PeopleSoft.

EnterpriseOne Xe Global Solutions - Canada PeopleBook

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Table of Contents

Solutions Summary	1
J.D. Edwards Business Solutions for Canada	
J.D. Edwards Country Information	
Payroll Solutions Summary	
Tax Processing	
Payroll Payment Processing	
Record of Employment Processing	4
Payroll Overview	5
System Integration	5
System Features	
Payroll System Flow	
Employee Maintenance	9
Time Entry	10
Pre-Payroli	
Payments	
Journal Entries	10
Reports	11
Final Update	11
System Setup	13
Setting Up User Defined Codes	15
User Defined Codes for Payroll	
User Defined Codes for Canada	
Setting Up the Payroll Cycle	19
Setting Up Master Pay Cycles	
Setting Up Payroll Cycle Control Parameters	
Setting Up Payroll Cycle Reports	
Setting Up Payment Types	32
Using Canadian Payment Types	
Processing Options: Canadian Payroll Checks Print (R77231)	
Processing Options: Canadian Auto Deposit Advice Slips	
(R77233)	36

Processing Options: Create Auto Deposit Tape File - Canadian	
(R77235)	
Setting Up a Holiday Table	39
Setting Up Payroll Tax Information	
Setting Up Company Options	
Setting Up Tax Area Information	
Tax Area Codes for Canada	50
Setting Up Corporate Tax IDs	55
Setting Up Employment Insurance Rates	57
Setting Up Workers Compensation Insurance-Basis Tables	60
Setting Up Workers Compensation Insurance Rates	
Setting Up Pay Types, Deductions, Benefits, and Accruals	67
Setting Up a Pay Type	67
Setting Up Essential DBA Information	76
Determining the Basis of Calculation for a DBA	
Setting Up Group Plan DBAs	91
Processing Options for Group Plan DBA Setup (P059101)	97
Setting Up Tax Status for a Deduction	98
Setting Up Tax Status for a Benefit	99
Setting Up Tax-Deferred Compensation Deductions	
Setting Up Category Codes for DBAs	109
Setting Up a DBA Based on Another DBA	110
Setting Up Records of Employment	113
Setting Up Pay Tables for ROE Reporting	113
Additional Information	
Translation Considerations for Multilingual Environments	115
Business Unit Descriptions	116
Account Descriptions	116
Automatic Accounting Instruction Descriptions	117
User Defined Code Descriptions	117
Delinquency Notice Text	117
J.D. Edwards Multicurrency Solution Summary	118
Data Entry in Foreign or Domestic Currency	119
Setting Up Daily Transaction Rates	119
Intercompany Settlements	119
Gain and Loss Recognition	119
Detailed Currency Restatement	120
Balance Currency Restatement	120
As If Currency Repost	120
Employee Information	121
Organious of Employee Information	122
Overview of Employees prith LD. Edwards HP. & Powell Foundation	
Hiring Employees with J.D. Edwards HR & Payroll Foundation	1 123
Understanding Country-Specific Employee Information for	124
Canada	124

Adding Employee Records One at a Time	127
Entering Basic Employee Information	128
Entering Address Book Information	132
Entering Employee Personal Information	133
Entering Organizational Assignment Information	136
Processing Options for Organizational Assignment	
(P0801ORG)	
Entering Basic Compensation Information	145
Processing Options for Basic Compensation	
Information	
Entering Country-Specific Information for an Employee	
Entering Employee History Information	
Entering Additional Tax Information for an Employee	
See Also	
Updating Position and Requisition Information	
Processing Options for Employee Master (P0801)	163
- " - ·	
Payroll Cycle	.167
Un devetor directles Desmall Cords	160
Understanding the Payroll CyclePayroll Workbench	
Definition of a Payroll ID	
Locked Records	
Coexistence	
Canadian Payroll Considerations	
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	
Reviewing Payment Distributions	
Reviewing Tax Information for Payments	
Reviewing Paystub Information	
Reviewing Payroll Messages	
Correcting Errors in Pre-Payroll Processing	
Correcting Employee Records Omitted from Pre-Payroll	
Correcting Selection Criteria	
Correcting Employee Information	
Correcting Missing Timecard Information	
Correcting DBA Calculations	
Correcting Information When DBAs Were Not Calculated	
for Any Employee	218
Correcting DBA Setup for Group Plans	
Correcting Information When DBAs Were Not Calculated	

for One Employee	223
Correcting Gross-to-Net Errors	
Processing Changes-Only Pre-Payroll	236
Understanding Recalculation of Employee Taxes	239
Pre-Payroll Calculations	
Reductions to Mandatory Deductions	240
Example: Wages Lower Than Total Pretax Deductions	240
Processing Payments	241
Printing Payments	
Reprinting Payments	244
Resetting Payroll Cycle Steps	
Resetting Individual Employee Records	
Resetting the Payroll ID	
Resetting the Payment Workfile	
Resetting Status Codes	
Working with Pro Forma Journal Entries	
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 ReportProcessing Options: Payroll Exception Report (R053191)	
Reviewing the Time and Pay Entry Journal Report	
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 Federal Tax Distribution Summary Report	
Reviewing the Provincial Tax Distribution Summary Report	
Reviewing the Employee Pay and Tax Register Report	
Processing Options for Employee Pay and Tax Register Report	
(R77323)	
Reviewing the Employment Insurance Register Report	
Reviewing the Payroll Payment Register Report	
Reviewing the Automatic Deposits Bank Register Report	
Reviewing the Workers Compensation Register Report	
Processing the Final Update	
Payroll History	293
Understanding Calendar-Month and Payroll-Month History	
See Also	295

Reviewing Payroll History Information Online	297
Reviewing PDBA History	
Reviewing Earnings History	
Reviewing Benefit and Accrual History	
Working with Payment History	
Reviewing Payment History Information	
Voiding Payments	
Reviewing the PDBA History by Company Report	
Working with Tax History	
Reviewing Tax History	
Revising Employment Insurance History	
Processing Options: EI History Revisions (P776176)	
Interim Payments	337
Timing of Update for Interim Payments	220
Purposes of Interim Payments	
Examples of Interim Payments	
Advance Payment	
Termination Payment	
Bonus Payment	
Record of Manual Payment	
Adjustment to Historical Information	
Reissue of a Voided Check	
Working with Interim Payments	
Creating an Interim Payroll ID	
Entering Interim Payments	
Processing Interim Payments	
Printing Interim Checks	
Deleting Interim Payments	
Timecard Automation	367
Employee Groups	367
Timecard Templates	
Retroactive Pay Rules	
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	
Working With Timecard Templates	
Creating Timecard Templates	

Submitting Timecard Templates for Processing	387
Reviewing the Timecard Template Processing Report	388
Reviewing the Timecard Template Batch Review Report	
Working with Retroactive Pay Rules	
Creating Retroactive Pay Rules	392
Submitting Retroactive Pay Rules for Processing	396
Reviewing the Retroactive Pay Rule Processing Report	
Working with Overtime Rule Sets	
Creating Overtime Rule Sets	400
Creating Overtime Rules	403
Creating a Timecard Change Rule	403
Creating a Call Rule Set Rule	406
Creating a Call Custom Rule	407
Creating a Timecard Accumulator Rule	409
Submitting Overtime Rule Sets for Processing	
Reviewing the Overtime Rule Processing Report	
Working with Timecards for Timecard Automation	
Reviewing Timecards Created by Timecard Automation	
Revising Timecards Created by Timecard Automation	
Revising a Timecard or a Batch of Timecards	
Revising the Status of a Batch of Timecards	
Reviewing the Timecard Automation Batch Approval/	
Cancelation Report	424
Working with Functions	
Creating Formulas	426
Testing Formulas	429
Registering Functions	433
Understanding Functions	436
Hours Worked Function for Timecard Templates	436
THWF_8HoursIf8OnPrevWorkDate	437
Hours Worked Function for Retroactive Pay Rules	437
RHRF_TimecardHours	437
Hourly Rate Function for Timecard Templates	438
THRF_EmployeeMasterRate	438
Hourly Rate Functions for Retroactive Pay Rules	
RHRF_EmployeeMasterRate	439
RHRF_MaxRate	439
RHRF_PayRateMultiplier	439
RHRF_TimecardRate	
RHRF_UnionRateX where X is A, B, C, D, or R	439
RHRF_WeightedAverageHourlyRate	440
Hourly Rate Functions for Overtime Accumulator Rules	440
OHRF_EmployeeMasterRate	
OHRF_HoursWorked	
OHRF_MaxRate	441
OHRF_PayFrequency	441
OHRF_PayRateMultiplier	
OHRF Salary	

OHRF_TimecardRate	441
OHRF_TotHoursWorked	
OHRF_UnionRateX where X is A, B, C, D, or R	
OHRF_WeightedAverageHourlyRate	
Custom Overtime Rules Functions	
OCR_MealAllowance	
OCR_SpreadOvertime	443
Periodic Reports	445
Reviewing Union Reports	447
Reviewing the Union Distribution Report	
Reviewing the Union Liability Report	
Payment Reconciliation	449
Reconciling Payments	451
Reconciling Payments Manually	
Copying Bank Information to the Payroll System	
Reconciling Payment History Automatically	
Processing Options for Reconcile Check History (R075613).	
Reviewing Payment Reconciliation Reports	
Reviewing the Check Reconciliation - Update History Re	
Reviewing the Amounts not Equal Report	
Reviewing the Issued but not Cleared Report	
Reviewing the Reconciliation Register Report	
Data Selection for Reconciliation Register Report	458
Processing Options for Reconciliation Register (R073241)	
Payroll History Integrity	459
Types of Payroll History	459
Working with PDBA History Integrity	
Identifying PDBA History Integrity Errors	
Processing Options for PDBA History Integrity Report	
(R077021)	
Reviewing Error Codes for the PDBA History Integrity Repo	
Correcting PDBA History Integrity Errors	
Correcting PDBA History Integrity Errors Manually	
Correcting PDBA History Integrity Errors Automatically	,468

Wage Attachments	. 471
Setting Up Tables for Wage Attachments	475
Setting Up Garnishment Tables	
Setting Up Exemption Tables for Tax Levies	
Example: Setting Up Exemption Levies	
Setting Up Standard Annual Exemption Amounts	
Setting Up Additional Exemption Amounts for Disabilities.	
Entering Wage Attachments for Employees	
Entering a Wage Attachment for a Garnishment	
Entering a Wage Attachment for a Loan	
Assigning Fees and Interest to a Wage Attachment	
Entering a Wage Attachment for a Tax Levy	
Entering a Wage Attachment for a Wage Assignment	
Entering an Ongoing Wage Assignment	
Entering a Wage Assignment with a Split Deduction	
Example: Splitting a Wage Assignment Deduction	
between Families	501
Entering a Wage Assignment with Agency Arrearage	
Information	
Entering Additional Information for a Wage Attachment Reviewing Wage Attachment History	
Accounts Payable Integration	. 519
Accounts Payable Integration Process for Creating Vouchers How Payroll Summarizes Transactions for Vouchers	521
Process for Creating Vouchers	521 521
Process for Creating Vouchers	521 521 523
Process for Creating Vouchers How Payroll Summarizes Transactions for Vouchers	521 521 523 523
Process for Creating Vouchers	521 521 523 523
Process for Creating Vouchers	521 521 523 523 525 526
Process for Creating Vouchers	521 521 523 523 525 526 527 528
Process for Creating Vouchers	521 523 523 525 526 527 528 530
Process for Creating Vouchers	521 523 523 525 526 527 528 530
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531 533
Process for Creating Vouchers	521 521 523 525 525 526 527 530 531 533 534 537
Process for Creating Vouchers	521 521 523 525 525 526 527 528 530 531 533 534 537
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531 533 534 537 538
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531 533 534 537 538 543
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531 533 534 537 538 543
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 the Payroll Voucher Journal Reports Reviewing the Wage Attachment Voucher Report Revising Voucher Information.	521 523 523 525 526 527 528 530 531 533 534 537 538 543 545
Process for Creating Vouchers	521 523 523 525 526 527 528 530 531 533 534 537 538 543 545
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 the Payroll Voucher Journal Reports Reviewing the Wage Attachment Voucher Report Revising Voucher Information.	521 523 523 525 526 527 528 530 531 533 534 537 538 544 545 545

Payroll History Conversion	
Converting Payroll History	
Generating Interim Header Records	55
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 (R0799	
Entering Tax History for Data Conversion	,
Updating the Tax Detail Table	
1	
Processing Options for Populate Tax Detail Table (R07992).	50
Processing Options for Populate Tax Detail Table (R07992). Processing the Interim Payments for Payroll History Conver	sion50
Processing the Interim Payments for Payroll History Conver	sion56
Processing the Interim Payments for Payroll History Conver Records of Employment Overview of ROEs	56
Processing the Interim Payments for Payroll History Conver	56
Processing the Interim Payments for Payroll History Conver Records of Employment Overview of ROEs	565657
Processing the Interim Payments for Payroll History Conver	565657
Processing the Interim Payments for Payroll History Conver Records of Employment	565650
Processing the Interim Payments for Payroll History Conver Records of Employment	5656575757
Processing the Interim Payments for Payroll History Conver Records of Employment. Overview of ROEs	5656575757
Processing the Interim Payments for Payroll History Conver Records of Employment Overview of ROEs	5656575757
Processing the Interim Payments for Payroll History Conver Records of Employment	565657575757

Solutions Summary

J.D. Edwards Business Solutions for Canada

J.D. Edwards Country Information

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

Payroll Solutions Summary

J.D. Edwards solutions for payroll requirements in Canada include:
 Tax processing
 Payroll payment processing
 Record of Employment processing

Tax Processing

J.D. Edwards software provides for the deduction of employment insurance, federal taxes, provincial taxes (Quebec only), and Canada/Quebec Pension Plan contributions from employees' pay.

Availability: B73.3.1

Payroll Payment Processing

J.D. Edwards software meets the Canadian requirements for the following payment formats for payroll:

- Checks
- Automatic deposits

Availability: B73.3.1

Record of Employment Processing

J.D. Edwards software provides functionality for creating a Record of Employment (ROE), which you issue to an employee when there is an interruption of earnings. Workers can use an ROE to apply for Employment Insurance (EI) Benefits when an interruption of earnings has occurred. J.D. Edwards tracks the creation of ROEs to assist employers in accurately reporting employment.

Availability: B73.3.1

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:

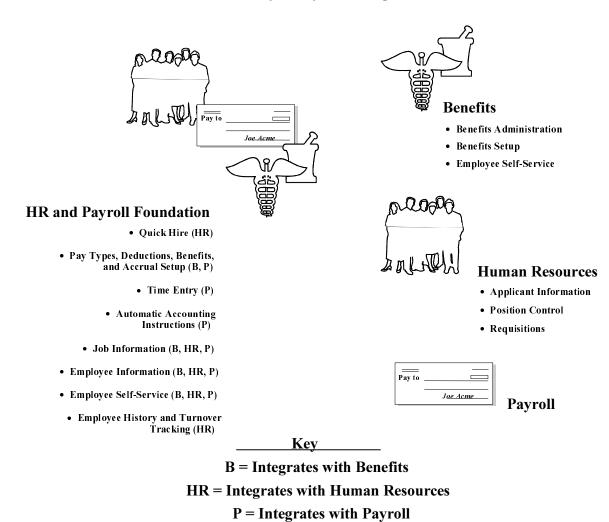
- Eliminates redundant data entry
- Maintains current and accurate information across all your business operations
- Improves communication among departments

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



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.

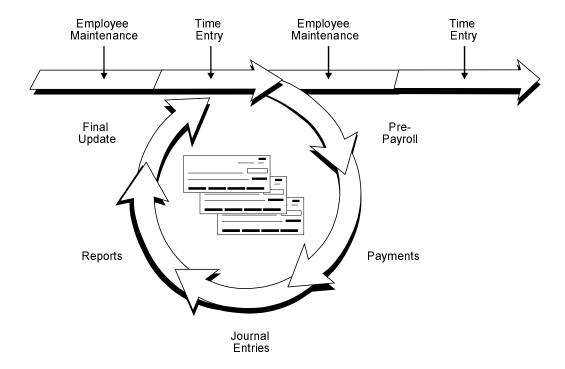
Process payments outside of the payroll cycle

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.

System Setup

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

J.D. Edwards setup requirements in Canada include the following processes:				
☐ Setting up user defined codes				
☐ Setting up the payroll cycle				
☐ Setting up payroll tax information				
☐ Setting up pay types, deductions, benefits, and accruals				
☐ Setting up Records of Employment				
☐ Additional information				

Setting Up User Defined Codes

To se	t up user defined codes, review the following topics:
	User defined codes for Payroll
	User defined codes for Canada

User Defined Codes for Payroll

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

Batch Source Type Codes (18/BS)

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

Employee Group Select Table Codes (18/ST)

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

Employee Group Type Codes (18/EG)

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

Field/Function Usage Codes (18/UC)

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

Field Definition Table Codes (18/F)

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

Holiday Codes (07/HC)

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

Insured Basis Table Codes (07/IP)

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

Master Status Codes (18/MS)

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

Pay Cycle Codes (07/PY)

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

Pay Cycle Group Codes (07/PG)

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

User Defined Codes for Canada

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

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

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

National Occupation Codes (05/NC)

You use National Occupational Classification (NOC) codes to identify jobs and employees. The Canadian government defines NOC codes. See the Canadian Federal Employment Equity documentation for more information about NOC codes.

Workers Compensation Basis Table Codes (06/IP)

Define the names of the insured pay tables. These pay tables are used for ROE Statutory Holiday, vacation, sick, maternity, and paternity leave, and wage loss indemnity pay in addition to worker's compensation.

ROE Work Stoppage Reason (06/RT)

Identify the reason the employee is no longer working. This code is used on ROEs. Do not change these codes.

Recall Expectation (07/RE)

Identify the likelihood that a terminated employee will be recalled. This code is used on ROEs.

See Also

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

Setting Up the Payroll Cycle

Before you can use any features of the Payroll system, you need to define critical information that the system uses for processing. To set up the Payroll system, complete the following tasks:

Setting up master pay cycles
Setting up payroll-cycle control parameters
Setting up payroll-cycle reports
Setting up payment types
Using Canadian payment types
Processing options: Canadian Payroll Checks Print (R77231)
Processing options: Canadian Auto Deposit Advice Slips (R77233)
Processing options: Create Auto Deposit Tape File - Canadian (R77235)
Setting up a holiday table

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.

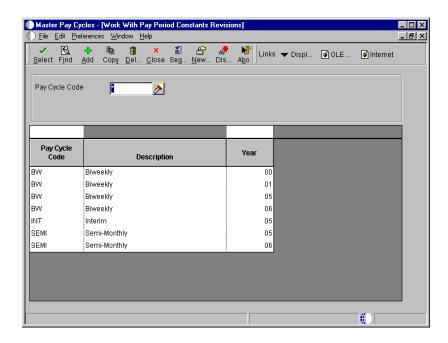
To simplify the setup process, you set up a master pay cycle for the next year that is similar to the current year's master pay cycle. You can duplicate a current master pay cycle, indicating whether you want to increment the pay period ending dates for the new year. For example, if your company's payment 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

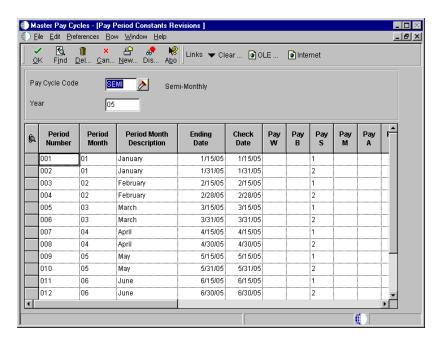
	Set up	UDC	06/P	7 to	define	the	names	of	the	pay	cyc	cles
--	--------	-----	------	------	--------	-----	-------	----	-----	-----	-----	------

To set up a master pay cycle for the current year

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



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



- 2. On Pay Period Constants Revisions, complete the following fields to set up a pay period:
 - Pay Cycle Code
 - Year
 - Period Number

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

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

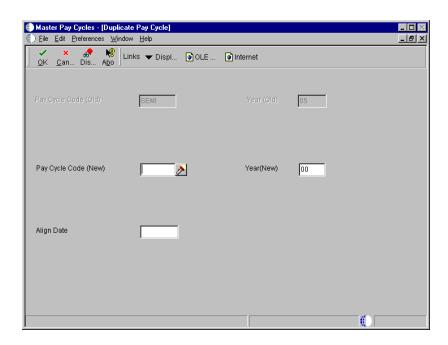
Field	Explanation
Pay S	The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay M	The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Pay A	The number of the pay period used in conjunction the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
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.

Field	Explanation
Annual Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Annually (A). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.
Other Std Hrs.	The standard number of hours to be paid employees whose pay frequency is Other (O). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate.

To set up a master pay cycle for the next year

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

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



- 3. On Duplicate Pay Cycle, complete the following fields:
 - Pay Cycle Code (New)
 - Year(New)
 - Align Date (Y/N)?
- Click OK.

The system displays Pay Period Constants Revisions.

5. On Pay Period Constants Revisions, review the information, and then click OK.

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

Setting Up Payroll Cycle Control Parameters

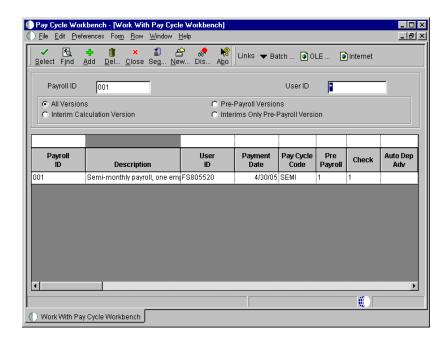
The payroll system includes payroll cycle control parameters that you can use to prevent unauthorized users from processing specific steps in a payroll cycle and from resetting steps. Typically, your system administrator sets up payroll cycle control parameters before anyone in your organization begins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

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

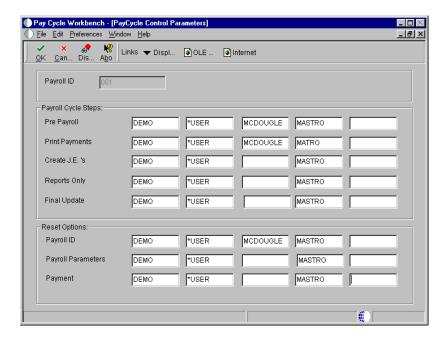
Payroll cycle control parameters are specific to a payroll ID. Therefore, users who have authority to process payroll cycles for a particular group of employees can be prohibited from processing payroll cycles for other groups. For example, your organization might limit certain payroll clerks from processing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

To set up payroll cycle control parameters

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



- 1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
- 2. Choose the record in the detail area, and then choose Execution Control from the Row menu.



