PeopleSoft.

EnterpriseOne Xe Payroll PeopleBook

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Table of Contents

	Overviews	1–1
	Industry Overview	
	Industry Environment and Concepts for Payroll	1-3
	Idea to Action: The Competitive Advantage	1-4
	Payroll Overview	1-7
	System Integration	1-7
	System Features	1-9
	Payroll System Flow	1-11
	Employee Maintenance	1–11
	Time Entry	1–11
	Pre-Payroll	1-12
	Payments	1–12
	Journal Entries	1–12
	Reports	1–12
	Final Update	1-12
Doily		
Daily		
	Payroll Cycle	2_1
	Payroll Workbench	
	Definition of a Payroll ID	
	Locked Records	
	Coexistence	
	Processing Pre-Payroll	
	Creating a New Payroll ID	
	Choosing an Existing Payroll ID	
	Processing Options for Payroll Cycle Workbench (P07210)	
	Reviewing Payroll Cycle Information Online	
	Reviewing the Status of a Payroll Cycle	
	Reviewing General Payment Information	2-27
	Reviewing Payment Distributions	2-30
	Reviewing Tax Information for Payments	2-33
	Reviewing Paystub Information	2-35
	Reviewing Payroll Messages	
	Correcting Errors in Pre-Payroll Processing	
	Correcting Employee Records Omitted from Pre-Payroll	2-43
	Correcting Selection Criteria	2-44
	Correcting Employee Information	
	Correcting Missing Timecard Information	
	Correcting DBA Calculations	

Correcting Information When DBAs Were Not Calculated for Any	•
Employee	
Correcting DBA Setup for Group Plans	2-52
Correcting Information When DBAs Were Not Calculated for One	3
Employee	2-53
Correcting Gross-to-Net Errors	2-64
Processing Changes-Only Pre-Payroll	2-65
Understanding Recalculation of Employee Taxes	2-69
Pre-Payroll Calculations	
Reductions to Mandatory Deductions	2-70
Example: Wages Lower Than Total Pretax Deductions	
Processing Payments	2 - 71
Printing Payments	2-72
Reprinting Payments	
Resetting Payroll Cycle Steps	
	2-78
Resetting the Payroll ID	
Resetting Status Codes	2-81
	2-85
Processing Pro Forma Journal Entries	
Reviewing Pro Forma Journal Entries Online	
Reviewing Payroll Cycle Reports	
Printing Payroll Cycle Reports	
Reviewing the Payroll Register Report	
Processing Options for Payroll Register	
Reviewing the Summary Payroll Register Report	
Processing Options for Summary Payroll Register	
Reviewing the Payroll Exception Report	
Processing Options: Payroll Exception Report (R053191)	
Reviewing the Time and Pay Entry Journal Report	2-109
Processing Options for Time and Pay Entry Journal	
Reviewing the DBA Register Report	
Processing Options for DBA Register Report	
Reviewing the DBA Transaction Audit Report	
Reviewing the Payroll Payment Register Report	
Reviewing the Automatic Deposits Bank Register Report	
Processing the Final Update	
Payroll History	3–1
Understanding Calendar-Month and Payroll-Month History	3-1
Reviewing Payroll History Information Online	3-3
Reviewing PDBA History	3-3
Reviewing Earnings History	3-13
Reviewing Benefit and Accrual History	3-16
Working with Payment History	3-23
Reviewing Payment History Information	3-23
Voiding Payments	3-26

	Reviewing the PDBA History by Company Report	3-31
Periodic		
	Interim Payments	
	Timing of Update for Interim Payments	
	Purposes of Interim Payments	
	Examples of Interim Payments	
	Advance Payment	
	Termination Payment	
	Bonus Payment	
	Record of Manual Payment	
	Adjustment to Historical Information	-
	Working with Interim Payments	
	Creating an Interim Payroll ID	
	Entering Interim Payments	
	Processing Interim Payments	
	Printing Interim Checks	
	Deleting Interim Payments	-
	Timecard Automation	5_1
	Employee Groups	
	Timecard Templates	5–1
	<u>^</u>	-
	Overtime Rule Sets	
	Timecard Review and Approval	
	Fields and Functions	
	Working with Employee Groups	
	Creating Employee Groups	
	Reviewing Employee Groups	
	Reviewing the Employees by Group Report	5-13
	Working With Timecard Templates	5-15
	Creating Timecard Templates	5-15
	Submitting Timecard Templates for Processing	
	Reviewing the Timecard Template Processing Report	5-22
	Reviewing the Timecard Template Batch Review Report	5-23
	Working with Retroactive Pay Rules	5-25
	Creating Retroactive Pay Rules	5-26
	Submitting Retroactive Pay Rules for Processing	5-29
	Reviewing the Retroactive Pay Rule Processing Report	5-30
	Working with Overtime Rule Sets	5-33
	Creating Overtime Rule Sets	5-34
	Creating Overtime Rules	5-36
	Creating a Timecard Change Rule	5-37
	Creating a Call Rule Set Rule	5-40
	Creating a Call Custom Rule	5-41
	Creating a Timecard Accumulator Rule	5-43
	Submitting Overtime Rule Sets for Processing	5-47

Reviewing the Overtime Rule Processing Report 5–47	
Working with Timecards for Timecard Automation	
Reviewing Timecards Created by Timecard Automation 5–50	
Revising Timecards Created by Timecard Automation 5–52	
Revising a Timecard or a Batch of Timecards	
Revising the Status of a Batch of Timecards 5–54	
Reviewing the Timecard Automation Batch Approval/Cancelation Report	
5–55	
Working with Functions	
Creating Formulas	
Testing Formulas	
Registering Functions	
Understanding Functions 5–67	
Hours Worked Function for Timecard Templates 5–68	
THWF 8HoursIf8OnPrevWorkDate5–68	
Hours Worked Function for Retroactive Pay Rules	
RHRF_TimecardHours	
Hourly Rate Function for Timecard Templates 5–69	
THRF_EmployeeMasterRate	
Hourly Rate Functions for Retroactive Pay Rules 5–69	
RHRF EmployeeMasterRate	
RHRF MaxRate 5–70	
RHRF_PayRateMultiplier	
RHRF_TimecardRate 5–70	
RHRF_UnionRateX where X is A, B, C, D, or R 5–71	
RHRF WeightedAverageHourlyRate 5–71	
Hourly Rate Functions for Overtime Accumulator Rules 5–71	
OHRF EmployeeMasterRate 5–71	
OHRF_HoursWorked 5–72	
OHRF_MaxRate 5-72	
OHRF_PayFrequency 5–72	
OHRF_PayRateMultiplier 5-72	
OHRF_Salary 5–72	
OHRF_TimecardRate 5–72	
OHRF_TotHoursWorked 5–73	
OHRF_UnionRateX where X is A, B, C, D, or R 5-73	
OHRF_WeightedAverageHourlyRate 5–73	
Custom Overtime Rules Functions 5–73	
OCR_MealAllowance 5–74	
OCR_SpreadOvertime	
Periodic Reports 6–1	
Reviewing Union Reports	
Reviewing the Union Distribution Report	
Reviewing the Union Liability Report	
Reviewing the Health and Welfare Report by Employee 6–4	
Processing Options for Health and Welfare Report by Employee (R073112)	
6–5	
Reviewing the Health and Welfare Report by Provider and Employee 6–6	
Processing Options for Health and Welfare Report by Provider and Employe	:(
(R073132) 6-6	

Reviewing the Health and Welfare Report by Payee and Union Processing Options for Health and Welfare Report by Payee and Un (R073142)	ion
(NO/J142)	0-0
Payment Reconciliation	7–1
Reconciling Payments	7-3
Reconciling Payments Manually	7-3
Copying Bank Information to the Payroll System	7-6
Reconciling Payment History Automatically	
Processing Options for Reconcile Check History (R075613)	
Reviewing Payment Reconciliation Reports	
Reviewing the Check Reconciliation – Update History Report	
Reviewing the Amounts not Equal Report	7–9
Reviewing the Issued but not Cleared Report	7–9
Reviewing the Reconciliation Register Report	7–9
Data Selection for Reconciliation Register Report	
Processing Options for Reconcination Register (R0/3241)	/-10
A. L I.O. T I I.	
Advanced & Technical	
Payroll History Integrity	8–1
Types of Payroll History	8-1
Working with PDBA History Integrity	8-3
Identifying PDBA History Integrity Errors	
Processing Options for PDBA History Integrity Report (R077021)	
Reviewing Error Codes for the PDBA History Integrity Report	
Correcting PDBA History Integrity Errors	
Correcting PDBA History Integrity Errors Manually Correcting PDBA History Integrity Errors Automatically	
Correcting 1 DBA Thistory Integrity Errors Automatically	0-10
Wage Attachments	9–1
Setting Up Tables for Wage Attachments	
Setting Up Garnishment Tables	
Setting Up Exemption Tables for Tax Levies	
Example: Setting Up Exemption Levies	
Setting Up Standard Annual Exemption Amounts	9–9 9–11
Setting Up Additional Exemption Amounts for Disabilities Entering Wage Attachments for Employees	9-11
Entering a Wage Attachment for a Garnishment	9–14
Entering a Wage Attachment for a Loan	9-19
Assigning Fees and Interest to a Wage Attachment	9–21
Entering a Wage Attachment for a Tax Levy	9-23
Entering a Wage Attachment for a Wage Assignment	9-25
Entering an Ongoing Wage Assignment	9-26
Entering a Wage Assignment with a Split Deduction	9-29
Example: Splitting a Wage Assignment Deduction between F	amilies
9–29	
Entering a Wage Assignment with Agency Arrearage Information	
Entering Additional Information for a Wage Attachment	9-40

	Reviewing Wage Attachment History	9–45
Sotup	Accounts Payable Integration Process for Creating Vouchers How Payroll Summarizes Transactions for Vouchers Setting Up Accounts Payable Integration Activating Accounts Payable Integration in Company Options Setting Up Voucher Information for Tax Transactions Activating Vouchering for Tax Types Entering Tax Payees by Company Setting Up Voucher Information for DBAs Activating Vouchering for DBAs Entering Voucher Information for Group Plans Entering Voucher Information for Individual Employees Setting Up Payee Voucher Rules Working with Vouchers Reviewing Pro Forma Vouchers by Payee Reviewing Pro Forma Vouchers by Employee Reviewing Pro Forma Voucher Journal Reports Reviewing the Payroll Voucher Journal Reports Reviewing Voucher Information Reviewing Voucher Information Reviewing Voucher Information to the Accounts Payable System Posting Payroll Vouchers to the General Ledger Payroll History Conversion Converting Payroll History Generating Interim Header Records Processing Options for Interim Header Record Creation (R8907350) Entering DBA History for Data Conversion Updating the DBA Ledger Table Processing Options for Populate DBA Ledger Table (R07991) Entering Tax History for Data Conversion Updating the Tax Detail Table Processing Options for Populate Tax Detail Table (R07992) Processing the Interim Payments for Payroll History Conversion	10-3 10-3 10-5 10-5 10-6 10-8 10-9 10-10 10-11 10-13 10-14 10-16 10-20 10-25 10-26 10-26 10-27 10-28 10-29 11-1 11-3 11-6 11-17 11-11 11-11 11-11 11-13 11-14
Setup		
	System Setup Understanding User Defined Codes for Payroll User Defined Codes for Payroll Setting Up Payroll Cycle Information Setting Up Master Pay Cycles Setting Up Payroll Cycle Control Parameters Setting Up Payroll Cycle Reports Setting Up Payment Types Processing Options for Print Checks (P07231) Processing Options for Print Autodeposit Advices (P07233)	12-4 12-7 12-7 12-14 12-17 12-20 12-22

Processing Options for Create Auto Deposit Tape File	12 - 24
Setting Up Tax Information	12-27
Setting Up Unemployment Insurance Rates	12-27
Setting Up Workers Compensation Insurance-Basis Tables	12-30
Setting Up Workers Compensation Insurance Rates	12-32

Index

Overviews

Payroll is an integral part of any business. The J.D. Edwards Payroll system provides an effective way to manage your payroll functions.

This section provides overview information about the industry environment and about how the Payroll system operates.

Overviews consists of the following:
☐ Industry Overview
☐ Payroll Overview

Industry Overview

To understand how payroll affects your organization and why tasks are performed the way they are, you need to be aware of the critical role that payroll plays in the business environment.

This chapter introduces the industry concepts associated with payroll. In addition, it describes J.D. Edwards solutions to problems inherent in a payroll system.

7
Industry environment and concepts for payroll
Idea to Action: The competitive advantage

Industry Environment and Concepts for Payroll

The industry overview consists of:

A payroll department's customers include not only employees, but also other departments in the company, upper management in the company, and the federal, state, and local government agencies to whom withholdings from the employee's paychecks must be paid and reported. In payroll, customer satisfaction means compliance with company policies on paying employees, record keeping, and accounting, with upper management's business and cost-saving objectives, and with federal, state, and local government taxation and reporting requirements. A successful payroll system must:

- Provide for compliance with federal, state, and local withholding, depositing, and reporting requirements. The OneWorld solution is Quantum by Vertex, which calculates tax withholding amounts for each payment, based on the current tax tables provided by each taxing authority.
- Issue timely and accurate paychecks, direct deposits, and other disbursements. With OneWorld, you can define the pay dates for employees, calculate numerous voluntary deductions such as life insurance deductions, and calculate involuntary deductions such as tax levies, child support, and other garnishments. In addition, you can set up the OneWorld Payroll system to calculate bonus and commission pay, overtime pay, and numerous other types of pay.
- Maintain adequate records of all data and transactions. With the OneWorld Payroll system, you can retrieve information on gross-to-net payment

- calculations and tax calculations to be used for depositing taxes and reporting, and you can set up history tracking on any field in the system.
- Prepare reports based on company policy and management requirements.
 A number of standard payroll reports contained in the Payroll system can be set up to be generated automatically during any step in the payroll cycle. In addition, with the OneWorld Report Writing tool, you can easily create custom reports based on the data stored in the Payroll system to meet your reporting needs.
- Guarantee the security of the system. Payroll-related data is company proprietary information that should be viewed by authorized personnel only. The Payroll system must allow only those authorized to view payroll data. OneWorld provides a variety of security options such as field-level or form-level security to prevent unauthorized users from viewing or changing payroll data. In addition, in the OneWorld Payroll system, security can be set up to specify those users who are allowed to perform the various steps in the payroll cycle, including a reset of the cycle. The features of OneWorld security ensure privacy of records.

Idea to Action: The Competitive Advantage

The following table presents typical problems with tracking payroll information, the J.D. Edwards solution for each problem, and the return on investment from using the J.D. Edwards Payroll system.

The process of submitting paper timecards is time-consuming and prone to error. Ensuring employee compliance with timecard deadlines is difficult.

Employee Self-Service allows employees to complete timecards and submit them electronically. These electronic timecards are held in a temporary workfile pending review or approval before they are posted to the payroll system for processing. Employees and supervisors can review previous timecards for reference. The system relieves HR and payroll representatives of the tasks of compiling and entering timecards manually.

Your company often needs to provide employees with copies of previous paystubs, which might be needed for loan applications or other income verification. Employee Self-Service allows you to view previous paystubs online. Employees can then print the stubs for their own reference or forward copies to their loan processor. Using online paychecks results in cost savings. Time and material costs are saved when employees can view and print the information they need through Self-Service instead of using HR and payroll representatives to copy and mail the paystub.

In the process of consolidating payroll systems, most companies want to convert payroll to a new system. When you implement the J.D. Edwards Payroll system, you can import historical payroll information from you legacy system. You can then use the interim payment feature to convert this historical information into the appropriate format for the payroll history tables. You typically need this information to process year-end forms for employees. The Payroll system creates journal entries and merges the journal entry information into payroll history when you complete the next payroll cycle. Because data entry of payroll history is eliminated, the electronic conversion ensures greater accuracy in data. Cost savings can result from not having to pay data entry employees to enter this data.

Employees in the current workforce have diverse sets of skills and frequently work multiple jobs and different shifts, and they use different types of equipment. These diverse aspects require different rates of pay.

Time Entry by Equipment enables you to set up employees for differing pay rates based on the type of equipment they used during a pay period. The Shift Differentials feature allows you to assign the appropriate shift and associated pay rate to each employee. If an employee is under a different pay rate than usual, you can use Time Entry to override the usual rate with the new rate. Time Entry by Individual with Rate Overrides will override any rate that is set up through the employee master, occupational pay rate, shift differential, or union rate. For example, you can use this feature if a rate increase was not entered in time or if a rate table is incorrect. The Payroll system increases the accuracy of payroll processing and reduces time and effort spent correcting errors.

Your company provides services to outside clients and needs to account for the difference between the billing rate and the hourly rate of the employee who worked with the outside client.

Service Billing allows you to track each hour coded to a certain client or project based on both the hourly rate, which is used to calculate the employee's payroll, and the distribution rate, which is used to invoice the client. The Payroll system saves time and improves the accuracy of amounts paid to benefit providers.

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:

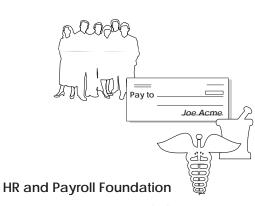
- Eliminates redundant data entry
- Maintains current and accurate information across all your business operations
- Improves communication among departments

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:

HR and Payroll System Integration



- Quick Hire (HR)
- Pay Types, Deductions, Benefits, and Accrual Setup (B, P)
 - Time Entry (P)
 - Automatic Accounting Instructions (P)
 - Job Information (B, HR, P)
- Employee Information (B, HR, P)
- Employee Self-Service (B, HR, P)
- Employee History and Turnover Tracking (HR)



- Benefits Administration
- Benefits Setup
- Employee Self-Service



Human Resources

- Applicant Information
- Position Control
- Requisitions



Payroll

Key

B = Integrates with Benefits

HR = Integrates with Human Resources

P = Integrates with 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:

- 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:

- 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.

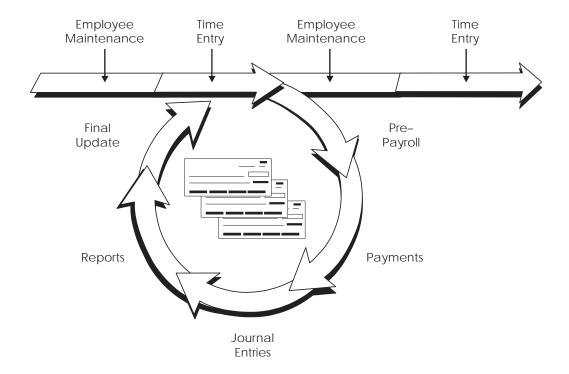
Process payments outside of the payroll cycle

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.

Daily

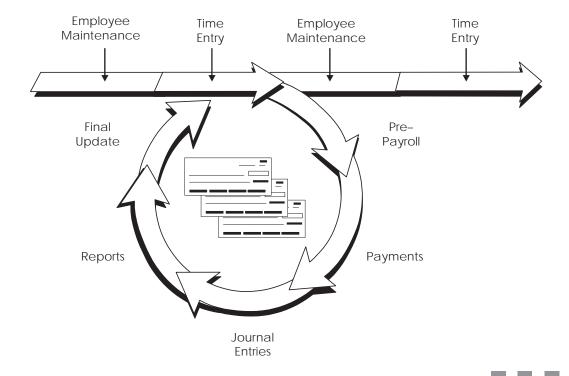
Payroll Cycle

The payroll cycle is a process that you complete each time 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 process pre-payroll 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:

Processing pre-payroll
Reviewing payroll cycle information online
Correcting errors in pre-payroll processing
Understanding recalculation of employee taxes
About recalculation of employee taxes
Processing payments
Resetting payroll cycle steps
Working with pro forma journal entries
Reviewing payroll cycle reports
Processing the final update

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 the 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 transaction, payment history, and tax information for employees, 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 the way it was before you ran the step.

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

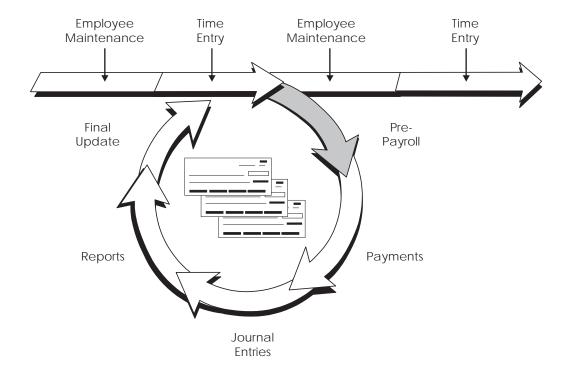
• Resetting Payroll Cycle Steps

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 is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.

The following graphic illustrates the location of the pre-payroll step in the payroll cycle:



You process pre-payroll 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 in order to produce payments and reports.

OneWorld Xe (09/00) 2–5

- 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 a full pre-payroll, you can do either of the following:

Create a new payroll IDChoose 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 <i>Entering Timecards for Employees</i> in the <i>HR and Payroll Foundation Guide</i> .
Enter exception time and one-time DBA overrides for employees, as necessary. See <i>Entering Timecards for Employees</i> in the <i>HR and Payroll Foundation Guide</i> .
Verify any interim payments that you want to include in this payroll cycle. See <i>Working with Interim Payments</i> .
Print the employee roster to review job and pay rate information for current employees. See <i>Running the Employee Roster Report</i> in the <i>HR and Payroll Foundation Guide</i> .
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 <i>Setting Up Payroll Cycle Information</i> .
Create a program version for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See <i>Creating a</i>

Batch Version in the OneWorld Foundation Guide 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.

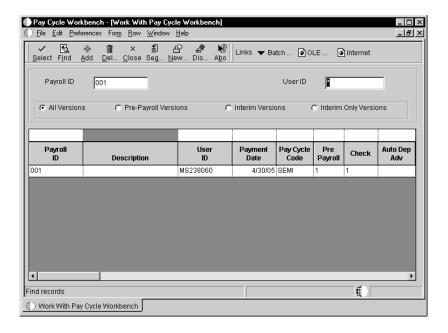
You can create a new payroll ID for processing regular payments, interim payments, or both.



To create a new payroll ID

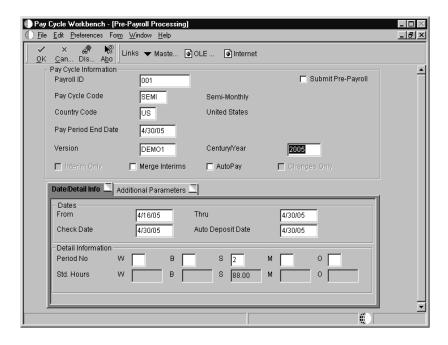
From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

OneWorld Xe (09/00) 2–7

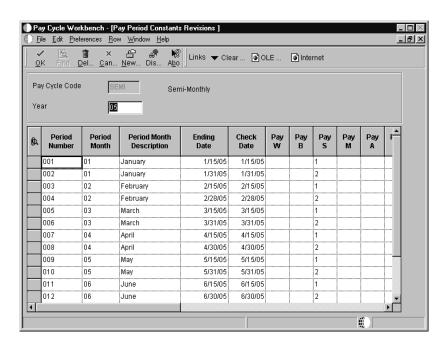


- 1. On Work with Payroll Cycle Workbench, click Add.
- 2. On Add Pre-Payroll or Interim Versions, choose one of the following options:
 - Add Pre-Payroll Version
 - Add Interim Only Version

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.



