declaration. If you are submitting annual tax information for employees, those employee do not need to receive printed tax declarations because they do not need to submit them to the government. However, they might want to have one for their own use to verify their annual tax calculation.

Before You Begin

- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

► To determine employee eligibility for annual tax adjustments

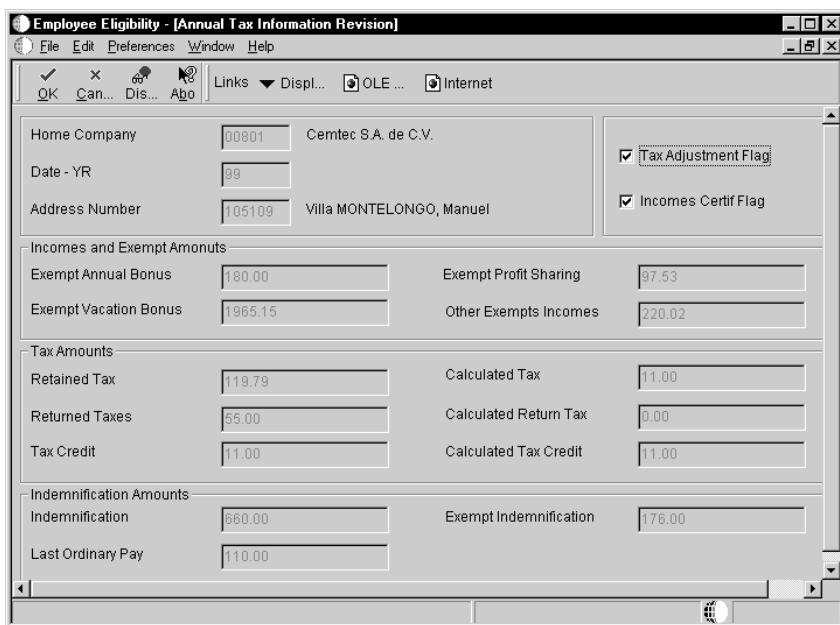
From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Employee Eligibility.

Address Number	Tax Adjust Flag	Incomes Certif Flag	Tax apply	Paid Incomes	Exempt Annual Bonus
105109	1	1	141	51666.90	18
105109	1	1		601.68	
105110	1	1		600.00	
105111	1	1		584.00	
105112	1	1		584.00	
105113	1	1		664.00	
105114	1	1		680.00	
105115	1	1		664.00	
106200	1	1		109999.98	
106201	1	1		40000.00	

1. On Work With Annual Tax Information, click both of the following options:
 - Adjustment Tax Calculation
 - Incomes Certificate

Because the Annual Tax Adjustment Information program (R76M0503) selects all employees for tax calculations and income certificates, you must select both of these options in order to display employee information for the first time after running the program. If you have deselected these options for any employees, you can select the appropriate option to display the employee record for which you are looking.

2. Complete either of the following fields to narrow your search and click Find:
 - Company
 - Century / Year
3. Choose the record for the employee you want to deselect, and click Select.



4. On Annual Tax Information Revision, deselect either of the following options and click OK:
 - Tax Adjustment Flag
 - Incomes Certif Flag

You can also review income and tax information for the selected employee on the Annual Tax Information Revision form.

Field	Explanation
Tax Adjustment Flag	A code that indicates whether the employee is eligible to have the company calculate and submit his or her tax adjustment. The employee must have been employed by the company for the entire fiscal year to be eligible.
Incomes Certif Flag	A code that indicates whether the employee should receive a printed income and retentions certificate.

Calculating Annual Tax Adjustments

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Calculation.

You use Annual Tax Adjustment Calculation (R76M0504) to calculate the annual tax amounts for all employees in the company who are eligible to have the annual tax calculation performed by the company.

The Annual Tax Adjustment Calculation program calculates taxes for all included employees using both Method 91 and Method 94. The system then selects the method that produces the smaller total and calculates the difference between tax due and tax already paid for each employee. The system produces a report that includes the following information for each included employee:

- Paid income
- Exempt income
- Retained tax
- Calculated tax for Method 91
- Calculated tax for Method 94
- Method used
- Tax owed to the employee or tax to be collected from the employee

The system stores the tax owed to employees and the tax to be collected from employees in PDBAs, so that the employees' pay can be adjusted appropriately in a subsequent payroll. You use the processing options to specify the date of the payroll during which tax amounts should be adjusted.

See Also

- *R76M0504 Annual Tax Adjustment Calculation* in the *Reports Guide* for a report sample

Before You Begin

- Set up the company tax subsidy and legal representative for annual tax declarations. See *Setting Up Country-Specific Company Options*.
- Set up tax tables for Method 1991 and Method 1994 (Article 141). These annual tax tables are published by SHCP (Secretaría de Hacienda y Crédito Público) in the Official Federation newspaper during the last quarter of the year. You must set up the tax, subsidy, and tax credit tables for each method. See *Setting Up Tax Tables*.
- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.
- Select the employees who are eligible to have the company calculate and submit their annual tax adjustment. See *Selecting Employees for Annual Tax Adjustments*.
- Set up PDBAs to store the following amounts that result from annual tax calculations:
 - The whole tax amount
 - Tax refunds due to employees
 - Tax credits due to employees
 - Tax owed by employees, to be repaid as a percentage of pay each pay period until it is paid off or Tax owed by employees, to be repaid as a flat amount each pay period until it is paid off

See *Setting Up Pay Type Information* and *Setting Up Deductions, Benefits, and Accruals*.