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

- Payroll Parameters
- Payment

9. Click OK.

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

Field	Explanation
Payroll ID	The user ID of a person who has authority to reset this payroll ID. Valid values are: Any user ID Authorizes a specific user to perform the reset. *All Authorizes all users to perform the reset. *USER Authorizes the user who previously performed the reset to perform it again.
Payroll Parameters	The user ID of a person who has authority to reset payroll parameters for this payroll ID. Valid values are: Any user ID Authorizes a specific user to perform the reset. *All Authorizes all users to perform the reset. *USER Authorizes the user who previously performed the reset to perform it again.
Payment	The user ID of a person who has authority to reset payments for this payroll ID. Valid values are: Any user ID Authorizes a specific user to perform the reset. *All Authorizes all users to perform the reset. *USER Authorizes the user who previously performed the reset to perform it again.

Setting Up Payroll Cycle Reports

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

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

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

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

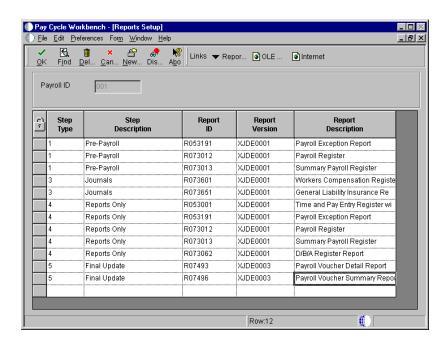
Before You Begin

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

To set up payroll cycle reports

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

- 1. On Work with Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
- 2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.



3. On Reports Setup, complete the following fields and then click OK:

- Step Type
- Report ID
- Report Version
- Report Description
- 4. To choose reports from a reports model, complete steps 5 through 7.
- 5. Choose a blank row in the detail area.
- 6. Choose Reports Model from the Form menu.
- 7. On Reports Model, choose a report in the detail area and then click Select.

 The system displays the Reports Setup form. The report that you chose appears in the detail area.
- 8. To save your report setup, click OK.

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

See Also

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

Setting Up 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.

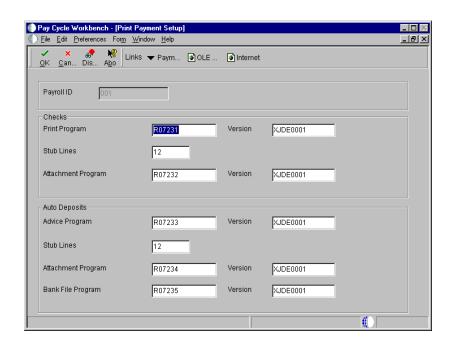
Before You Begin

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



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

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

Field	Explanation
Attachment Program	This program prints the auto deposit advice attachments.
Version	This version prints the auto deposit advice attachments.

Using Canadian Payment Types

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

- R77231 Canadian Payroll Checks Print
- R77233 Canadian Auto Deposit Advice Slips
- R77235 Create Auto Deposit Tape File Canadian

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

See Also

• Setting Up Payment Types for information on setting up payment programs

Processing Options: Canadian Payroll Checks Print (R77231)

Print Options Tab

These processing options determine how certain information prints on checks as well as the translation that is used to convert the numbers to words.

1. Translation Code

Use this processing option to specify whether 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)

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 this 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: Canadian Auto Deposit Advice Slips (R77233)

Print Options Tab

These processing options determine how certain information prints on auto deposit advice slips.

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 slips. Valid values are:

- 2 Tax ID number
- 3 Third employee number

Blank Address book number

Processing Options: Create Auto Deposit Tape File - Canadian (R77235)

Company Options Tab

These processing options identify your company and your banking information to the Bank Data Centre.

1. Payroll ID

Use this processing option to specify the Payroll ID for this group of automatic deposit transactions. This field is for information only.

2. Bank Data Centre Number

Use this processing option to specify the transit number of the Bank Data Centre that is processing these transactions. This field can contain as many as 5 characters.

3. Company Bank Number

Use this processing option to specify the bank number of the bank from which the amounts will be debited. This field can contain as many as 3 characters.

4. Company Branch Number

Use this processing option to specify the branch transit number of the bank from which the amounts will be debited. This field can contain as many as 5 characters.

5. Company Customer Number

Use this processing option to specify the company's customer number for the Bank Data Centre. This field must contain 10 characters. If the customer number is less than 10 characters, you must add leading zeros. For example, enter the number 123456 as 0000123456.

6. Company Bank Account Number

Use this processing option to specify the company's bank account number from which the amounts will be debited. This field must contain 12 characters. If the bank account number is less than 12 characters, you must add leading zeros. For example, enter the number 123456789 as 000123456789.

Versions

The Canadian Auto Deposit Tape File Creation program (R77235) creates both an auto deposit tape file and a direct deposit register. This processing option determines the version of R77235 that the system uses to print a direct deposit register. You run one version of R77235 to create the auto deposit tape file. This version will run the version you specify in this processing option to create the direct deposit register. You might create a different version of R77235 for the

direct deposit register if you want to use different data sequencing than you used for the auto deposit tape file.

1. Direct Deposit Register (R77235)

Use this processing option to define the version that the system uses to print the direct deposit register. If you leave this processing option blank, the program uses the XJDE0001 version.

Setting Up a Holiday Table

When you create Records of Employment (ROEs), you must identify any statutory holidays for which the employee should be paid in the final payment or later. You can set up a holiday table that lists the dates of the paid statutory holidays for all provinces and territories. From the ROE entry forms, you can choose the holidays from the table and have the system enter the appropriate date on the ROE.

You do not need to create a new holiday table each year unless the dates covered in the table become out of date. You can use the same holiday table information for all ROEs.

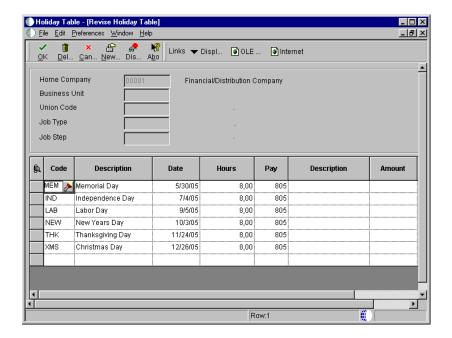
Before You Begin

☐ Set up user defined code list 06/HC to identify the codes for each holiday that your company acknowledges.

To set up the holiday table

From the System Setup menu (G07BUSP4), choose Holiday Table.

1. On Work with Holidays, click Add.



- 2. On Revise Holiday Table, complete the following field:
 - Home Company
- 3. Complete the following optional fields:
 - Date YR
 - Business Unit
 - Union Code
 - Job Type
 - Job Step
- 4. Complete the following fields for each holiday:
 - Code
 - Date
 - Hours
 - Pay
- 5. Complete the following optional field:
 - Amount

6. Click OK.

Field	Explanation
Home Company	The company number in which the employee generally resides.
Date - YR	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.
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.
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
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.
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.
Code	A user defined code (system 06, type HC) that designates the Statutory Holiday defined.
Date	The date of the holiday.
Hours	The number of hours associated with each transaction.
Pay	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.

Global Solutions: Canada

Field	Explanation
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.

Setting Up Payroll Tax Information

information so that the system can calculate employees' taxes accurately. Setting up payroll tax information includes the following tasks:
☐ Setting up company options
☐ Setting up tax area information
☐ Setting up corporate tax IDs
☐ Setting up employment insurance rates
☐ Setting up workers compensation insurance-basis tables

Before you begin processing payroll for employees, you must set up tax

☐ Setting up workers compensation insurance rates

Setting Up Company Options

To define default information that applies to a specific company within your organization, you set up company options. These options control the types of information that you track for a specific company. Typically, you first set up options for the default company. When you enter options for other companies, you can override the corresponding values that you entered for the default company. For example, you can enter standard hours per year for a particular company that vary from the standard hours per year that you entered for the default company. The options that you enter for the default company apply to any other company for which you did not override these options.

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

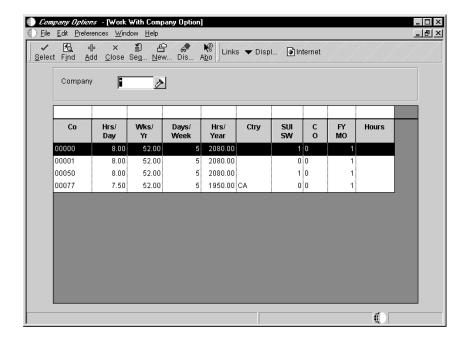
Note: If you use the J.D. Edwards General Accounting system, you must set up separate company options for that system.

Before You Begin

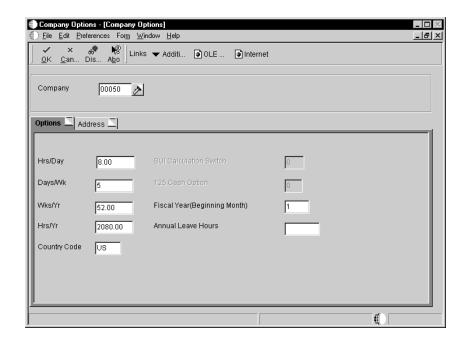
☐ Verify that the companies within your organization have been set up in the General Accounting system. Typically, the Accounting Department is responsible for setting up companies.

To set up company options

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

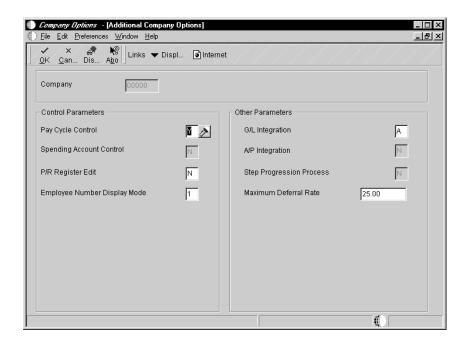


- 1. On Work With Company Option, to revise existing company options, choose a company and click Select.
- 2. To delete an existing company option, choose a company and click Delete.
- 3. To add new company options, click Add.



- 4. On Company Options, complete the following field:
 - Company
- 5. To define standard working times, on the Options tab, complete any of the following fields:
 - Hours per Std. Work Day
 - Days per Standard Week
 - Weeks (working)per Year
 - Hours per Standard Year
- 6. To use a country code for this company that varies from the default country code for the system, complete the following field:
 - Country Code
- 7. To define payroll information, complete the following fields:
 - Fiscal Period Beginning Month
 - Hours Worked Annual Leave
- 8. Click the Address tab and complete the following fields that are not already provided by default information:

- Name Mailing
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State
- Postal Code
- County
- 9. Choose Additional Options from the Form menu to set up more company options.



- 10. On Additional Company Options, complete the following parameter fields:
 - Pay Cycle Control
 - P/R Register Edit
 - Employee Number Display Mode

- G/L Integration
- Maximum Deferral Rate
- 11. If you are using the J.D. Edwards Payroll system and you want to use Payroll to create vouchers for payroll taxes and other payroll liability amounts, complete the following field:
 - A/P Integration

12. Click OK.

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

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

Field	Explanation
Hrs/Yr	The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).
	 When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period: Employee entry forms (this field) Pay Grade Step table (hours per day multiplied by days per year) Payroll company constants for the employee's company Payroll company constants for the default company (company 00000) Data dictionary System default value of 2080 standard hours per year
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.
Fiscal Year(Beginning Month)	The number of the month in which the payroll fiscal year begins.
Annual Leave Hours	The standard number of hours generated as Annual Leave during automatic wage processing.
Pay Cycle Control	A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are: Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle. No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.
P/R Register Edit	A code that specifies a type of error. The system always notes errors in the Payroll Register if the gross pay amount minus the taxes and applicable deductions does not equal net pay.
	Valid values are: Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code. N Soft error. This error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete.

Field	Explanation
Employee Number Display Mode	A code that specifies the type of employee number displayed on inquiry screens. Valid values are: 1 Display the eight-digit Address Book number (default). 2 Display the nine-digit Social Security number. 3 Display the eight-digit Additional Employee number preceded by a forward slash (/). All forms of employee number remain valid.
G/L Integration	Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are: A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.
A/P Integration	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. 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

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

Setting Up Tax Area Information

In J.D. Edwards Payroll solution, federal and provincial tax 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. The J.D. Edwards Payroll system

passes information such as taxing authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax.

You set up tax area information for the locations where employees live and work, and for the taxes that need to be withheld. Quantum for Payroll Tax calculates tax based on the information you set up. However, the system calculates the employee-paid amounts even if you do not set up the tax area information.

In the Payroll system, tax area information consists of two parts:

Tax area code

The tax area code is an identifying number that Vertex, Inc. assigns to all taxing authorities in Canada. The system contains all federal and provincial income tax area codes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYYZZZZ) and consists of three distinct parts. In Canada, the first two numbers identify the country (70) and the next three numbers identify the province (YYY). The last four numbers do not apply.

- 70 = Canada
- YYY = Province
- 0000 = does not apply to Canada

Tax type code

The tax type code represents the kind of tax that you are defining. These codes are predefined by J.D. Edwards. In Canada, some examples are CA for federal income tax and CC for employee-paid employment insurance premiums.

J.D. Edwards provides two-digit statutory codes for provincial and federal income taxes.

Tax Area Codes for Canada

The GeoCode and the J.D. Edwards tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYYZZZZ) to structure Canadian payroll.

The following examples illustrate the tax area structure:

700030000 British Columbia

700190000 Quebec

CFEDU01 Canadian federal employment insurance taxes

Federal

All federal taxes

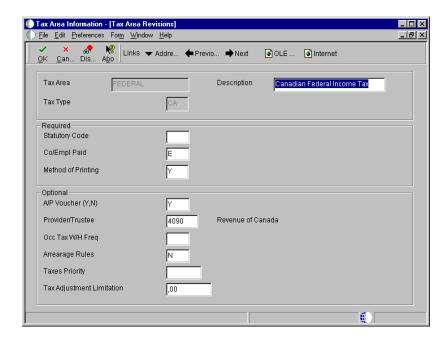
Before You Begin

- ☐ Install Quantum for Payroll Tax.
- ☐ Set up statutory codes in user defined code list 06/SC. See Setting Up User Defined Codes.

To set up tax area information

From the Taxes and Insurance Setup menu (G07BPTI4), choose Tax Area Information.

1. On Work With Tax Area Information, click Add.



- 2. On Tax Area Revisions, complete the following fields:
 - Tax Area
 - Tax Type
 - Description

- Co/Empl Paid
- Method of Printing
- 3. If the tax area is a province or local, complete the following field:
 - Statutory Code
- 4. If you are integrating Payroll with Accounts Payable and you intend to create vouchers for this tax type, complete the following field:
 - A/P Voucher (Y,N)
- 5. To specify a payee for the voucher, complete the following field and click OK:
 - Provider/Trustee

The following fields are not used in Canada:

- Occ Tax W/H Freq
- Arrearage Rules
- Taxes Priority
- Tax Adjustment Limitation

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

Field	Explanation
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 taxarea 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
Тах Туре	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.
Description	Describes data items. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions: Dates - Begin all Date fields with Date Amounts - Begin all Amount fields with Amount Units - Begin all Unit, Quantity, and Volume fields with Units Name - Begin all 30-byte description fields with Name Prompt - Begin any Y/N prompting field with Prompt Address Number - Begin all address numbers (employee, customer, owner) with Address Number
	Form-specific information
	If you are entering state or provincial taxes, J.D. Edwards recommends starting your descriptions with the two-letter state or province abbreviation. This naming convention provides you with an easier search because the system groups all taxes with the same abbreviation together.
Co/Empl Paid	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

Field	Explanation
Method of Printing	A code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.
	Valid values for pay types and payroll taxes include: Y Print on paystub (default) S Print separate payment (one item per payment) C Print separate payment (C types combined) N Do not print on paystub
	Valid values for DBAs include: Y Print as total deductions (default) S Print separate payment (one item per payment) C Print separate payment (include detail) N Do not print on paystub I Print individual DBA codes T Print by DBA print group
	The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.
Statutory Code	A code that specifies the two-character or three-character state or province code that prints on statutory reports such as W-2s and T4s.
	For example, on W-2s and T4s, instead of printing 06 which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.
	Enter in an alpha code from UDC table 07/SC.
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.

See Also

• Accounts Payable Integration for more information about creating vouchers for payroll taxes and liabilities

Setting Up Corporate Tax IDs

You set up tax IDs for employment insurance (EI) to store EI tax history and for Quebec tax reporting purposes.

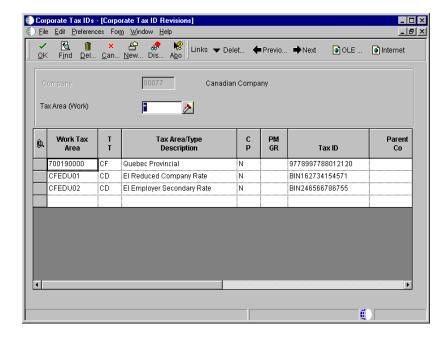
You must set up tax area CFEDU01 for the employer-paid portion of EI. If your company is eligible for any reduced rates for EI, you can set up as many as 10 additional tax areas using the naming convention CFEDUxx.

Caution: You must set up a corporate tax ID for each Canada Customs and Revenue Agency (CCRA) and Ministère du Revenu du Québec business number that your company uses.

To set up corporate tax IDs

From the Taxes and Insurance Setup menu (G07BPTI4), choose Corporate Tax IDs.

1. On Work with Corporate Tax IDs, click Add.



- 2. On Corporate Tax ID Revisions, complete the following field:
 - Company
- 3. Complete the following fields in the detail area:

- Work Tax Area
- T T
- Tax ID
- 4. Complete the following optional field:
 - Parent Co

5. 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
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 taxarea 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
Tax ID	A number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.
	If you do not currently have the number, complete this field with "applied for" followed by the tax area and tax type. When you receive the number, replace this temporary entry.
	For Canadian employment insurance: Enter the Canada Customs and Revenue Agency (CCRA) or Ministère du Revenu du Québec business identification number (BIN) as the corporate tax ID.
Parent Co	A user defined name or remark.

Setting Up Employment Insurance Rates

Set up employment insurance rates to calculate company-paid federal employment insurance.

You must set up employment insurance rates and the annual limit for each company. The rates that you use for tax type CD override the employer-paid tax rates provided by Quantum for Payroll Tax.

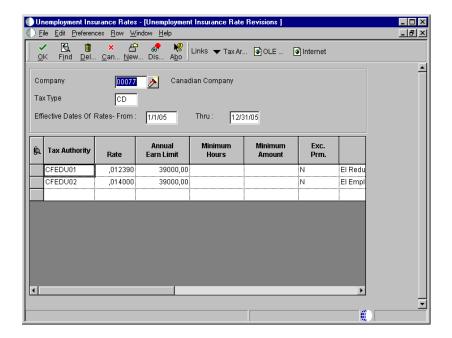
Before You Begin

- ☐ Define information about each company within your organization. See *Setting Up Company Options*.
- ☐ Define a valid tax-type code for each tax authority number (tax area) that you use. See *Setting Up Tax Area Information*.

To set up employment insurance rates

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

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



- 2. On Unemployment Insurance Rate Revisions, complete the following fields:
 - Company
 - Tax Type
 - Efficitive Dates Of Rates- From:
 - Thru:
- 3. Complete the following fields in the detail area:
 - Tax Authority
 - Rate
 - Annual Earn Limit
 - Exc Prm.

Enter N (No) in the Exc. Prm. (Exclude Premium Pay) field because premium pay such as overtime is not excluded from Employment Insurance.

- 4. Complete steps 3 and 4 for each tax authority that applies to the tax type.
- 5. Click OK.

Caution: Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system

codes are 06 not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.
Тах Туре	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.
Effictive Dates Of Rates-From:	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
	Form-specific information
	The date the U.S. unemployment or Canadian employment insurance rates and annual limit go into effect.
Thru:	The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The effective end date for U.S. unemployment or Canadian employment insurance rates and annual limit.

Field	Explanation
Tax Authority	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.
	Form-specific information
	The code that identifies the tax authority for U.S. unemployment or Canadian employment insurance rates.
Rate	The rate that the system uses to compute U.S. unemployment and Canadian employer-paid employment insurance premiums. This rate is represented as a decimal fraction.
Annual Earn Limit	The annual limit for U.S. unemployment insurance premiums or Canadian EI insurable earnings.
Exc Prm.	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, this field relates to all pay types that are defined as taxable.
	For Canadian employment-insurance rates, this field should be set to No because premium pay such as overtime is not excluded from employment insurance in Canada.

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.

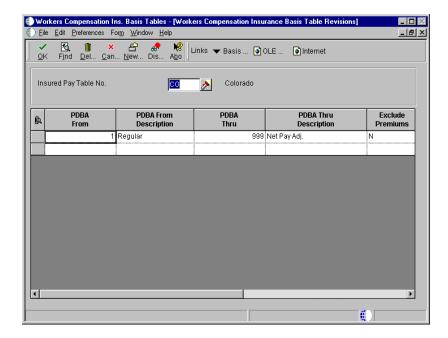
Before You Begin

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

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.

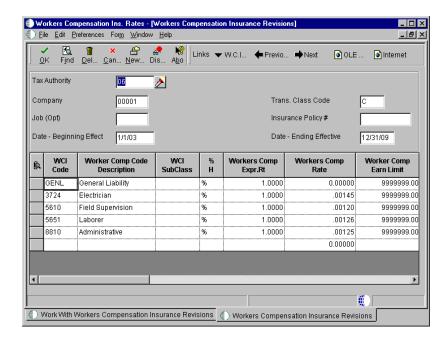
Before You Begin

☐ 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.
% 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.