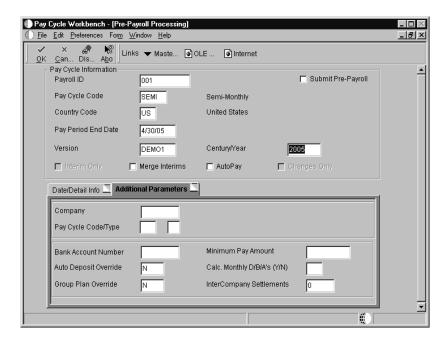
- 3. On Pre-Payroll Processing, complete the following fields:
 - Payroll ID
 - Pay Cycle Code
 - Country Code
 - Century/Year
- 4. Choose Master Pay Cycles from the Form menu.



- 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*.

OneWorld Xe (09/00) 2–11

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.
	Form-specific information
	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.
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.
	Form-specific information
	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.

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 are to be calculated during this payroll cycle.
В	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.
InterCompany Settlements	A code that determines which system generates intercompany settlements. Valid values are: 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.

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 (AAIs). You cannot use Company 00000 for transaction entries.
	Form-specific information
	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.
	This company number is also used throughout the remaining steps of the payroll cycle, including Final Update.
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.
Pay Cycle Group Type	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: D Distribution Business Unit (YTMCU) J Job Location (YTMUCO) H Home Business Unit (YTHMCU)
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.

Field	Explanation
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.
Calc. Monthly D/B/A's	For WorldSoftware:
Calc. Monthly D/B/A's (Y/N)	 The definition of this field depends on the program from which you access the field: 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.
	For OneWorld:
	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: Y Yes. The pre-payroll programs will calculate benefits and accruals that are based on calendar month amounts (dollars/hours). No. The pre-payroll programs will not calculate benefits and accruals that are based on calendar month amounts (dollars/hours). Blank Same as N.

Field	Explanation
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.

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

- 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*.

Processing Options for Payroll Cycle Workbench (P07210)

Process Tab

These processing options allow you to specify the name of the reports model and time entry version that you want to use during payroll cycle processing. You can specify how the program handles premium labor, and enter the DBA for overpayments. You can also specify whether you want the system to process future data revisions during final update.

1. Name of Reports Setup Model

Use this processing option to specify the name of the Reports Setup Model. A Reports Setup Model is a user defined group of reports that contains all available payroll reports. The default value is JDE.

2. Premiums

Use this processing option to define how you want to update the Account Ledger table (F0911) for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Valid values are:

Update labor hours to the Units field for premium labor entries. Choose this option when you want journal type PR to include labor hours in the Units field.

O Do not update labor hours to the Units field for premium labor entries. Choose this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the Debit Burden/Premium Labor Distribution table (P069042) is set up in the following way:

- The journal type PR has been added to the table.
- The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

3. Overpayment DBA

Use this processing option to specify the PDBA code for overpayments to employees. When an employee's pay is not sufficient to pay all deductions, you can set up the Payroll system to either reduce the deductions or to place the deductions in arrears. When you set up the Payroll system to reduce the deductions, the system uses the PDBA code for overpayments to create a new deduction that the system will deduct from the employee's next paycheck. The default value is 9997.

4. Time Entry Version

Use this processing option to specify the version of the Time Entry Master Business Function (P050002A) that you want the system to use to process timecards that you entered using Line Detail Time Entry (P051131). If you leave this processing option blank, the system uses the default version, ZJDE0001.

5. Process Future Data Revisions

Use this processing option to specify whether you want to process future data revisions during the final update of the payroll cycle. Valid values are:

- 0 Do not process future data revisions. This value is the default.
- 1 Process future data revisions.

Processing future data revisions during final update ensures that the revisions take effect at the appropriated times; however, this method can significantly increase the processing time required for final update. If you choose not to process future data revisions during final update, you must process them separately, using the Future Data Employee Master Update program (R06394).

6. Future Data Revisions Version

Use this processing option to specify which version of the Future Data Revision program (R06394) that you want to process during final update. Enter a version in this processing option only if you have indicated that you want to process

future data revisions during final update. If you leave this processing option blank, the system uses the default version, ZJDE0001.

Interim Tab

These processing options allow you to specify how the system handles interim payments. You can enter the PDBA code that you use for pay advances, and specify the version of the time entry program that you want to use. You can also specify whether you want to override the taxes on interim payments and print the Before and After Tax report.

1. Pay Advances PDBA Code

Use this processing option to specify the PDBA code for pay advances that you pay using Interim Payments. The default is 9000. You must set the Declining Balance Flag to Y (yes) on Advanced DBA Information for this PDBA.

Create Tax Workfile (Y/N)

Use this processing option to create the tax workfile when you override taxes on interim payments. Valid values are:

- Y Yes, create the tax workfile. Choose this option when you are processing interim payments and you want to override the taxes on one or more of those interim payments. This option requires additional computer processing time.
- N No, do not create the tax workfile. Choose this option when you do not want to override taxes on interim payments.

3. Print Before/After Tax Report

Use this processing option to indicate whether you want the system to print the Before/After Tax report when you process interim payments. Valid values are:

Blank No, do not print the report. Blank is the default value.

1 Yes, print the report.

4. Time Entry Version

Use this processing option to specify the version of the Time Entry Master Business Function (P050002A) that you want the system to use when you add an interim payment. If you leave this processing option blank, the system uses the default version, ZJDE0001.

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 tax information for payments
Reviewing paystub information
☐ Reviewing payroll messages
After you review payment information, you might need to make corrections of 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

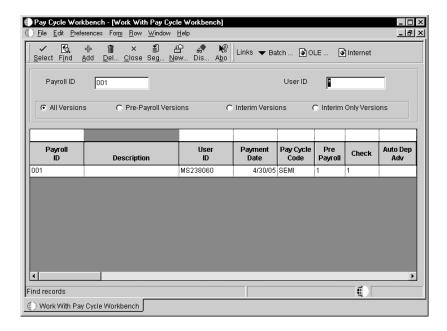
After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of pre-payroll to determine

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



- 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.

Field	Explanation
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
Reports	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 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.

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.
Changes Only	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.
	For World, value values are: Blank Not necessary to rerun pre-payroll Must rerun pre-payroll for changes only
	For OneWorld, value values are: Off Not necessary to rerun pre-payroll On Must rerun pre-payroll for changes only
	Form-specific information
	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: Blank Not necessary to rerun pre-payroll Must rerun pre-payroll for changes only A The pre-payroll is active or in the job queue
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).

Field	Explanation
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.
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

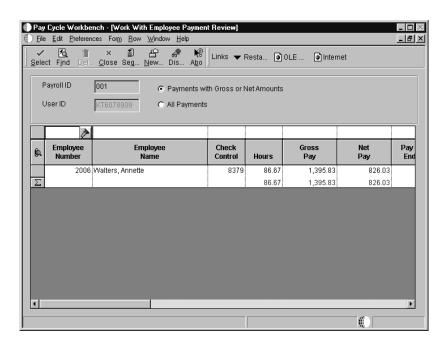
Reviewing General Payment Information

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

- 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).

Field	Explanation
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.
Со	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.
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.
IS	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	For OneWorld:
	A code that indicates one of the following conditions: 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.
	For World:
	 An internal code that indicates one of the following conditions: 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.
	Valid codes are: 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

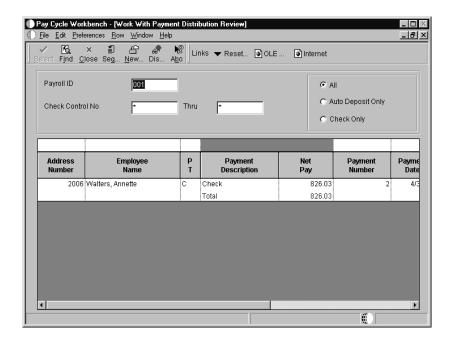
After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this 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

- 1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 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
РТ	The type of payment.
	Valid types of payments are: A Auto Deposit C Check
Payment 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.
Bank Acct Number	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.
	If you change this number, the system automatically pre-notes the employee's auto deposit record again.
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

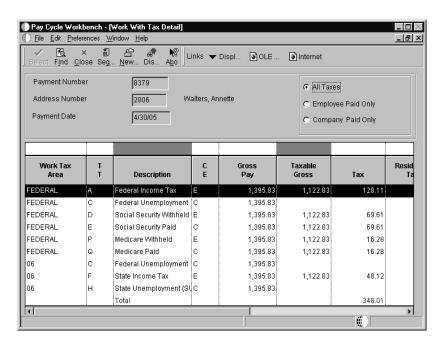
• Resetting Individual Employee Records

Reviewing Tax Information for Payments

After you process pre-payroll, you can review detailed information about individual employees' taxes. You can also verify the total tax for the employee. You can choose to verify all taxes calculated for the employee, or you can limit your review to employee-paid taxes only or company-paid taxes only.

To review tax information for payments

- 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 Tax Detail from the Row menu.



- 4. On Work with Tax Detail, choose one of the following options:
 - All Taxes

- Employee Paid Only
- Company Paid Only
- 5. Review the information in the following fields:
 - Work Tax Area
 - T T
 - C E
 - Gross Pay
 - Tax
 - Excess Amount
 - Excludable Amount

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
Work 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.
ТТ	A user defined code (06/TX) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	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.

Field	Explanation
C E	A code that specifies whether the payroll tax associated with the tax authority is paid by the company, as an expense, or by the employee, as a deduction (withholding). Codes are: C Company Paid E Employee withheld
Gross Pay	Gross Pay to be associated with the tax authority. For instance, if an employee earns wages in more than one state for the period, his gross pay would be apportioned to the tax authority for each state.
Tax	The amount of tax withheld/paid to each tax authority.

Reviewing Paystub Information

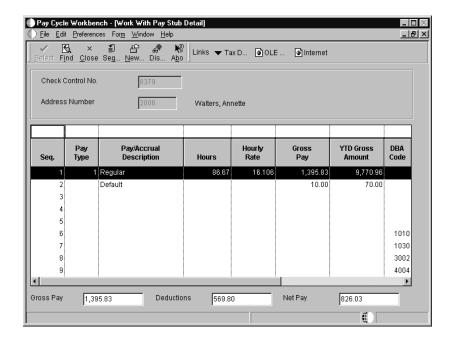
After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay is correct, and that the employee's timecard information is correct. This information 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.



- 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.

Field	Explanation
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 *Correcting Missing Timecard Information*.

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 *Resetting Individual Employee Records*.

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 *Reviewing General Payment Information* and *Correcting Gross-To-Net Errors*.

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 *Understanding Recalculation of Employee Taxes*.

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 *Understanding Recalculation of Employee Taxes*.

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 *Processing Interim Payments*.

Job Does Not Qualify

This error means that one of the following conditions occurred:

- 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.

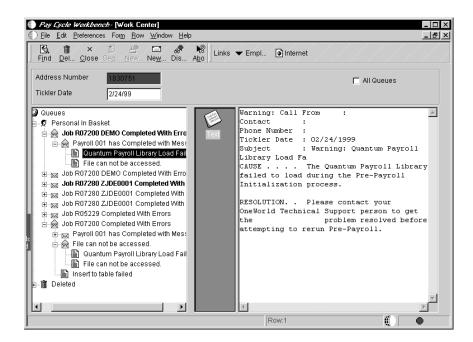
Terminated Employee Has Been Paid

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 (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, choose EE Work Center from the Form menu.

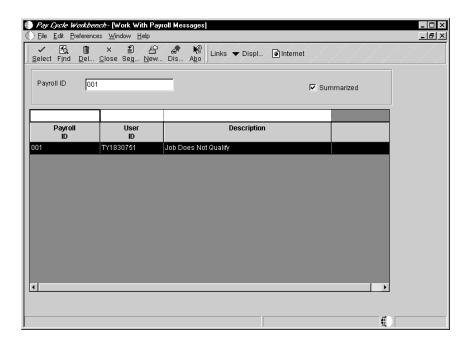


2. On Work Center, complete the steps for reviewing messages.

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

Correcting Employee Records Omitted from Pre-Payroll

Processing changes-only 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
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

Before

- 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

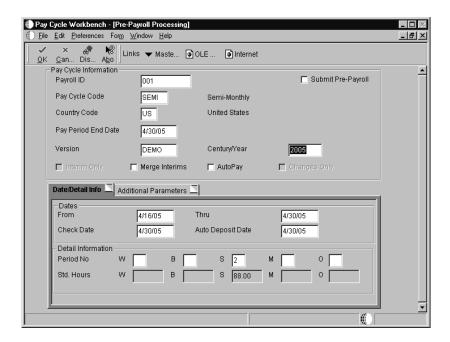
When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll 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 Rowmenu.

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.

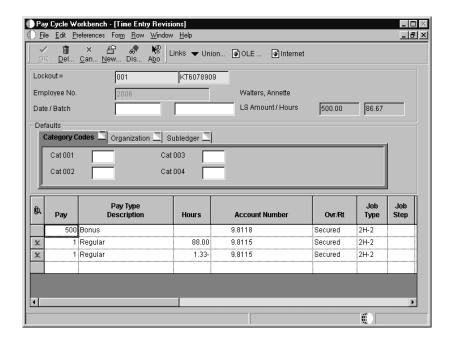
You can revise the employee's timecard information or enter a new timecard, if necessary.

Alternatively, you can enter standard hours for the employee.

To correct missing timecard information

- 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.

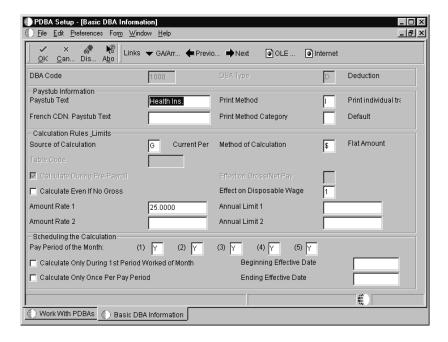
To correct information when DBAs were not calculated for any employee, complete either or both of the following tasks:

- Correct DBA setup
- Correct pre-payroll processing parameters

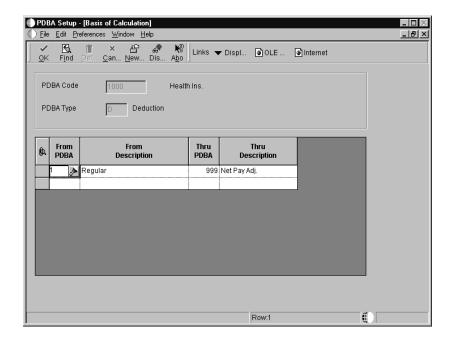
To correct DBA setup

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.



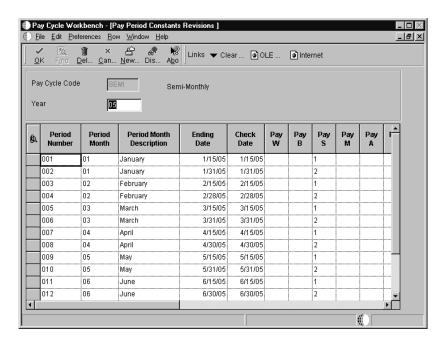
- 5. On Basis of Calculation, review the following fields, and then make any necessary corrections.
 - From PDBA
 - Thru PDBA
- 6. Click OK to return to Basic DBA Information.
- 7. If the DBA should have been calculated for all employees, choose Advanced DBA Info (Advanced DBA Information) from the Form 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 (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, 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.

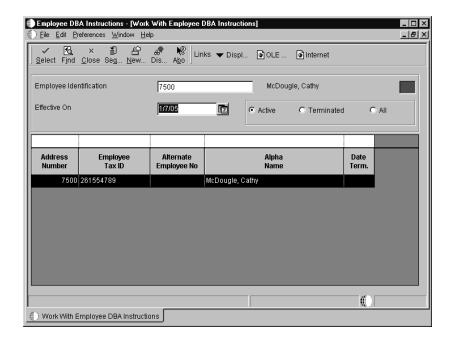
You must perform these procedures for each employee for whom the system does not calculate a DBA.

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	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.
	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).
	Form-specific information
	Enter the date an instruction starts, for example, the date the system should start a deduction.
	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.
	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.
	For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.
	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.

Field	Explanation
Pay Stop Date	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.
	This date may also be the date that a deduction, benefit, or accrual instruction stops.
	Form-specific information
	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.
	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.
	For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.
	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.
Nbr Per	The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.
	You must enter a value in this field if you automate the Number of Periods field.
	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).
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
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: 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	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.
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/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.

Field	Explanation
Group Code	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.
	Example: 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
	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.
	When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.

Field	Explanation
Ded Per 1	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are: 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. 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. 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.
Nbr Per	The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken. You must enter a value in this field if you automate the Number of Periods field.
	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).
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: 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.

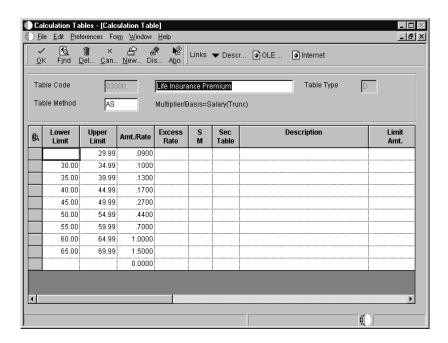
Field	Explanation
Limit \$ Monthly	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Pay Period	The maximum amount that can be withheld or accrued in a pay period 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.

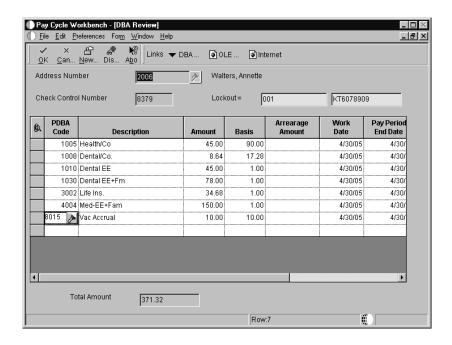


- 1. On Work With Calculation Tables, complete the following field, and then click Find:
 - Table Code
- 2. Choose a record in the detail area, and then click Select.
- 3. On Calculation Tables, review the information in the following fields and make any necessary corrections:
 - Table Method
 - Lower 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

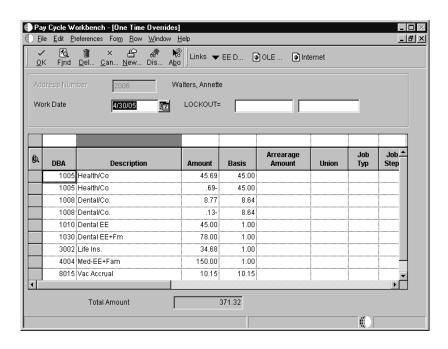
- 1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
- 3. On Work with Employee Payment Review, choose record in the detail area, and then choose DBA Review from the Row menu.



- 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.



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 (G07BUSP11), 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

- 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	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.	
	For World, value values are: Blank Not necessary to rerun pre-payroll 1 Must rerun pre-payroll for changes only	
	For OneWorld, value values are: Off Not necessary to rerun pre-payroll On Must rerun pre-payroll for changes only	

See Also

• Resetting the Payroll ID

Understanding Recalculation of Employee Taxes

In a pay period, some employees might not earn enough to pay for all of their deductions. When you set up a deduction, you can specify that it be either reduced or placed in arrears when an employee does not have enough wages to pay for the deduction. Reducing or placing pretax (tax-deferred or tax-exempt) deductions in arrears changes the employee's taxable gross wages. When this condition occurs during regular pre-payroll processing, the system automatically reduces the pretax deduction to zero and recalculates the employee's taxes using the new taxable gross wages. Automatic recalculation does not function for interim payment processing.

Pre-Payroll Calculations

During pre-payroll processing, the system performs the following steps to recalculate the employee's taxes:

- Places a pretax deduction entirely in arrears or fully reduces it (depending on the arrearage rule) if it cannot be fully deducted. The system does not partially place in arrears or reduce a pretax deduction to avoid negative pay. Two examples are:
 - A pretax deduction has an arrearage rule Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting). If the system cannot take the full amount of the pretax deduction, it uses rule G instead, placing the entire amount in arrears.
 - A pretax deduction has an arrearage rule P (partially or fully reduce the deduction as needed, but do not collect the amount in the future). If the system cannot take the full amount of the pretax deduction, it uses rule F instead, taking none of the deduction. In this case, the system does not place the amount in arrears, nor does it hold the amount over to be collected in the future.
- 2. Marks the deduction as a one-time override with a zero amount. This prevents the deduction from being calculated for this pay period only.
- 3. Updates the Pre-payroll Error table (F07355). This table lists each employee whose taxes were recalculated and shows which deductions were placed in arrears and which deductions were reduced or omitted.

Reductions to Mandatory Deductions

When the system automatically recalculates an employee's taxes, the recalculation typically results in higher taxes. To avoid a negative payment, the system might have to place one or more mandatory deductions in arrears, according to the normal processing priorities that you have set up for DBAs. When a tax-exempt deduction is adjusted or placed in arrears, every deduction with a lower priority has already been adjusted or placed in arrears.

Example: Wages Lower Than Total Pretax Deductions

An employee has standard pretax deductions of 100.00 and 50.00, but earnings for this pay period are only 95.00. When the system initially calculates the employee's pay, it takes the 50.00 pretax deduction but omits the 100.00 pretax deduction because wages do not cover the second deduction in its entirety. Because of the arrearage rule for the 100.00 deduction, the system does not place the amount in arrears. That is, the system will not try to deduct this amount in future pay periods.

When the system subtracted pretax deductions from the gross wages, no taxable gross remained and no taxes were calculated. However, the 100.00 deduction was not taken. Therefore, taxes must be recalculated on 45.00 (gross wages minus only the pretax deduction that is being taken).

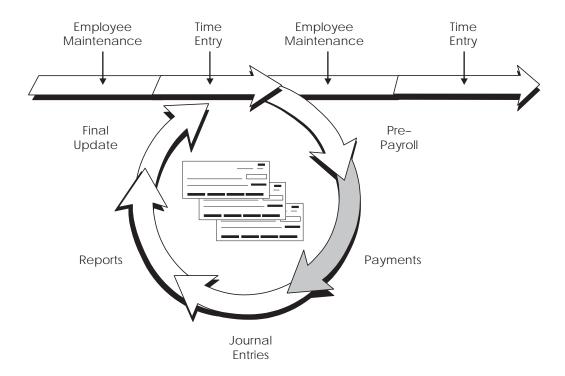
On the Payroll Register, the record for the employee is as follows:

Gross Wages	95.00
Taxes	4.39
Pretax deduction	50.00
Total Deductions	54.39
Net Pay	40.61

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 preferred.