Processing Options for Annual Tax Adjustment Calculation (R76M0504)

Process Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Batch Processing Mode

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode

In test mode, the system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

Taxes Tab

1. Method Code used for 1991

Use this processing option to specify the method code for 1991. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

2. Subsidy 91

Use this processing option to specify the subsidy to apply for tax calculations using method 91. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

3. Method Code used for 1994

Use this processing option to specify the method code for 1994. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

The default value is M94.

4. Subsidy 94

Use this processing option to specify the subsidy to apply for tax calculations using method 94. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

Categories Tab

1. Annual Tax to Pay

Use this processing option to specify the DBA code for employee's total annual tax amounts. This DBA should have no effect on gross or net pay.

This DBA should be used only for annual tax amounts. Use a different DBA for monthly tax calculations.

2. Annual Tax to Give Back

Use this processing option to specify the DBA code for the tax amount that is due to employees who overpaid taxes during the year. This DBA should be a non-taxable benefit.

3. Annual Tax Credit

Use this processing option to specify the DBA code for the annual tax credit to which employees are entitled. Annual tax credit amounts are inversely proportional to employees' income and are based on the annual tax credit table. This DBA should be a non-taxable benefit.

4. Debt with Balance, Percentage on Income

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA

deducts a percentage of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a percentage of employees' pay, or you can use the Debt with Balance, Fixed Discount processing option to deduct a flat amount of employees' pay.

You specify the percentage that you want to deduct in the Percentage or Discount Amount processing option.

5. Debt with Balance, Fixed Discount

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA deducts a flat amount of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a flat amount of employees' pay, or you can use the Debt with Balance, Percentage on Income processing option to deduct a percentage of employees' pay.

You specify the amount that you want to deduct in the Percentage or Discount Amount processing option.

6. Percentage or Discount Amount

Use this processing option to specify the percentage or amount that you want to deduct from employee's pay for each pay period until the balance of the employee's tax due has been repaid.

If you completed the Debt with Balance, Percentage on Income processing option, enter a percentage in this processing option. Enter the percentage as a whole number. For example, 10 indicates 10 percent.

If you completed the Debt with Balance, Fixed Discount processing option, enter an amount in this processing option.

The percentage or amount that you enter applies to all employees included in the current annual tax adjustment calculation.

7. Starting Effective Date

Use this processing option to specify the date when you will begin to deduct either a percentage or flat amount from the pay of those employees who owe tax as a result of the annual tax adjustment.

The percentage or amount that you specify in the processing options will be deducted from the pay of each qualifying employee beginning with the first pay date on or after the date that you enter until the entire outstanding tax amount is paid.

Display Tab

1. Enter the format to use for names

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Generating Annual Tax Reports

To generate annual tax reports, complete the following tasks:

- Generating Income and Retentions certificates
- Generating the Wages and Salaries Stratified report
- Generating the Annual Tax Credit report

Generating Income and Retentions Certificates

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Incomes and Retentions Certificate.

All Mexican employees are required to submit an annual tax declaration to the SHCP (Secretaría de Hacienda y Crédito Público). The annual tax declaration includes the Income and Retentions Certificate. Companies can submit the Income and Retentions Certificate for employees who meet certain requirements.

Companies must provide the Income and Retentions Certificate for all employees who are submitting their own certificate. Employees for whom the company is submitting the certificate may use a copy of their Income and Retentions Certificate for their own records, but they do not need to submit a copy to the government.

The Incomes and Retentions Certificate program (R76M0505) generates an Income and Retentions Certificate for all employees who have records in the Detail of Annual Tax Adjustment table (F76M0504) and who have been selected to receive the certificate.

You should print the Income and Retentions Certificate on the official forms.

See Also

- *Selecting Employees for Annual Tax Adjustments* for information on selecting employees to receive an Income and Retentions Certificate

Before You Begin

- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

Processing Options for Incomes and Retentions Certificate (R76M0505)

Process Tab

1. Tax to Apply:

Use this processing option to specify the tax method that is used to calculate annual tax adjustments for the employees for whom you are generating Income and Retentions Certificates. If you have calculated annual tax adjustments using the Annual Tax Adjustment Calculation program (R76M0504), you do not need to complete this processing options because some employees might use the tax method for 1991 and some might use the tax method for 1994.

Valid values are stored in UDC 76M/TX.

2. Enter the Format to use

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

1 Lopez Garcia, Jose Antonio

2 Lopez Garcia, Jose

- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Generating the Wages and Salaries Stratified Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Wages and Salaries Stratified.