Field	Explanation
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.
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.

Setting Up Pay Types, Deductions, Benefits, and Accruals

You set up pay types to categorize various employee earnings in order to direct labor costs to different accounts in the general ledger. You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run a payroll cycle. You must set up DBAs before you can assign them to employees.

If you are using the HR Benefits module, you must also set up DBAs before you can enroll employees in benefit plans. You must set up one or more DBAs for each benefit plan.

Setting up a pay type
Setting up essential DBA information
Setting up group plan DBAs
Processing options for Group Plan DBA Setup
Setting up tax status for a deduction
Setting up tax status for a benefit
Setting up tax-deferred compensation deductions
Setting up category codes for DBAs
Setting up a DBA based on another DBA

Setting Up a Pay Type

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

When you set up pay types you can:

• Define how different pay types are used when computing employee pay

- Assign automatic pay methods for autopay employees
- Specify that a pay type is tax exempt
- Define information to be printed on T4 forms for the associated pay type for payroll
- Specify for each pay type whether hours, dollar amounts, or both should be passed to the general ledger

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

Supplementary Pay Types

In order for Quantum for Payroll Tax to calculate taxes correctly on lump sums, such as ineligible retiring allowances, irregular commission payments, or bonuses, you must specify Auto Pay Method B and Pay Source 1, 2, or 3 for these pay types.

If an employee actually works on the statutory holiday, the pay is eligible for EI withholding. However, the hours represented by this type of pay are not EI reportable because these hours would have already been included in the payment of the statutory holiday-not worked pay type. Statutory holiday-worked pay types should have a tax exemption type CI, which exempts hours but not pay from EI. To exempt both pay and hours from EI, use tax exemption types CC (for the employee portion), CD (for the employer portion), and CI (exempt EI hours).

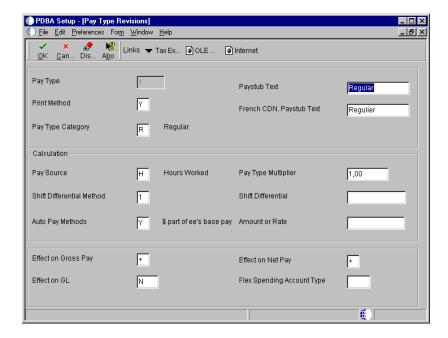
See Also

OneWorld Foundation: Working with Media Objects for more information about working with media objects

To set up a pay type

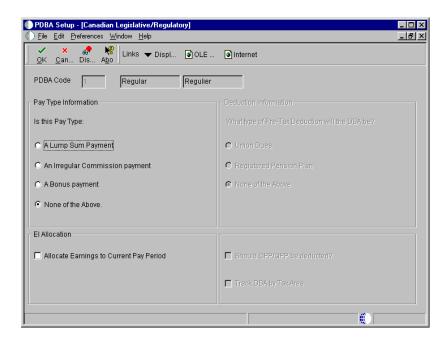
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Pay Type and then click Add.



- 2. On Pay Type Revisions, complete the following fields:
 - Pay Type
 - Paystub Text
 - Print Method
 - French CDN. Paystub Text
 - Pay Type Category
 - Effect on GL
- 3. To define how you want to calculate the pay type, complete the following fields:
 - Pay Source
 - Pay Type Multiplier
 - Shift Differential Method
 - Shift Differential
 - Auto Pay Methods
- 4. To override the hourly rate, complete the following field:

- Amount or Rate
- 5. To define how the pay type affects an employee's pay, complete the following fields:
 - Effect on Gross Pay
 - Effect on Net Pay
- 6. For tax exempt pay types, choose Tax Exemptions from the Form menu and specify the tax types that should not be computed for the pay type.
- 7. To indicate that the pay type is exempt from all taxes, enter * in the following field:
 - Tax Type 01
- 8. Click OK to return to Pay Type Revisions.
- 9. To assign a category code to a pay type, choose Category Codes from the Form menu and assign as many category codes as needed.
- 10. Click OK to return to Pay Type Revisions.
- 11. To designate the pay type as a lump sum, an irregular commission payment, or a bonus, choose Canadian Legislative/Regulatory from the Form menu.



12. On Canadian Legislative/Regulatory, click the appropriate type of payment under the following heading:

• Pay Type Information

13. To allocate earnings to the end date of the current pay period of the current pay run rather than to the pay period in which the money was earned, click the option under the following heading:

• EI Allocation

The Allocate Earnings to Current Pay Period field is not active for release B73.3.3. This field is for future use.

14. Click OK.

Caution: Some of the definitions in the field level help (F1) and the following field descriptions refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06 not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Pay Type	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	The text that you want the system to print on the employee's paystub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.
French CDN. Paystub Text	The text, in French, that you want the system to print on the employee's paystub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.
Pay Type Category	A user defined code (07/PC) that specifies the pay type categories you want to use: • For regular pay • To generate overtime • For reporting purposes on the Certified Payroll Register (U.S. only).

Field	Explanation
Effect on GL	You may use this field to indicate that the hours and dollars being entered against this pay type are to update the employee master but that only the dollars will flow to the General Ledger system. Y Memo entry. Purpose: This omits "non-work" hours to the General Ledger system; for example, sick, vacation and holiday pay. Allowing these types of hours to flow to the G/L may distort cost per hour calculations. N No effect on the G/L system. Purpose: This allows leave of absence to be tracked in the employee master and have the hours be omitted from the G/L.
Pay Source	A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. 0 (zero) is not a valid multiplier. The default value is 1.00.
Shift Differential Method	A code that specifies how the system should calculate shift differential. 1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours. 2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours. Blank The system follows the shift differential method that is associated with the pay type from the Pay Type table (F069116). The multiplier is the pay rate multiplier from the Pay Type table (F069116).
	table (F069116). When the pay rate is derived from the Union Rate table, the multiplier is assumed to be 1 as it is built into the table. In this case, all methods produce the same result.

Field	Explanation
Shift Differential	An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).
	Form-specific information
	Enter a monetary amount in this field. The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.

Field	Explanation
Auto Pay Methods	A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are: Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay. N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay. S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate. B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular comissions, and lump sums use auto pay method B. C The hours or dollars entered using this pay type override all autopay instructions.
	For World:
	If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. For example, if the job code, job step, home business unit, or position have been overridden in time entry, and if multiple active jobs exist for the employee, and if the overridden information does not match an existing active job record, this system processes pay types with the Auto Pay Method set to Y as additional pay. J.D. Edwards recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.
	If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.
	If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to accumulate wages. Enter C as the autopay method for this pay type

method for this pay type.

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: 1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2 For a pay type, amounts entered in this field override the hourly rate.
Tax Type 01	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.
	If you enter * in the first element of this list, no taxes are computed.
Effect on Gross Pay	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay.
	Valid values are: + Pay type will be added to the employee's gross pay - Pay type will be subtracted from the employee's gross pay blankPay type will not have an effect on the employee's gross pay
	A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.
	When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.

Field	Explanation
Effect on Net Pay	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay.
	Valid values are: + Pay type will be added to the employee's net pay - Pay type will be subtracted from the employee's net pay blankPay type will not have an effect on the employee's net pay
	A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.
	When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.
Pay Type Information	A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and for Canadian lump-sum amonts, irregular comissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
	Form-specific information
	In order to calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, or a bonus payment, or none of the above.

Setting Up Essential DBA Information

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

Monetary amount You set up a monetary amount to subtract a specific

amount of money from the pay for the designated pay

periods.

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

deduction for union dues.

Percentage rate You set up a percentage rate DBA to calculate a percentage

of gross pay.

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

charitable fund.

Calculation tables You set up calculation tables for DBAs that are calculated

by a formula. The calculation table defines the parameters

that the system uses to calculate the DBAs.

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

Define the actual amount or rate to calculate

• Omit the actual amount or rate to calculate

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

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

Determining the Basis of Calculation for a DBA

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

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

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

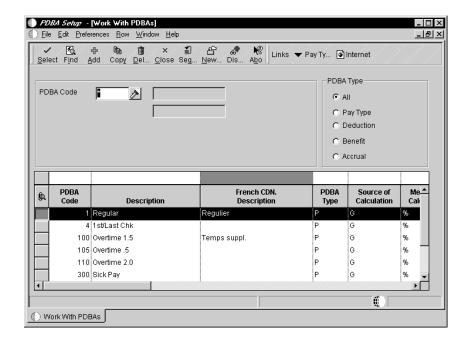
- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).
- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.
- If you base the DBA on a selected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

Setting up essential DBA information includes the following tasks:

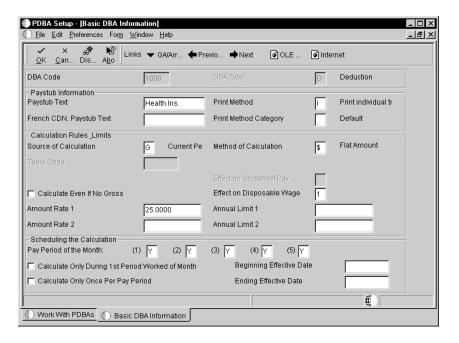
- Setting up basic DBA information
- Setting up general accounting and arrearage information
- Setting up the basis of calculation
- Adding text to a DBA

To set up basic DBA information

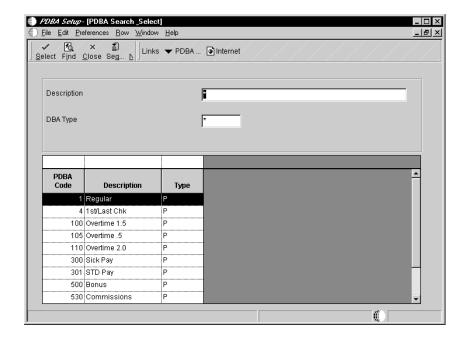
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.



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



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



- 3. On PDBA Search and Select, choose a DBA and then choose PDBA Recap from the Row menu.
- On DBA Recap, review the DBA information, and then click Cancel.
 The PDBA Search and Select form appears.
- 5. Click Close.

The system displays the Basic DBA Information form again.

- 6. To define paystub text and whether DBA information prints on paystubs, complete the following fields:
 - Paystub Text
 - French CDN. Paystub Text
 - Print Method
 - Print Method Category
- 7. To define calculation rules and limits, complete the following fields:
 - Source of Calculation
 - Method of Calculation
 - Calculate Even If No Gross

- 8. To designate the effect of a benefit on the employee's income, complete the following field:
 - Effect on Gross/Net Pay
- 9. To designate the effect of a deduction on the employee's disposable wages, complete the following field:
 - Effect on Disposable Wage
- 10. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:
 - Amount Rate 1
- 11. To assign a maximum amount to withhold or accrue in a year, complete the following field:
 - Annual Limit 1
- 12. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:
 - Amount Rate 2
 - Annual Limit 2
- 13. To schedule the DBA calculation, complete one or more of the following fields and click OK:
 - Pay Period of the Month: 1-5
 - Calculate Only During 1st Period Worked of Month
 - Calculate Only Once Per Pay Period
 - Beginning Effective Date
 - Ending Effective Date

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

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

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth
	Note: These codes may only be changed by J.D. Edwards
	If you enter an * in this field the system displays all four types of PDBAs.
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	The text that you want the system to print on the employee's paystub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.
French CDN. Paystub Text	The text that you want the system to print on the employee's paystub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.
Print Method	A code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.
	Valid values for pay types and payroll taxes include: Y Print on paystub (default) S Print separate payment (one item per payment) C Print separate payment (C types combined) N Do not print on paystub
	Valid values for DBAs include: Y Print as total deductions (default) S Print separate payment (one item per payment) C Print separate payment (include detail) N Do not print on paystub I Print individual DBA codes T Print by DBA print group
	The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

Field	Explanation
Print Method Category	A user defined code (07/PC) that specifies the pay type categories you want to use: • For regular pay • To generate overtime • For reporting purposes on the Certified Payroll Register (U.S. only). ———————————————————————————————————
Source of Calculation	overtime, might include time and a half and doubletime. 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
Method of Calculation	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.
	Form-specific information
	The method values are pre set by J.D. Edwards. If you use methods 0 - 6, 8, 9, or G, you must also enter a value in the Table Code field.
	For wage attachments use one of the following methods: C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest

Field	Explanation
Calculate During Pre- Payroll	A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are: Y Yes, calculate during pre-payroll processing. No, calculate during the journal entry step of the payroll cycle.
	In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation.
	If you want the benefit or accrual to print on the employee's paystub, use Y and complete the Method of Printing field.
Effect on Gross/Net Pay	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are: 1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only). 2 Cash benefit that is taxable. The benefit will be added to both gross and net income. 3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.) 4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.
Calculate Even If No Gross	This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are: Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay. NOTE: Even if the employee has no gross pay, payroll
	 processing always calculates the DBA if: Source of Calculation = G Method of Calculation = A Calculate if No Gross = Y
	The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.

Field	Explanation
Effect on Disposable Wage	This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are: 1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7. 2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.
Amount Rate 1	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.
Annual Limit 1	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

Field	Explanation
Amount Rate 2	The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached.
	This field works in conjunction with the annual limit fields.
	The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.
Annual Limit 2	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.
Pay Period of the Month:	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. blankContinue 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.
Calculate Only Once Per Pay Period	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.

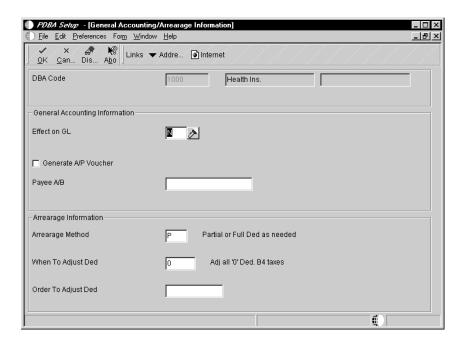
Field	Explanation
Beginning Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.
Ending Effective Date	The date on which the record, transaction, or table becomes inactive or the date through which you want information to appear.

To set up general accounting and arrearage information

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

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

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



- 2. On General Accounting/Arrearage Information, complete the following field:
 - Effect on GL
- 3. To enter arrearage information for deductions, complete the following fields:

- Arrearage Method
- When To Adjust Ded
- Order To Adjust Ded
- 4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, complete the following field:
 - Generate A/P Voucher
- 5. To specify a payee for the voucher, complete the following field:
 - Payee A/B

When you specify a payee, you should also select Generate A/P Voucher. If Generate A/P Voucher is not selected, the system might create an invalid journal entry.

6. Click OK.

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

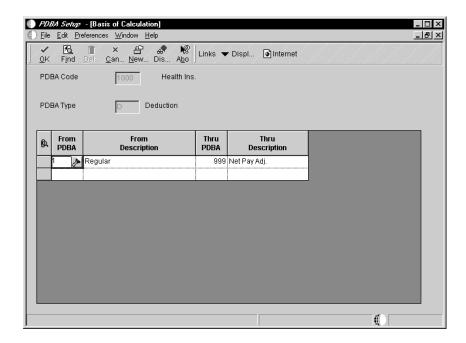
Field	Explanation
Effect on GL	A code that you use to indicate whether you want the system to write journal entries from the Payroll system to the general ledger, and the method you want to use.
	Valid values are: N Write only dollars to the general ledger M Do not write dollars or hours to the general ledger. Use this value to track accruals in employee payroll history and the dollars to be omitted from the general ledger.
Generate A/P Voucher	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.
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When To Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Order To Adjust Ded	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.

To set up the basis of calculation

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

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



- 1. On Basis of Calculation, to include all pay types (1-999) for calculating the DBA, exit the Basis of Calculation form without making any entries.
 - The system enters 1 in the From PDBA field and 999 in the Thru PDBA field.
- 2. To limit the PDBAs, complete the following fields with the range of pay types that you want included in the calculation:
 - From PDBA
 - Thru PDBA
- 3. Click OK.

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

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

To add text to a DBA

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

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

See Also

• Media Object Attachments in the OneWorld Foundation Guide

Setting Up Group Plan DBAs

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

Business unit	The plan applies only for work performed at a particular business unit or job location.
Job type	The plan applies only to employees working in a certain job type.

Job step The plan applies only to employees in a certain job step

within a job type.

Date range The plan applies if the pay period dates fall within the date

range that you define. For example, you could use this criterion to establish plans with built-in rate increases that

you base on effective dates.

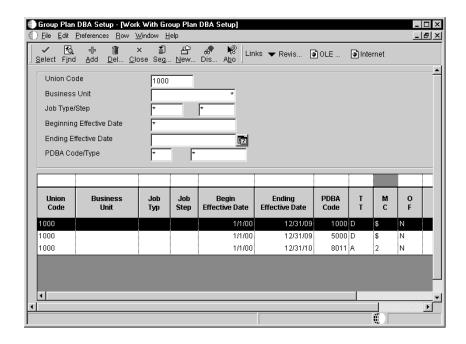
Before You Begin

☐ Set your processing option to specify whether you are setting up single or multiple group plans. Depending on the value that you enter, the system displays either the Revision Multiple Group Plan DBA Setup form or the Revise Single Group Plan DBA Setup form.

To set up group plan DBAs

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

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



2. On either Revision Multiple Group Plan DBA Setup or Revise Single Group Plan DBA Setup, complete the following fields:

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

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

Field	Explanation
Beginning Effective Date	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
Ending Effective 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.
PDBA Code/Type	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
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.

Field	Explanation
Job Type/Step	You associate pay and benefit information with a job type when you define jobs on Job Entry and Evaluation (P08001). Certain pay and benefit information that you associate with a job type defaults in the Employee Entry forms when you are adding a new employee to the database.
TT	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.
Pay Str 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.
M C	A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.

Processing Options for Group Plan DBA Setup (P059101)

Default Tab

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

1. Choose Revisions Form

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

Blank Single Revisions form

1 Multiple Revisions form

Setting Up Tax Status for a Deduction

You set up tax information for a deduction so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the deduction. For example, you might need to specify that a deduction is exempt from federal withholding tax, but not from state withholding tax.

In some cases, you might need to indicate that a deduction is exempt from one or more types of taxes. For example, a deduction might be exempt from federal withholding tax, but not from state withholding tax.

Caution: Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change if the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your employee DBA instructions, using an appropriate start date.

See Also

• The U.S. Payroll Year-End Processing Guide for the current year to review important considerations for DBAs during year-end processing

To set up tax status for a deduction

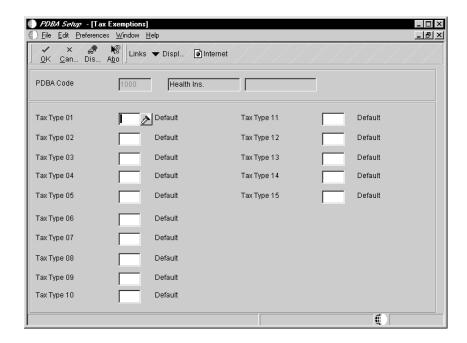
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

- 1. On Work with PDBAs, click Deduction and then click Add.
- 2. On Basic DBA Information, complete the steps for setting up essential DBA information.

See Setting Up Essential DBA Information.

3. To designate the deduction as exempt from one or more taxes, choose Tax Exemptions from the Form menu.

The Tax Exemptions form appears, on which you can enter up to 15 different tax types.



- 4. On Tax Exemptions, complete one or more of the following fields and click OK:
 - Tax Type 01 through
 - Tax Type 15

Field	Explanation
Tax Type 01	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.
	If you enter * in the first element of this list, no taxes are computed.

Setting Up Tax Status for a Benefit

You set up tax information for a benefit so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the benefit. In

some cases, you might need to identify a benefit, such as a company-paid life insurance policy, as a taxable cash benefit.

When you set up a benefit, you must indicate its effect on employees' gross and net pay. You must identify the benefit as one of the following:

Nontaxable cash benefit

You set up a nontaxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a nontaxable cash benefit is a moving allowance below the taxable minimum.

Nontaxable non-cash benefit

You set up nontaxable non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferrable to cash, such as companypaid health insurance. The employee is not taxed for this benefit.

Taxable cash benefit

You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable cash benefit is a reimbursement for moving expenses.

Taxable non-cash benefit You set up a taxable non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferrable to cash. The benefit is added to an employee's gross pay, but it has no impact on the employee's net pay other than the tax withheld. An example of a taxable noncash benefit is the use of a company car.

Caution: Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. Add the new DBA to your group plan and employee level DBAs with an appropriate start date.

To set up tax status for a benefit

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

1. On Work with PDBAs, click Benefit and then click Add. 2. On Basic DBA Information, complete the steps for setting up essential DBA information.

See Setting Up Essential DBA Information.

- 3. To specify the tax status for the benefit, complete the following fields and click OK.
 - Effect on Gross/Net Pay
 - Calculate Even If No Gross

Field	Explanation
Effect on Gross/Net Pay	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are: 1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only). 2 Cash benefit that is taxable. The benefit will be added to both gross and net income. 3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.) 4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be
Calculate Even If No Gross	added to net income. This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are: Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay.
	NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if: • Source of Calculation = G • Method of Calculation = A • Calculate if No Gross = Y
	The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.

Setting Up Tax-Deferred Compensation Deductions

You set up a tax-deferred compensation deduction to deduct an amount from the employee's pay for compensation programs that defer taxes until the funds are

distributed or until the funds are removed from the plan. Registered Retirement Savings Plans (RRSP) are examples of tax-deferred compensation deductions. A tax-deferred compensation deduction is generally a percentage of employee gross pay. For example, an employee might contribute 10 percent of gross pay to an RRSP.