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 nonnegotiable 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.

Processing payments includes the following tasks:

Printing payments

Reprinting payments

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 are set up to receive checks, automatic deposit advice slips, or both.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by automatic deposit. When you process payments for a payroll ID that includes some employees who are paid by check and some who are paid by automatic deposit, you can do either of the following:

- Run the Print Payments program once and print both checks and automatic deposit advice forms.
- Run the Print Payments program twice, once to print checks and another time to print automatic deposit advice forms.

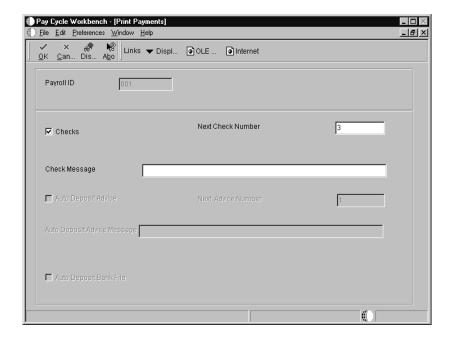
Individual employees can choose to receive part of their payment in the form of a check and another part in the form of an automatic deposit. For example, an employee whose net pay is 1000.00 per pay period might choose to receive a check for 200.00 and an automatic deposit of 800.00.

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 in order 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.

To print 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, choose Payments from the Row menu, and then choose Print Payments from the Payments menu.



- 3. On the Print Payments form, choose one or more of the following options:
 - Checks
 - Auto Deposit Advice
 - Autodeposit Bank File

You can process checks, automatic deposit advice slips, and the automatic deposit bank file at the same time, or you can process these items separately. To process them separately, run this program multiple times.

- 4. If you are printing checks, complete the following fields:
 - Next Check Number
 - · Check Message
- 5. If you are printing automatic deposit advice forms, complete the following fields.
 - Next Advice Number

- Auto Deposit Advice Message
- 6. Click OK.
- 7. 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*.

8. 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.

The system can print a maximum of 14 lines on a paystub. When you set up payment information, you can specify the number of lines (14 or less) 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-advices 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.

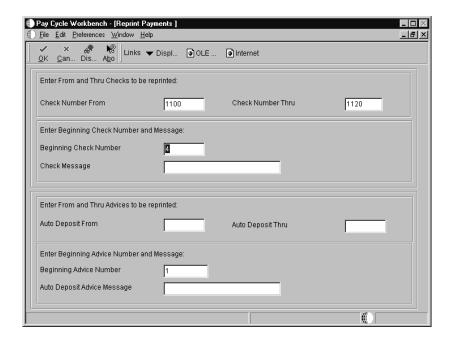
In some cases, you might need to reset the payments before you reprint them. For example, when the payments display an incorrect date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

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

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

- 1. On Work with Payroll Cycle Workbench, complete the steps for reviewing general payment information.
 - See Reviewing General Payment Information.
- 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

- 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

- 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.

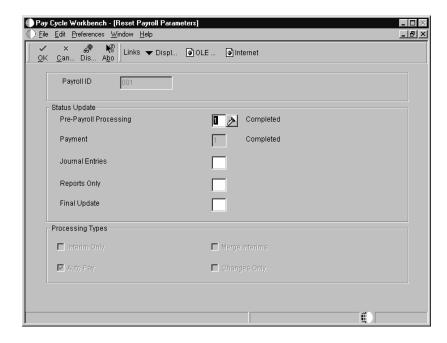
When you reset status codes, keep the following in mind:

- 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

- 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 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 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 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	iournal	lentries	includes	the	following	tasks:
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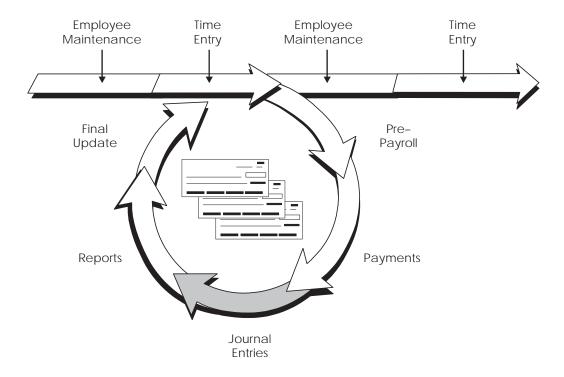
Processing	pro	forma	journal	entries

Reviewing pro forma journal entries or	nline
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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:

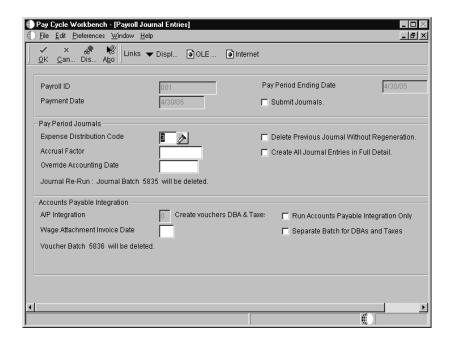
- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the 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.

- 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 Journal Entries and then Revise Journal from the Row menu.



- 3. 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.

Field	Explanation		
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: Work Date. The G/L date is the timecard work date. Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 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.		
	Form-specific information		
	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).		
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. N No integration Create vouchers for both DBAs and taxes that have been setup with A/P integration Create vouchers only for DBAs that have been setup with A/P integration Create vouchers only for taxes that have been setup with A/P integration		

Field	Explanation	
Wage Attachment Invoice A code that specifies whether the invoice date on voucher is the payroll check date or the pay period date. When the Accounts Payable system prints the payment for the payee, the system can print the indate on the check stub. The system fills the invoice only for wage attachments. This feature is useful wayee uses the employee's pay schedule to track payments.		
	Valid values are: 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	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: 0 (Unchecked) – Run pay period journals and accounts payable integration. 1 (Checked) – Run accounts payable integration only.	
Separate Batch for DBAs and Taxes	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: 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

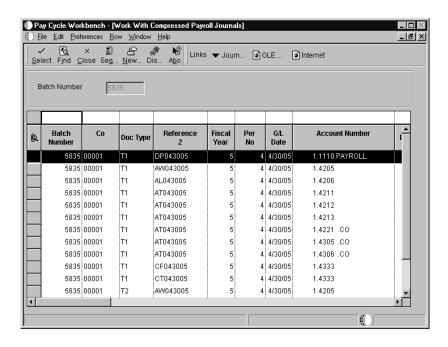
After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, 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.
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
Do Ту	A user defined code (00/DT) that identifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.
	The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types
	The system creates offsetting entries as appropriate for these document types when you post batches.
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	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).
	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.
Per No	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.
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.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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
	The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
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	A code that indicates which of the three general ledger account numbers is being used for data entry. Valid codes are: 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
	You can also define special characters in the Accounting Constants file (F0009) to facilitate data entry. For example: / For the unstructured account number * For the short account ID number blank For the business unit.object.subsidiary number
	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.
Explanation Alpha Name	A description, remark, explanation, name, or address.
Explanation –Remark–	An optional explanation that prints on the Time and Pay Register.
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.

Field	Explanation
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
Pha se	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.
	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.
	Note: A processing option for the SAR Entry lets you enter a default value for this field. The value than 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.
Job Тур	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.
Home Business Unit	The number of the business unit in which the employee generally resides.
Cur Cod	A code that indicates the currency of a customer's or a supplier's transactions.
Exchange Rate	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.
Date Updated	The date of the last update to the file record.
Doc Co	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.
	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.
	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.

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	This code designates the status of the posting of each particular transaction in the General Ledger table.
	Valid codes are: P Posted. (This transaction cannot be altered.) M A model journal entry. blank Unposted status.
	This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger file.
	Valid codes are: 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	For World, the IBM-defined user profile.
	For OneWorld, the identification code for a user profile.
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	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.
	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: 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. XXX The 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

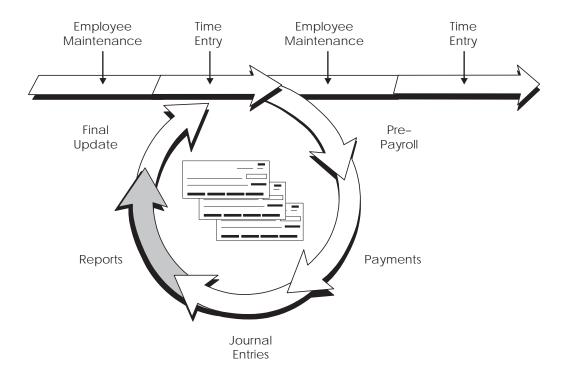
• Reviewing the Journal Batch Proof Report in the HR and Payroll Foundation Guide to determine whether the journal entries contain any errors

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:



10 re	view payroll-cycle reports, complete the following tasks:	
	Print payroll-cycle reports	
	Review the Payroll Register report	
	Review the Summary Payroll Register report	
	Review the Payroll Exception report	
	Review the Time and Pay Entry Journal report	
	Review the DBA Register report	
	Review the DBA Transaction Audit report	
	Review the Payroll Payment Register report	
	Review the Automatic Deposits Bank Register report	
Before You Begin		
	Set up the payroll cycle reports that you want to print. See <i>Setting Up Payroll-Cycle Reports</i> .	

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.

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

<u>File Edit Preferences Form Row Window Help</u> _ l리 × N Links ▼ Repor... OLE ... Payroll ID C All Reports Report Only Step Type Description Reports Only R053001 X.IDE0001 Time and Pay Entry Register wi Reports Only R053191 XJDE0001 Payroll Exception Report Reports Only R073012 XJDE0001 Payroll Register Reports Only R073062 XJDE0001 D/B/A Register Report

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:

(1)

- 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 Secuity 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 PayThis 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 exits. 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.

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.

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 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 Employeee 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

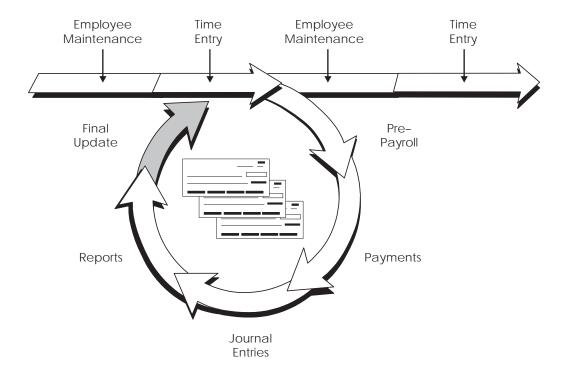
Reviewing the Automatic Deposits Bank Register Report

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.

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:
 - Pavroll 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

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 repor

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 Employee Transaction History (F0618) **History Summary**(F06146) 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:

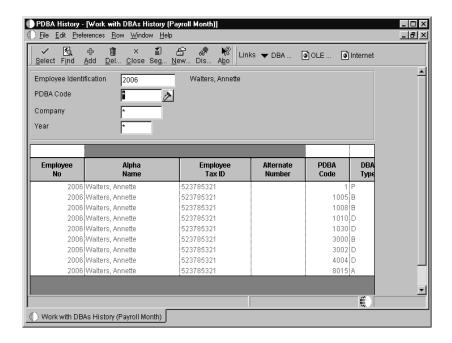
- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The summary totals do not equal the detail totals.

J.D. Edwards recommends revising payroll history through interim payments in order to create an audit trail.

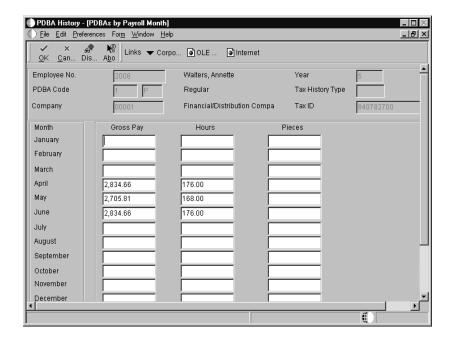


To review PDBA history by payroll month

From the History Inquiries menu (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 record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.



- 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.

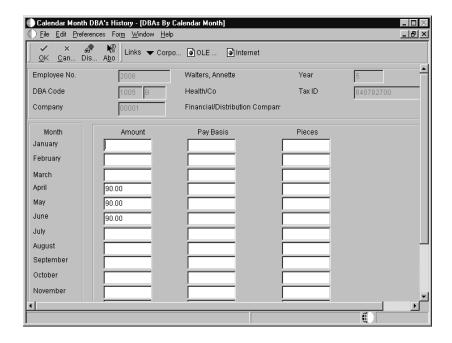
Field	Explanation
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Company	The company number in which the employee generally resides.

Field	Explanation
Gross Pay	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: 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).
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.



- 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.

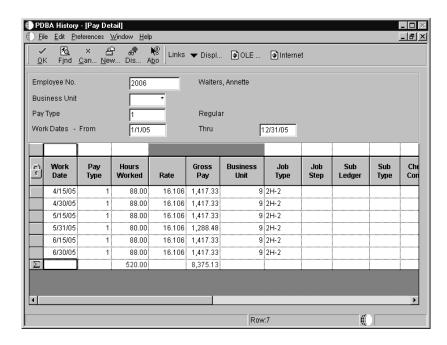
Field	Explanation
Amount	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:
	 A Pay types: The total amount of earnings related to the type of pay. B DBAs: The total amount of the deduction, benefit, or accrual.
	C Payroll taxes: The total 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).

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 (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 pay type record in the detail area, and then choose Pay Detail from the Row menu.



- 4. On Pay Detail, review the information in the following fields:
 - Work Date

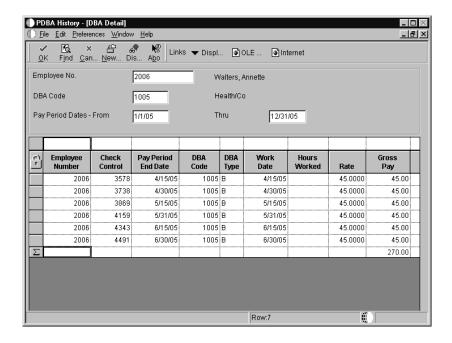
- Pay Type
- Hours Worked
- Rate
- Gross Pay
- Business Unit
- Job Type
- Job Step
- Sub-ledger
- Sub Type
- Check Control
- Account Number
- Tax Area
- Item No.
- Shift
- Union Code
- Units
- Pieces

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.



- 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.
Rate	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
Gross Pay	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.
	When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).
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.
Gen Vch	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

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).

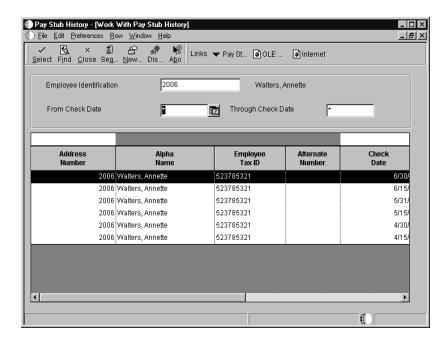
When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the error.

Caution: Payroll history programs should have the highest possible level of system security because when you revise payroll history manually:

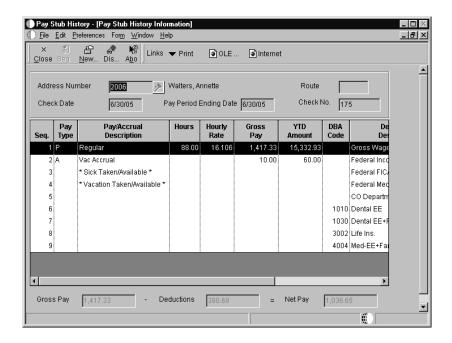
- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The summary totals do not equal the detail totals.

To review earnings history

From the History Inquiries menu (G07BUSP14), 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.



- 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.

Field	Explanation
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:

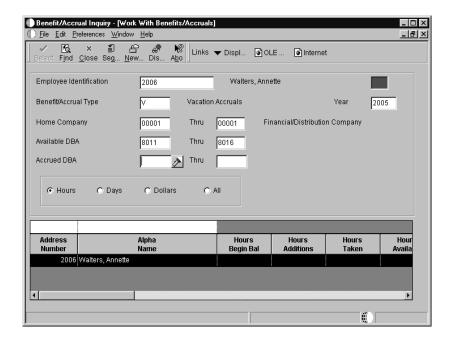
- Time and monetary amounts accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining

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.
	Form-specific information
	The total number of accrued hours that the employee had earned as of the beginning of the year.
Hours Additions	The total number of hours worked (for pay types), or the basis (for DBAs) for the 2nd month of the payroll year.
	Form-specific information
	The number of hours that have been added to the employee's beginning balance since the beginning of the year.
Hours Taken	The total number of hours worked (for pay types), or the basis (for DBAs) for the 3rd month of the payroll year.
	Form-specific information
	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 4th month of the payroll year.
	Form-specific information
	The number of hours that are currently available for the employee to take.

Field	Explanation
Hours Accrued	The total number of hours worked (for pay types), or the basis (for DBAs) for the 5th month of the payroll year.
	Form-specific information
	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.
Dollars Begin Bal	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows:
	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).
	Form-specific information
	The total monetary value of the benefit as of the beginning of the year.

Field	Explanation
Dollars Additions	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: 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 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).
	The monetary amount that has been added to the employee's beginning balance since the beginning of the year.
Dollars Taken	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: 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 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).
	Form-specific information
	A monetary amount that represents the portion of the employee's balance that the employee has used (spent) this year.

Field	Explanation
Dollars Available	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: 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 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).
	Form-specific information
	The monetary amount that is currently available for the employee to spend on the benefit.
Dollars Accrued	The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: 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. 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).
Days Begin Bal	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.
	The total number of accrued days that the employee had earned as of the beginning of the year.

Field	Explanation
Days Additions	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.
	Form-specific information
	The number of days that have been added to the employee's beginning balance since the beginning of the year.
Days Taken	The total number of days worked during period thee for the selected time range. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.
	Form-specific information
	The number of days that the employee has taken this year.
Days Available	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.
	Form-specific information
	The number of days that are currently available for the employee to take.
Days Accrued	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.
	Form-specific information
	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.

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	

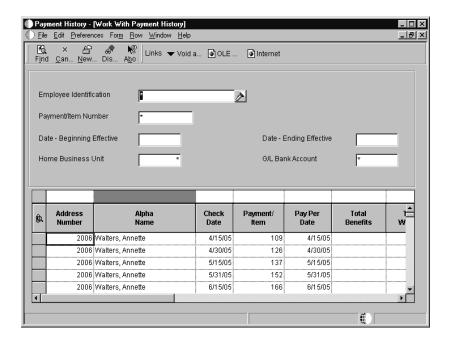
Reviewing Payment History Information

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.

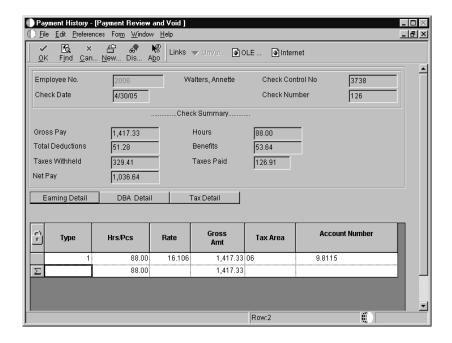


To review payment history information

From the History Inquiries menu (G07BUSP14) or Canadian History Inquiries menu (G77BUSP14), choose Payment History.



- 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.
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.

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.

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*.

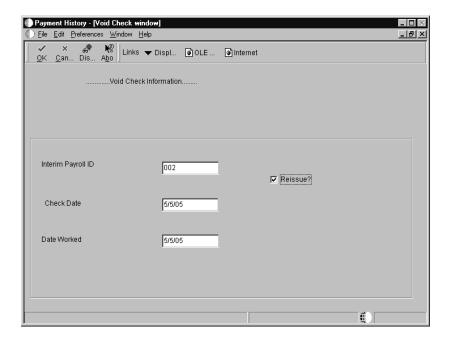
To void a payment

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
- IS
- 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	For OneWorld:
	A code that indicates one of the following conditions: 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.
	For World:
	 An internal code that indicates one of the following conditions: 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.
	Valid codes are: 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.
IS	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

Field	Explanation
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:

- 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 *Entering Interim Payments*.

Reviewing the PDBA History by Company Report

From the U.S. History Reports menu (G07BUSP15), 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.

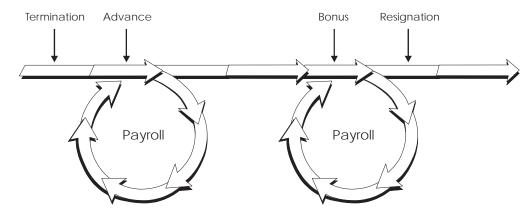
To compile the report, the system retrieves information from the Employee Transaction History Summary table (F06146).

Periodic

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 entires and merges this information into payroll history when you complete the next payroll cycle.

an employee

Adjust historical data for 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

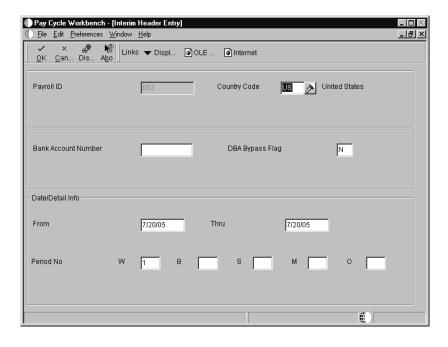
Creating an Interim Payroll ID

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

- 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.
В	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.

Field	Explanation
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.

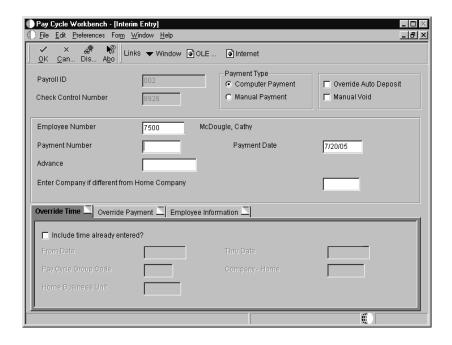
Before You Begin

☐ Create an interim payroll ID. See *Creating an Interim Payroll ID*.



To enter a standard interim payment

- 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.