As part of their annual tax declaration, Mexican companies must submit the Wages and Salaries Stratified report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the number of employees in each income range as well as the amount that was paid during the year to the employees in each income range in each of the following categories:

- Wages and Salaries
- Overtime
- Profit Sharing
- Annual Bonus
- Vacation Bonus
- Savings Funds
- Food Aid
- Transportation Expenses Aid
- Other Benefits

The income ranges are defined by multiples of the minimum wage. For example, the first category includes employees who earned the minimum wage. The second category includes employees who earned from 1 times the minimum wage up to 3 times the minimum wage, and so on.

See Also

- R76M0506 *Wage and Salaries Stratified Report* in the *Reports Guide* for a report sample

Before You Begin

- Set up annual tax information for all PDBAs that affect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs*.
- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

Processing Options for Wages and Salaries Stratified Report (R76M0506)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Minimum Wage Type:

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

- 1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

4. Salary Type:

Use this processing option to specify the salary type used to determine in which income range employees should be included. Valid values are:

Blank Add all salaries that the employee received during the process year.

- 1 Use the employee's annual salary as of the end of the year or as of the employee's termination date.

The default value is 1.

Categories Tab

1. Until First Wage Limit

Use this processing option to specify the upper limit of the first income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 1 to indicate that the upper limit of the range is 1 times the minimum wage.

The limit that you enter also represents the lower limit of the report's second column.

If you leave this processing option blank, the system uses 1 times the minimum wage as the upper limit of the first income range.

2. Until Second Wage Limit

Use this processing option to specify the upper limit of the second income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 3 to indicate that the upper limit of the range is 3 times the minimum wage.

The limit that you enter also represents the lower limit of the report's third column.

The lower limit of the second income range is the upper limit of the first income range.

If you leave this processing option blank, the system uses 3 times the minimum wage as the upper limit of the second income range.

3. Until Third Wage Limit

Use this processing option to specify the upper limit of the third income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 5 to indicate that the upper limit of the range is 5 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fourth column.

The lower limit of the third income range is the upper limit of the second income range.

If you leave this processing option blank, the system uses 5 times the minimum wage as the upper limit of the third income range.

4. Until Fourth Wage Limit

Use this processing option to specify the upper limit of the third income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 5 to indicate that the upper limit of the range is 5 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fourth column.

The lower limit of the third income range is the upper limit of the second income range.

If you leave this processing option blank, the system uses 5 times the minimum wage as the upper limit of the third income range.

Generating the Annual Tax Credit Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Credit Report.

As part of their annual tax declaration, Mexican companies must submit the Annual Tax Credit report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the tax credit amounts paid to each employee during the year as well as various amounts used to calculate annual tax adjustments.

See Also

- R76M0507 *Annual Tax Credit Report* in the *Reports Guide* for a report sample

Before You Begin

- Calculate annual tax adjustments for the employees for whom you are submitting annual tax declarations. See *Calculating Annual Tax Adjustments*.

Processing Options for Annual Tax Credit Report (R76M0507)

Process

- | | |
|----------------|-------|
| 1. Company | _____ |
| 2. Fiscal Year | _____ |

Defaults

- | | |
|---|-------|
| 1. Monto del crédito al salario pagado en efectivo, por el que se solicito devolucion: | _____ |
| 2. Monto del crédito al salario pagado en efectivo pendiente de disminuir | _____ |
| 3. Monto del crédito al salario entregado al trabajador que resulta impuesto a cargo en el calculo anual: | _____ |
| 4. Monto total de los pagos efectuados en el ejercicio inmediato anterior: | _____ |
| 5. Total de las erogaciones efectuadas en el ejercicio | _____ |

Display

1. Statement Type: _____

blank = Normal
1 = Complementary

2. Enter the Format to use for names:

- 1 = L pez Pérez, José Luis
2 = L pez Pérez, José
3 = José Luis L pez Pérez
4 = José L pez Pérez
5 = Ing. José Luis L pez Pérez
6 = L pez, José
7 = L pez, José L.

What You Should Know About Processing Options

The wording of the processing options on the Defaults tab corresponds to the wording of items on the official Annual Tax Credit report. The following is a brief description of the processing options on the Defaults tab:

1. The total amount of the tax credits that the company paid during the year and that should be reimbursed to the company. This processing option corresponds to item B on the Annual Tax Credit report.
2. The total amount of tax credits that the company has already submitted for reimbursement and has not yet received. This amount does not include the amount of the current submission. This processing option corresponds to item C on the Annual Tax Credit report.
3. The total amount of tax credits that were paid to employees in error. This processing option corresponds to item D on the Annual Tax Credit report.
4. The total amount of the company's payments to employees for the fiscal year preceding the fiscal year that is being reported. This processing option corresponds to item A on the Annual Tax Credit report.
5. The total amount of the company's payments to employees for the fiscal year that is being reported. This processing option corresponds to item F on the Annual Tax Credit report.

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