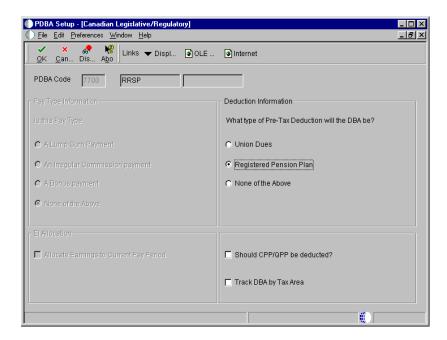
Setting up tax-deferred compensation deductions consists of the following tasks:

- Setting up a tax-deferred compensation deduction for Canada
- Setting up limits for a tax-deferred compensation deduction

To set up a tax-deferred compensation deduction for Canada

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

- 1. On Work with PDBAs, click Deduction and click Add.
- 2. On Basic DBA Information, complete the steps for setting up essential DBA information.
- 3. Choose Canadian Legislative/Regulatory from the Form menu. See *Setting Up Essential DBA Information*.



- 4. On Canadian Legislative/Regulatory, click one of the following options:
 - Union Dues

- Registered Pension Plan
- None of the Above
- 5. To indicate that the current pay-period amount of employee-paid CPP or QPP contributions should be used to reduce the current pay-period Registered Pension Plan deduction, click the following option and click OK:
 - Should CPP/QPP be deducted?

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

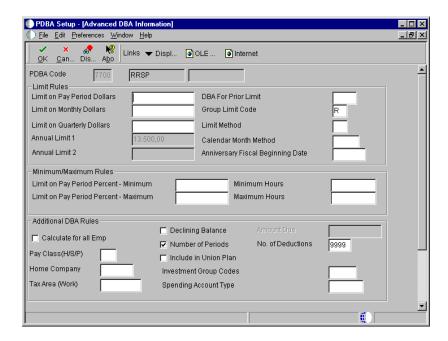
Field	Explanation
Union Dues Registered Pension Plan	Select the type of deduction to allow Quantum for Payroll Tax to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area.
None of the Above	A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and for Canadian lump-sum amonts, irregular comissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.
	Form-specific information
	In order to calculate taxes correctly, you must indicate
	whether the pay type is for a lump sum payment, an irregular commission payment, or a bonus payment, or
	none of the above.

Field	Explanation
Should CPP/QPP be deducted?	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: 1-7 Garnishment, tax levy, wage assignment (child support and maintenance) R Loan, interest 0 Fees
	Form-specific information
	Indicates whether the current amount of employee-paid CPP or QPP contributions should be used to reduce the Registered Pension Plan deduction for this particular DBA.

To set up limits for a tax-deferred compensation deduction

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

- 1. On Work with PDBAs, click the following option and then click Find:
 - Deduction
- 2. Choose a record in the detail area and then click Select.
- 3. On Basic DBA Information, choose Advanced DBA Information from the Form menu.



- 4. On Advanced DBA Information, complete any of the following fields to set up limit rules:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - DBA For Prior Limit
 - Group Limit Code
 - Limit Method
 - Calendar Month Method
- 5. To set up minimum and maximum rules, complete any of the following fields and click OK:
 - Limit on Pay Period Percent Minimum
 - Limit on Pay Period Percent Maximum
 - Minimum Hours
 - Maximum Hours

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

Field	Explanation
Limit on Pay Period Dollars	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 on Monthly Dollars	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 on Quarterly Dollars	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.
DBA For Prior Limit	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of \$2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.
	The DBA number of the predecessor must be lower than the successor's number.

Field	Explanation
Group Limit Code Specify a code common share the same limitation amount or percentage, system takes these limit encountered in the grountil the limit is reached. Example: Deduction 64 \$1000, No Para Deduction 64 Period Limit Deduction 75 Period Limit Deduction 94 Period Limit Deduction 75 Period Limi	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.
	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
	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
Limit Method	A code that indicates which history file the system uses for DBA limits. Valid values are: Blank The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date. (default) 1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date. 2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores
	fiscal and anniversary history by pay period ending date. 3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by check date.
Calendar Month Method	This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are: blankThis is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month. 1 The system allocates DBAs to the pay period ending date.
Limit on Pay Period Percent - Minimum	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Limit on Pay Period Percent - Maximum	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.
Minimum Hours	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is H or I.

Field	Explanation
Maximum Hours	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or pieces produced are greater than the specified maximum, the system bases the calculation on the maximum. The system uses this field only if the method of calculation is H or I.

Setting Up Category Codes for DBAs

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

See Also

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

To set up category codes for DBAs

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

- 1. On Work with PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
- 2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

See Setting Up Essential DBA Information.

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

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

Setting Up a DBA Based on Another DBA

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

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

To set up a DBA based on another DBA

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

- 1. On Work with PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
- 2. On Basic DBA Information, complete the steps for setting up essential DBA information.

See Setting Up Essential DBA Information.

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

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

Setting Up Pay Types, Deductions, Benefits, and Accruals

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

Setting Up Records of Employment

Setting	g up records of employment includes the following task:
	Setting up pay tables for ROE reporting

Setting Up Pay Tables for ROE Reporting

You can set up pay tables to calculate amounts reported on an ROE for vacation or statutory holiday pay. You set up these pay tables in the Workers Compensation Insurance Basis Tables program (P079071). Like workers compensation tables, pay tables for ROE reporting reference a range of PDBA codes.

To set up pay tables, follow the steps for setting up workers compensation insurance-basis tables. Note, however, that you do not need to complete the Exclude Premiums field when you are setting up pay tables for ROE reporting.

You indicate the pay tables you have set up for ROE reporting on the processing options for the ROE Workbench (P770631).

See Also

 Setting Up Workers Compensation Insurance-Basis Tables for the steps for setting up pay tables

Additional Information

Additional information about setup issues, technical considerations, and using the system is available. When you set up your system, review the following:

	Translation	considerations	for	multilingual	environments
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☐ J.D. Edwards multicurrency solution summary

Translation Considerations for Multilingual Environments

J.D. Edwards software can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages loaded onto one environment to allow different users to display different languages, each user can work in his or her preferred language by setting up his or her user preferences accordingly.

In addition to the standard menus, forms, and reports, you might want to translate other parts of the software. For example, you might want to translate the names of the accounts that you set up for your company or translate the values in some user defined code tables.

A list of common software elements that you might want to translate if you use the software in a multinational environment follows:

- Business unit descriptions
- Account descriptions
- Automatic accounting instruction (AAI) descriptions
- User defined code (UDC) descriptions
- Delinquency notice text
- Custom menus
- Vocabulary overrides
- Data dictionary

The translations that you set up for your system also work with the language that is specified in the user profile for each person who uses the system. For example,

when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French rather than the base language.

See Also

- International: Setting Up User Display Preferences for information about setting up language preferences for users
- OneWorld Foundation Guide for information about translating custom menus, vocabulary overrides, and data dictionary items

Business Unit Descriptions

You can translate the descriptions of the business units that you set up for your system. From the Organization and Account Setup menu (G09411), choose Translate Business Units.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D).

Print the Business Unit Translation report to review the description translations in the base language and one or all of the additional languages that your business uses. From the Organization and Account Setup menu (G09411), choose Business Unit Translation report.

See Also

• General Accounting: Translating Business Units

Account Descriptions

You can translate the descriptions of your accounts into languages other than the base language. To do this, choose Translate Accounts from the Organization and Account Setup menu (G09411).

After you translate your chart of accounts, you can print the Account Translation Report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses. To print the report, choose Account Translation Report from the Organization and Account Setup menu.

See Also

• General Accounting: Translating Accounts

Automatic Accounting Instruction Descriptions

You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system. From the General Accounting System Setup (G0941) menu, choose Translate AAIs.

See Also

• General Accounting: Working with AAIs

User Defined Code Descriptions

You can translate the descriptions of the user defined codes (UDCs) that you set up for your system. To do this, access any user defined codes table. Select the row that you want to translate and choose Language from the Row menu. The system displays the UDC Value Alternate Descriptions form. After you access the form, you can translate the description for the field into many different languages.

See Also

• General Accounting: About User Defined Codes for General Accounting

Delinquency Notice Text

Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should print when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)

J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you are adding to the bottom of the notice. To do this, follow the instructions for setting up text for delinquency notices and verify that you have completed the language preference field on the Letter Text Table Maintenance program (P03B2801).

See Also

 Accounts Receivable: Working with Delinquency Notices and Fees for more information on setting up text for delinquency notices

J.D. Edwards Multicurrency Solution Summary

Companies that do business internationally are often faced with additional accounting needs. These needs arise from doing business in different currencies and following different reporting and accounting requirements. To process and report on transactions in multiple currencies, a company that operates internationally can:

- Convert foreign currencies into the local currency
- Convert different local currencies into one currency for reporting and comparisons
- Adhere to regulations that are defined in the countries in which the company operates
- Revaluate currencies due to changes in exchange rates

J.D. Edwards software provides the following multicurrency features throughout most base applications:

- Conversion from one currency to another
- Restatement of multiple currencies to consolidate into one currency
- Revaluation of currencies due to changes in exchange rates

J.D. Edwards software handles multiple currencies by storing each currency in a different ledger, as follows:

AA ledger	Domestic transactions are posted to the AA ledger.
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CA ledger Foreign transactions are posted to the CA ledger.

XA ledger Alternate currency transactions, if used, are posted to the

XA ledger.

You can designate a specific currency for the following:

- Company
- Account

Address book record

Data Entry in Foreign or Domestic Currency

You can enter all transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions. For foreign entries, there is real-time conversion of foreign amounts to domestic amounts.

Setting Up Daily Transaction Rates

You can set up the Currency Exchange Rate table (F0015) to use the following multicurrency features:

Default exchange rates When you enter a transaction, the system supplies the

exchange rate from the Currency Exchange Rate table.

Exchange rates for individual contracts You can specify exchange rates for individual customers

and suppliers.

Spot rates You can enter an exchange rate when you enter a

> transaction. The value that you enter overrides the exchange rate from the Currency Exchange Rate table.

Intercompany Settlements

You can enter transactions that cross company and currency boundaries. The system automatically generates the multicurrency intercompany settlements.

Gain and Loss Recognition

Gain and loss recognition features include:

Realized gains and losses Entries that represent exchange rate realized gains and

losses are automatically created at the time of cash receipt

or entry.

Unrealized gains and

losses

You can print a report to analyze open receivables and payables in order to booking unrealized gains and losses at the end of the month. Optionally, you can set up your

system to create these entries automatically.

Detailed Currency Restatement

Detailed currency restatement features enable you to:

- Maintain a dual set of accounting books, one in the domestic (local) currency and one in an alternate stable currency.
- Restate amounts at the transaction level for a specified range of accounts.

Balance Currency Restatement

Use Balance Currency Restatement to consolidate balances into a common currency. You can specify the ledger type in which the system creates the newly restated balances. In addition, you can set up an exchange table and conversion specifications according to standard restatement practices.

As If Currency Repost

Use As If Currency Repost to restate all transactions to a new ledger type using one exchange rate instead of the individual rates that were associated with each transaction over the course of time. The As If Currency Repost feature eliminates the exchange rate fluctuation for financial analysis.

See Also

- General Accounting Guide for detailed information about multiple currencies and setting up multicurrency
- Euro Implementation Guide for more information about multiple currencies and the euro

Employee Information

OneWorld Xe (09/00)

Before you can pay employees, you must create a record for each employee. This record contains personal, company, job, and pay information about the employee.

When you add an employee record, the system updates the following tables:

- Employee Master (F060116)
- Employee Additional Information (F060120)
- Employee International Data (F060117)
- Employee Jobs (F060118)

Entering employee information includes the following topics:

Overview of employee informationAdding employee records one at a time

121

Overview of Employee Information

The o	overview of employee information includes the following topics:
	Hiring Employees with J.D. Edwards HR & Payroll Foundation
	Understanding country-specific employee information for Canada

See Also

Adding Employee Records Using Employee Quick Hire in the HR and Payroll Foundation guide

Hiring Employees with J.D. Edwards HR & Payroll Foundation

When you hire an employee, you must add an employee record to the Employee Master table (F060116) that contains personal, company, job, and pay information for the employee. The information in the employee record can be used to analyze and report on your employees and to meet government reporting requirements. You can add employee records to the database using either of two methods:

- Adding employee records one at a time
- Adding multiple employee records

The following table describes the similarities and differences between the methods:

one at a time

Adding employee records This method displays a series of forms that you need to complete to hire an employee. This method is preferable if you hire individuals with very diverse employee information so that hiring in groups is not applicable.

> You can add new employee and terminated employee (rehire) records to the Employee Master table (F060116).

Adding multiple employee records

This method uses the Employee Quick Hire program. It saves data entry time because you add records in groups based on similar job information.

You can add new employee, terminated employee (rehire), and applicant records to the Employee Master table (F060116).

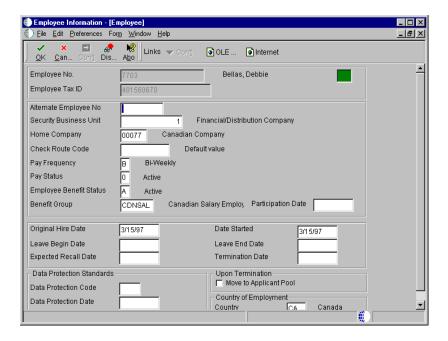
Understanding Country-Specific Employee Information for Canada

To process payroll for Canadian employees, you need to enter country-specific information when you add employee records.

Country Code

Enter the country code for Canada (CA) on the employee record of each Canadian employee when you create the employee record.

See Entering Basic Employee Information.



When you enter the country code for Canada on an employee record, the system displays the following country-specific forms during the employee-entry process:

- National and Fiscal Data Canada
- Canadian Tax Info by EE

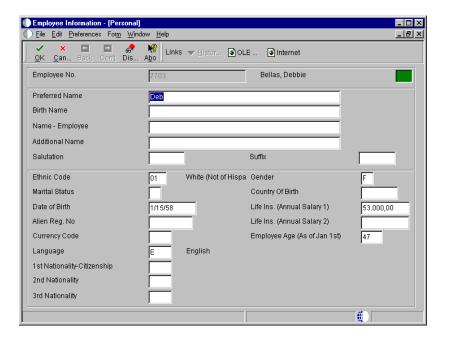
You must complete these forms in order to process payroll correctly for Canadian employees.

If you do not enter the appropriate country code when you create employee records for Canadian employees, you can enter the country code, and then access the two country-specific forms from the Row menu on the Work With Employee Information form.

Language

Canadian law requires that any correspondence from the company to an employee must be written in the employee's preferred language. You specify the employee's preferred language on the Personal form, which is part of the employee record.

See Entering Employee Personal Information.



The system prints correspondence that is sent to employees, such as paychecks and ROEs, in the employee's preferred language based on the language code you specify.

Adding Employee Records One at a Time

Adding a new employee record to the database involves completing a series of forms. As you complete each form, the next form appears. You can use the Back button to return to a previous form so that you can review or change information before saving the employee record. The system saves the new record only after you complete the entire sequence of forms.

When you add a new employee record to the database, the record is immediately available for reporting and payroll processing.

Addir	ng employee records one at a time includes the following tasks:
	Entering basic employee information
	Entering address book information
	Entering employee personal information
	Entering organizational assignment information
	Processing options for Organizational Assignment (P0801ORG)
	Entering basic compensation information
	Entering country-specific information for an employee
	Entering employee history information
	Entering additional tax information for an employee
	Updating position and requisition information
	Processing options for Employee Master (P0801)
Before You	Begin
	Review the processing options to define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table supplies default job information when you add or change employee information.

☐ Review the processing options for Address Book Revisions to ensure that the tax ID is not suppressed.

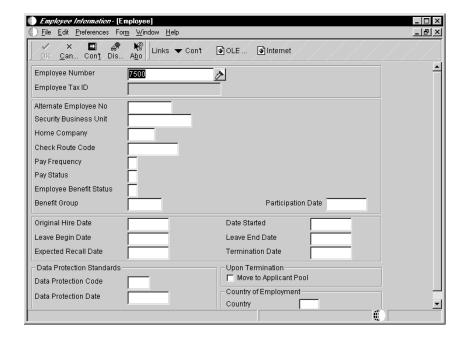
Entering Basic Employee Information

Basic employee information includes general identification information about the employee. You need this information in order to include the employee in payroll processing.

To enter basic employee information

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Work With Employee Information, click Add.



- 2. On Employee, complete any of the following employee identification fields that are not already supplied by the system:
 - Security Business Unit
 - Home Company
 - Pay Frequency

- Pay Status
- Original Hire Date
- Date Started
- Country
- 3. To enter benefits information, complete any of the following fields that are not already supplied by the system:
 - Employee Benefit Status
 - Benefit Group
 - Participation Date
- 4. To include additional employee identification information, complete the following optional fields:
 - Alternate Employee No
 - Check Route Code
- 5. Complete the following fields if the system displays them for your country of preference:
 - Data Protection Code
 - Data Protection Date
 - Country

These fields might not appear, depending on the employee's country code.

6. Click Continue.

The Address Book Revisions form appears.

After you enter basic employee information, you must enter address book information. See *Entering Address Book Information*.

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

Field	Explanation		
Security 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.		
	Form-specific information		
	A business-unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.		
Home Company	The company number in which the employee generally resides.		
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-2 field on user defined codes to calculate the amount per pay period for a salaried employee.		
Pay Status	A code that indicates whether an employee's pay status is active or inactive.		
	Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.		
	To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.		

Field	Explanation
Original Hire Date	The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by the data in the Date Started (DST) field.
Date Started	The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.
	For the calculation tables in the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.
Country	A user defined code list 00/CN that indicates the country in which the employee resides.
	Form-specific information
	The value that you enter in this field determines the country for which the system displays country-specific forms and fields. For example, for an employee whose country code is CA (Canada), the system displays the National and Fiscal Data form for Canada, where you can enter information that applies to Canadian employees only, such as national occupational classification. For employees whose country code is US (United States), the system displays the National and Fiscal data form for the United States.
	You must enter a value in this field. Blank is not a valid value.
Employee Benefit Status	A user defined code (06/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An * indicates that the guidelines refer to all employee actions not otherwise specified.
	Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Benefit Group	The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.

Field	Explanation
Participation Date	The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.
Alternate Employee No	An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the J.D. Edwards system.
	To search using this number, preface the number with a slash (/).
Check Route Code	A user defined code (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.
Data Protection Code	A user defined code (05/DP) that indicates whether the employee agrees to have personal information transmitted to countries other than the employee's work country.
Data Protection Date	The date on which the data protection code was last updated.

Entering Address Book Information

After you complete the preceding form, you must enter address book information. The system automatically displays the Address Book Revisions form.

Address book information includes information such as the employee's name, address, tax identification number, and phone number. Entering address book information creates a record for the employee in the Address Book system. After you enter address book information for an employee, you can use that information to locate the employee in the database when you do not know the employee number.

To successfully enter a new applicant as an employee, you need to change the Search Type field to either an E (employee) or an S (subcontractor).

Note: If an Address Book record exists for this employee, the system automatically supplies the existing Address Book information.

After you enter address book information, continue the current process by completing the next form. If you need to return to Address Book Revisions, click the Back arrow.

See Also

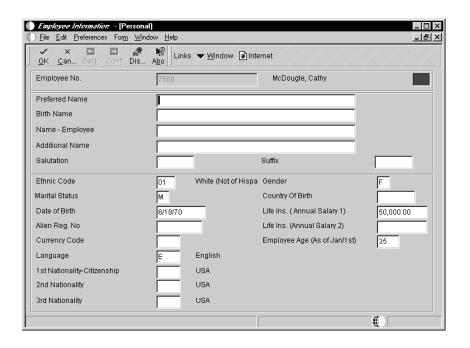
• Entering Address Book and Mailing Information in the Address Book Guide for instructions for completing the Address Book Revisions form

Entering Employee Personal Information

After you complete the preceding form, you must enter employee personal information.

Personal information includes items such as marital status, gender, and birth date. Use this information to track employee-specific information for reporting and analysis.

To enter employee personal information



- 1. On Personal, complete the following fields:
 - Ethnic Code
 - Gender
 - Date of Birth

- 2. Complete any of the following optional fields:
 - Preferred Name
 - Birth Name
 - Name Employee
 - Additional Name
 - Salutation
 - Suffix
 - Marital Status Actual
 - Date of Birth
 - Life Ins. (Annual Salary 1)
 - Life Ins. (Annual Salary 2)
- 3. Complete the following fields if the system displays them for your country of preference. (These fields might not appear, depending on the employee's country code.)
 - Country Of Birth
 - Alien Reg. No
 - Currency Code
 - Age Employee
 - Language
 - 1st Nationality-Citizenship
 - 2nd Nationality
 - 3rd Nationality
- 4. Click Continue.

Continue the current process by completing the next form. If you need to return to Employee Personal Information, click the Back arrow.

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

Field	Explanation
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that J.D. Edwards provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.
Birth Name	A female employee's maiden name. This information is used for all government reports.
Marital Status - Actual	This is the marital status of the employee.
Country Of Birth	A user defined code $(00/\mathrm{CN})$ that identifies a country. The country code has no effect on currency conversion.
	The Address Book system uses the country code for data selection and address formatting.
Date of Birth	The employee's date of birth.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Life Ins. (Annual Salary 1)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.
Life Ins. (Annual Salary 2)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F uses this field.
Alien Registration Number	The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports.
	Before specifying a language, a language code must exist at either the system level or in your user preferences.

Field	Explanation
Employee Age (As of Jan 1st)	For World:
	The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or update it each year using the future data facility.
	For One World:
	The age of the employee as of a certain date (for example, January 1st) for a given year. You can manually update this field or the system can update this field when you run the Update Employee Master Age report (R083495).
1st Nationality-Citizenship	A user defined code list (00/CN) that indicates the first country in which the employee has Citizenship.
2nd Nationality	A user defined code list (00/CN) that indicates the second country, if any, in which the employee has citizenship.
3rd Nationality	A user defined code list (00/CN) that indicates the second country, if any, in which the employee has citizenship.

Entering Organizational Assignment Information

After you complete the preceding form, you must enter organizational assignment information.

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, and home business unit.