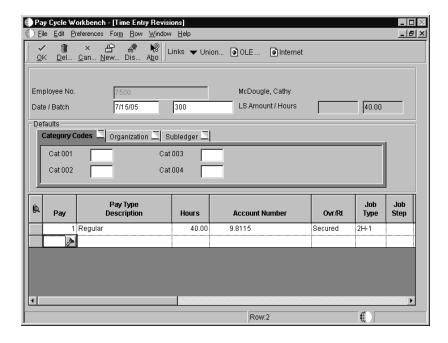


- 3. On Interim Entry, choose one of the following options:
 - Computer Payment
 - Manual Payment
- 4. If you need to override the employee's automatic deposit instructions for this interim payment, complete the following field:
 - Override Auto Deposit
- 5. Complete the following field:
 - Employee 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

OneWorld Xe (09/00) 4–13

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	An option that indicates the method that you want to use to create the interim payment.
	 Valid options are: 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	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: 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.
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.

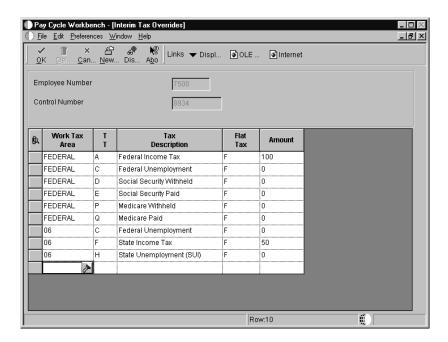
OneWorld Xe (09/00) 4–15

Field	Explanation
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

- 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.

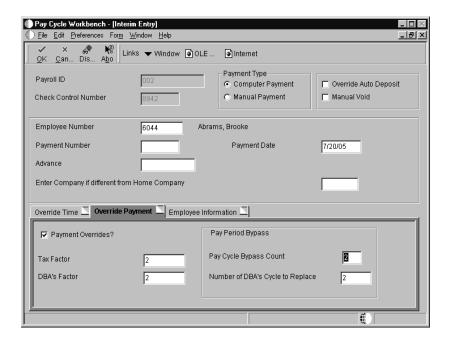
Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release 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.
Number of DBA's Cycle to Replace	The number of pay cycles (paychecks) that you want the system to bypass the benefit calculations.
	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.
	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.

Explanation
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.
A user defined code (06/TX) that identifies the type of payroll tax being processed.
Refer to the associated user defined code records for the current descriptions of these codes.
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.
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: % 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

To enter an interim payment for vacation pay in advance

- 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.

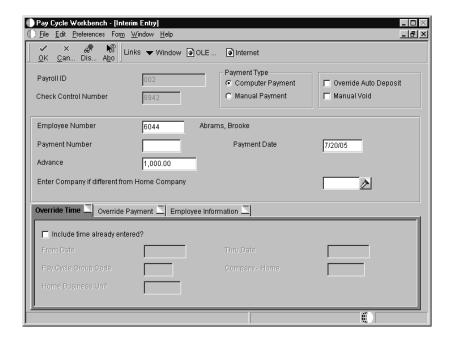


- 3. On Interim Entry, click the Payment Overrides tab.
- 4. Click the following option to turn it on:
 - Payment Overrides?
- 5. Complete the following fields:
 - Tax Factor
 - DBA's Factor
 - Pay Cycle Bypass Count
 - Number of DBA's Cycle to Replace
- 6. Complete the steps for entering a standard interim payment.

To enter an interim payment for a flat-amount advance

- 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

OneWorld Xe (09/00) 4–21

- 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 interior payments.

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 (G07BUSP11), 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

OneWorld Xe (09/00) 4–23

- 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.

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

- 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 (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, 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

- 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

- 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 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

Working with Timecard Automation includes the following tasks:

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

OneWorld Xe (09/00) 5–1

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 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.

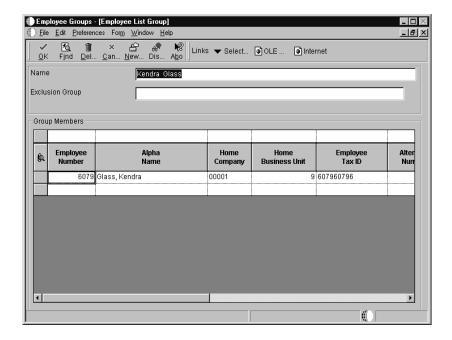
Creating employee groups includes the following tasks:

- 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.

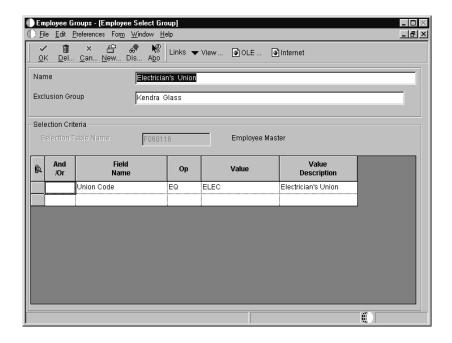
- 10. On Select Employees for List Group, complete any of the following fields, and then click Find:
 - Home Company
 - Home Business Unit
 - Country Code
 - Employee Number
- 11. Choose one or more records in the detail area, and then click Select to add the chosen employee to the employee list group.

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.
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.

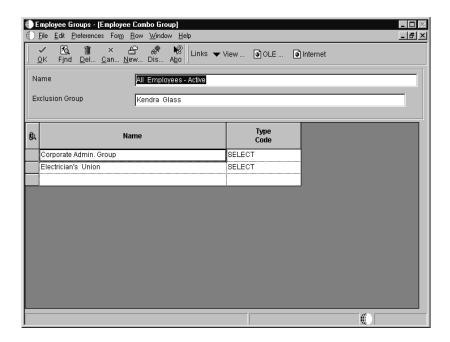
12. To view the new employee select group in Work With Employee Groups, click Select.

Field	Explanation
Selection Table Name	A name that identifies the table selection criteria in a Select type employee group.
Field Name	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 % & , . +.
	The data item cannot be changed.
	It forms the C-code data name (for example AddressNumber) that is used in business functions, data structures, and event rules.
	Also identify a data item by the alias or alpha description.
Ор	A code that identifies the operands in Boolean logic. You can specify any of the following codes: 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	A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.

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.

OneWorld Xe (09/00) 5–11

9. To view the new employee combo group in Work With Employee Groups, click Find.

Field	Explanation
Employee Group Type	A code that identifies the type of employee group. Valid values are:
	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.

□ Creating timecard templates
 □ Submitting timecard templates for processing
 □ Reviewing the Timecard Template Processing report

Reviewing the Timecard Template Batch Review report

Working with timecard templates includes the following tasks:

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.

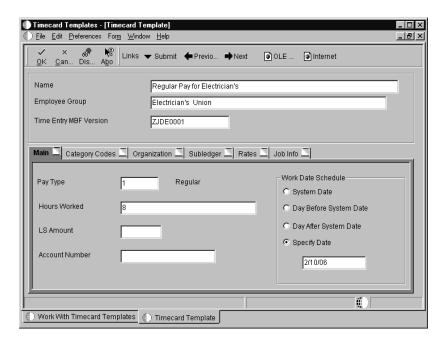
Before You Begin

☐ 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.



- 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

OneWorld Xe (09/00) 5–17

- 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	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.
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.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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
	The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Work Date Schedule	An option that specifies where the timecards created by a timecard template will receive their work date.
Category Codes – Payroll 001	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:
	Category Code 1 is used for time entry.
	You can use this category code for reporting purposes on timecard and human resources job information.
	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.
Business Unit – Chargeout	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.
Routing Code – Check	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.

OneWorld Xe (09/00) 5–19

Field	Explanation
Shift Code	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.
	For payroll and time entry:
	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.
	If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.
Subledger – G/L	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.
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.

Creating retroactive pay rules	
Submitting retroactive pay rules for	processing

Retroactive pay rules includes the following tasks:

	Reviewing	the	Retroactive	Pav	Rules	Processing	report
_	110 110 111115	CIIC	I C C C C C C C C	1 4 7	ruico	11000001115	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

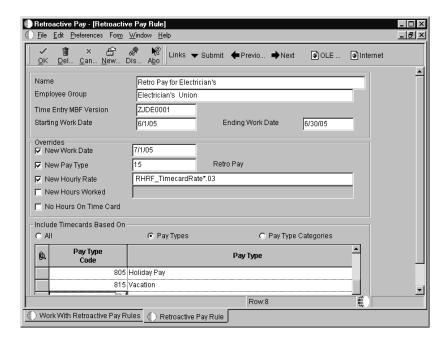
☐ Create an Employee Group. See *Creating Employee Groups*.



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	e 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.	
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.	

Field	Explanation
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
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

OneWorld Xe (09/00) 5–31

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.

☐ Creating overtime rule sets
☐ Submitting overtime rule sets for processing
☐ Reviewing the Overtime Rule Processing report

Overtime rule sets includes the following tasks:

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.

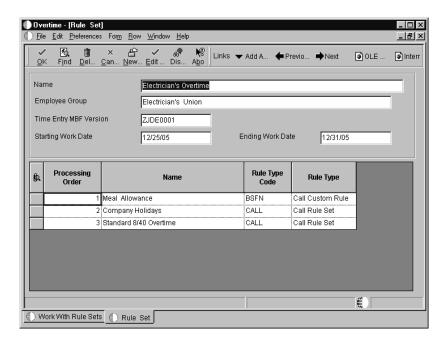
Before You Begin

☐ 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

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.

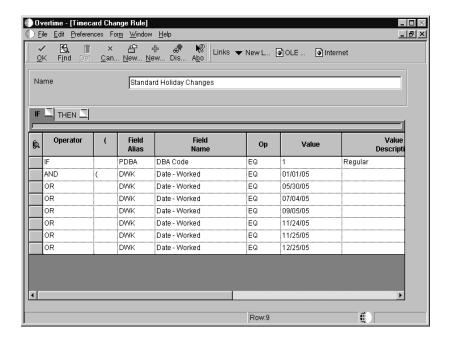
You can use a timecard change rule to change a timecard field based on another field. For example, if an employee's timecard is for regular time and the work date is a company holiday, you can have the system change the pay type to double time. The system automatically recalculates the gross pay when 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.

OneWorld Xe (09/00) 5–37

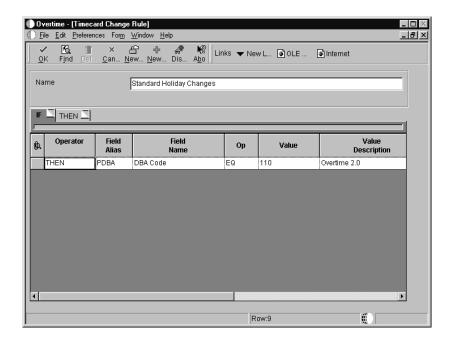


- 3. On Timecard Change Rule, complete the following field:
 - Name
- 4. To create selection criteria, click the If tab, and complete one of the following fields:
 - Field Alias
 - Field Name

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.

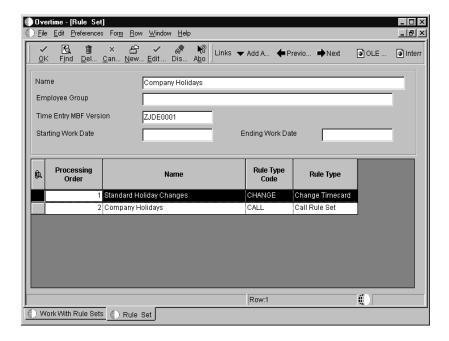
Creating a Call Rule Set Rule

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.

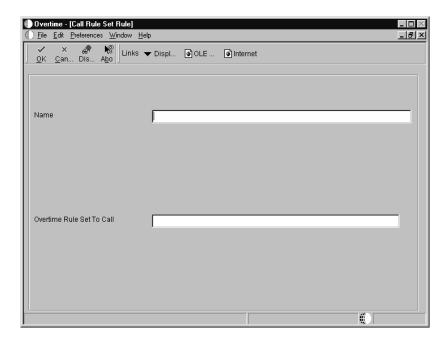
To create a call rule set rule

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

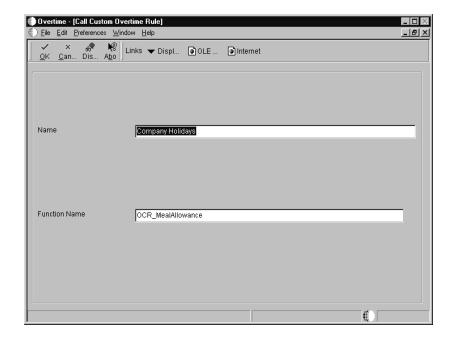
You can choose a call custom rule to include a user-defined business function in an overtime rule set. A call custom rule calls a user-defined business function (BSFN). You create a custom function when you need to perform complex or unusual calculations that are not provided with the Payroll system. 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.

OneWorld Xe (09/00) 5–41

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

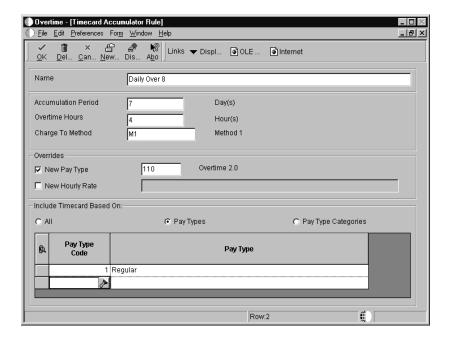
The system removes time from and changes timecards as in Method 3. The system charges time to timecards differently, however. All overtime is charged to a single timecard using the same data as the most recent timecard, with a different pay type or rate as specified. You might use this charge-to method 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

Working with timecards includes the following tasks:

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.

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

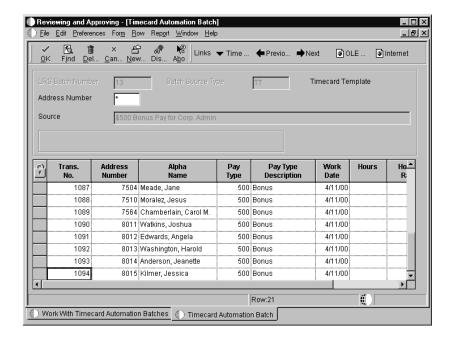
timecards are shown in text that is not bold.



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.



- 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.
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.

OneWorld Xe (09/00) 5–53

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

OneWorld Xe (09/00) 5–55

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

OneWorld Xe (09/00) 5–57

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:

New Rate = (RHRF UnionRateA*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.

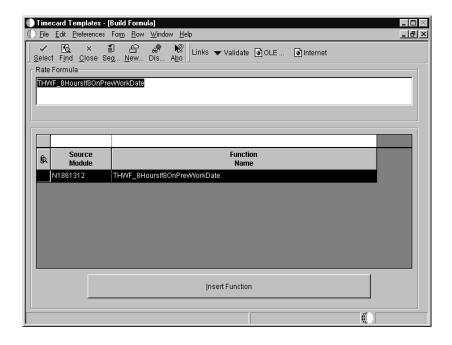
Before You Begin

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.

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:

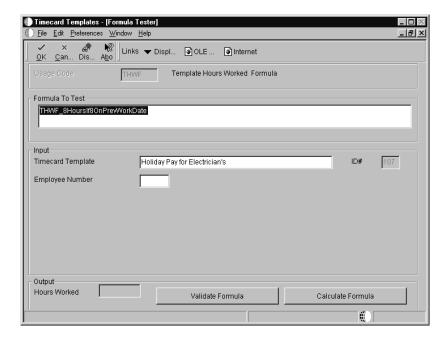
- Testing a formula for a timecard template
- Testing a formula for a retroactive pay rule
- Testing a formula for an overtime rule set

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.
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.

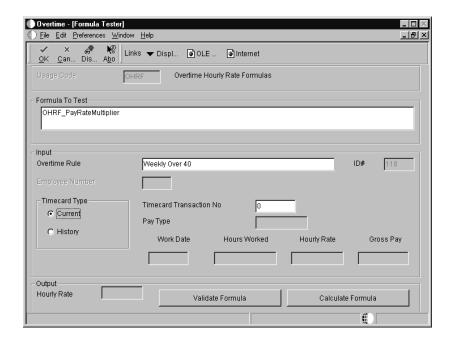
Field	Explanation
Timecard Transaction No	The system gives each timecard entered a unique transaction number. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display.
	This field is also used to tie a timecard to each Actual Burden audit record created for 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.

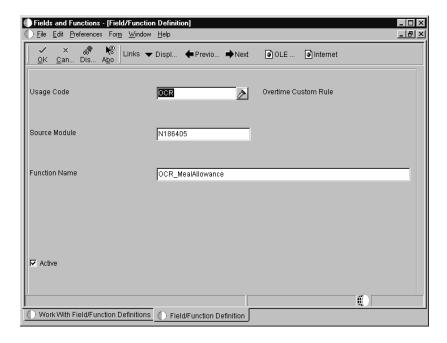
Before registering a function, you should identify certain information about it, such as:

- 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.

Field	Explanation
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

OneWorld Xe (09/00) 5–67

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

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).

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

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 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

GNUMO 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

Periodic reports are reports that you run on a regular basis, typically to supply to a government agency or an organization such as a union. You normally run periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements. If necessary, you can run and review these reports more often.

Working with periodic reports includes the following tasks:	
☐ Reviewing union reports	

Reviewing Union Reports

If your organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

Reviewing union reports includes the following tasks:

Reviewing the Union Distribution report
Reviewing the Union Liability report
Reviewing the Health and Welfare Report by Employee
Reviewing the Health and Welfare Report by Provider and Employee
Reviewing the Health and Welfare Report by Payee and Union

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).

OneWorld Xe (09/00) 6–3

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 the Health and Welfare Report by Employee

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Employee.

The Health and Welfare Report by Employee provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The report lists the following information:

- Gross pay earned
- Related deductions, benefits, and accruals
- Basis for the deductions and benefits
- Employee totals
- Totals for payee/union

The information provided in this report is based on the following tables:

- Employee Transaction History (F0618)
- DBA Transaction Detail History (F0719)

Processing Options for Health and Welfare Report by Employee (R073112)

Dates Tab

1. Date Range

Use this processing option to specify the date range for selecting records for processing. Both from and through dates must be entered.

2. Date Range Type

Use this processing option to determine which date field the system uses in the data selection.

Blank Check Dates (Default)

1 Work Dates

Job Category

1. Apprenticeship Job Category Codes

Use this processing option to specify up to five category codes for apprenticeship jobs. These codes will be used to separate apprenticeship totals from all other job category totals on the report.

DBA Codes Tab

1. DBA Codes

Use this processing option to specify up to five DBA codes, which will be used to track and print totals for each rate within the DBA. Typically, this processing option is used for DBAs, such as 401(k), where the rate is entered at the employee level.

Employee Mode Tab

1. Employee Number Mode

Use this processing option to specify which employee number will print on the report. Valid values are:

- 1 Address Book number
- 2 Tax ID number (default)
- 3 Third employee number

Reviewing the Health and Welfare Report by Provider and Employee

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Provider and EE.

The Health and Welfare Report by Provider and Employee, also called the Union Trust report, provides a detailed breakdown of the deductions and benefits from employee payments for all payees and providers. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.

This report is organized by provider (payee). It lists amounts by employee within a union (or group plan), with a group total page, and prints an accumulated listing within the payee across all unions (or group plans). The report lists the following information:

- Hours and gross pay basis for the deductions listed
- All deductions assigned to the payee for each employee
- Employee totals
- Report divided by payee/provider
- Totals for each payee

The information provided in this report is based on the following tables:

- Employee Transaction History (F0618)
- DBA Transaction Detail History (F0719)

Processing Options for Health and Welfare Report by Provider and Employee (R073132)

Display Tab

1. Report Period Begin Date

Use this processing option to select the beginning of the date range for which DBAs will be reported.

2. Report Period End Date

Use this processing option to select the end of the date range for which DBAs will be reported.

3. Date Range Type

Use this processing option to specify whether the data will be selected based on work date or check date. Any value other than 1 will result in check dates being used.

4. Employee Identification Number

Use this processing option to specify which employee number is printed on the report. Valid values are:

Blank The default value set up in company options.

- Address Book number.
- 2 Tax ID number.
- 3 Alternate employee number.

If you enter any other value in this field, the system uses the default value set up in company options.

Reviewing the Health and Welfare Report by Payee and Union

From the Periodic Processing menu (G07UN2), choose Health and Welfare Report by Payee and Union.

The Health and Welfare Report by Payee and Union lists the deductions and benefits that are assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following items:

- Hours and gross-pay basis by pay period for the deductions listed
- Figures by union for the payee/provider in each pay period
- Totals for each payee/provider

The information provided in this report is based on the following tables:

- Employee Transaction History (F0618)
- DBA Transaction Detail History (F0719)

Processing Options for Health and Welfare Report by Payee and Union (R073142)

Dates Tab

1. Date Range

Use this processing option to specify the date range for selecting records for processing. Both from and thru dates must be entered.

2. Date Range Type

Use this processing option to determine which date field will have data selection performed against it. Valid values are:

Blank Check date (default)

1 Work date

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	

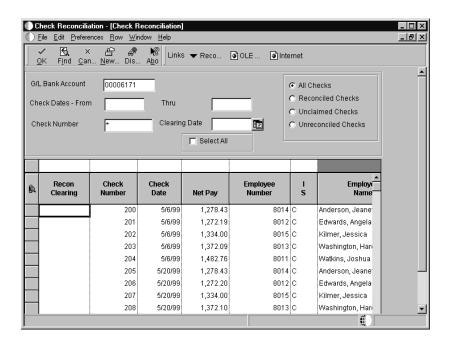
Reconciling Payments Manually

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.

OneWorld Xe (09/00) 7–3

To reconcile payments manually

From the Paycheck Reconciliation menu (G07PC12), choose Check Reconciliation.



- 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: 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.		

OneWorld Xe (09/00) 7–5

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-delimitated 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 <i>Copying Bank Information to the Payroll System</i> .
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

See Also

• Reviewing Payment Reconciliation Reports

number in the Description field.

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.

OneWorld Xe (09/00) 7–7

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 Reconcilement 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.

Advanced & Technical

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.

OneWorld Xe (09/00) 8–1

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)

- Calendar Month DBA Summary History (F06145)
- Employee Transaction History Summary (F06146)
- Tax Area Transaction History (F06148)

Employee Transaction History (F0618)

- 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.

forking 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 (G07BUSP3), 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:

- O 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 PBDA 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.

The report corrects the tax ID for a number of forms automatically. This is one of the most common errors.

0105 - Amount due 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.

0106 - Number Periods invalid

A value exists in the Number of Periods field for the DBA, but the record for the DBA states that using Number of Periods is not allowed.

Either change the Number of Periods field to allow periods or manually adjust the periods 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.

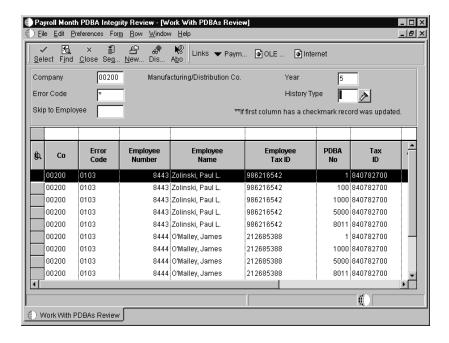
OneWorld Xe (09/00) 8–7

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 (G07BUSP3), 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: 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.		
` <u></u>			

OneWorld Xe (09/00) 8–9

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 (G07BUSP3), 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 processin	g options	to print the	e report and	l update	the table.
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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:

The debtor or obligor
 The creditor, garnishor, person, or organization to whom the employee owes money
 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 garnishment tables
Setting up exemption tables for tax levies

Setting up tables for wage attachments includes:

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.