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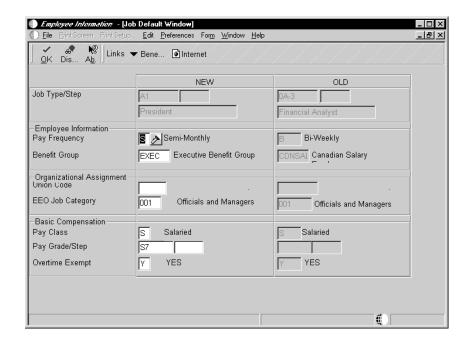
_ I 리 × File Edit Preferences Form Window Help Links 🔻 User ... Internet OK Can... Employee No. McDougle, Cathy Date Started Allen, Ray Supervisor 6001 Home Business Unit g Corporate Administration Human Resources Manager Position ID 2H-1 Human Resources Manager Job Type/Step 2H-1 Union Code Officials and Managers EEO Job Category 001 Locality Headquarters (default) Job Title Shift Code No Shift Type Review None Assigned Next Review Date Employment Status Full-time Regular Full Time Equivalents Date Pay Starts Date Pay Stops 3/3/97 Date in Current Position

To enter organizational assignment information

- 1. On Organizational Assignment, complete any of the following fields that are not already supplied by the system:
 - Supervisor
 - Home Business Unit
 - Mentor
 - Team
 - Position ID
 - Job Type/Step
 - Locality
 - EEO Job Category
 - Employment Status
 - Date Pay Starts
- 2. To enter job competency information, complete the following fields:

- Organizational Business Unit
- % Competency Achieved
- Last Competency Review Date
- 3. To enter performance appraisal control information, complete the following fields:
 - Perf. Appraisal Level
 - Last Review Type
 - Last Review Date
 - Type of Increase Next Review
 - Next Review Date
- 4. Complete the following optional fields and click Continue:
 - Job Title
 - Union Code
 - Shift Code
 - Date Pay Stops

If you set the processing options to use default job information from the Job Master, the system displays Job Default Window.



5. If the Job Default Window appears, review the information on this form, make any necessary changes, and then click OK.

Continue the current process by completing the next form. If you need to return to Employee Organizational Assignment, click the Back arrow.

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

Field	Explanation
Supervisor	The address book number of the supervisor.
	Note: A processing option for some forms allows you to enter a default value for this field based on values for category codes 1 (Phase), 2, and 3. Set up the default values on the default Managers and Supervisor form. The system will automatically display the information you specified on all work orders you create if the category code criterion is met. You can override the default value.
Mentor	A number that identifies an entry in the Address Book system. Use this number to identify mentors.
Team	A code that identifies a team.

Field	Explanation
Position ID	A code that you use for budgetary (position) control purposes. The position ID consists of: • Position (position code and its description) • Fiscal year • Home business unit
	For example, you can identify position A0-1 as Accounting Manager for fiscal year 2005-2006, for home business unit 41.
	You might choose to set up positions so that the position IDs are the same as the corresponding job IDs. Within a home business unit, positions appear in the alphanumeric sequence of their position IDs. For example, position A0-1 appears before position A0-2.
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.
Locality	A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.
EEO Job Category	A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC) or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards. You can add codes if needed.
Employment Status	A user defined code (07/ES) that specifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. Sample valid values include the following: Blank Full-time regular. 1 Full-time temporary 2 Part-time temporary 3 Part-time regular 4 Seasonal 5 Casual

Field	Explanation
Date Pay Starts	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).
Organizational Business Unit	A business unit that is included in the organizational structure for job competencies. You use organizational business units to assign job competency information to levels within your organizational structure. This business unit is independent of an employee's home business unit and security business unit.
% Competency Achieved	This number refers to how an employee is doing in relation to the required competency level for a particular job.
	This value is calculated by first calculating the Employee Competency Percent of Required (EEPCTRQD) for all employee competencies related to a job competency associated with a particular job. These percentages are then multiplied by their respective weighting factor and added together to come up with the Job Competency Percent of Required.
Last Competency Review Date	The date on which the last job competency review took place.
Perf. Appraisal Level	A code that specifies the level of proficiency at which a supervisor rates a person or asset for a particular competency type and competency code.
Last Review Type	A user defined code that identifies the type of the last salary or wage review that updated the employee's performance appraisal score. For releases prior to A8.1 and B.8, the code list is 06/RV. For releases A8.1, B.8, and higher, the code list is 07/RV.
Last Review Date	A date that indicates when the process was last reviewed.
	Form-specific information
	The date that the employee's last performance appraisal was completed.
Next Review Type	A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV.
Next Review Date	The date on which the employee is scheduled for the next performance or salary review. This field is for information only. It is not used by any programs or processes in the system.

Field	Explanation
Job Title	A title associated with an employee's job.
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Shift Code	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.
Date Pay Stops	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.

Processing Options for Organizational Assignment (P0801ORG)

Defaults Tab

Use these processing options to determine what default job-related information is used to fill in the employee master record when you add or change the job type for an employee.

The application will use default information from both the Job Information table (F08001) and the Business Unit / Job ID. X-Ref table (F08005), depending on which processing option combination is set.

Processing option 1 (Job Information) will use data in the F08001 table unless processing option 3 (Business Unit / Job Information Cross Reference) is set to 1 (default). When processing option 3 is set to 1 and there is a matching business

unit / job type record in the F08005 table, the union, code, benefit group, and workers compensation information comes from the F08005 table. All other data comes from the F08001 table. If there is no matching business unit / job type record in the F08005 table, all data comes from the F08001 table.

Processing option 2 (Job Category Code) will use data in the F08001 table is there is a matching job type / step record in that table. If there is no matching record, no data is used, and no data is retrieved for the processing option 1.

Processing option 3 (Business Unit / Job Information Cross Reference) will use data in the F08005 table. If processing option 1 (Job Information) is set to 1 and there is no data in the F08005 table, then data in the F08001 table is used.

1. Job Information

Add

Use this processing option to determine whether the system enters default job information into the employee record when you specify a job type for a new employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and subclass. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether job information defaults into the employee record when you change a job type for an existing employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and sub class. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

0 Do not use default data.

1 Use default data.

2. Job Category Codes

Add

Use this processing option to determine whether job category codes default into the employee record when you specify a job type for a new employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether job category codes default into the employee record when you change a job type for an existing employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

- 0 Do not use default data.
- 1 Use default data.

3. Business Unit/Job Information Cross Reference

Add

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you specify a job type for a new employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

- 0 Do not use default data.
- 1 Use default data.

Change

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you you change a job type for an existing employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

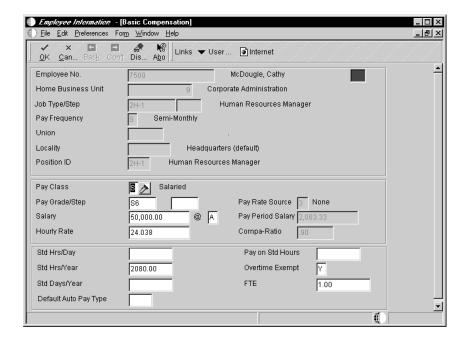
- 0 Do not use default data.
- 1 Use default data.

Entering Basic Compensation Information

After you complete the preceding form, you must enter compensation information.

Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.

To enter basic compensation information



- 1. On Basic Compensation, if the employee is in the salaried pay class, complete the following field:
 - Salary
- 2. If the employee is in the hourly pay class, complete the following field:
 - Hourly Rate
- 3. Complete the following fields:
 - Std Hrs/Day
 - Pay on Std Hours
 - Std Hrs/Year
 - Std Days/Year
 - Default Auto Pay Type
 - Full Time Equivalents
- 4. Complete the following fields if your processing options are not set up to use the default job information:

- Pay Class (H/S/P)
- Pay Grade
- Pay Grade Step
- FLSA Exempt Y/N

5. Click Continue.

The system uses the value that you entered in the Country field on the Employee form to determine if a country-specific form appears next.

Continue the current process by completing the next form. If you need to return to Basic Compensation, click the Back arrow.

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

Field	Explanation
Salary	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year.
	For World:
	For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).
	Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: • Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency) • Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)
	For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.
	Form-specific information
	When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:
	 Standard hours per year entered at the employee level
	 Standard hours per year specified in company options

Field	Explanation
Hourly Rate	The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.
	In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.
	Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.
Std Hrs/Day	The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants (company options, in OneWorld).
	For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.
Std Hrs/Year	The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).
	 When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period: Employee entry forms (this field) Pay Grade Step table (hours per day multiplied by days per year) Payroll company constants for the employee's company Payroll company constants for the default company (company 00000) Data dictionary System default value of 2080 standard hours per year
	When you enter a value in this field, that value overrides the default value from the Pay Grade Step table.

Field	Explanation
Std Days/Year	The number of workdays in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants (System Options, in OneWorld) and you use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.
Pay on Std Hours	The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required.
Default Auto Pay Type	A code that you use to designate the default pay type that the system uses in the generation of automatic payments in those instances where the system does not use the employee labor distribution instructions.
	If you leave this field blank, the system uses pay type 001.
FTE	The full-time equivalent (FTE) amount. This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.
Pay Class	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework Form-specific information

Field	Explanation
according to pay ranges. For each pay grade, you e pay range that includes a minimum, a midpoint, an maximum pay rate. The system uses these pay range calculate compa-ratios for the employees that you pay grades. After you enter a pay grade for an empsystem displays either an error or a warning messagenter a rate for the employee that is not within the	A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays either an error or a warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.
	To set up pay grades, use Pay Grades by Class (P082001).
	If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields: • Salary
	Hourly Rate
	Hours per dayHours per year
	Days per year
Overtime Exempt	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act (FLSA) and thus does not have to be paid for working overtime. Valid codes are: Yes, the employee fits the rules and does not have to be paid for working overtime. No, the employee does not fit the rules and is to be paid for working overtime.

Processing Options for Basic Compensation Information

Process

1. Workflow Enter a salary
threshold Zero = default
Zero = default

Rate - Salary, Annual

2. Workflow Enter salary percent
change threshold
threshold

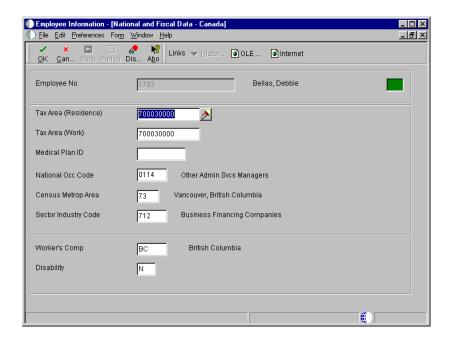
Percent

Entering Country-Specific Information for an Employee

After you complete the steps to enter basic compensation information, you enter country-specific information.

Country-specific information includes information that applies to the country code you entered for the employee. Many of these fields are user-defined fields that you can customize to meet the specific needs of your organization. The following steps apply to an employee in Canada.

To enter country-specific information for an employee



- 1. On National and Fiscal Data Canada, if the processing options are set to require tax areas, complete the following fields:
 - Tax Area (Residence)
 - Tax Area (Work)
- 2. To enter additional information, complete the following optional fields:
 - Medical Plan ID
 - National Occ Code
 - Census Metrop Area
 - Sector Industry Code
 - Worker's Comp

- Disability
- 3. To add the current employee record to the Employee Master table (F060116), click Finish.

The Change Reason form appears.

Field	Explanation
Tax Area (Residence)	A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. This code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode File for valid codes for your locations.
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 taxarea 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.
Medical Plan ID	A unique identifier for secondary employee numbers, such as an employee's health insurance plan ID number.
National Occ Code	A code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes. See the Canadian Federal Employment Equity documentation for more information about NOC codes.
Census Metrop Area	A code that identifies the Census Metropolitan Area code of work. Valid codes are defined by the Canadian government and can be found in the Canadian Federal Employment Equity documentation.
Sector Industry Code	A code that identifies the Sector Industrial Code. These codes are defined by the Canadian government and can be found in the Canadian Federal Employment Equity documentation.
Worker's Comp	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.

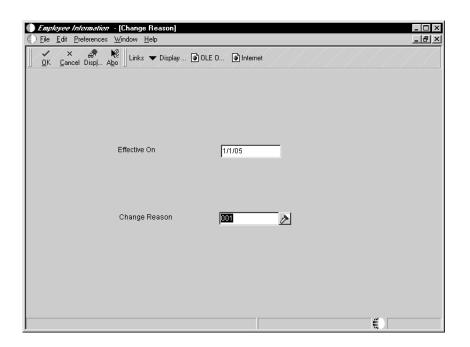
Field	Explanation
Disability	A code indicating whether this employee has a mental or physical disability. Valid codes are: Yes, this employee has a mental or physical disability.
	N No, this employee does not have a mental or physical disability.
	U Unknown

Entering Employee History Information

After you complete the preceding form, you can enter employee history information. You enter this information only if your system is set up to track employee history.

You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the Employee History table (F08042).

To enter employee history information



On Change Reason, complete the following fields and click OK:

- Effective On
- Change Reason

If you click Cancel on the Change Reason form, the system does not create a history record. However, the current employee record is saved in the Employee Master table (F060116).

Depending on your country of preference, the system might provide an employee tax form.

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

Field	Explanation
Effective On	A future date that you want all changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.
	Form-specific information
	The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes that you make to the Employee Master table take effect immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.
Change Reason	A user defined code (06/T) that indicates the reason an employee's record changed. For example, you can enter the reason you are recommending a salary or rate change.
	Note: If you are reactivating an employee, you must change the code in this field to a numeric character. The default reason code for new hires is the default value for this data item.

Entering Additional Tax Information for an Employee

After you enter country-specific information for an employee and complete the Change Reason form, you must enter additional tax information for the employee.

Both employees and employers contribute to employment insurance (EI). The employee contribution is a flat percentage of gross insurable earnings. The employee pays EI at a specific rate until the employee's year-to-date salary reaches

an annual limit. Once earnings reach that limit, both the employee and employer contributions to EI end for the payroll year.

You specify the employer EI rate for each employee as part of the employee master record.

Caution: When you designate an employee as exempt from all taxes, the system:

- Changes other tax credits and tax exemptions to the upper limits
- Blanks out nonessential fields
- Sets all other exemption options to Yes

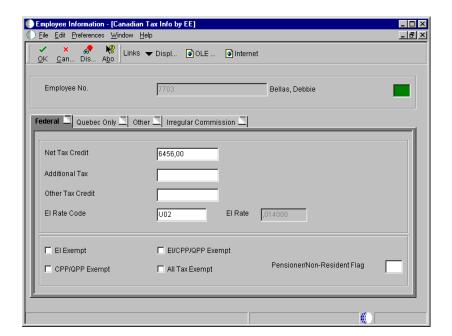
The system issues a warning before this designation goes into effect, and you must confirm your choice by pressing Enter again.

You can exempt students from all taxes.

See Also

• Setting Up Employment Insurance Rates for information on setting up regular and reduced EI rates

To enter additional tax information for an employee



- 1. On Canadian Tax Info by EE, complete the following fields:
 - Net Tax Credit
 - Additional Tax
 - Other Tax Credit
 - EI Rate Code
- 2. If the employee is exempt from certain taxes, complete any of the following fields:
 - EI Exempt
 - CPP/QPP Exempt
 - EI/CPP/QPP Exempt
 - All Tax Exempt
- 3. If the employee is a nonresident or a pensioner of Canada, complete the following field:
 - Pensioner/Non-Resident Flag
- 4. For employees who live or work in Quebec, click the Quebec Only tab and complete the following fields:
 - Quebec Net Tax Credit
 - Quebec Additional Tax
 - Additional Deduction
 - Quebec Tax Override
- 5. If the employee has other deductions or tax overrides, click the Other tab and complete the following fields:
 - Prescribed Area Deduction
 - Child Care, Alimony, Etc
 - Federal Tax Override%
 - CPP-QPP Tax Override%

- 6. If the employee receives irregular commissions, click the Irregular Commission tab and complete the following fields:
 - Estimated Salary
 - Estimated Expenses
 - EIC Status

7. Click OK.

If your System Options are set up to display the Employee Assignment form, the system displays the form after you enter information on the Change Reason form and close the Canadian Tax Info by EE form. The Employee Assignment form updates position and requisition information when you add an employee or change an employee's job.

Field	Explanation		
Net Tax Credit	For federal taxes, the net claim amount from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount from the MR-19-V (Exemptions and Deductions form).		
Additional Tax	For federal taxes, the amount of additional federal tax to be deducted per pay period. For provincial taxes, the amount of additional provincial tax to be deducted per pay period.		
Other Tax Credit	Federal tax credits, such as medical expenses and charitable donations, requested by an employee and authorized by the Canada Customs and Revenue Agency (CCRA) district office.		
EI Rate Code	A code that allows you to override supplemental taxes for federal and state taxes and to add additional local residence taxes. Valid values are: F Override the federal supplemental tax for this employee. S Override the state supplemental tax for this employee. R Add additional local residence tax. When you override supplemental taxes, you must leave the		
	Tax Area and Tax Type fields blank.		
	The statutory code that corresponds to the employer-paid		
	EI rate that is to be used for this employee. For example, you might use U01 if the employee is eligible for a sick leave plan and is subject to a reduced employer-paid EI rate.		

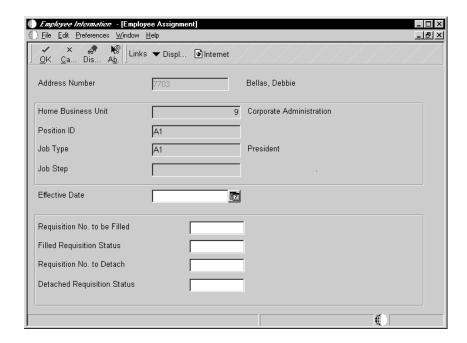
Field	Explanation		
EI/CPP/QPP Exempt	An option that indicates whether the employee is exempt or non-exempt from tax deductions. Select an option to indicate the proper exemptions: • EI - Employee is exempt from federal employment insurance deduction. • EI/CPP/QPP - Employee is exempt from employment insurance and Canada pension plan or Quebec pension plan deductions. • CPP/QPP - Employee is exempt from Canada pension plan or Quebec pension plan deductions. • All Taxes - Employee is exempt from all tax deductions.		
Pensioner/Non-Resident Flag	This code indicates if the employee is a Non-Resident or a Pensioner of Canada. N Non-Resident of Canada P Pensioner blankRegular employee		
Quebec Net Tax Credit	For federal taxes, the net claim amount from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount from the MR-19-V (Exemptions and Deductions form).		
Quebec Additional Tax	For federal taxes, the amount of additional federal tax to be deducted per pay period. For provincial taxes, the amount of additional provincial tax to be deducted per pay period.		
Additional Deduction	Quebec additional deductions claimed on the MR-19-V (Exemptions and Reductions form) or other deductions authorized by the Ministere du Revenu du Quebec.		
Quebec Tax Override	A flat percentage that overrides the standard tax rate.		
Prescribed Area Deduction	An annual deduction for living in a prescribed area as listed on the TD1 (Personal Tax Credit Return).		
Child Care, Alimony, Etc	An annual deduction, such as child care expenses, alimony payments, maintenance payments, and so on.		
Federal Tax Override%	A flat percentage that overrides the standard tax rate.		
CPP-QPP Tax Override%	A flat percentage that overrides the standard tax rate.		
Estimated Salary	The amount of estimated salary recorded on the employee's TDIX form. The system uses this amount and the estimated expenses, to determine the taxable gross income for commission taxation.		

Field	Explanation		
Estimated Expenses	An additional amount to be withheld over and above the calculated withholding. This could represent a flat withholding amount in situations in which the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.		
	Form-specific information.		
	The amount of estimated expenses recorded on the employee's TDIX form. This amount is used to determine taxable gross for commission taxation.		
EIC Status	A code that specifies whether the employee qualifies for the earned income credit and elects for the employer to give him or her the advance. Valid values are: N The employee does not qualify (default). Y The employee qualifies. B The employee qualifies and his or her spouse also qualifies.		
	Form-specific information		
	Is the employee paid by irregular commission payments and has a TD1X form been completed for this employee? N Indicates the employee has not (default) Y Indicates the employee has completed the TD1X form for employees paid by irregular commission payments		
	You must enter Y to correctly calculate taxes for employees who file the TD1X form. When set to Y, the system calculates all taxes regardless of pay type as an irregular commission. CPP and EI are calculated using only the annual limits.		

Updating Position and Requisition Information

When your system options are set to display the Employee Assignment form, the Employee Assignment form appears after the previous form. You enter the employee's home business unit, job type, or position ID so that the system updates requisition activity and headcount automatically. This is important for forecasting and budgeting.

To update position and requisition information



On Employee Assignment, complete the following fields and click OK:

- Effective Date
- Requisition No. to be Filled
- Filled Requisition Status
- Requisition No. to Detach
- Detached Requisition Status

If the employee fills a requisition with a new position assignment, the system automatically fills the requisition and updates the Requisition Information table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105). The Employee Master table (F060116) is also updated.

This task completes the current process.

Field	Explanation
Effective Date	The date that the current status of a candidate requisition
	becomes active.

Field	Explanation		
Requisition No. to be Filled	ed The number that identifies the requisition. This number must be unique. The system automatically assigns a uninumber if you leave this field blank when you enter the requisition.		
Filled Requisition Status	The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.		
	You can group candidate requisition status codes based on the hard-coded special handling code values in the table. These hard-coded values are: CAN Any candidate code DET Any code indicating that the position is detached or no longer filled FIL Any code indicating that the position has been filled REJ Rejected TMP Temporarily filled		
	Candidate requisition status codes that have a special handling code of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to "Filled and Closed."		
Requisition No. to Detach	An approved and unfilled requisition number that the system uses for verification when you enter requisition activity. When you enter a number in this field, the system compares the business unit and position ID associated with the requisition to the business unit and position ID on this form.		
	If the values in these fields are the same, the system indicates that the requisition is filled and places the employee number in the Last Filled By field on Requisition Entry.		
	If the values in these fields are not the same, the system displays a warning message. You can either correct the discrepancy or press Enter again to have the system accept the employee activity.		
	The system verifies the value in this field only if you enter a number in it and the Requisition Master table exists on your system.		