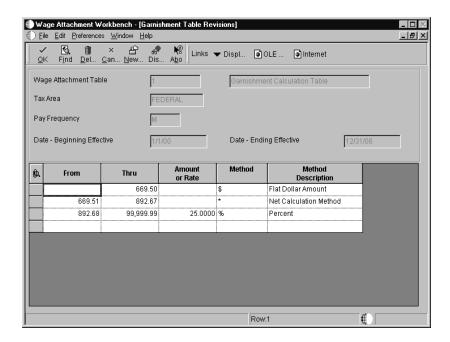
Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable 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.
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.

OneWorld Xe (09/00) 9–7

Field	Explanation	
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.	
Method	A code that specifies the method to use to calculate a garnishment withholding amount for a disposable wage range. Valid values are: 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.	
Pay Frequency	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.	

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

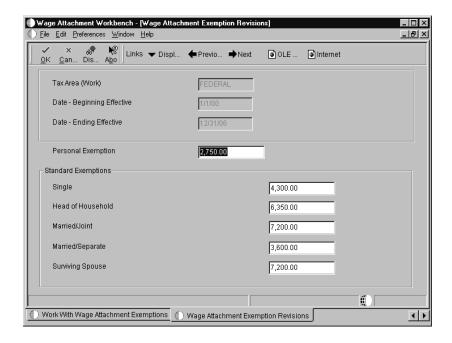
You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for federal income tax exemptions.



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.

Field	Explanation
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

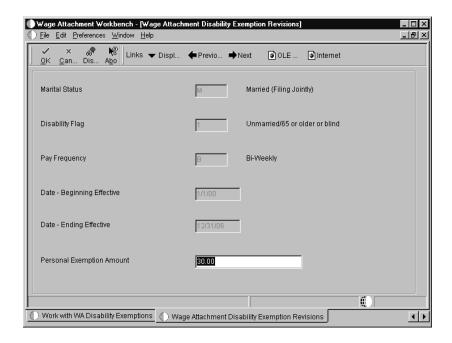
When an employee or the employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information that you need to complete these tables.



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 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	
\Box	Entering additional information for a wage attachment	

Entering wage attachments for employees includes the following tasks:

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.

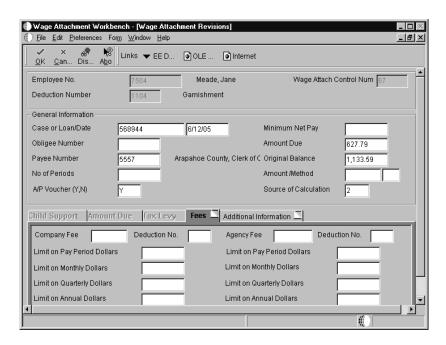
Before You Begin

	Set un	garnishment	tables	See	Setting I	Th (Garnishment	Tables
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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.



- 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

OneWorld Xe (09/00) 9–15

- 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: 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:	
	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	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.				
	For wage attachments use one one of the following codes: 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	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.				
No. Deduction Periods	The number of periods a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.				
	You must enter a value in this field if you automate the Number of Periods field.				
	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).				
A/P Voucher (Y,N)	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				

OneWorld Xe (09/00) 9–17

Field	Explanation		
Original Balance	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:		
	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.		
	The Remaining Balance on the Detail Wage Attachment Ledger is reduced by the amount of the deduction each pay period it is deducted.		
Amount 1 – Wage Attachment	The amount to be withheld from the employee's paycheck for a wage attachment.		
	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.		

Field	Explanation
Field Wage Attachment Method	The method the system uses to calculate a wage attachment deduction. Valid values are: blank For 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). 1 Lesser of the flat amount or percent of disposable wage. (Use for child support). 2 Greater of the flat amount or percent of disposable wage. (Use for child support). 3 Greater of flat amount or percent. The difference becomes the arrearage deduction, if there is an arrearage amount. (Use for child support). 4 Flat dollar amount. The difference between the new disposable wage and the minimum net pay equals the arrearage amount. (Use for child support). 5 Flat dollar amount, unless the amount is greater than percent of wage, then use the secondary amount. (Use for child support). 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). 7 Percent of disposable wage adjusted to minimum net. (Use for garnishment and levy). 8 Lesser of % of gross or table amount. (Use for garnishment, levy
	and loans).% Percentage of disposable wages (Use for garnishment and levy).
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

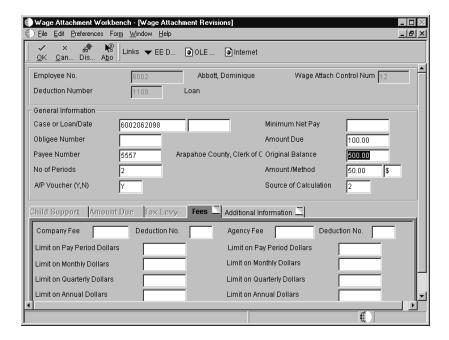
of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

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.

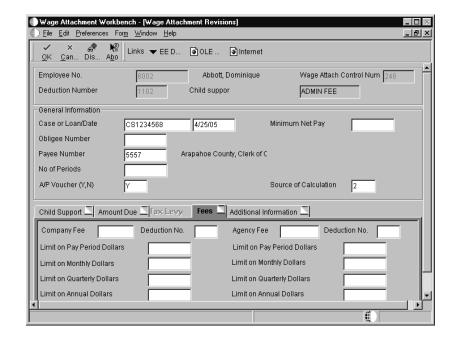
Before You Begin

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

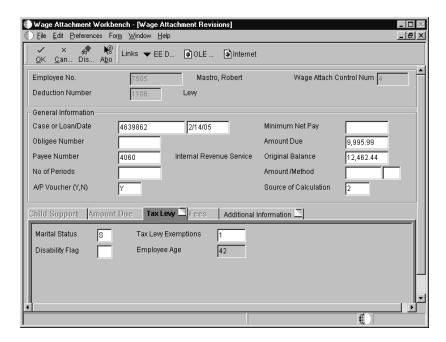
Set up the tables for standard annual exemption amounts and additional
exemption amounts. See Setting Up Exemption Tables for Tax Levies.



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

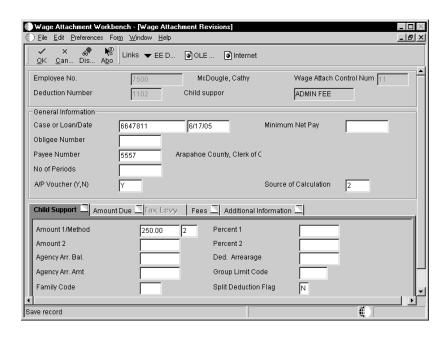
Entering an Ongoing Wage Assignment

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 used in the calculation of a wage assignment, as specified in the wage attachment setup.

Field	Explanation
Wage Attachment Amount 2	The amount to be withheld from the employees paycheck for a wage assignment deduction. In some states the calculation of wage assignment may be two tiered: • 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	 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: 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 Second wage assignment / disposable wages = % of assignment %

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

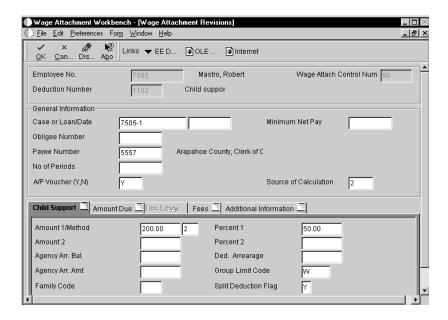
x amount due for second family = amount deducted for

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 A field that the deductions. You system uses the Percent fields with This field applied Method field. No Do not the case of the C	 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.
	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.
Family Code	A code which specifies whether the employee (Obligor) is single or supports another family. Valid values are: 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

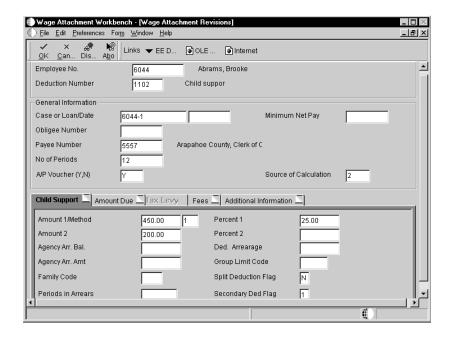
See Also

• 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:

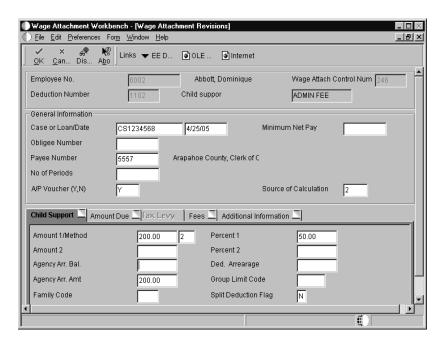
- Wage Attachment Method
- 6. Enter the percentage of the employee's disposable wage that must go toward the total of the ongoing amount and the arrearage amount in the following field:
 - Percent 1
- 7. Enter the ongoing amount only in the following field:
 - Wage Attachment Amount 2
- 8. Complete the following field:
 - Secondary Ded Flag
- 9. Click OK.

To e

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.



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

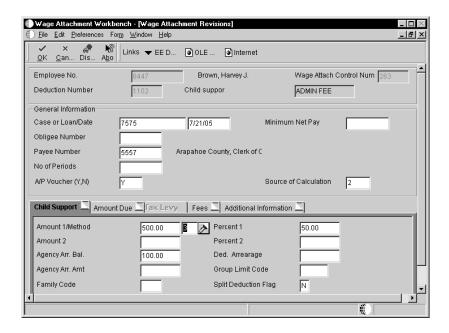
From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

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.

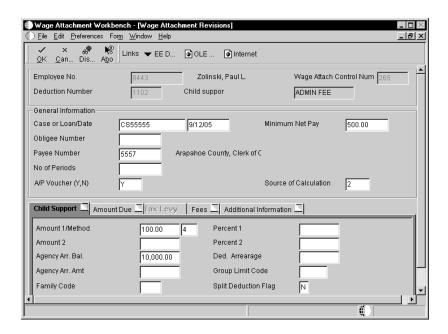
To enter arrearage information with minimum net pay

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.		
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)	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.		
Pay Frequency	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.		
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.		

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.
Other Costs	The amount of other costs included in the Wage Attachment.
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:

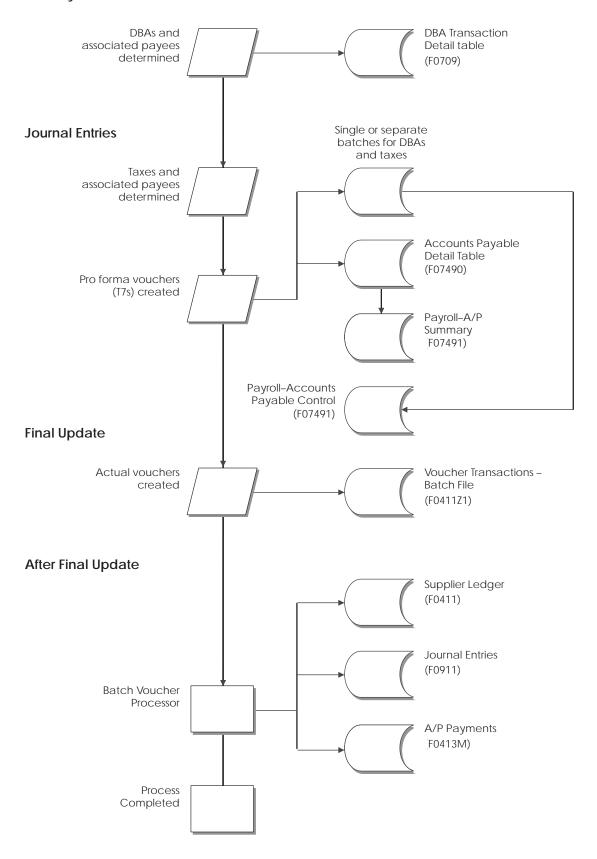
- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

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.

S	ettin	g 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 <i>Entering Supplier Records</i> in the <i>Accounts Payable Guide</i> .		
		For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See <i>About AAIs for A/P</i> in the <i>Accounts Payable Guide</i> .		

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. N No integration Create vouchers for both DBAs and taxes that have been setup with A/P integration Create vouchers only for DBAs that have been setup with A/P integration 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
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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 multicompany 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)	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
Provider/Trustee	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.

• 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.

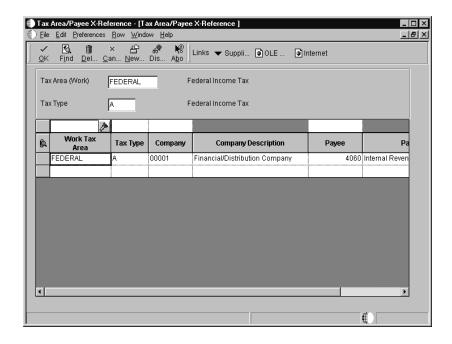
To enter tax payees by company

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
 - T T
 - Co

OneWorld Xe (09/00) 10–9

- 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 <i>Activating Accounts Payable Integration in Company Options</i> .

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

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.
	Form-specific information
	For fund allocations, this is the address book number of the investment program.

• 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.

OneWorld Xe (09/00) 10–13



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

OneWorld Xe (09/00) 10–15

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:

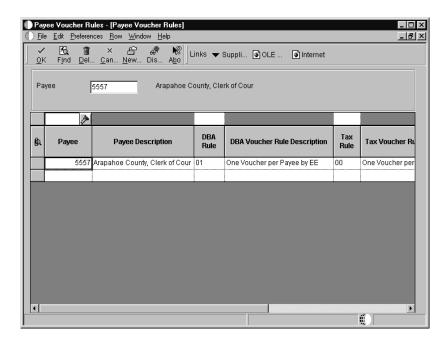
- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

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 youchers.

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.

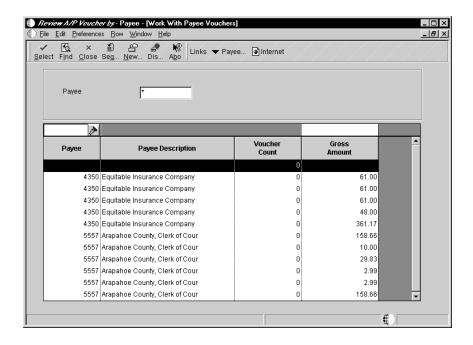
In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax

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.

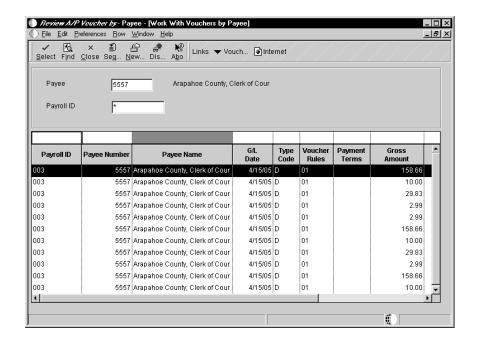
When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

To review pro forma vouchers by payee

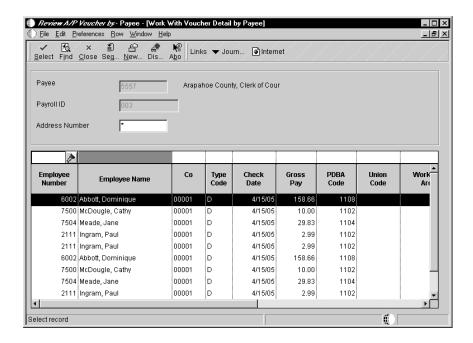
From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by Payee.



- 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.

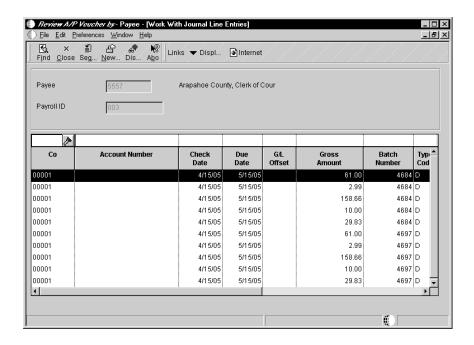


- 3. On Work with Vouchers by Payee, complete the following optional field to limit the vouchers that appear:
 - Payroll ID
- 4. To review all of the vouchers for a payee, review the information in the following fields:
 - G/L Date
 - Type Code
 - Voucher Rules
 - Payment Terms
 - Gross Amount
 - Batch 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.

OneWorld Xe (09/00) 10–23



- 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.

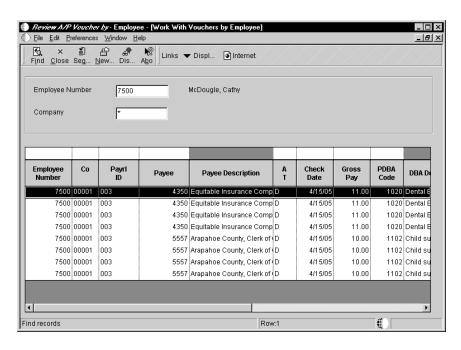
Field	Explanation
Type Code	A code which specifies whether the Payroll A/P transaction is a DBA or a Payroll Tax. D Indicates the transaction is for a DBA T Indicates the transaction is for a Payroll Tax

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 (G07BUSP11), 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 Use this report to verify information about tax vouchers. **Summary**

Payroll Voucher Journal Use this report to verify information about DBA vouchers. **Detail**

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

OneWorld Xe (09/00) 10–27

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 multicompany 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.

OneWorld Xe (09/00) 10–29

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:

- T7 the payroll voucher entries
- AE the offsetting credit entries to the accounts payable liability account that the system creates during posting

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

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:

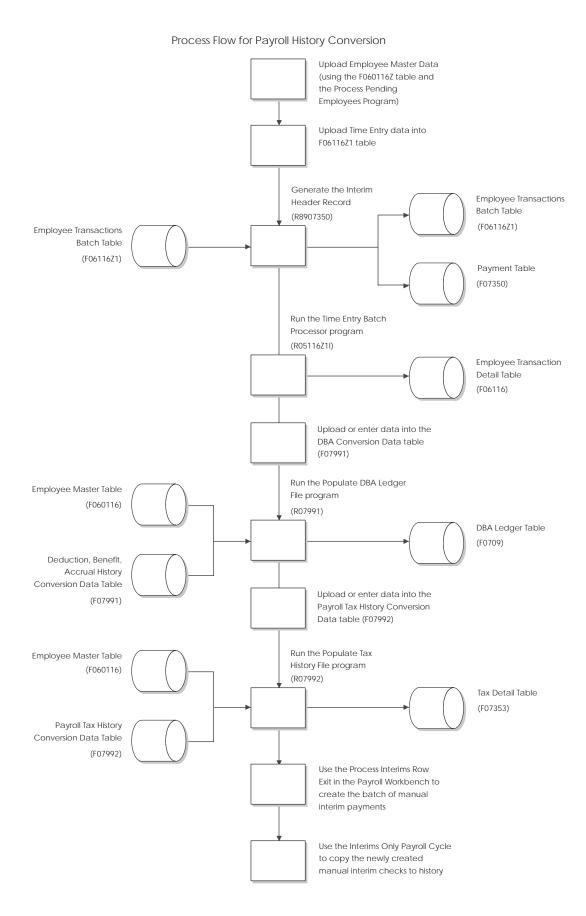
☐ Generating interim header records
☐ Entering DBA history for data conversion
☐ Updating the DBA Ledger table
☐ Entering tax history for data conversion
☐ Updating the Tax Detail table
☐ Processing the interim payments for payroll history conversion

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

OneWorld Xe (09/00) 11–3

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:



OneWorld Xe (09/00) 11–5

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 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 <i>Creating an Interim Payroll ID</i> .
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

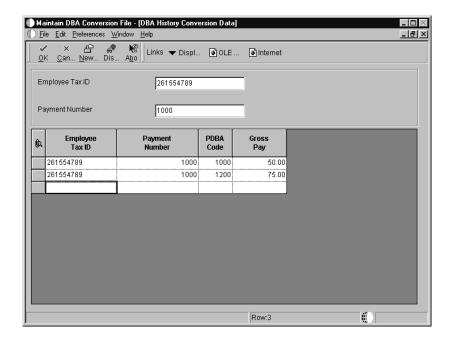
Before you can continue with the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have electronically imported the information, you can review it and make any necessary corrections.

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	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.
	The system does not let you enter duplicate tax IDs.
	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.
	The number you enter in this field can also be used as the employee number.
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.
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.

OneWorld Xe (09/00) 11–9

Field	Explanation
Gross Pay	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).
	Form-specific information
	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.

• 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)

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:

- 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.
- 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

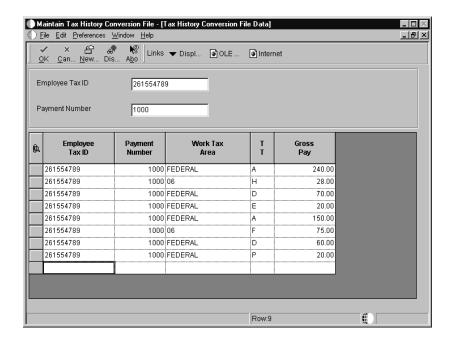
Before you can convert payroll history, you must enter or import employees' tax information into the Tax History Conversion Data table (F07992). If you have electronically imported the information, you can review it and make any necessary corrections.

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.



- 2. 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	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.

Field	Explanation
ТТ	A user defined code (06/TX) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	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.
Gross Pay	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).
	Form-specific information
	The total amount of tax 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 amount of tax 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 tax 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.

• 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:

- 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.
- 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

Setup

System Setup

Before you can use any features of the Payroll system, you need to define critical information that the system uses for processing. You set up much of this information in the HR and Payroll Foundation system. In the Payroll system, you need to set up the following types of information:

User defined codes	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information with user defined codes.
Payroll-cycle information	You set up payroll-cycle information to define information that the system uses to process a payroll cycle, such as pay-cycle dates and payment types.
Unemployment insurance rates	You set up unemployment insurance rates to define rates for company-paid federal unemployment insurance, state unemployment insurance, and state disability insurance.
Workers compensation information	You set up workers compensation information to calculate and report workers compensation amounts.
System setup includes the	following tasks:
☐ Understanding user	defined codes for payroll
☐ Setting up payroll cycle information	
☐ Setting up tax inform	mation

See Also

• The HR and Payroll Foundation Guide for information about additional setup tasks that you need to perform

Understanding User Defined Codes for Payroll

Many fields throughout the Payroll system accept only user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables that relate to a specific system and code type. For example, 07/PY represents system 07 (Payroll) and user defined code type PY (Pay Cycle Codes). User defined code tables define which codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, in the Pay Cycle field, you can enter only those codes included in user defined code table 07/PY.

You can access all user defined code tables through a single user defined code form. After you choose a user defined code form from a menu, you can change the system code and user defined code type to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005).

You can also print a list of all user defined code tables to review. To do this, choose Print User Defined Codes from the Job Specifications Setup menu (G05BJ4).

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

You also might need to set up some additional user defined codes that are specific to the countries in which you do business.

See Also

- *User Defined Codes* in the *OneWorld Foundation Guide* for complete instructions on setting up user defined codes
- The global solutions guide for your country for country-specific information about user defined codes
- User Defined Codes for HR and Payroll Foundation in the HR and Payroll Foundation Guide 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.

Setting Up Payroll Cycle Information

Before you process payroll for your employees, you need to set up information that the system uses during payroll cycle processing.

To set up payroll cycle information, complete the following tasks:

Set up master pay cycles
Set up payroll cycle control parameters
Set up payroll cycle reports
Set up payment types

To define the dates for each payroll cycle in a year, you set up master pay cycles. The system uses these dates during payroll cycle processing.

You set up payroll cycle control parameters to define which users have authority to process each step of the payroll cycle and which users have authority to reset each step. Typically, the system administrator for your system is responsible for setting up payroll cycle control parameters.

The system includes many reports that can help you verify the accuracy of your payroll information when you process a payroll cycle. When you set up payroll cycle reports, you define the reports that you want the system to automatically print during each step of the payroll cycle. You also create a version for each report that defines the data selection and data sequence for the report.

Before you can print payments for employees, you must define which programs and versions the system will use to create each type of payment.

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.

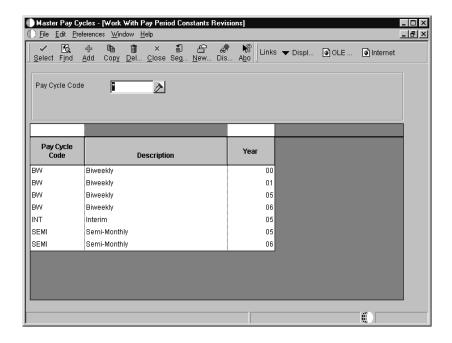
Before You Begin

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

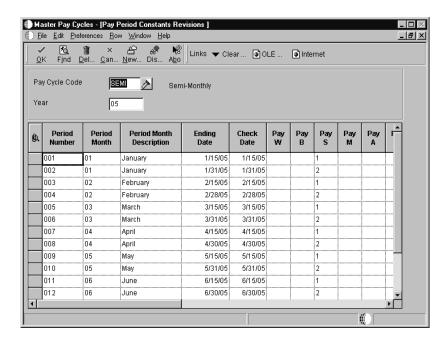


To set up a master pay cycle for the current year

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.

Field	Explanation
Period Number	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.
	Typical values are: 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)
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.
	Form-specific information
	 The date that the payment will be issued. Unless you use the Clear Date Edits option, this date must meet the following criteria: 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.

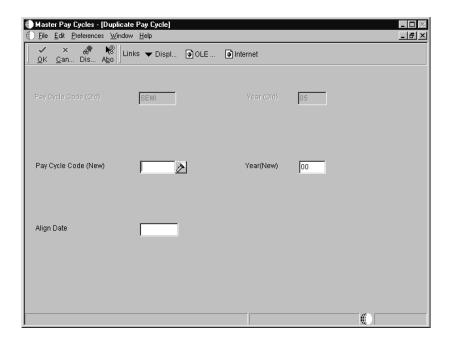
Field	Explanation
Pay M	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay A	The number of the pay period used in conjunction the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
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.

Field	Explanation
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

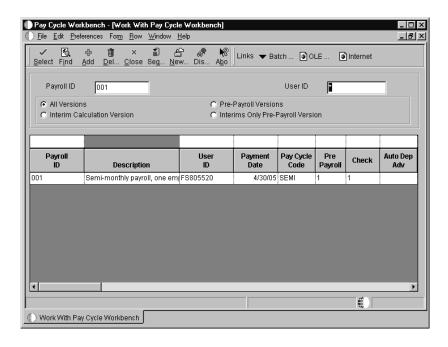
The payroll system includes payroll cycle control parameters that you can use to prevent unauthorized users from processing specific steps in a payroll cycle and from resetting steps. Typically, your system administrator sets up payroll cycle control parameters before anyone in your organization begins 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.

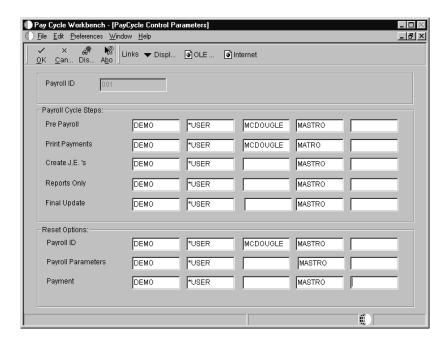
Payroll cycle control parameters are specific to a payroll ID. Therefore, users who have authority to process payroll cycles for a particular group of employees can be prohibited from processing payroll cycles for other groups. For example, your organization might limit certain payroll clerks from processing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



- 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.
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.

Field	Explanation
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.

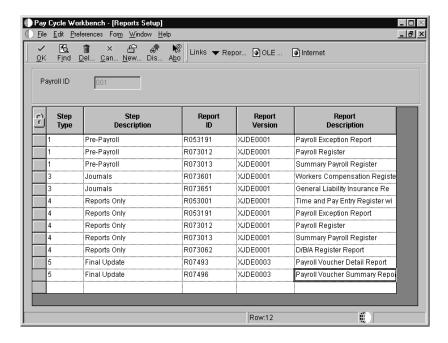
The demonstration data for the Payroll system includes a model report setup. You can use this model to help you determine the step during which you might want to print each report.

Before You Begin

Create the payroll ID for which you are setting up reports. See <i>Creating a New Payroll ID</i> .
Create a version of each report that you intend to set up. See <i>Creating a Batch Version</i> in the <i>OneWorld Foundation Guide</i> .
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-payroll2 Print Checks
	3 Journals
	4 Reports Only
	5 Final Update
Report ID	The report program that will run.

Field	Explanation
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 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.

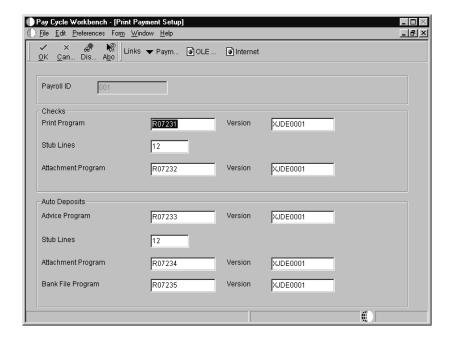
Before You Begin

- ☐ 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 (G07BUSP11), choose Pay Cycle Workbench.

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

Field	Explanation
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.

Processing Options for Print Checks (P07231)

Print Options Tab

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. Translation Code

Use this processing option to specify the type of currency you are using if you want the system to translate the amounts on the checks from numbers to words. Valid values are:

X00500 = Translate US dollar amounts

X00500CH = Translate Chinese RMB amounts

X00500FR = Translate French franc amounts

X00500S1 = Translate Spanish peso amounts (female)

X00500S2 = Translate Spanish peso amounts (male)

Blank = Do not translate amounts

2. Company Name and Address

Use this processing option to specify whether the company name and address appear on payroll checks. Valid values are:

- 1 Do not print company name and address
- 2 Print company name only
- 3 Print company name and address

Blank Do not print company name and address

3. Company Number

Use this processing option to specify the company number of the company whose name and address you want to appear on the payroll checks. This processing option applies only if you indicate in the Company Name and Number processing option that you want to print that information on the checks. If you leave this processing option blank, each check displays the name and address of the employee's home company.

4. Employee Identification Number

Use this processing option to specify the type of employee identification number that appears on the checks. Valid values are:

- 2 Tax ID number
- 3 Third employee number Blank Address book number

Processing Options for Print Autodeposit Advices (P07233)

Print Options Tab

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. Company Name and Address

Use this processing option to specify whether the company name and address appear on automatic deposit advice slips. Valid values are:

- 1 Do not print company name and address
- 2 Print company name only
- 3 Print company name and address

Blank Do not print company name and address

2. Company Number

Use this processing option to specify the company number of the company whose name and address you want to appear on the automatic deposit advice slips. This processing option applies only if you indicate in the Company Name and Number processing option that you want to print that information on the

automatic deposit advice slips. If you leave this processing option blank, each automatic deposit advice slip displays the name and address of the employee's home company.

3. Employee Identification Number

Use this processing option to specify the type of employee identification number that appears on the automatic deposit advice slip. Valid values are:

- 2 Tax ID number
- 3 Third employee number Blank Address book number

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Processing Options for Create Auto Deposit Tape File

Company Option

1. Enter Payroll ID Number (10	
pos.) 2. Enter Effective Deposit Date 3. Enter Batch Number (7 pos.) 4. Enter Trace Number (7 pos.) 5. Enter the File ID Modifier. Provided to distinguish between multiple files created on the sam tape.	
Required Items	
6. Enter ACH ID - Bank's Transit/Routing Number (9 pos.) 7. Enter the Company Bank Accoun Number. If left blank, company debit information will not be included on the tape. (12 to 17 pos.) 8. Enter Company Tax ID Structur Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD are: '1' - IRS Employer Identification Number '2' - Data Universal Numbering System '3' - User Assigned Number 9. Enter Company Name (16 pos.) 10. Enter Service Class Code. (Default = 200)	e
Optional Items	
11. Enter External Tape File Reference Code. (8 pos.) 12. Enter Company Entry Description (10 pos.)	

13. Enter Company Descriptive	
Date (6 pos.)	
14. Enter Discretionary Data.	
(20 pos.)	
15. Enter Auto Deposit Register	
(P065051) Version Name or Number.	
Default = XJDE0001. (10 pos.)	
16. Enter the Tape Processor's	
Number if different from your	
bank's Transit/Routing Number. If	
left blank, it will default to	
your bank's Transit/Routing	
Number.	
17. If your bank requests a	
different I.D. Number, enter the	
number. If left blank, it will	
default to the Company I.D.	
Number.	
18. Enter Tape Processor's Name	
if different from Company Name.	
If left blank, it will default to	
Company Name.	

What You Should Know About Processing Options

U.S. bank requirements

The values that you need to enter in the processing options are established with your organization's automated clearing house bank. The Automated Clearing House Association (ACHA) publishes guidelines that you can use to determine how to set your processing options. These guidelines are available through regional offices of the ACHA.

Setting Up Tax Information

Before you begin processing payroll for employees, you must set up tax information so that the employees' taxes are calculated properly. Tax amounts and some federal and state insurance amounts are calculated by a third-party software package called Quantum for Payroll Tax. Quantum for Payroll Tax is a product made by Vertex, Inc. that integrates with the J.D. Edwards Payroll system.

The Payroll system passes information such as the tax authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax, which calculates each employee's tax. For unemployment insurance, you must set up tables that Quantum for Payroll Tax uses to calculate the appropriate taxes.

Setting up unemployment insurance rates
 Setting up workers compensation insurance-basis tables
 Setting up workers-compensation insurance rates

Setting up tax information includes the following tasks:

Setting Up Unemployment Insurance Rates

Setting up unemployment insurance rates allows you to define federal unemployment insurance, state unemployment insurance, and state disability insurance premiums that are paid by the company. When you set up and use these rates, they override the employee-paid tax rates provided by Quantum for Payroll Tax.

You must set up tax type C, federal unemployment tax, for each company for all states. If you do not set up this tax type, the system uses the default rate of .008.

Before You Begin

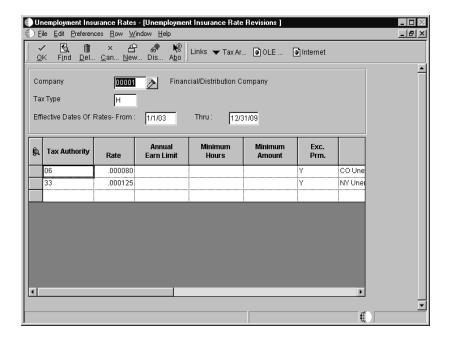
Define information about each company within your organization. See <i>Setting Up Company Options</i> in the <i>HR and Payroll Foundation Guide</i> .
Define a valid tax type code for each tax authority number (tax area) tha you use. See <i>Setting Up Tax Area Information</i> in the <i>HR and Payroll Foundation Guide</i> .



To set up unemployment insurance rates

From the Taxes and Insurance Setup menu (G07BPTI4), choose Unemployment Insurance Rates.

1. On Work With Unemployment Insurance Rates Revisions, click Add.



- 2. On Unemployment Insurance Rate Revisions, complete the following fields:
 - Company
 - Tax Type
 - Date Beginning Effective
 - Date Ending Effective
- 3. Complete the following fields in the detail area:
 - Tax Authority
 - Rate
- 4. Enter Y (yes) or N (no) in the following field:
 - Exc Prm.
- 5. Complete the following optional fields:
 - Annual Earn Limit
 - Minimum Hours
 - Minimum Amount

- 6. Complete steps 3 through 5 for each tax authority that applies to the tax type.
- 7. Click OK.
- 8. Repeat steps 2 through 7 for as many tax types as you need to set up. To set up your company rates, set up tables for tax types C, G, H, I, and J to override the Quantum for Payroll Tax tables for employer and employee taxes.

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 (AAIs). You cannot use Company 00000 for transaction entries.
Тах Туре	A user defined code (07/TT) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.
Date - Beginning Effective	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Date – Ending Effective	The last date in a range of dates.
Tax Authority	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.
Rate	The rate used to compute U.S. unemployment and Canadian employment insurance premiums. This is represented as a decimal fraction.

Field	Explanation
Exc Prm.	A code that indicates whether premium pay should be excluded from the calculation.
	When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables.
	When dealing with U.S. unemployment or Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.
Annual Earn Limit	The annual limit for the unemployment insurance premium.
Minimum Hours	The minimum number of hours that must be worked during the pay period before the tax authority considers a week has been worked.
Minimum Amount	The minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a week has been worked.

Setting Up Workers Compensation Insurance-Basis Tables

You set up tables for workers compensation insurance to maintain groups of pay types or benefits for which insurance premiums for workers compensation and general liability insurance are calculated. You can choose to exclude the premium portion of overtime pay from the calculation.

Typically, each workers compensation insurance-basis table represents a state or province and includes the types of earnings that are insurable in that state or province for workers compensation. The state or province usually supplies the information that you need to set up the tables.

You can also use these tables to identify the pay types to be included in year-end processing, automatic timecard generation, and Canadian ROE processing.

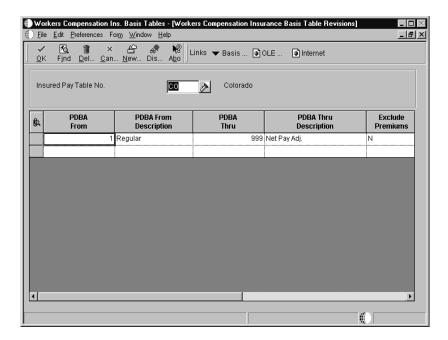
Before You Begin

Define the names of the workers-compensation insurance-basis tables in UDC 06/IP. See <i>Understanding User Defined Codes for Payroll</i> .
Define the valid values for workers compensation codes in UDC 00/W. See <i>Understanding User Defined Codes for Payroll</i> .

To set up workers compensation insurance-basis tables

From the Taxes and Insurance Setup menu (G07BPTI4), choose Workers Compensation Ins. Basis.

1. On Work With Workers Compensation Insurance Basis Tables, click Add.



- 2. On Workers Compensation Insurance Basis Table Revisions, complete the following fields and click OK:
 - Insured Pay Table No
 - PDBA From
 - PDBA Thru
 - Exclude Premiums

Field	Explanation
Insured Pay Table No	A code that identifies 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.
	For WorldSoftware: Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
Exclude Premiums	A code that indicates whether the premium portion of overtime pay should be excluded from the calculation.
	For workers compensation rates, this field relates to only those pay types that are defined in the Workers-Compensation Insurance-Basis Table.
	For U.S. unemployment-insurance rates or Canadian employment-insurance rates, this field relates to all pay types that are defined as taxable.

Setting Up Workers Compensation Insurance Rates

You set up workers-compensation insurance rates to calculate workers compensation and general liability insurance premiums. You define these rates by the state or province, the company number, and a range of dates.

Typically, the state, province, or insurance carrier supplies you with the information that you need to set up the insurance rates.

For some taxing authorities, you might need to set up workers compensation as an exempt deduction. In this case, do the following:

- Enter W on the Tax Exemptions form when you set up the DBA. See *Setting Up Deductions, Benefits, and Accruals* in the *HR and Payroll Foundation Guide*.
- Enter the DBA code on the Workers Compensation Insurance Basis Tables form. See *Setting Up Workers Compensation Insurance-Basis Tables*.

The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It calculates workers compensation for each timecard and updates each timecard with the workers compensation amount in the Time Entry table (F06116). This calculation is performed by J.D. Edwards software. All other tax calculations are performed by Quantum for Payroll Tax.

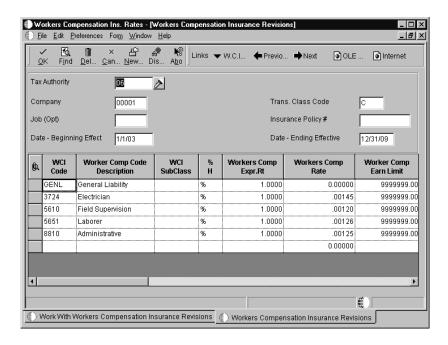
Before You Begin

☐ Define a tax authority code (tax area code) for each applicable state or province that has the tax type code W defined on the Tax Area Information form. See Setting Up Tax Area Information in the HR and Payroll Foundation Guide.

To set up workers compensation insurance rates

From the Taxes and Insurance Setup menu (G07BPTI4), choose Workers Compensation Ins. Rates.

1. On Work With Workers Compensation Insurance Revisions, click Add.



- 2. On Workers Compensation Insurance Revisions, complete the following fields:
 - Tax Authority
 - Company
 - Trans. Class Code
 - Start Effective Date
 - Ending Effective Date
- 3. Complete the following fields in the detail area:

- WCI Code
- % H
- Workers Comp Expr.Rt
- Workers Comp Rate
- Worker Comp Earn Limit
- Gen Liability Rate
- Gen Liability Earn Limit
- Pay Tbl.
- 4. Complete the following optional fields:
 - Job (Opt)
 - WCI SubClass
- 5. Repeat steps 3 and 4 for each workers compensation insurance code that applies to the tax authority.
- 6. Click OK.
- 7. Repeat steps 2 through 6 for each tax authority that applies.

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 Authority	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.
Trans. Class Code	A code showing if the workers compensation premiums were employee or company paid. The possible codes are: • E – Employee Paid • C – Company Paid
Insurance Policy #	The Worker's Compensation Insurance Policy Number.
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.

Field	Explanation
% H	A user defined code (07/DM) that indicates 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.
	Form-specific information
	A code that indicates whether workers-compensation insurance is based on a percentage of employees' pay, or on the number of hours that the employees work.
Workers Comp Expr.Rt	The multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.
Workers Comp Rate	The rate as specified by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction.
Worker Comp Earn Limit	This is the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Gen Liability Rate	This rate is used to calculate the insurance premiums for General Liability. The Rate is represented as a decimal fraction.
Gen Liability Earn Limit	This is the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.

OneWorld Xe (09/00) 12–35

Field	Explanation
Pay Tbl.	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.
	Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
Job (Opt)	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.
WCI SubClass	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.