Field	Explanation	
Detached Requisition Status	The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.	
	You can group candidate requisition status codes based on the hard-coded Special Handling Code values in the table.	
	Valid values are: CAN Any candidate code DET Any code that indicates that the position is detached or no longer filled FIL Any code that indicates that the position has been filled REJ Rejected TMP Temporarily filled	
	Candidate requisition status codes that have special handling codes of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to "Filled and Closed."	

Processing Options for Employee Master (P0801)

Defaults Tab

These processing options define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

Use this processing option to define whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

Tax area fields are not required. Choose this option only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

Tax area fields are required. If you are using the J.D. Edwards Payroll system, choose this option.

Versions Tab

These processing options define the versions that the system uses for Organizational Assignment and Basic Compensation forms.

1. Organizational Assignment Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Basic Compensation, you can set processing options that control information that the system needs when you have activated the salary change workflow process.

Termination Tab

These processing options define default codes that are supplied to various records when an employee is terminated.

1. Candidate Requisition Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the

system uses the code that you define in this processing option to update the candidate requisition status for all of the requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS) for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Payroll Cycle

2	Edwards provides the following country-specific processes for payroll rements in Canada:
	Understanding the payroll cycle
	Processing pre-payroll
	Reviewing payroll cycle information online
	Correcting errors in pre-payroll processing
	Understanding recalculation of employee taxes
	Processing payments
	Resetting payroll cycle steps
	Working with pro forma journal entries
	Reviewing payroll-cycle reports
	Processing the final update

Understanding the Payroll Cycle

Understanding the payroll cycle includes the following topics:		
☐ Payroll workbench		
☐ Definition of a payroll ID		
☐ Locked records		
☐ Coexistence		
☐ Canadian payroll considerations		

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

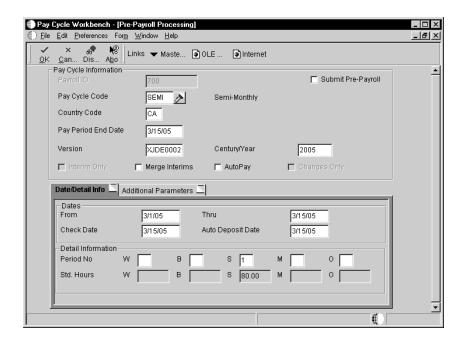
The OneWorld Payroll system is not coexistent with the Payroll system for WorldSoftware. This means that when you begin a payroll cycle in OneWorld, you must complete the remaining steps of the cycle in OneWorld. You cannot process some steps in WorldSoftware and some in OneWorld.

Canadian Payroll Considerations

You process both Canadian and U.S. payroll from the Pay Cycle Workbench. To process a Canadian payroll, you must enter the country code for Canada and select Canadian employees for the payroll.

Country Code

To process a Canadian payroll, enter the country code for Canada (CA) on the Pre-Payroll Processing form.

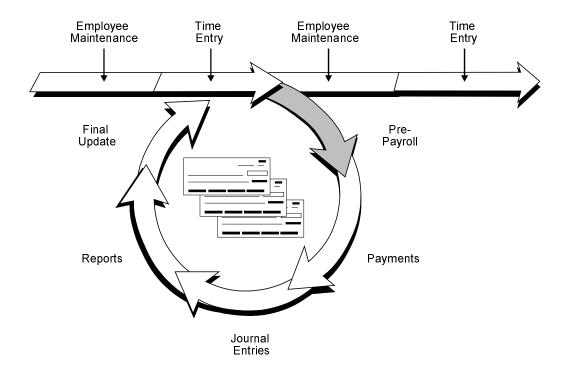


Data Selection

You cannot include both Canadian and U.S. employees in the same payroll. To select only Canadian employees for a payroll, include the country code for Canada in the data selection for your pre-payroll program version. If all of your employees are Canadian, you do not need to include the country code in the data selection.

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.

- 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 HR and Payroll Foundation Guide.
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 Running the Employee Roster Report in the HR and Payroll Foundation Guide.
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 Creating a 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

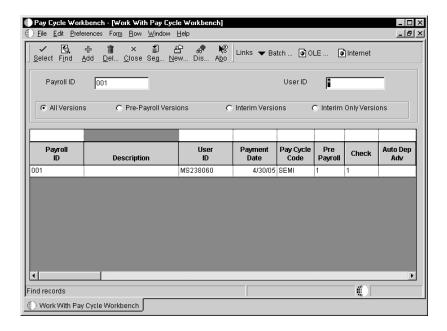
You must create a new payroll ID when you process payroll for a selected group of employees for the first time. When you create a new payroll ID, you enter the pay period information that the system needs to process the payroll cycle.

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.

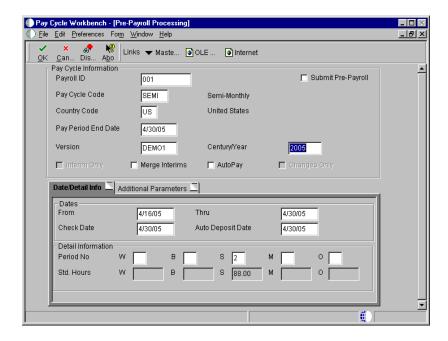
You can create a new payroll ID for processing regular payments, interim payments, or both.

To create a new payroll ID

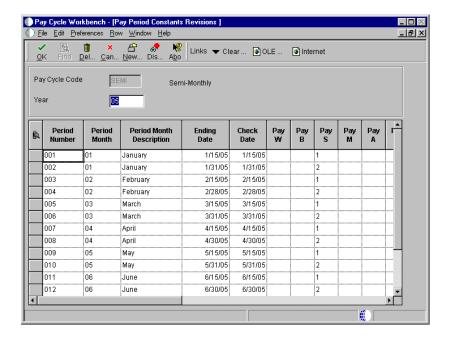


- 1. On Work with Payroll Cycle Workbench, click Add.
- 2. On Add Pre-Payroll or Interim Versions, choose one of the following options:
 - Add Pre-Payroll Version
 - Add Interim Only Version

To create a payroll ID for processing regular payments or both regular and interim payments, choose the Add Pre-Payroll Version option. To create a payroll ID for processing interim payments only, choose the Add Interim Only Version option. See *Working with Interim Payments* for more information.



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



5. On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle.

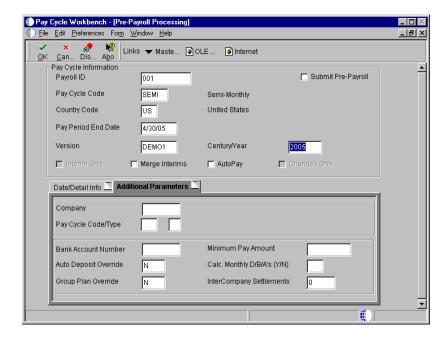
On Pre-Payroll Processing, the system displays the dates that correspond to the pay period that you chose.

- 6. To assign a program version to the payroll ID, complete the following field:
 - Version

If you need to create a new version, click the visual assist to access the versions list. See *Creating a Batch Version* in the *OneWorld Foundation Guide* for information about creating a version.

- 7. Review the default information in the following fields and change it, if necessary:
 - Pay Period End Date
 - From
 - Thru
 - Check Date
 - Auto Deposit Date
 - AutoPay

- 8. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:
 - W
 - B
 - S
 - M
- 9. To enter additional parameters, click the Additional Parameters tab.



- 10. If you plan to use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:
 - InterCompany Settlements
- 11. Complete any of the following additional fields:
 - Company
 - Pay Cycle Code
 - Pay Cycle Group Type
 - Bank Account Number
 - Auto Deposit Override

- Group Plan Override
- Calc. Monthly D/B/A's (Y/N)
- Minimum Pay Amount
- 12. To process pre-payroll using the payroll ID that you just created, click the following option:
 - Submit Pre-Payroll

13. Click OK.

You probably have set up one or more reports to print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

If the system encountered any errors when you processed pre-payroll, it displays a message box to notify you that the process completed with errors. See *Reviewing Payroll Messages*.

Field	Explanation
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Country Code	A user defined code 00/CN that indicates the country in which the employee resides.
	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.

Field	Explanation
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Auto Deposit Date	The system uses this date when creating the Auto Deposit Workfile. This date is the date on which the funds are to be deposited into the employees' bank accounts.
Century/Year	The applicable year, including the century.
	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.
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.

Field	Explanation
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.
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)

Field	Explanation
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Auto Deposit Override	A Yes/No field that allows you to specify whether to override auto deposits. A Yes in this field turns off auto deposit for all employees in this Pre-Payroll Processing version and prints paychecks instead of auto deposit advices. This field lets you override auto deposit instructions in one screen instead of having to change auto deposit instructions individually for each employee in the version.
Group Plan Override	A code that tells the system to use the employee level list of DBAs and not to calculate DBAs in the group plan even though the employee may be union. For example, if you enter HR for the Human Resources benefit group plan here, the system uses that value to calculate benefits even though a union group is listed in the employee master.

Field	Explanation		
Calc. Monthly D/B/A's	For WorldSoftware:		
(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.		
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.

2. 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.
- 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 or perform a reset.

See Also

- Correcting Errors in Pre-Payroll Processing for information about correcting errors
- Resetting Payroll Cycle Steps for information about resetting steps in the payroll cycle
- Correcting Information When DBAs Were Not Calculated for One Employee for information about reviewing one-time overrides of DBAs
- Correcting Missing Timecard Information for information about reviewing detailed information about the timecards included in the payroll cycle

Reviewing the Status of a Payroll Cycle

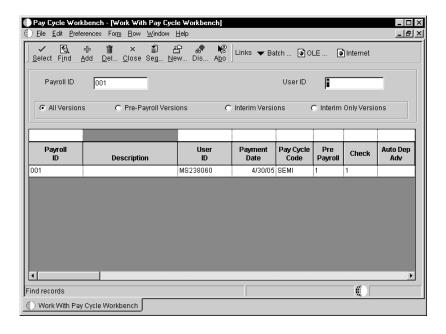
After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of pre-payroll to determine whether it completed normally. However, the status does not indicate whether any errors occurred during the steps of the payroll cycle.

When you review the status of a payroll cycle, you can also review the following information:

- The user ID of the person who processed the payroll cycle steps
- The dates associated with the payroll cycle
- The program version associated with the payroll cycle
- The number of employees included in the cycle
- The total net pay, gross pay, and hours for the payroll cycle

To review the status of a payroll cycle

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



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

- Payroll ID
- 2. Review the information in the following fields:
 - User ID
 - Payment Date
 - Pay Cycle Code
 - Pre Payroll
 - Check
 - Auto Dep Adv
 - Auto Deposit
 - Journal Entries
 - Reports
 - Final Update
 - Version
 - Changes Only
 - Payroll Type
 - Merge Int Payments
 - Create Auto Pay
 - Pay Period End Date
 - Begin Date
 - Ending Date
 - Int Payments Flag
 - Check Att Status
 - Auto Dep Att Status
 - Expense Type

- Number of Employees
- Total Net
- Total Hours
- Total Gross
- Co

Field	Explanation	
User ID	For World, the IBM-defined user profile.	
	For OneWorld, the identification code for a user profile.	
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.	
Pay Cycle Code	A code that identifies the values for a master payroll cycle.	
Pre Payroll	A code that indicates the current status of pre-payroll processing for this payroll cycle. Valid values are: Blank Not executed for this payroll ID A Active or in the job queue 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 Ready to Print 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 Ready to Print Completed	

Field	Explanation	
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	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.	
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.	

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 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).
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.

Field	Explanation
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: 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.
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

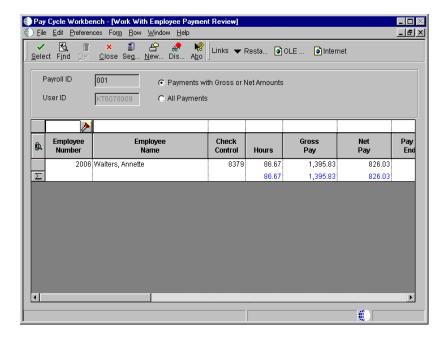
After you process pre-payroll, you can review detailed information about individual employees' payments to ensure that the information is correct. You can verify

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.

Field	Explanation
Pay Period End Date	The last day of a processing period (pay period, month, quarter or year).
Payment Date	The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Co	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.
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.

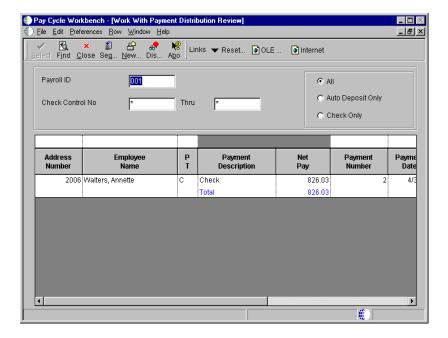
Reviewing Payment Distributions

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
- 2. Choose a record in the detail area, and then choose Distribution Review from the Row menu.



- 3. On Work With Payment Distribution Review, complete the following fields to narrow your search, and then click Find:
 - Check Control No
 - Thru
- 4. Click one of the following options:
 - All
 - Auto Deposit Only
 - Check Only

- 5. Review the information in the following fields:
 - Address Number
 - Employee Name
 - P T
 - Net Pay
 - Payment Number
 - Payment Date
 - Bank Acct Number
 - Sub. Check Control No
 - Check Control No
 - Payrl ID

Field	Explanation
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 prenotes the employee's auto deposit record again.

Field	Explanation
Sub. Check Control No	The number that identifies the separate auto deposit transactions. This number is for paychecks with multiple auto deposit instructions.
Check Control No	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number to automatically reverse all associated payment transactions.
	The check control number is not the actual check number.

See Also

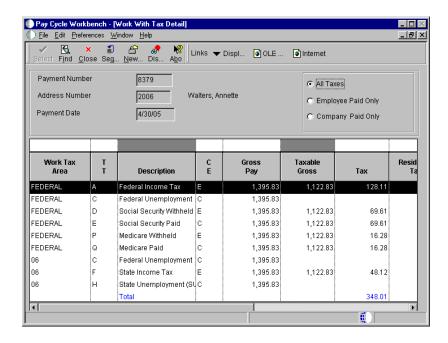
• Resetting Individual Employee Records

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
 - TT
 - 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 taxarea 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.
СЕ	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

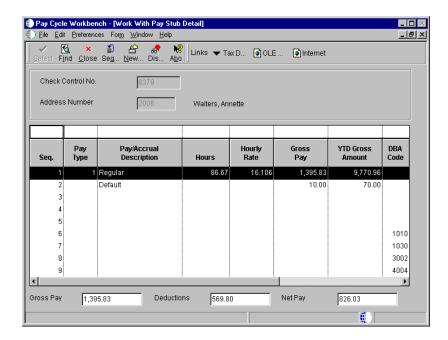
After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay is correct, and that the employee's timecard information is correct. This information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

- 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.
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:

payroll to abort

Messages that cause pre- You must correct these errors before you can rerun prepayroll.

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.

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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.

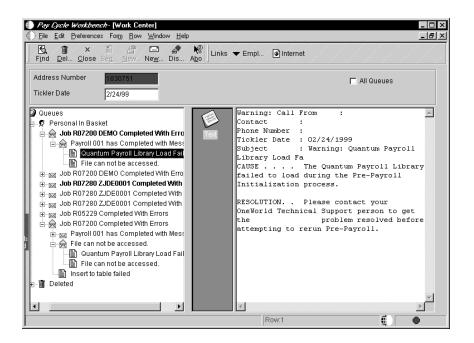
Terminated Employee Has Been Paid

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.

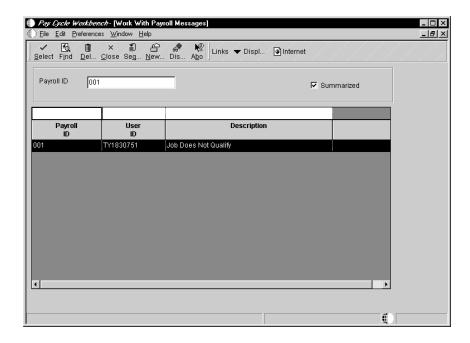


2. On Work Center, complete the steps for reviewing messages.

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 employee records omitted from pre-payroll
 □ Correcting DBA calculations

Correcting errors in pre-payroll processing consists of the following tasks:

☐ Correcting gross-to-net errors

☐ Processing changes-only pre-payroll

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. The following are some reasons why an employee might be omitted from pre-payroll processing:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.
- The user who submitted pre-payroll does not have security to access the employee's record

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the

error. To ensure that the employee receives a payment for this payroll cycle, complete one of the following procedures:

- Reset the payroll ID, and then process pre-payroll again.
- Issue an interim check for the employee. If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

To correct your records so that the omitted records are included in the payroll cycle, complete one or more of the following procedures:

Correct selection criteria
Correct employee information
Correct missing timecard information

Before You Begin

Review the employee's record on the Work with Employee Information form. If the employee's record appears in bright pink, then the record is locked in pre-payroll. In this case, you need to correct missing timecard information.

See Also

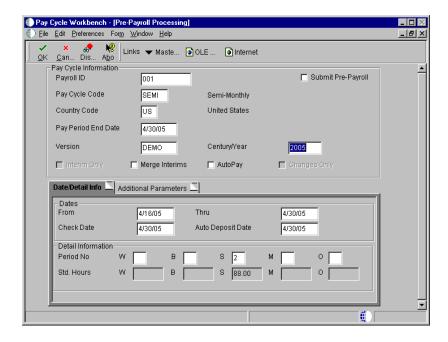
- Resetting the Payroll ID
- Working with Interim Payments
- Setting Up Essential DBA Information in the HR and Payroll Foundation Guide for more help in setting up DBAs

Correcting Selection Criteria

When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll cycle, verify that the data selection is correct and revise it, if necessary.

To correct selection criteria

- 1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Revise Pre-Payroll.



- 3. On Pre-Payroll Processing, review the following field:
 - Version
- 4. To access the versions list, click the Search button for the Version field.
- 5. On the versions list, choose Add from the Form menu to access Work with Batch Versions.
- 6. On Work with Batch Versions, choose the version that appeared on Pre-Payroll Processing, and then choose Data Selection from the Row menu.
- 7. On Data Selection, revise the data selection to include the employee number for the omitted employee record.

Correcting Employee Information

When an employee record is omitted from a payroll cycle, review the data selection for the pre-payroll version and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle.

When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

- Pay start and stop dates
- Tax area codes
- Pay status

Correcting Missing Timecard Information

When an employee record is omitted from a payroll cycle, verify that the employee has an accurate time entry record for this pay period. If the employee is paid hourly, verify that you did one of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee. Entering standard hours causes the system to automatically generate timecards for the employee.

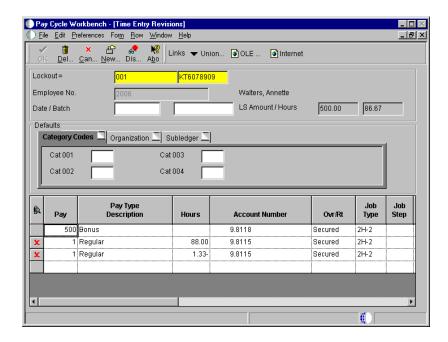
You can revise the employee's timecard information or enter a new timecard, if necessary.

Alternatively, you can enter standard hours for the employee.

To correct missing timecard information

- 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.

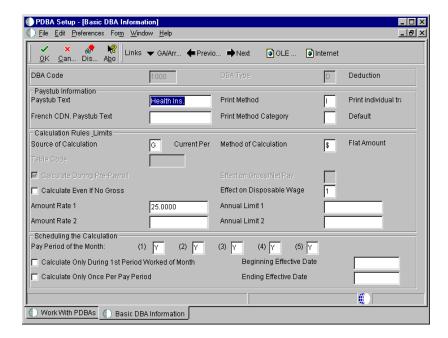
To correct information when DBAs were not calculated for any employee, complete either or both of the following tasks:

- Correct DBA setup
- Correct pre-payroll processing parameters

To correct DBA setup

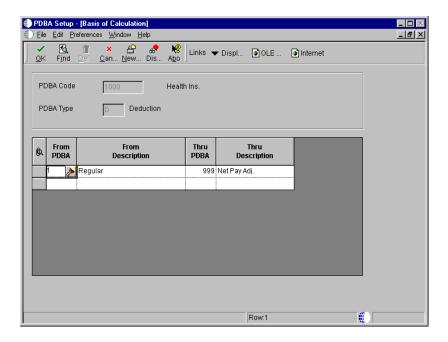
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

- 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.

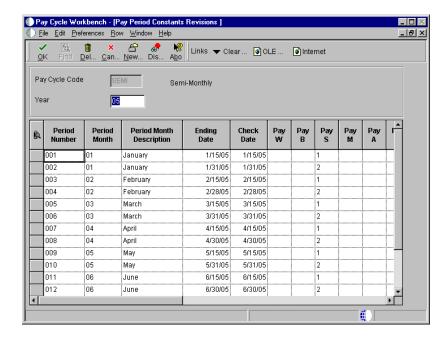


- 5. On Basis of Calculation, review the following fields, and then make any necessary corrections.
 - From PDBA
 - Thru PDBA
- 6. Click OK to return to Basic DBA Information.
- 7. If the DBA should have been calculated for all employees, choose Advanced DBA Info (Advanced DBA Information) from the Form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

- 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

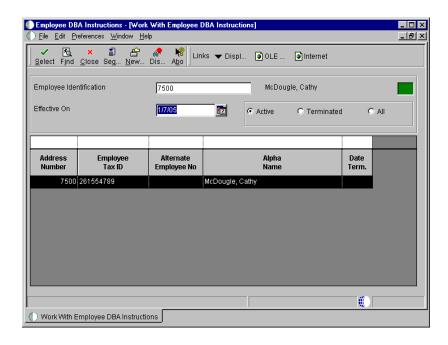
You also perform these procedures when the system does not calculate the DBA for more than one employee and those employees are in different group plans. You must perform these procedures for each employee for whom the system does not calculate a DBA.

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 Туре	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. blankContinue 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.

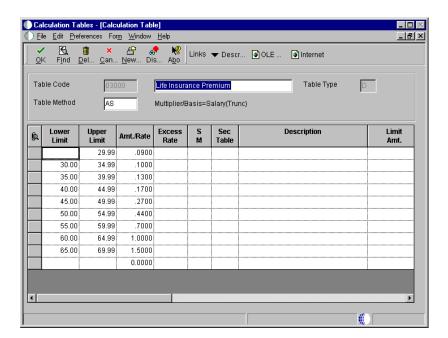
Field	Explanation
Limit \$ Monthly	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Pay Period	The maximum amount that can be withheld or accrued in a pay period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

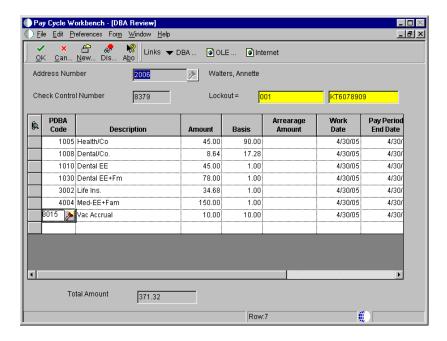


- 1. On Work With Calculation Tables, complete the following field, and then click Find:
 - Table Code
- 2. Choose a record in the detail area, and then click Select.
- 3. On Calculation Tables, review the information in the following fields and make any necessary corrections:
 - Table Method
 - Lower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

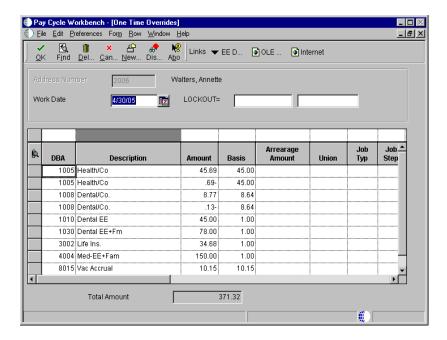
- 1. On Work With Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
- 3. On Work with Employee Payment Review, choose record in the detail area, and then choose DBA Review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

- 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*.
- 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 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:

- 1. 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:

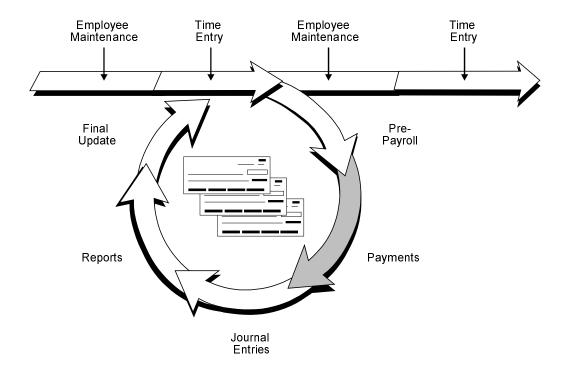
Gross Wages	95.00
Taxes	4.39
Pretax deduction	50.00
Total Deductions	54.39
Net Pay	40.61

Processing Payments

After you process the Pre-Payroll step and verify that the information is correct, you can print payments for employees. Payments are the forms that employees receive when they get paid, such as checks and automatic deposit advice slips.

After the Pre-Payroll step has been completed, the next three steps of the payroll cycle can be completed in any order 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

Reprinting payments

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.

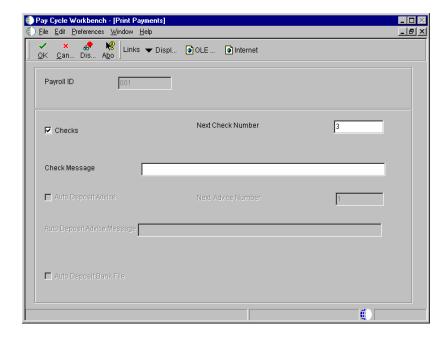
When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs in order to transfer funds to the employees' bank accounts. You can generate the automatic deposit 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

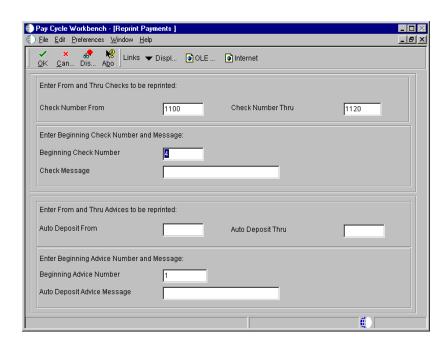
a printer problem, such as a paper jam, prevented one or more payments from printing correctly, you can reprint those payments.

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

- 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.
- 2. On Work with Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.
- 3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.
 - See Printing Payroll Cycle Reports.

Resetting the Payroll ID

Resetting the payroll ID returns your data to the way it was before you began payroll-cycle processing. You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. The ID Reset program is based on the lockout table for pre-payroll processing. Do not change the pre-payroll data selection until after you run this reset.

You might need to change the DBA setup for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

If the payments are lost or damaged after you print them, you can reprint payments without resetting the payroll ID.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you do any of the following:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment

If you make any of the revisions listed above, you must run a changes-only prepayroll.

Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID and then use the Delete option on the Pay Cycle Workbench to delete the payroll ID and all of its associated information. You need to delete the payroll ID parameters only if you are not planning to use that payroll ID again.

To reset the payroll ID

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

- 1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Reset Payroll from the Pre-Payroll menu.
 - The system prompts you to confirm that you want to reset the entire payroll.
- Click OK.

See Also

- Resetting the Payment Workfile for information about reprinting payments without rerunning pre-payroll
- Processing Changes-Only Pre-Payroll for information about rerunning pre-payroll when you have changed employee personal and salary information

Resetting the Payment Workfile

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when any of the following occurs:

- A machine or power failure causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.
- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, automatic-deposit advice slips only, or both types of payments. When you reset the payment workfile, the system does not create accounting offsets. You cannot reset the payment workfile if you have processed the final update for a payroll cycle.

To reset the payment workfile

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

- 1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, choose Payments from the Row menu, and then choose Reset Checks, Reset Autodeposits, or Reset All from the Payments menu.
 - The system prompts you to confirm that you want to perform the reset.
- Click OK.

Resetting Status Codes

When a step in the payroll cycle is locked or has ended abnormally, you must change the status of the payroll cycle. A step might end abnormally when a machine or power failure occurs, thus causing the status code to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use Pay Cycle Review/Reset to change an Active status code to a blank so that you can rerun the abnormally terminated or locked step.

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

- You cannot change the status code to Complete for print checks or final update. You can change the status code to Complete for pre-payroll, reports only, and journal entries.
- When pre-payroll processing ends abnormally, you must change its status code to Complete (1), reset the payroll ID, and then rerun the pre-payroll processing.
- You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete *and* you have not printed payments.

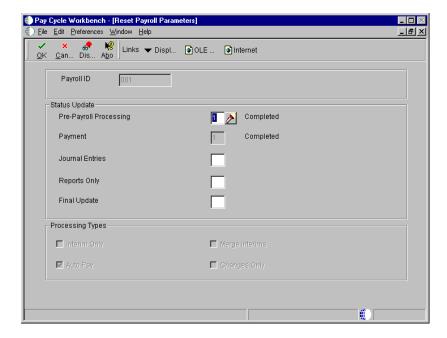
If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this

employee. If the employee's history was not updated, consult OneWorld Customer Support for assistance.

To reset status codes

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

- 1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, and then choose Payroll Parameters from the Row menu.



- 3. On Reset Payroll Parameters, to reset pre-payroll processing, change the the value in the following field to 1:
 - Pre-Payroll Processing

You must reset the payroll ID before you rerun pre-payroll. See *Resetting the Payroll ID*.

- 4. To reset journal entries, reports only, or final update, remove the value in the following field that corresponds to the step that ended abnormally:
 - Journal Entries

- Reports Only
- Final Update

You cannot change the status code for payments. Instead, you must reset the payment workfile. See *Resetting the Payment Workfile*.

5. Click OK.

After you reset status codes, resubmit the process for the step that you reset, and then complete the remaining steps in the payroll cycle.

Field	Explanation
Pre-Payroll Processing	A code that indicates the current status of pre-payroll processing for this payroll cycle. Valid values are: Blank Not executed for this payroll ID A Active or in the job queue 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.

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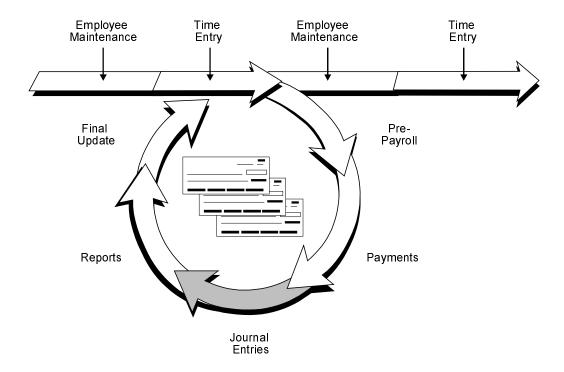
Ц	Processing pro	forma	journal	entries

Reviewing pro forma journal entries online

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing but before the final update. J.D. Edwards recommends the following sequence:

- Process pre-payroll
- Create payments
- Process journal entries
- Print reports
- Run the final update

The following graphic illustrates the location of the journal entries step in the payroll cycle.



Processing Pro Forma Journal Entries

You process pro forma journal entries so that you can review information before you post the actual journal entries. When you process pro forma journal entries, the system creates a workfile where the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also does the following:

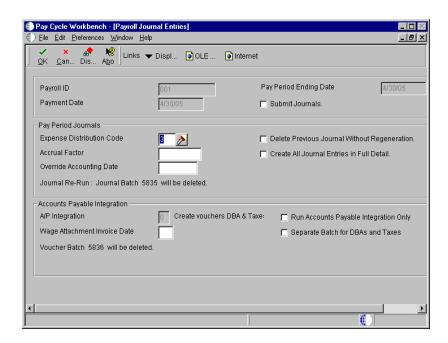
- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the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

 Creates pro forma vouchers for DBA and tax transactions (if you are integrating Payroll with Accounts Payable)

If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can choose an option on the Payroll Journal Entries form that allows you to delete previous journal entries without regeneration. When you choose this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Payroll Parameters program, and does not print a report.

To process pro forma journal entries

- 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.	
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: 1 Work Date. The G/L date is the timecard work date. 2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. 3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.	
Accrual Factor	The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.	
Override Accounting Date	The date on which the payroll-accounting journal entries are created. This date is the payment date unless you override it.	
	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).	

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. 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
Wage Attachment Invoice Date	A code that specifies whether the invoice date on the voucher is the payroll check date or the pay period end date. When the Accounts Payable system prints the payment for the payee, the system can print the invoice date on the check stub. The system fills the invoice date only for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments.
	Valid values are: blankCreate 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

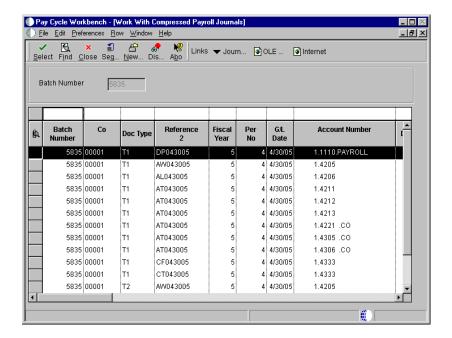
Reviewing Pro Forma Journal Entries Online

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

- 1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
- 2. Choose the record in the detail area, and then, from the Row menu, choose Journal Entries, then Journal Review, and then Journal Summary.



- 3. On Work With Compressed Payroll Journals, review the information in the following fields:
 - Batch Number
 - Co
 - Do Ty
 - Reference 2
 - FY
 - Per No
 - G/L Date
 - Account Number
 - Debit Amount
 - Credit Amount
 - Units
 - Address Number
 - A M

- Explanation Alpha Name
- Explanation -Remark-
- Serial Number
- Business Unit
- Obj Acct
- Sub
- Sub- ledger
- Sub Type
- Pha se
- Job Typ
- Job Step
- Home Business Unit
- Cur Cod
- Exchange Rate
- Date Updated
- Doc Co
- Reference 1
- Line Number
- P C
- User ID
- Century
- Program ID
- JE Line Number
- LT

- 4. To review detailed information about an entry, choose a record in the detail area, and then choose Journal Detail from the Row menu.
- 5. On Work with Detailed Payroll Journals, review the information in the following fields:
 - Batch Number
 - Company
 - Do Ty
 - Doc Co
 - Reference 2
 - Century
 - Fiscal Year
 - Per No
 - Account Number
 - Debit Amount
 - Credit Amount
 - JE ER
 - LT
 - Business Unit
 - Obj Acct
 - Sub
 - Units
 - Sub- ledger
 - Sub Type
 - Serial Number
 - Reference 1

- Explanation Alpha Name
- Explanation -Remark-
- Address Number
- JE Line Number
- Job Type
- Job Step
- P C
- Doc Co
- PDBA Code
- Date Updated
- G/L Date
- Exchange Rate
- Cur Cod
- Pha se
- Home Business Unit
- Account Mode G/L
- User ID
- Program ID
- Line Number

6. Click Close.

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
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.
Do Ту	A user defined code $(00/\mathrm{DT})$ 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.

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Account Number	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 blankFor 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.

Field	Explanation
Serial Number	A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number that you enter must be unique.
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.
	You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Obj Acct	The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden.
	Note: If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Sub- ledger	A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.
Sub Type	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

Field	Explanation	
Phase	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 Typ	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.		
РС	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. blankUnposted 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 applicate (interactive or batch object). For example, the name of the Sales Order Processing interactive application is P4210, 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. XXXThe remaining numeric characters of the program name identify a unique program or report. For example, the value '10' in the name P4210 indicates that this is the Order Entry application.	
JE Line Number	A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for review purposes.	
LT	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.	

See Also

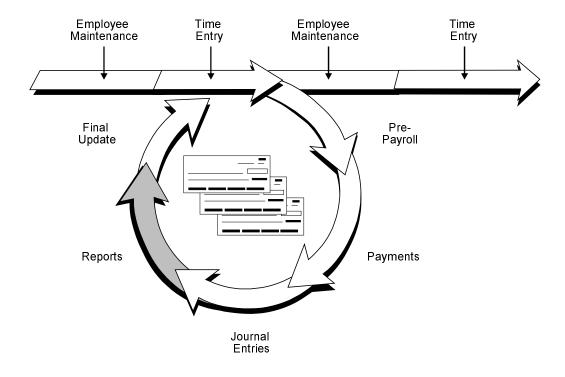
• Reviewing the Journal Batch Proof Report in the HR and Payroll Foundation Guide to determine whether the journal entries contain any errors

Reviewing Payroll-Cycle Reports

During the payroll cycle, you can print reports that help you verify employee tax, earnings, and timecard information. 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 Federal Tax Distribution Summary 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.



Revie	wing payroll cycle reports includes the following tasks:
	Printing payroll cycle reports
	Reviewing the Payroll Register report
	Reviewing the Summary Payroll Register report
	Reviewing the Payroll Exception report
	Processing options: Payroll Exception Report (R053191)
	Reviewing the Time and Pay Entry Journal report
	Reviewing the DBA Register report
	Reviewing the DBA Transaction Audit report
	Reviewing the Federal Tax Distribution Summary report
	Reviewing the Provincial Tax Distribution Summary report
	Reviewing the Employee Pay and Tax Register report
	Reviewing the Employee Insurance Register report
	Reviewing the Payroll Payment Register report
	Reviewing the Automatic Deposits Bank Register report
	Reviewing the Workers Compensation Register report
Before You	Begin
	Set up the payroll cycle reports that you want to print. See Setting Up Payroll Cycle Reports.

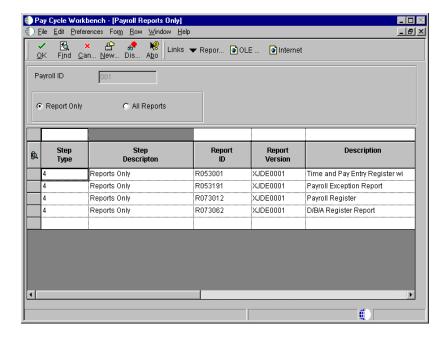
Printing Payroll Cycle Reports

After you process pro forma journal entries, you can print any additional payroll cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll, you can also reprint reports to verify the corrections.

Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments, the report includes payment numbers.

To print payroll cycle reports

- 1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, and then choose Reports from the Row menu.



- 3. On Payroll Reports Only, click either of the following options, and then click Find:
 - Report Only
 - All Reports

Clicking All Reports allows you to print any report for which a valid version exists, even if that report is not set up to print during the reports step of the payroll cycle.

- 4. To print one report only, choose the report that you want to print, and then choose Submit Report from the Row menu.
- 5. To print all of the reports that are set up to print during the reports step of the payroll cycle, choose Reports Only from the Form menu.
- 6. Click OK.

Reviewing the Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net-pay limit that you set. During Payroll system setup, you can decide whether to make gross-to-net errors soft (this allows you to continue with processing) or hard (this means that you must correct the errors before continuing).

Check-control numbers are system-assigned numbers that you can use to help track your actual payment numbers. The system also uses a check-control number to complete all of the necessary account reversals when you void a payment and to track journal entries. The check-control number is particularly important because the system does not track your actual payment numbers.

A warning prints on the report when the total gross amount minus the deductions does not equal the total net amount.

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

• R073012, Payroll Register in the Reports Guide for a report sample

Processing Options for Payroll Register

Print Options

1) Enter a '1' to print the Employee's address. Default of blank will not print the address.
2) Enter Employee Identification Option: Blank = Address Book and Social Security Number; '2' = Social Security Number only; '3' = Additional Employee Number and Social 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 Pay

This column represents earnings plus the benefits that the

system added to net pay.

The error messages that print on the Summary Payroll Register report include the following:

MAX Net pay exceeds the maximum pay specified in the

processing options.

GTN Gross-to-net error.

ERR Both MAX and GTN errors exist.

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll so that you can use it to verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers at that time.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

• R073013, Summary Payroll Register in the Reports Guide for a report sample

Processing Options for Summary Payroll Register

Report Options

```
1. Enter the Employee Number you
wish to print on the report: 'A'
- Address Book Number; 'S' -
Social Security Number; 'O' -
Third Employee Number.
2. Enter the Maximum Net Pay.
Default is $10,000.
```

Reviewing the Payroll Exception Report

The Payroll Exception report lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also prints warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions

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.

6. Maximum Allowable Hours for Semimonthly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

7. Minimum Allowable Hours for Monthly Employees

Use this processing option to enter the minimum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours are below the minimum for the pay period.

8. Maximum Allowable Hours for Monthly Employees

Use this processing option to enter the maximum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

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.

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.	
- Address Book Number - Social Security Number - Third Employeee Number	
<pre>2. Print the payee's address (Y/N)</pre>	

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 Federal Tax Distribution Summary Report

You use the information on the Federal Tax Distribution Summary report (R773170C) to determine the federal tax burden for a payroll cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

You can print the Federal Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

See Also

• R773170C, Federal Tax Distribution Summary in the Reports Guide for a report sample

Reviewing the Provincial Tax Distribution Summary Report

Quebec is the only province that collects a provincial tax.

The Provincial Tax Distribution Summary report (R773162) provides the following information, which is required by the Quebec provincial government:

 Current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for Quebec provincial taxes and pension deductions

You can print the Provincial Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

See Also

• R773162, Provincial Tax Distribution Summary in the Reports Guide for a report sample

Reviewing the Employee Pay and Tax Register Report

Use the Employee Pay and Tax Register report (R77323) to review an individual employee's taxes and the pay amounts on which those taxes are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

At year-end, you can use the Employee Pay and Tax Register report to verify the information that you print on employees' year-end forms.

The system retrieves information for the earnings and tax history reports from the Canadian Tax History table (F0713). In addition, the system retrieves information

from the Tax Ledger table (F0716) when you print the Employee Pay and Tax Register report.

See Also

• R77323, Employee Pay and Tax Register in the Reports Guide for a report sample

Processing Options for Employee Pay and Tax Register Report (R77323)

Report Options Tab

1. Employee Number Format

Use this processing option to specify the type of employee number you want to print on the report. Valid values are:

- 1 Address Book Number (default)
- 2 Social Insurance Number
- 3 Third Employee Number

2. Date: Ending Period (MMDDYY)

Use this processing option to enter the ending date for the report. You must enter the date in the format MMYYDD.

3. Type Of History

Use this processing option to specify the type of history detail that is required on the report. Valid values are:

- 1 Quarter-to-date with monthly balances
- 2 Quarter-to-date totals only
- 3 Year-to-date with monthly balances
- 4 Year-to-date with quarterly balances

5 Year-to-date totals only

4. Print Detail Transaction

Use this processing option to indicate whether to include detailed transactions when printing monthly totals. Valid values are:

- 0 Suppress detail transactions.
- 1 Print detail transactions.

This option applies only if you are printing the report with MONTHLY totals.

5. Page Breaks

Use this processing option to specify the type of report page breaks that are required. Valid values are:

- O Print one employee per page (default)
- 1 Print multiple employees per page

Reviewing the Employment Insurance Register Report

The Employment Insurance Register report (R773660) lists the EI rates. The report also includes the following information for each employee in the payroll:

- Social Insurance Number
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- EI rate
- Current tax amounts

See Also

• R773660, Employment Insurance Register in the Reports Guide for a report sample

Reviewing the Payroll Payment Register Report

You can print the Payroll Payment Register report to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

• R07238, Payroll Payment Register in the Reports Guide for a report sample

Reviewing the Automatic Deposits Bank Register Report

When you generate an automatic-deposit workfile, the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied to magnetic media for direct deposit. No setup is required for this report.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Reviewing the Workers Compensation Register Report

You can print the Workers Compensation Register report (R773601) to review workers compensation insurance amounts.

The report lists the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and job step
- Excludable and overtime wages
- Premium amounts for each employee
- Totals for each province and company
- Grand totals for the report

You can choose to print the report in either of the following formats:

- Detailed report that shows each line of time entry
- Summary report that consolidates the information by employee, company, tax area, workers compensation code, job type, and job step

The information provided in the Workers Compensation Register report is based on the Payroll Transaction History table (F0618).