Index

Index

About timecard automation, 5–1

Α

Account Balances table (F0902), 2-85, 2-86 the Payroll system, 7-6 Account Ledger table (F0911), 2-85, 2-86, Bank Reconciliation – Paid table (F06561), 10 - 287-6, 7-8 transferring voucher information to Bank requirements for automatic deposits, Accounts Payable, 10-28 Accounts payable integration, 1–9, 10–1 Basic DBA Information form, correcting setup, 10-5 DBA setup, 2–49 Accounts Payable Ledger table (F0411), Basis of Calculation (P059118), form, 2-50 10 - 28Basis of Calculation form, 2-50 transferring voucher information to Basis tables, workers compensation Accounts Payable, 10-28 insurance, 12-30 Accounts Payable system, integration with Benefit history, review, 3-16 Pavroll, 1-9 Benefits. See Deductions, benefits, and Accrual history, review, 3–16 accruals (DBAs) Accruals. See Deductions, benefits, and Build Formula form, 5-60 accruals (DBAs) Activating Accounts Payable integration in C company options, 10-6 Activating vouchering for DBAs, 10-11 Activating vouchering for tax types, 10-8 Calculation tables, correcting errors, 2-61 Advanced DBA Information (P059117), Calculation Tables form, correcting form, 2-50 calculation tables, 2-62 Advanced DBA Information form, 2-50 Calendar Month DBA Summary History Agency arrearage information, wage table (F06145), 3-1, 3-3 assignments, 9–32 Calendar month history, 3–1 Amounts not Equal report, 7-9 Call Custom Overtime Rule form, 5-42 Arrearage information, wage assignments, Call custom rule, 5-41 9-25, 9-32 Call rule set rule, 5–40 combined amounts, 9-35 Call Rule Set Rule form, 5-41 minimum net pay, 9-39 Changes-only pre-payroll processing, 2–65 separate amounts, 9-36 Check Reconciliation (P070612), form, 7-4 variable wages, 9-37 Check Reconciliation – Update History Assigning fees and interest to wage report, 7–8 attachments, 9-21 Check Reconciliation form, 7-4 Automatic deposits Checks bank requirements, 12-25 See also Payments processing options, 12-23 printing interim checks, 4-24, 4-25 Automatic Deposits Bank Register report, Child support. See Wage assignments 2 - 111Choosing an exising payroll ID, 2–16

B

Bank information, copying information to

Coexistence, payroll, 2-4 Company options, activating accounts payable integration, 10-5 Compressed Payroll Journal (F063951), 2-86 Control parameters, payroll cycle, 12-14 Converting payroll history, 11-3 Copying bank information to the Payroll system, 7–6 Correcting calculation tables, 2-61 Correcting DBA calculations, 2-47 Correcting DBA instructions, 2–54 Correcting DBA setup, 2-49 Correcting DBA setup for group plans, 2-52 Correcting employee information, pre-payroll processing, 2-46 Correcting employee records omitted from pre-payroll, 2-43 Correcting errors in pre-payroll processing, 2 - 43Correcting gross-to-net errors, 2–64 Correcting information when DBAs were not calculated for any employee, 2-48 Correcting information when DBAs were not calculated for one employee, 2-53 Correcting missing timecard information, 2 - 46Correcting PDBA history errors, 8–7 Correcting PDBA history integrity errors automatically, 8-10 Correcting PDBA history integrity errors manually, 8-7 Correcting pre-payroll processing parameters, 2-51 Correcting selection criteria, 2-44 Create Auto Deposit Tape File, processing options, 12-24 Creating a call custom rule, 5–41 Creating a call rule set rule, 5-40 Creating a new payroll ID, 2-7 Creating a timecard accumulator rule, 5-43 Creating a timecard change rule, 5–37 Creating an interim payroll ID, 4-8 Creating an overtime rule set, 5-34 Creating employee groups, 5–6 Creating formulas, 5-58 Creating overtime rules, 5-36 Creating retroactive pay rules, 5-26 Creating the workfile for pro forma journal entries, 2-86

Custom overtime rules functions, 5–73

D

Data conversion DBA history, 11-8 interim payments, 11–14 payroll history, 11-3 tax history, 11-11 updating the DBA Ledger table, 11-10 updating the Tax Detail table, 11-13 DBA Detail form, 3-11 DBA Ledger table (F0709), 10-19, 11-8, 11 - 10DBA Register (R073062), report, 2-110 DBA Register Report, processing options, 2 - 110DBA Review form, 2-63 DBA Transaction Audit (R073053), report, 2 - 110DBA Transaction Detail History table (F0719), 3-3, 6-4, 6-6, 6-7, 8-2 DBAs. See Deductions, benefits and accruals (DBAs) DBAs by Calendar Month form, 3-8 Deduction, Benefit, Accrual History Conversion Data table (F07991), 11-8 Deductions, benefits, and accruals (DBAs) activating vouchering for DBAs, 10-11 converting history from another system, 11 - 8correcting calculation tables, 2-61 correcting DBA instructions, 2-54 correcting DBA setup, 2-49 correcting information for one employee, 2 - 53correcting setup for group plans, 2-52 DBA Transaction Audit report, 2–110 one-time overrides, 2-62 pre-payroll calculations, correcting errors, 2-47revising voucher information, 10-26 setting up payee voucher rules, 10-16 setting up voucher information, 10-10 updating the DBA Ledger table, 11-10 Deleting interim payments, 4-27

Disabled employees, setting up additional	Wage Attachment Revisions form, 9–15,
exemption amounts, 9–11	9–22, 9–24, 9–27, 9–41
Duplicate Pay Cycle form, 12–13	Employee workcenter, 2–37
	Employees by Group (R186202), report,
Г	5–13
E	Employees in Group form, 5–12
	Entering a wage assignment with a split
Earnings history, 3–13	deduction, 9–29
Employee Combo Group form, 5–11	Entering a wage assignment with agency
Employee DBA Instructions (P050181),	arrearage information, 9–32
form, 2–54	Entering a wage attachment for a
Employee DBA Instructions form, 2–54	garnishment, 9–14
Employee groups	Entering a wage attachment for a loan, 9–20
creating employee groups, 5–6	Entering a wage attachment for a wage
reviewing employee groups, 5–12	assignment, 9–25
timecard automation, 5–1, 5–5	Entering additional information for a wage
Employee Groups (P0186201)	attachment, 9–40
Employee Combo Group form, 5–11	Entering an ongoing wage assignment, 9–26
Employee List Group form, 5–7	Entering DBA history for data conversion,
Employee Select Group form, 5–9	11-8
Employees in Group form, 5–12	Entering interim payments, 4–11
Employee information	Entering tax payees by company, 10–9
correcting information for pre-payroll,	Entering voucher information for group
2–46	plans, 10–13
reviewing vouchers, 10-25	Entering voucher information for individual
setting up vouchers, 10-14	employees, 10–14
Employee List Group form, 5–7	Entering wage attachments for employees,
Employee Pay Stub Detail (P07352), Work	9–13
with Paystub Detail form, 2-36	Entering wage attachments for tax levies, 9–23
Employee Payment Review (P07350)	Errors
Reprint Payments form, 2-75	correcting PDBA history integrity errors
Work with Employee Payment Review	automatically, 8–10
form, 2–27, 2–33, 2–35	correcting PDBA history integrity errors
Employee records	manually, 8–7
records omitted from pre-payroll, 2-43	DBA calculations, 2–47
resetting individual employee records,	employee records omitted from
2–78	pre-payroll, 2–43
Employee Select Group form, 5–9	error codes for PDBA history integrity,
Employee Transaction History Summary	8–5
table (F06146), 3–1, 3–3, 3–16, 8–3, 8–4	gross-to-net, 2–64
Employee Transaction History table (F0618),	PDBA history integrity, 8–4
3-3, 6-3, 6-4, 6-6, 6-7, 8-2	tax recalculation, 2–69
Employee Transactions Batch table	transaction integrity errors user defined
(F06116Z1), 11–6, 11–7	code list (06/IT), 8–5
Employee Transactions Detail table	voucher processing, 10–27
(F06116), 11–6, 11–7	Examples
Employee Wage Attachments Review	setting up exemption levies, 9–9
(P07107)	Splitting a wage assignment deduction
Wage Attachment Ledger form, 9-45	between families, 9–29

wages lower than total pretax deductions, 2–70	General Accounting and Arrearage Information, 10–12
Execution Control Parameters (P072091),	Interim Entry, 4–13, 4–16, 4–20, 4–21
Pay Cycle Control Parameters form, 12–15	Interim Header Entry, 4–9
Exemption amounts	One Time Overrides, 2–63
disabilities, 9–11	Pay Cycle Control Parameters, 12–15
standard annual, 9–9	Pay Detail, 3–9
tables for tax levies, 9–8	Pay Period Constants Revisions, 2–10,
	2–51, 12–9
	Pay Stub History Information, 3–15
F	Payee Voucher Rules, 10–17
	Payment Review and Void, 3–25
_	Payroll Journal Entries, 2–87
Features	Payroll Reports Only, 2–103
payment options, 1–10	PDBAs by Payroll Month, 3–6, 8–9
payroll environment, 1–9	Pre-Payroll Processing, 2–9, 2–17
payroll history, 1–10	Print Payment Setup, 12–21
payroll-cycle processing, 1–10	Print Payments, 2–73
printing checks, 1–10	Reports Setup, 12–19
tax calculation, 1–10	Reprint Payments, 2–75
Fees, wage attachments, 9–21	Reset Payroll Parameters, 2–82
Field/Function Definition form, 5–66	Retroactive Pay Rule, 5–27, 5–59
Fields and functions, timecard automation,	Rule Set, 5–35, 5–59
5–3	Tax Area/Payee Cross-Reference, 10–9
Fields and Functions (P186101)	Time Entry Revisions, 2–47
Build Formula form, 5–60	Timecard Accumulator Rule, 5-46
Field/Function Definition form, 5–66	Timecard Automation Batches, 5–51,
Formula Tester form, 5–61, 5–62, 5–64	5-54, 5-55
Final Update (R07250), 2–113, 2–114	Timecard Change Rule, 5–38
Forms	Timecard Template, 5–16, 5–59
Advanced DBA Information, 2–50	Unemployment Insurance Rate Revisions,
Basic DBA Information, 2–49	12–28
Basis of Calculation, 2–50	Void Check window, 3-27
Build Formula, 5–60	Wage Attachment Disability Exemption
Calculation Tables, 2–62	Revisions, 9–12
Call Pule Set Pule 5 41	Wage Attachment Exemption Revisions,
Call Rule Set Rule, 5–41 Check Reconciliation, 7–4	9–10
	Wage Attachment Ledger, 9-45
DBA Detail, 3–11 DBA Review, 2–63	Wage Attachment Revisions, 9-15, 9-22,
DBAs by Calendar Month, 3–8	9-24, 9-27, 9-41
Duplicate Pay Cycle, 12–13	Work Center, 2-40, 10-27
Employee Combo Group, 5–11	Work with Batch Versions, 2-45
Employee Combo Group, 3–11 Employee DBA Instructions, 2–54	Work With DBAs History (Payroll Month)
Employee List Group, 5–7	3–5
Employee List Group, 5–7 Employee Select Group, 5–9	Work with Employee Payment Review,
Employees in Group, 5–9 Employees in Group, 5–12	2-27, 2-33, 2-35
Field/Function Definition, 5–66	Work with Journal Line Entries, 10-24
Formula Tester, 5–61, 5–62, 5–64	Work with Payee Vouchers, 10-21
Garnishment Table Revisions, 9–6	Work with Payment Distribution Review,
Garmonnicht Table Revisions, 7-0	2–31

Work with Payroll Cycle Workbench,	G
2–22 Work with Payroll Messages, 2–41	
Work with Paystub Detail, 2–36	Garnishment Table Revisions form, 9-6
Work With PDBAs Review, 8–8	Garnishments
Work with Tax Detail, 2–33	entering a wage attachment for a
·	garnishment, 9–14
Work with Timecard Automation Batches,	table setup, 9–5
5–51, 5–54, 5–55	General Accounting and Arrearage
Work with Voucher Detail by Payee,	Information form, activating vouchering for
10–23	a DBA, 10–12
Work with Vouchers by Employee, 10–25	General Accounting system, 1–9
Work with Vouchers by Payee, 10-22	General ledger, posting vouchers, 10–29
Workers Compensation Insurance Basis	General Ledger Post Payroll Vouchers
Table Revisions, 12–31	report, 10–29
Workers Compensation Insurance	General liability insurance. See Workers
Revisions, 12–33	compensation insurance
Formula Tester form, 5–61, 5–62, 5–64	Gross-to-net errors, correcting errors, 2–64
Formulas	
creating formulas for timecard	Group plans, entering voucher information 10–13
automation, 5–58	10-13
deleting formulas for timecard	
automation, 5–60	Н
revising formulas for timecard	П
automation, 5–60	
Testing formulas for timecard automation,	Health and Welfare Report by Employee
5–60	(R073112), 6-4
Functions	processing options, 6-5
custom overtime rules functions, 5-73	Health and Welfare Report by Payee and
deleting functions for timecard	Union (R073142), 6–7
automation, 5–67	processing options, 6–8
hourly rate functions for overtime	Health and Welfare Report by Provider and
accumulator rules, 5-71	Employee (R073132), 6–6
hourly rate functions for retroactive pay	processing options, 6–6
rules, 5–69	History. See Payroll history
hourly rate functions for timecard	History integrity, PDBA. See PDBA history
templates, 5–69	integrity
hours worked function for retroactive pay	Hourly rate, creating formulas, 5–58
rules, 5–68	Hourly rate functions for overtime
hours worked function for timecard	accumulator rules, 5–71
templates, 5–68	Hourly rate functions for retroactive pay
registering functions for timecard	rules, 5–70
automation, 5–65	Hourly rate functions for timecard
revising functions for timecard	templates, 5–69
automation, 5–67	Hours worked, creating formulas, 5–58
timecard automation, 5-57	Hours worked function for retroactive pay
understanding functions for timecard	rules, 5–68
automation, 5–67	Hours worked function for timecard
	templates, 5–68
	1

I	L
Identifying PDBA history integrity errors, 8–4	Loans, wage attachments, 9–19 Locked records, payroll cycle, 2–3
Insurance. See Unemployment insurance	
Insurance rates, workers compensation,	
12–32	M
Integration	
Accounts Payable system, 10–5	Manual void, 3–30
system, 1–7	Master pay cycles, setup, 12–7
Interest, wage attachments, 9–21	Message center, payroll messages, 2–37
Interim Entry form, 4–13, 4–16, 4–20, 4–21	Minimum net pay, wage assignments, 9–39
Interim Header Entry form, 4–9	1 77 8 8 77 47
Interim Header Information (P07280)	
Interim Entry form, 4–13, 4–16, 4–20, 4–21	0
Interim Header Information form, 4-9	
Interim Header Record Creation (R8907350),	One Time Override (P07OTO1)
processing options, 11–7	DBA Review form, 2–63
Interim payments, 4–1, 4–7	form, 2–63
converting payroll history, 11-6	One Time Overrides form, 2–63
deleting interim payments, 4-27	Overtime accumulator rules, hourly rate
how to enter, 4–11	functions, 5–71
interim payroll ID, 4-8	Overtime Rule Processing (R186402), report
payroll cycle processing, 4–22	5–47
payroll history conversion, 11–14	Overtime rule sets
printing checks, 4–24, 4–25	creating overtime rule sets, 5–34
purposes, 4–2	deleting overtime rule sets, 5–36
types of interim payments, 4–11	revising overtime rule sets, 5–36
verification, 2–64	submitting overtime rule sets for
voided payments, 4–22	processing, 5–47
when to print and update, 4–2	timecard automation, 5–2, 5–33
Interim payroll ID, 4–8	Overtime rules
Issued but not Cleared report, 7–9	creating a call custom rule, 5–41
	creating a call rule set rule, 5–40
1	creating a timecard change rule, 5–37
J	creating overtime rules, 5–36
	custom functions, 5–73
Journal entries	timecard accumulator rule, 5–43
payroll cycle, 2–86	Overtime Rules (P0186401)
payroll voucher journal reports, 10–26	Call Rule Set Rule form, 5–42
reviewing pro forma journal entries, 2–91	Call Rule Set Rule form, 5–41
journal entries, payroll cycle, 2–85	Rule Set form, 5–35, 5–59
, , , , , , , , , , , , , , , , , , ,	Timecard Change Rule form, 5–46
	Timecard Change Rule form, 5–38
	Overview payroll system flow, 1–11
	Davion System now, 1-11

system features, 1-9	Issued but not Cleared report, 7-9
system integration, 1–7	manual reconciliation, 7-3
	Reconciliation Register report, 7–9
_	reports, 7–8
P	reviewing status, 7–3
	Payment Reconciliation - Amounts not
Pay Cycle Control Parameters form, 12–15	Equal (R075613A), report, 7–9
Pay Detail form, 3–9	Payment Reconciliation - Issued but not
Pay Period Constants Revisions (P059061)	Cleared (R075613B), report, 7–9
Duplicate Pay Cycle form, 12–13	Payment Reconciliation – Reconciliation
form, 2–10, 2–51	Register (R073241), report, 7–9
Pay Period Constants Revisions form,	Payment Review and Void form, 3-25
12–9	Payment table (F07350), 11-6
Pay Period Constants Revisions form, 2–10,	Payment types, setting up payment types
12–9	for a payroll cycle, 12–20
correcting pre-payroll processing	Payment-control number, on Payroll
parameters, 2–51	Register report, 2–103
Pay Stub History Information form, 3–15	Payments
Pay Types, Deductions, Benefits, and	bank requirements for automatic
Accruals (P059116), Basic DBA Information	deposits, 12–25
form, 2–49	how to void, 3–23, 3–26
Pay types, deductions, benefits, and	interim. See Interim payments
accruals (PDBAs), pre-payroll processing,	reprinting payments, 2–74
2–5	resetting the workfile, 2–80
Paycheck History Summary table (F06156),	tax information, 2–33
3-3, 3-27, 7-6, 7-9, 8-2	types of payments, 2–71, 2–72 unvoiding, 3–30
Paychecks. See Payments	Payroll
Payee voucher rules, setup, 10–16	overview, 1–7
Payee Voucher Rules (P07927), form, 10–17	pre-payroll. See Pre-payroll processing
Payee Voucher Rules form, 10–17	system features, 1–9
Payees	system integration, 1–7
entering tax payees by company, 10-9	Payroll – Accounts Payable Control table
reviewing vouchers, 10–20	(F07492), 10–20
setting up payee voucher rules, 10–16	Payroll – Accounts Payable Detail table
Payment Distribution Review (P07351),	(F07490), 10–20
Work with Payment Distribution Review	Payroll – Accounts Payable Summary table
form, 2–31	(F07491), 10–20
Payment history	Payroll – Review Accounts Payable
reconciling automatically, 7–6	Vouchers by Employee (P07499), Work with
voiding payments, 3–23, 3–26 Payment History (P070601)	Vouchers by Employee form, 10–25
	Payroll - Review Accounts Payable
Payment Review and Void form, 3–25 Void Check window form, 3–27	Vouchers by Payee (P07497)
Payment reconciliation, 7–1, 7–3	Work with Journal Line Entries form,
Amounts not Equal report, 7–9	10–24
automatic reconciliation, 7–6	Work with Payee Vouchers form, 10-21
Check Reconciliation – Update History	Work with Voucher Detail by Payee form,
report, 7–8	10–23
copying bank information, 7–6	Work with Vouchers by Payee form,
r / o ~ , / o	10–22

Payroll cycle	DBA Transaction Audit report, 2-110
changes only pre-payroll processing,	earnings history, 3–13
2–65	generating interim header records, 11-6
coexistence, 2–4	integrity reports. See PDBA History
control parameters, setup, 12-14	Integrity (R077021)
final update, 2-113	interim payments for payroll history
journal entries, 2-85, 2-86	conversion, 11–14
journal entry review, 2–91	online review, 3–3
locked records, 2–3	payroll month, 3-1
overview, 2–1	PDBA history, 3–3
payments, 2-71, 2-72	PDBA History by Company report, 3-31
payroll ID, 2–3	reviewing payment history, 3-23
payroll system flow, 1-11	tax history for data conversion, 11-11
payroll workbench, 2-3	updating the DBA Ledger table, 11-10
reports, 2–102	updating the Tax Detail table, 11-13
printing reports, 2–102	voiding payments, 3-23, 3-26
reviewing reports, 2–101	Payroll history conversion, 11-1
reprinting payments, 2-74	Payroll history integrity
resetting individual employee records,	See also PDBA history integrity; Tax
2–78	history integrity
resetting steps, 2–77	overview, 8–1
resetting the payment workfile, 2-80	PDBA history integrity, 8–3
resetting the payroll ID, 2-79	types of payroll history, 8-1
reviewing general payment information,	Payroll ID
2–27	creating a new ID, 2–7
reviewing information, 2-21	interim, 4–8
reviewing payment distributions, 2-30	payroll cycle, 2–3
reviewing payroll messages, 2-37	pre-payroll processing, choosing an
reviewing paystub information, 2-35	existing ID, 2–16
setting up payment types, 12-20	reset, 2–79
setting up reports, 12–17	Payroll Journal Entries (P07220), Payroll
setup, 12–7	Journal Entries form, 2–87
status, 2–21	Payroll Journal Entries form, 2–87
status codes, 2–81	Payroll message center, 2–37
tax information for payments, 2-33	Payroll month history, 3–1
Payroll Cycle Workbench (P07210)	Payroll Payment Register (R07238), report,
processing options, 2–17	2–111
Work with Payroll Cycle Workbench	Payroll Register, processing options, 2–104
form, 2–22	Payroll Register (R073012), report, 2–103
Payroll Exception (R053191), report, 2–106	Payroll Reports (P07240), Payroll Reports
Payroll Exception report, processing	Only form, 2–103
options, 2–106	Payroll Reports Only form, 2–103
Payroll history, 3–1	Payroll system flow, overview, 1–11
See also Payroll history integrity	Payroll Voucher Journal Detail (P07493),
accrual history, 3–16	report, 10–26
benefit history, 3–16	Payroll Voucher Journal Summary (P07496)
calendar month, 3–1	report, 10–26
converting history from another system,	Payroll vouchers. See Vouchers
11-1, 11-3	Payroll workbench, payroll cycle, 2–3
DBA history for data conversion, 11-8	

Paystub information, reviewing information,	correcting pre-payroll processing
2–35 PDRA See Pay types deductions benefits	parameters, 2–51
PDBA. See Pay types, deductions, benefits,	correcting selection criteria, 2–44
and accruals (PDBAs)	gross-to-net errors, 2–64
PDBA History	new payroll ID, 2–7
PDBA History by Company report, 3–31	omitted employee records, 2–43
review, 3–3	Pre-Payroll Processing (P07200)
PDBA history integrity, 8–3	form, 2–9
automatic corrections, 8–10	Pre-Payroll Processing form, 2–17
correcting errors, 8–7	Pre-Payroll Processing form, 2–9, 2–17
identifying errors, 8–4	Print Checks (P07231), processing options,
manual corrections, 8-7	12–22
PDBA History Integrity (R077021)	Print Payment Setup (P072301), form, 12–21
processing options, 8–5	Print Payment Setup form, 12–21
report, 8–4, 8–10	Print Payments (P07230), form, 2–73
reviewing error codes, 8-5	Print Payments form, 2–73
PDBAs by Payroll Month form, 3-6, 8-9	Printing interim checks, 4–25
PDBAs History (P079951)	Printing payments, 2–72
DBA Detail form, 3–11	Printing payroll-cycle reports, 2-102
DBAs by Calendar Month form, 3-8	Pro forma journal entries. See Journal
Pay Detail form, 3–9	entries
PDBAs by Payroll Month form, 3-6, 8-9	Pro forma vouchers. See Vouchers
Work With DBAs History (Payroll Month)	Processing changes-only pre-payroll, 2–65
form, 3–5	Processing interim payments, 4–22
PDBAs Integrity Report Review (P077002),	Processing options
Work With PDBAs Review form, 8–8	Create Auto Deposit Tape File, 12–24
Periodic reports, 6–1	DBA Register Report, 2–110
union, 6–3	Health and Welfare Report by Employee
Populate DBA Ledger table (R07991),	(R073112), 6–5
processing options, 11–11	Health and Welfare Report by Payee and
Populate DBA Ledger table (R07992),	Union (R073142), 6–8
processing options, 11–14	Health and Welfare Report by Provider
Posting Edit report, 10–29	and Employee (R073132), 6-6
Posting payroll vouchers to the general	Interim Header Record Creation
ledger, 10–29	(R8907350), 11–7
Pre-payroll	Payroll Cycle Workbench (P07210), 2–17
reductions to mandatory deductions,	Payroll Exception Report, 2–106
2–70	Payroll Register, 2–104
tax recalculations, 2–69	PDBA History Integrity report, 8–5
Pre-Payroll Message Center (P07355), Work	Populate DBA Ledger table (R07991),
with Payroll Messages form, 2–41	11–11
Pre-payroll processing, 2–5	Populate Tax Detail table (R07992), 11–14
changes only, 2–65	Print autodeposit advices (P07233), 12–23
choosing an existing payroll ID, 2–16	print checks, 12–22
correcting DBA calculations, 2–47	Reconcile Check History (R075613), 7–7
correcting employee information, 2–46	Reconciliation Register (R073241), 7–10
correcting errors, 2–43	Summary Payroll Register, 2–106
correcting missing timecard information,	Time and Pay Entry Journal, 2–110
2–46	Processing parameters, pre-payroll, 2–51
	Processing payments, 2–71, 2–72

Processing pre-payroll, 2-5 P07497 (Payroll - Review Accounts Processing the final update, 2–113 Payable Vouchers by Payee), 10-21, 10-22, 10-23, 10-24 Processing the interim payments for payroll history conversion, 11-14 P07499 (Payroll - Review Accounts Programs and IDs Payable Vouchers by Employee), 10–25 See also specific program names P077002 (PDBAs Integrity Report P012501 (Work Center), 2-40, 10-27 Review), 8-8 P050181 (Employee DBA Instructions), P079071 (Workers Compensation 2 - 54Insurance Basis Table), 12-31 P051131 (Time Entry), 2–47 P079211 (Workers Compensation P059021 (Table File Revisions), 2-62 Insurance), 12–33 P059061 (Pay Period Constants P079221 (Unemployment Insurance Revisions), 2–10, 2–51, 12–9, 12–13 Rates), 12–28 P079261 (Tax Area/Payee P059116 (Pay Types, Deductions, Benefits, and Accruals), 2-49 Cross-Reference), 10-9 P059117 (Advanced DBA Information), P07927 (Payee Voucher Rules), 10–17 2 - 50P07931 (Wage Attachment Garnishment P059118 (Basis of Calculation), 2-50 Table), 9–6 P070601 (Payment History), 3-25, 3-27 P079311 (Wage Attachment Disability P070612 (Check Reconciliation), 7-4 Exemptions), 9–12 P07107 (Employee Wage Attachments P079312 (Wage Attachment Exemptions), Review), 9-15, 9-22, 9-24, 9-27, 9-41, 9-109 - 45P079951 (PDBAs History), 3-5, 3-6, 3-8, P07186 (Stub Information History), 3–15 3-9, 3-11, 8-9 P07200 (Pre-payroll Processing), 2-9, P07OTO1 (One Time Override), 2-63 2 - 17P186101 (Fields and Functions), 5-60, 5-61, 5-62, 5-64, 5-66 P072091 (Execution Control Parameters), P186201 (Employee Groups), 5-7, 5-9, 12 - 15P07210 (Payroll Cycle Workbench), 2-22 5-11, 5-12 P07216 (Reset Payroll Parameters), 2-82 P186301 (Timecard Templates), 5–16, P07220 (Payroll Journal Entries), 2-87 5-59 P07230 (Print Payments), 2-73 P186401 (Overtime Rules), 5–35, 5–38, P072301 (Print Payment Setup), 12-21 5-41, 5-42, 5-46, 5-59 P07240 (Payroll Reports), 2–103 P186601 (Reviewing and Approving), P072401 (Reports Setup), 12–19 5-51, 5-54, 5-55 P186701 (Retroactive Pay Rules), 5–27, P07280 (Interim Header Information), 4-9, 4-13, 4-16, 4-20, 4-21 5-59 P07350 (Employee Payment Review), P98305 (Work with Batch Versions), 2-45 2-27, 2-33, 2-35, 2-75 R04110Z (Voucher Batch Processor), P07351 (Payment Distribution Review), 10 - 282 - 31R053191 (Payroll Exception report), P07352 (Employee Pay Stub Detail), 2-36 2 - 106R07238 (Payroll Payment Register), 2-111 P07353 (Tax Detail), 2-33 P07355 (Pre-Payroll Message Center), R07250 (Final Update), 2-114 R073012 (Payroll Register), 2–103 P07493 (Payroll Voucher Journal Detail), R073013 (Summary Payroll Register), P07496 (Payroll Voucher Journal R073051 (Time and Pay Entry Journal), Summary), 10-26 2 - 109R073053 (DBA Transaction Audit), 2-110

R073062 (DBA Register), 2–110	Employees by Group, 5–13
R073112 (Health and Welfare Report by	General Ledger Post Payroll Vouchers,
Employee), 6–4	10–29
R073132 (Health and Welfare Report by	Health and Welfare Report by Employee,
Provider and Employee), 6–6	6–4
R073142 (Health and Welfare Report by	Health and Welfare Report by Payee and
Payee and Union), 6–7	Union, 6–7
R073151 (Union Distribution), 6–3	Health and Welfare Report by Provider
R073152 (Union Liability), 6–4	and Employee, 6–6
R073241 (Reconciliation Register), 7–9	Issued but not Cleared, 7–9
R075613A (Payment Reconciliation –	Overtime Rule Processing, 5–47
Amounts not Equal), 7–9	payment reconciliation, 7–8
R075613B (Payment Reconciliation –	payroll cycle, 2–101
Issued but not Cleared), 7–9	setup, 12–17
R077021 (PDBA History Integrity), 8–4,	Payroll Exception, 2–106
8–10	Payroll Payment Register, 2–111
R186202 (Employees by Group), 5-13	Payroll Register, 2–103
R186303 (Timecard Template Processing),	Payroll Voucher Journal Detail, 10–26
5–21, 5–22	Payroll Voucher Journal Summary, 10–26
R186304 (Timecard Template Batch	PDBA History by Company, 3–31
Review), 5–23	PDBA History Integrity, 8–4, 8–10
R186402 (Overtime Rule Processing),	periodic, 6–1
5–47	Posting Edit, 10–29
R186602 (Timecard Automation Batch	Reconciliation Register, 7–9
Approval/Cancelation), 5–55	Retroactive Pay Rule Processing, 5–29,
R186702 (Retroactive Pay Rule	5–30
Processing), 5–29, 5–30	Summary Payroll Register, 2–105
0,7,5	Time and Pay Entry Journal, 2–109
	Time and Pay Register, 2–109
R	Timecard Automation Batch
	Approval/Cancelation, 5–55
D (1 C) 1 IV (D075(12)	Timecard Template Processing, 5–21,
Reconcile Check History (R075613),	5–22, 5–23
processing options, 7–7	union, 6–3
Reconciliation Register (R073241),	Union Distribution, 6–3
processing options, 7–10	Union Liability, 6–4
Reconciliation Register report, 7–9	Wage Attachment Voucher, 10-26
Reconciling payment history automatically,	Reports Setup (P072401), form, 12–19
7–6	Reports Setup form, 12–19
Reconciling payments, 7–3	Reprint Payments form, 2–75
Reconciling payments manually, 7–3	Reprinting payments, 2–74
Registers. See Reports	Reset Payroll Parameters (P07216), form,
Reports	2–82
Amounts not Equal, 7–9	Reset Payroll Parameters form, 2-82
Automatic Deposits Bank Register, 2–111	Resetting individual employee records, 2–78
Check Reconciliation – Update History,	Resetting payroll cycle steps, 2–77
7–8	Resetting status codes, 2–81
DBA Register, 2–110	Resetting the payment workfile, 2–80
DBA Transaction Audit, 2–110	Resetting the payroll ID, 2–79

Retroactive Pay Rule form, 5-27, 5-59 Reviewing the Automatic Deposits Bank Retroactive Pay Rule Processing (R186702), Register report, 2-111 Reviewing the Check Reconciliation report, 5-29, 5-30 Retroactive pay rules Update History report, 7-8 Reviewing the DBA Register report, 2-110 creating retroactive pay rules, 5–26 deleting retroactive pay rules, 5-28 Reviewing the DBA Transaction Audit hourly rate functions, 5-69 report, 2-110 hours worked function, 5-68 Reviewing the Employee by Group report, revising retroactive pay rules, 5-28 5-13 submitting retroactive pay rules for Reviewing the Health and Welfare Report processing, 5-29 by Employee, 6-4 Reviewing the Health and Welfare Report timecard automation, 5-2, 5-25 Retroactive Pay Rules (P0186701), by Pavee and Employee, 6-6 Reviewing the Health and Welfare Report Retroactive Pay Rule form, 5-27, 5-59 Reviewing accrual history, 3-16 by Payee and Union, 6-7 Reviewing the Issued but not Cleared Reviewing and Approving (P0186601) report, 7-9 Timecard Automation Batches form, 5-51, 5-54, 5-55 Reviewing the Overtime Rule Processing Work with Timecard Automation Batches report, 5-47 form, 5-51, 5-54, 5-55 Reviewing the Payroll Exception report, Reviewing earnings history, 3–13 2 - 106Reviewing employee groups, 5–12 Reviewing the Payroll Payment Register Reviewing error codes for the PDBA history report, 2-111 integrity report, 8-5 Reviewing the Payroll Register report, 2-103 Reviewing the payroll voucher journal Reviewing general payment information, 2 - 27reports, 10-26 Reviewing the PDBA History by Company Reviewing one-time overrides, 2–62 Reviewing payment distributions, 2-30 report, 3-31 Reviewing payment reconciliation reports, Reviewing the Reconciliation Register 7–8 report, 7-9 Reviewing payroll cycle information online, Reviewing the Retroactive Pay Rule Processing report, 5-30 Reviewing the status of a payroll cycle, 2-22 Reviewing payroll cycle reports, 2-101 Reviewing payroll history information Reviewing the Summary Payroll Register online, 3-3 report, 2-105 Reviewing the Time and Pay Entry Journal Reviewing payroll messages, 2–37 Reviewing payroll-cycle information online, report, 2-109 Reviewing the Timecard Template Batch 2 - 21Review report, 5-23 Reviewing paystub information, 2–35 Reviewing PDBA history, 3–3 Reviewing the Timecard Template Reviewing pro forma journal entries online, Processing report, 5–22 Reviewing the Union Distribution report, 2 - 91Reviewing pro forma vouchers by 6 - 3employee, 10-25 Reviewing the Union Liability report, 6-4 Reviewing pro forma vouchers by payee, Reviewing the Wage Attachment Voucher 10 - 20report, 10-26 Reviewing tax information for payments, Reviewing timecards created by timecard automation, 5-50 Reviewing union reports, 6-3 Reviewing the Amounts not Equal report, 7-9 Reviewing voucher error messages, 10-27

Reviewing wage attachment history, 9-45 vouchering for tax transactions, 10-8 Revising voucher information, 10-26 workers compensation insurance rates, Rule Set form, 5-35, 5-59 workers compensation insurance-basis tables, 12–30 S Split deduction, wage assignments, 9–29 Standard annual exemption amounts, tax levies, 9-9 Selection criteria for pre-payroll, correcting, Status codes, resetting for a payroll cycle, 2 - 81Setting up Accounts Payable integration, Stub Information History (P07186), Pay Stub 10-5History Information form, 3–15 Setting up additional exemption amounts Stub Information History table (F07186), for disabilities, 9-11 Setting up exemption tables for tax levies, Submitting overtime rule sets for processing, Setting up garnishment tables, 9–5 Submitting retroactive pay rules for Setting up master pay cycles, 12-7 processing, 5-29 Setting up payee voucher rules, 10-16 Submitting timecard templates for Setting up payment types, 12–20 processing, 5-21 Setting up payroll-cycle control parameters, Summary Payroll Register, processing 12 - 14options, 2–106 Setting up payroll-cycle information, 12–7 Summary Payroll Register (R073013), report, Setting up payroll-cycle reports, 12-17 2-105 Setting up standard annual exemption System integration, 1–7 amounts, 9-9 Accounts Payable system, 1-9 Setting up tables for wage attachments, 9-5 General Accounting system, 1-9 Setting up tax information, 12–27 graphic, 1-8 Setting up unemployment insurance rates, Payroll system, 1-7 12 - 27System setup. See Setup Setting up voucher information for DBAs, 10 - 10Setting up voucher information for tax Τ transactions, 10-7 Setting up workers compensation insurance rates, 12-32 Table File Revisions (P059021), Calculation Setting up workers compensation Tables form, 2-62 insurance-basis tables, 12-30 **Tables** See also specific table names accounts payable integration, 10-5 (F07350) Payment, 11-6 master pay cycles, 12-7 DBA Detail History (F0619), 2-110 overview, 12-1 Employee Master (F060116), 2-113 payee voucher rules, 10-16 F0005 (User Defined Codes), 12-3 payment types, 12-20 F0411 (Accounts Payable Ledger), 10-28 payroll-cycle control parameters, 12–14 F0411Z1 (Voucher Transactions – Batch payroll-cycle reports, 12-17 File), 10–28 unemployment insurance rates, 12-27 F06116 (Employee Transactions Detail), user defined code lists. 12-3 11-6, 11-7 voucher information for DBAs, 10-10 F06116Z1 (Employee Transactions Batch), vouchering for DBAs, 10-11 11-6, 11-7

F06145 (Calendar Month DBA Summary	Tax levies
History), 3–1, 3–3	additional exemption amounts for
F06146 (Employee Transaction History	disabilities, 9–11
Summary), 3–1, 3–3, 3–16, 8–3, 8–4	example, 9–9
F06148 (Tax Area Transaction Summary	exemption tables, 9–8
History), 8–2	standard annual exemption amounts, 9–9
F06156 (Paycheck History Summary),	wage attachments, 9–23
3-3, 3-27, 7-6, 7-9, 8-2	Taxes
F0618 (Employee Transaction History),	activating vouchering for tax types, 10–8
3–3, 6–3, 6–4, 6–6, 6–7, 8–2	entering tax payees by company, 10–9
F0627 (Workers Compensation Summary	pre-payroll calculations, 2–69
History), 8–2	recalculating deductions, 2–70
• * * * * * * * * * * * * * * * * * * *	
F063951 (Compressed Payroll Journal),	recalculating for employees, 2–69
2–85, 2–86	revising voucher information, 10–26
F06561 (Bank Reconciliation – Paid), 7–6,	setting up payee voucher rules, 10–16
7–8	setting up voucher information, 10–6
F0709 (DBA Ledger), 10–19, 11–8, 11–10	Time and Pay Entry Journal, processing
F07186 (Stub Information History), 3–13	options, 2–110
F0719 (DBA Transaction Detail History),	Time and Pay Entry Journal (R073051),
3-3, 6-4, 6-6, 6-7, 8-2	report, 2–109
F07353 (Tax Detail), 11–11, 11–13	Time and Pay Register report, 2-109
F07490 (Payroll – Accounts Payable	Time Entry (P051131), Time Entry Revisions
Detail), 10–20	form, 2–47
F07491 (Payroll – Accounts Payable	Time Entry Revisions form, 2–47
Summary), 10–20	Timecard accumulator rule, 5-43
F07492 (Payroll – Accounts Payable	Timecard Accumulator Rule form, 5–46
Control), 10–20	Timecard automation
F07991 (Deduction, Benefit, Accrual	creating a call custom rule, 5-41
History Conversion Data), 11-8, 11-10	creating a call rule set rule, 5-40
F07992 (Tax History Conversion Data),	creating a timecard accumulator rule,
11–11, 11–13	5-43
F0902 (Account Balances), 2–85, 2–86	creating a timecard change rule, 5-37
F0911 (Account Ledger), 2–85, 2–86,	creating employee groups, 5-6
10-28	creating formulas, 5-58
Tax Area Transaction Summary History table	creating overtime rule sets, 5-34
(F06148), 8–2	creating overtime rules, 5-36
Tax Area/Payee Cross-Reference (P079261),	creating retroactive pay rules, 5-26
form, 10-9	creating timecard templates, 5-15
Tax Area/Payee Cross-Reference form, 10-9	deleting formulas, 5-60
Tax Detail (P07353), Work with Tax Detail	deleting functions, 5-67
form, 2–33	deleting overtime rule sets, 5–36
Tax Detail table (F07353), 11-11, 11-13	deleting retroactive pay rules, 5–28
Tax History Conversion Data table (F07992),	deleting timecard templates, 5–21
11–11, 11–13	employee groups, 5–1, 5–5
Tax information	fields and functions, 5–3
converting history from another system,	functions, 5–57
11–11	overtime rule sets, 5–2, 5–33
setting up tables, 12–27	overview, 5–1
tax information for payments, 2–33	registering functions, 5–65
updating the Tax Detail table, 11–13	retroactive pay rules, 5–2, 5–25

reviewing employe groups, 5–12	nours worked function, 5–68
reviewing timecards, 5-50	Timecards
revising formulas, 5-60	approving batches, 5-52, 5-54
revising functions, 5–67	canceling batches, 5-52, 5-54
revising overtime rule sets, 5-36	reviewing timecards created by timecard
revising retroactive pay rules, 5-28	automation, 5–50
revising the status of a batch of	revising batches of timecards, 5-54
timecards, 5–54	revising the status of a batch of
revising timecard templates, 5-21	timecards, 5–54
revising timecards, 5-52, 5-54	revising timecards created by timecard
submitting overtime rule sets for	automation, 5–52
processing, 5–47	Working with timecards for timecard
submitting retroactive pay rules for	automation, 5–49
processing, 5–29	Transaction integrity errors user defined
submitting timecard templates for	code list (06/IT), error codes for PDBA
processing, 5–21	history integrity, 8-5
testing formulas, 5-60	Transactions, summarization overview, 10–3
timecard review and approval, 5-2	Transferring voucher information to the
timecard templates, 5-1, 5-15	Accounts Payable system, 10-28
understanding functions, 5-67	
working with timecards, 5-49	
Гimecard Automation Batch	U
Approval/Cancelation (R186602), report,	
5–55	UDC. See User defined code lists
Γimecard Automation Batches form, 5–51,	Understanding calendar-month and
5–54, 5–55	payroll-month history, 3–1
Гimecard change rule, 5–37	Understanding custom functions, 5–67
Гimecard Change Rule form, 5–38	Understanding recalculation of employee
Γimecard information, correcting, 2–46	taxes, 2–69
Гimecard review and approval, timecard	Understanding user defined codes for
automation, 5–2	Payroll, 12–3
Гimecard Template Batch Review	Unemployment insurance, setting up rates,
(R186304), report, 5–23	12–27
Гimecard Template form, 5–16, 5–59	Unemployment Insurance Rate Revisions
Гimecard Template Processing (R186303),	form, 12–28
report, 5–22	Unemployment Insurance Rates (P079221),
Гimecard Template Processing (R186703),	Unemployment Insurance Rate Revisions
report, 5–21	form, 12–28
Гimecard templates	Union Distribution (R073151), report, 6–3
creating timecard templates, 5-15	Union Distribution report, 6–3
deleting timecard templates, 5-21	Union Liability (R073152), report, 6–4
revising timecard templates, 5-21	Union Liability (Ro75132), report, 0–4 Union Liability report, 6–4
submitting timecard templates for	Unvoiding a payment, 3–30
processing, 5–21	Updating the DBA ledger table, 11–10,
timecard automation, 5-1, 5-15	11–13
Гimecard Templates (Р0186301), Timecard	User defined code lists
Геmplate form, 5–16, 5–59	
Гimecard timeplates	setup, 12–3 transaction integrity errors (06/IT), 8–5
hourly rate functions, 5-69	uansaction integrity enois (00/11), 6-3

V	arrearage information for variable wages, 9–37
	employees with multiple families, 9–29
Verifying interim payments, 2–64	example: splitting deduction between
Void Check window form, 3–27	families, 9–29
Voiding payments, 3–23, 3–26	minimum net pay, 9–39
manual void, 3–30	ongoing, 9–26
unvoiding a payment, 3–30	split deduction, 9–29
Voucher Batch Processor (R04110Z),	Wage Attachment Disability Exemption
transferring voucher information to	Revisions form, 9–12
Accounts Payable, 10–28	Wage Attachment Disability Exemptions
Voucher Transactions – Batch File table	(P079311), Wage Attachment Disability
(F0411Z1), transferring voucher information	Exemption Revisions form, 9-12
to Accounts Payable, 10–28	Wage Attachment Exemption Revisions
Vouchers, 10–19	form, 9–10
activating vouchering for DBAs, 10–11	Wage Attachment Exemptions (P079312),
activating vouchering for tax types, 10–8	Wage Attachment Exemption Revisions
creating payroll vouchers, 10–3	form, 9–10
entering voucher information for	Wage Attachment Garnishment Table
employees, 10–14	(P07931), Garnishment Table Revisions
entering voucher information for group	form, 9–6
plans, 10–13	Wage Attachment Ledger form, 9-45
error messages, 10–27	Wage Attachment Revisions form, 9-15,
payroll summarization, 10–3	9-22, 9-24, 9-27, 9-41
posting to general ledger, 10–29	Wage Attachment Voucher report, 10-26
reviewing by payee, 10–20	Wage attachments, 9-1
reviewing journal reports, 10–26	additional information, 9-40
reviewing vouchers by employee, 10–25	common terms, 9–4
revising information, 10–26	deleting wage attachments, 9-46
setting up payee voucher rules, 10–16	entering for employees, 9-13
setting up voucher information for tax	exemptions for disabilities, 9-11
types, 10–6	fees, 9–21
setup for deductions, benefits, and	garnishment tables, 9-5
accruals (DBAs), 10–10	garnishments, 9–14
transferring vouchers to accounts	history, 9–45
payable, 10–28	interest, 9–21
Wage Attachment Voucher report, 10-26	loans, 9–19
	standard annual exemption amounts, 9-9
١٨/	table setup, 9–5
W	tax levies, 9–23
	wage assignments, 9-25
Wage assignments	Wage Attachment Voucher report, 10-26
agency arrearage information, 9-32	Work Center (P012501), form, 2-40, 10-27
arrearage information for combined	Work Center form, 2-40, 10-27
amounts, 9–35	Work with Batch Versions (P98305), form,
arrearage information for minimum net	2–45
pay, 9–39	Work with Batch Versions form, 2-45
arrearage information for separate	Work With DBAs History (Payroll Month)
amounts, 9–36	form, 3–5

Work with Employee Payment Review form, 2-27, 2-33, 2-35 Work with Journal Line Entries form, 10-24 Work with Payee Vouchers form, 10-21 Work with Payment Distribution Review form, 2-31 Work with Payroll Cycle Workbench form, Reviewing the status of a payroll cycle, 2–22 Work with Payroll Messages form, 2–41 Work with Paystub Detail form, 2-36 Work With PDBAs Review form, 8-8 Work with Tax Detail form, 2-33 Work with Timecard Automation Batches form, 5-51, 5-54, 5-55 Work with Voucher Detail by Payee form, 10 - 23Work with Vouchers by Employee form, 10 - 25Work with Vouchers by Payee form, 10-22 Workbench, payroll. See Payroll workbench Workers compensation insurance basis tables, 12-30 rates, 12-32 Workers Compensation Insurance (P079211), form, 12-33 Workers Compensation Insurance Basis Table (P079071), form, 12-31 Workers Compensation Insurance Basis Table Revisions form, 12-31 Workers Compensation Insurance Revisions form, 12-33 Workers Compensation Summary History table (F0627), 8-2 Working with employee groups, 5-5 Working with functions, 5–57 Working with interim payments, 4–7 Working with overtime rule sets, 5-33 Working with payment history, 3–23 Working with PDBA history integrity, 8-3 Working with pro forma journal entries, 2-85 Working with retroactive pay rules, 5–25 Working with timecard templates, 5–15 Working with timecards for timecard automation, 5–49

Υ

Year-end processing, payroll history integrity, 8–1

Working with vouchers, 10–19