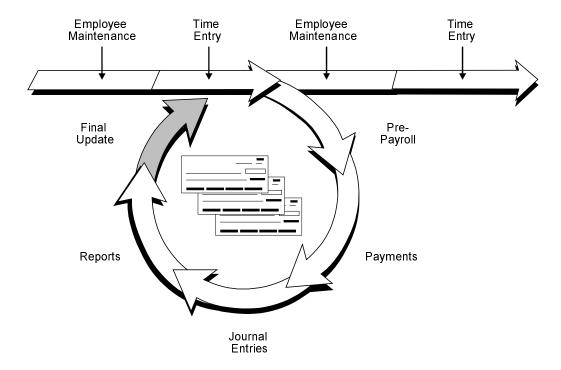
See Also

• R773601, Workers Compensation Register in the Reports Guide for a report sample

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. After you run the final update, you cannot change anything related to that payroll ID.

The following graphic illustrates the location of the final update step in the payroll cycle:



You use the final update to do the following:

- Update employees' transaction, tax, and check history.
- Create actual journal entries.
- Post actual journal entries to the general ledger (optional).
- Update the Employee Master table (F060116).

- Unlock the payroll ID and prepare the system for another payroll cycle.
 Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.
- Process any future data changes that become effective during the dates of the payroll cycle.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun this step. When you rerun the final update, the system resumes processing at the point during which the abnormal ending occurred and sends you an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult J.D. Edwards Customer Support for assistance.

To process the final update

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

- 1. On Work with Payroll Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
- 2. Choose the record in the detail area, and then choose Final Update from the Row menu.
- 3. On Final Update Confirmation, click OK to process the Final Update. You might have set up one or more reports to print during final update. Review these reports to verify the accuracy of the payroll information. See *Reviewing Payroll Cycle Reports*.

Setup Considerations

Integrating Payroll with General Accounting

During system implementation, you define a company option that indicates whether Payroll integrates with the J.D. Edwards General Accounting system. You use this company option to indicate whether you post payroll journal-entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of the following options:

- During the final update step of the payroll cycle, the system automatically posts payroll journal-entries to General Accounting.
- After you process the final update for a payroll cycle, you or someone in your accounting department manually posts payroll journal-entries to General Accounting. If your system is set up for this option, you can use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post program.

See Setting Up Company Options in the HR and Payroll Foundation Guide and Posting Journal Entries in the General Accounting Guide.

See Also

- Resetting Status Codes for information about how to proceed if the final update ended abnormally
- Reviewing Batches of Journal Entries in the HR and Payroll Foundation Guide for information about reviewing the journal entries that are created during the final update

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.

For an introduction to payroll history, review the following topic:
☐ Understanding calendar-month and payroll-month history
Working with payroll history includes the following tasks:
☐ Reviewing payroll history information online
☐ Working with payment history
☐ Reviewing the PDBA History by Company report
☐ Working with tax history

Payroll history includes detail and summary information for the following:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs)
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information

You use historical information to answer employees' questions, to print historical and government reports, and to process year-end forms for employees. You can also perform functions such as voiding a payment when you review individual payment information.

Understanding Calendar-Month and Payroll-Month History

The system maintains transaction (PDBA) history by payroll month, which is based on check dates. Balances for the payroll month are stored for pay types and DBAs. These balances update the Employee Transaction History Summary table (F06146).

You can also choose to maintain history by calendar month, which is based on work dates. Balances for the calendar month are stored for DBAs only and not for pay types. These balances update the Calendar Month DBA Summary History table (F06145).

The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle crosses months (for example, a biweekly payroll cycle that begins in January and ends in February).

See Also

• Setting Up Deductions, Benefits, and Accruals in the HR and Payroll Foundation Guide for information about how the system maintains calendar-month balances

Reviewing Payroll History Information Online

Each time you process a payroll cycle, the system creates historical records of employees' earnings, taxes, and DBAs. You use historical information to answer employees' questions about an employee's earnings and tax information, to print historical and government reports, and to process year-end forms for employees. You can review this history to verify that it is correct and revise it, if necessary.

Reviewing payroll history information includes the following tasks:

Reviewing PDBA history
Reviewing earnings history
Reviewing benefit and accrual history

See Also

- Working with Payment History for information about reviewing payment history online
- Payroll History Integrity for information about verifying and correcting payroll history

Reviewing PDBA History

To answer questions about an employee's earnings and deductions, you can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on payment dates) or by calendar month (based on work dates). You can review pay types by payroll month history only.

You can review PDBA history at both summary and detail levels. The following table shows the PDBA summary tables on the left and their corresponding detail tables on the right:

Employee Transaction History Summary	Employee Transaction History (F0618)
(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.

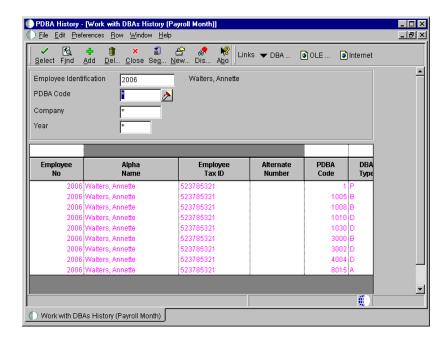
Caution: Payroll history programs should have the highest possible level of system security because when you revise payroll history manually:

- 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.

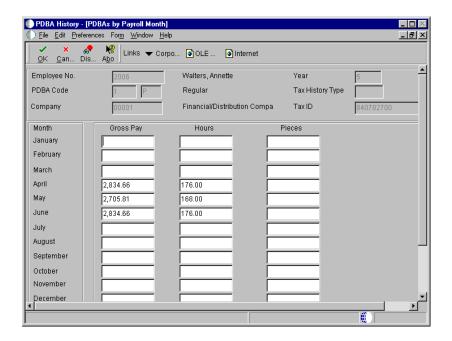
J.D. Edwards recommends revising payroll history through interim payments in order to create an audit trail.

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.

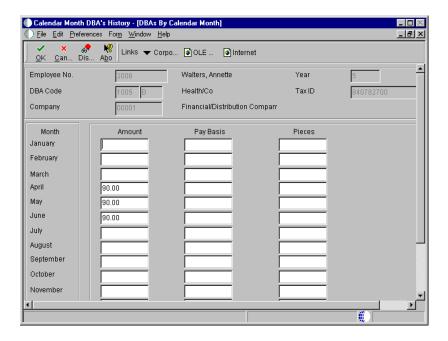
Field	Explanation
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Company	The company number in which the employee generally resides.

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.

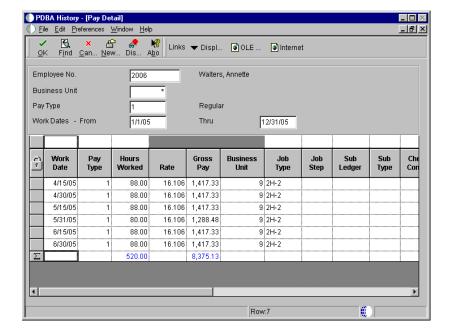
Field	Explanation
Amount	 The gross amount of the transaction. The specific meaning, depending on the type of transaction, is as follows: A Pay types: The total amount of earnings related to the type of pay. B DBAs: The total amount of the deduction, benefit, or accrual. C Payroll taxes: The total amount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

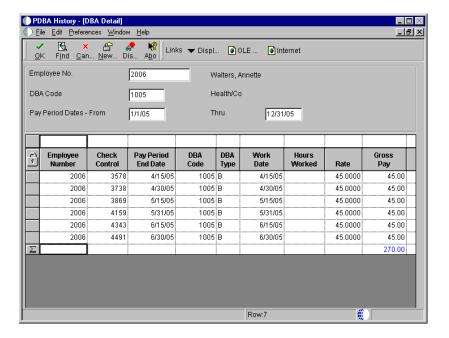
- Item No.
- Shift
- Union Code
- Units
- Pieces

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 Туре	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth	
	Note: These codes may only be changed by J.D. Edwards	
	If you enter an * in this field the system displays all four types of PDBAs.	
Work Date	The date used as the actual work date or pay-period ending date.	
Hours Worked	The number of hours associated with each transaction.	

Field	Explanation
Rate	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.
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).

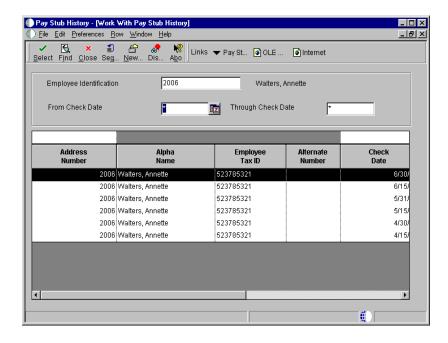
When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the error.

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.

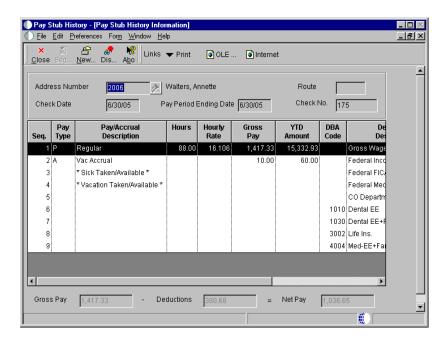
To review earnings history

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.
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:

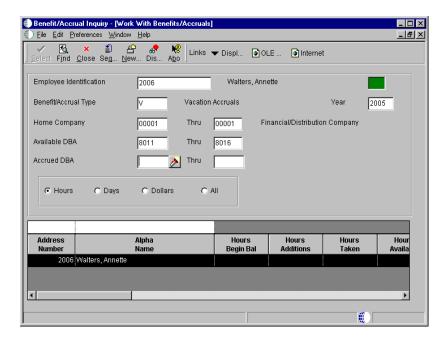
- Time and monetary amounts accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining

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.
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 accrued is set up so that a waiting period exists before the accrued hours are available to the employee, then the number of accrued hours is smaller than the number of available hours. For example, your organization's vacation plan might specify that employees begin accruing vacation hours on their date of hire, but they cannot take any of those hours until they have completed one year of service with the organization. In this case, the hours accrued would exceed the available hours.

Field	Explanation		
Dollars Begin Bal	 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.		
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).		
	Form-specific information		
	The monetary amount that has been added to the employee's beginning balance since the beginning of the year.		

Field	Explanation		
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.		
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.		

Field	Explanation	
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).	
	Form-specific information	
	The total monetary amount that the employee has added to this benefit so far this year.	
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.	
	Form-specific information	
	The total number of accrued days that the employee had earned as of the beginning of the year.	
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.	

Field	Explanation	
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.

□ Reviewing payment history information□ Voiding payments

Working with payment history includes:

Reviewing Payment History Information

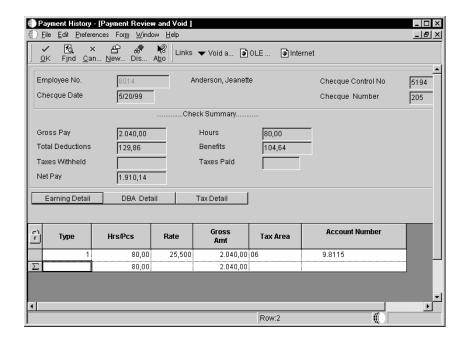
After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detailed information regarding the employee's earnings, taxes, and deductions. 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 Canadian History Inquiries menu (G77BCAP14), 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 click Find:
 - Employee Identification
 - Payment/Item Number
 - G/L Bank Account
 - Start Effective Date
 - Ending Effective Date

- Home Business Unit
- 2. Double-click 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.
- 10. Click OK.

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.
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.

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 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

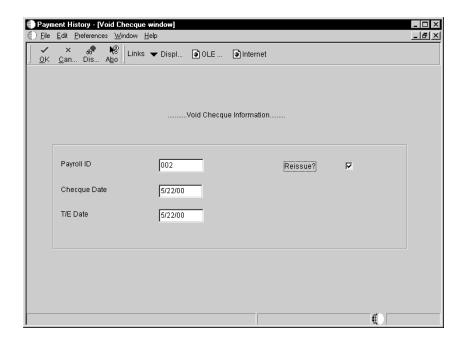
The system stores the voided payment as an interim payment. When you process the voided payment in a payroll cycle, the system updates the reversing entries.

The system retrieves the information from the Paycheck History Summary table (F06156) when you void a payment.

To void a payment

From the Canadian History Inquiries menu (G77BCAP14), 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. Double-click one or more payments that you need to void and then choose Void and Reissue from the Row menu.
 - If any of the payments that you are voiding are automatic deposits, the system displays a warning message.
- 3. Review the message and click OK.



- 4. On Void Check window, complete the following fields:
 - Payroll ID
 - Checque Date
 - T/E Date
- 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
- Check Replaced
- Vd/Re 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		
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.		

Field	Explanation		
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.		
Check Replaced	This is the number of the check that was voided and reissued as the current check. It was replaced by this check.		
Vd/Re Date	The date this check was voided and/or reissued.		

Related Tasks

Restoring a voided 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
- Check Replaced
- Vd/ReDate

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).

Working with Tax History

Working with tax history includes the following tasks:		
	Reviewing tax history	
	Revising Employment Insurance history	
	Processing optione: EI History Revision (P776176)	

Reviewing Tax History

To answer questions about employee taxes and taxable earnings, review the tax history for the employee. You can review the following types of information:

- Gross pay
- Excludable pay (pay that is not taxable)
- Pay that is in excess of the tax limit
- Tax amount

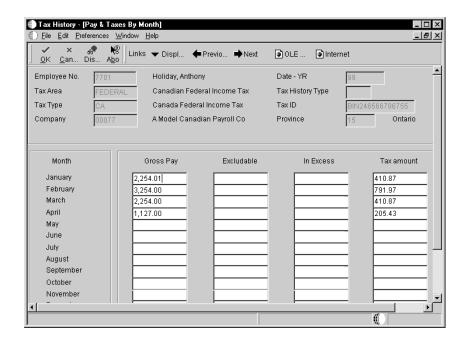
The system retrieves information from the Canadian Tax History table (F0713).

To review tax history

From the Canadian History Inquiries menu (G77BCAP14), choose Tax History.

- 1. On Work with Pay and Taxes By Month, complete the following field and click Find:
 - Employee Identification
- 2. To limit the information that appears in the detail area, complete the following fields and click Find:
 - Tax Area
 - Tax Type

- Company
- 3. Choose a record in the detail area and click Select.



- 4. On Pay & Taxes By Month, review the information in the following fields:
 - Gross Pay
 - Excludable
 - In Excess
 - Tax amount

If your user account has the necessary security, you can correct any of the information.

Caution: Some of the definitions in the following field table refer to user defined codes 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 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 taxarea 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.	
Tax Type	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.	
Company	The company number in which the employee generally resides.	
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).	
Excludable	The amount of monthly gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and other non-taxable accounts.	
In Excess	The amount of wages earned, but in excess of the annual limit, for tax calculation.	
Tax amount	The monthly amount of tax calculated.	

Revising Employment Insurance History

Use EI History Revisions to locate the employment insurance history for individual employees and make revisions. The EI History Revisions program revises the EI History table (F06176).

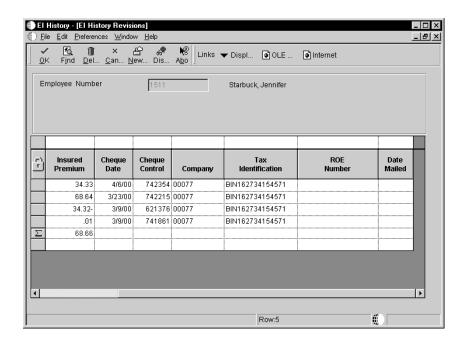
If you have corrected a serial number on an ROE, you can use EI History Revisions to change the mailing date so that you can mail the updated ROE.

If you make changes to the EI history, you must also make the same changes in the tax history.

To revise employment insurance history

From the EI History menu (G77BCAP14), choose EI History.

- 1. On Work With EI History, complete the following field and click Find:
 - Employee Number
- 2. Choose a record in the detail area and click Select.



- 3. On EI History Revisions, complete the following field only if it is blank:
 - ROE Number

- 4. To update the mailing date of a revised ROE, complete the following field:
 - Date Mailed
- 5. Review the information in any of the following fields:
 - Pay Period End Date
 - Pay Frequency
 - Gross Pay
 - Hours Worked
 - Insured Amount
 - Insured Premium
 - Cheque Date
 - Cheque Control
 - Company
 - Tax Identification
 - ROE Number
 - Date Mailed

If your user account has the necessary security, you can correct any of the information.

6. Click OK.

Field	Explanation
ROE Number	Record of Employment Serial Number
Date Mailed	The date on which the ROEs are mailed.
Pay Period End Date	The last day of a processing period (pay period, month, quarter or year).

Field	Explanation				
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-2 field on user defined codes to calculate the amount per pay period for a salaried employee.				
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.				
Hours Worked	The number of hours associated with each transaction.				
Insured Amount	The amount that is subject to taxation or withholdings.				
Insured Premium	The employment insurance premium withheld from the employee's pay for the current pay period.				
Cheque 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 on which the ROE was issued to the employee.				
Cheque 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.				
Company	The company number in which the employee generally resides.				

Field	Explanation
Tax Identification	A number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.
	If you do not currently have the number, complete this field with "applied for" followed by the tax area and tax type. When you receive the number, replace this temporary entry.
	For Canadian employment insurance: Enter the Canada Customs and Revenue Agency (CCRA) or Ministère du Revenu du Québec business identification number (BIN) as the corporate tax ID.

Processing Options: El History Revisions (P776176)

Defaults Tab

Use these processing options to specify default values used by the EI History Revisions program.

1. El Rate

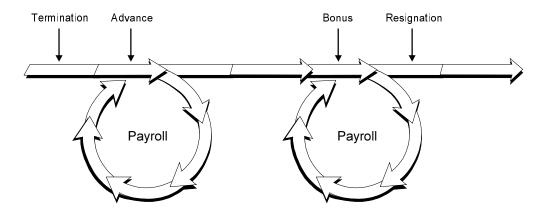
Use this processing option to enter the current EI rate used to calculate the employee's portion of EI premiums. You should enter this number using a decimal. For example, enter 1.40% as 1.40.

If you leave this option blank, the system will NOT recalculate EI premiums when Insured Earnings is revised.

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:

cycle that includes interim payments

Running a regular payroll 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.

Adjust historical data for an employee

You can adjust historical data for an employee - for example, if an employee was taxed incorrectly. This interim payment process provides an audit trail for future reference. Enter a flat dollar advance on pay

You can account for an advance as a flat-amount deduction to be subtracted from gross pay during normal payroll-cycle processing.

Convert payroll history

You can use interim payments to load historical data for conversion purposes and provide an audit trail for future reference.

Regardless of the purpose for creating an interim payment, you can generate the interim payment using one of the following methods:

- Computer. The system performs the tax and earnings calculations and generates the payment on computer paper.
- Hand Manual. The payment can be typed or calculated manually outside of the payroll system and then processed through the interim processing feature to update history and create appropriate accounting entries.
- Auto Manual. The system will calculate the payment using the data in the system (deduction amounts and tax history to determine appropriate amounts to be withheld), and the payment can be typed outside of the system.

Examples of Interim Payments

You can use interim payments for a variety of situations. The following are examples of common situations in which you might use interim payments:

- Advance payment
- Termination payment
- Bonus payment
- Record of manual payment
- Adjustment to historical information
- Reissue of a voided check

Advance Payment

As the employer, you can advance pay to employees, typically at the request of the employee, in certain situations to ensure that the employee does not have an interruption in pay. You might, for example, advance pay to a newly hired employee if waiting until the next regular payroll cycle puts the employee under a financial strain.

You can grant an advance on vacation pay when an employee is going to be on vacation during the time that a payment would be generated. You can indicate the number of pay periods this advance is to replace, and those future paychecks will not be generated for the employee. In addition, you can use a calculation factor to indicate to the system the number of pay periods over which to spread the taxes and deductions. When taxes are calculated, the employee's rate of pay is annualized to determine the percentage of tax to be withheld. For example, suppose that an employee who is normally paid weekly receives four weeks of vacation pay in one payment. Without the calculation factor, the annualized salary is four times greater than the employee's actual annual salary because four weeks of vacation pay are being taxed as if all earnings were attributed to one week. This method of calculation results in a higher amount of taxes being withheld for that payment. When you use the calculation factor, the payment is taxed over the entire four-week period even though the entire four-week payment is made at one time.

When an employee has not earned enough pay during the pay period to cover all involuntary or voluntary deductions, you can advance pay to the employee to bring the paycheck up to a net zero amount.

The interim processing feature in OneWorld allows you to grant advances on pay that might or might not be recovered from the employee, and that might or might not have taxes and deductions withheld. In all of these advance payment situations, you can choose how much to recover from the employee's future paychecks, if any, and at what rate to recover the advance payment.

Termination Payment

When an employee terminates employment, most states require that the final paycheck be dispersed within a specified amount of time. Many companies adopt the policy of generating a final paycheck immediately when the termination is involuntary. Timecards can be entered during the interim process, or current timecards awaiting the next regular payroll cycle can be used to generate the termination paycheck.

Bonus Payment

Many employers make bonus payments to employees and do not want these payments included with the employees' regular paychecks. Voluntary deductions such as medical insurance premiums, retirement plan elections, and charitable contributions might be withheld in these bonus payments.

When a bonus payment is issued to employees, you can use the interim process to specify that no deductions other than taxes be withheld from the payment.

Record of Manual Payment

You might have to calculate a manual check outside of the Payroll system and then update the Payroll system with historical data for the employee. For example, you might issue a moving expense reimbursement from the Travel Accounting bank account, which requires an employee's payroll history to be updated to record the reimbursement. In this situation, you could record the check issued from the Travel Accounting bank account through the interim process without generating a check from the Payroll system.

Adjustment to Historical Information

To correct historical data, such as employees changing their resident or work state without notifying the payroll office, you need to adjust timely year-to-date state tax withholdings and taxable earnings. You can do this using the interim payment process, which leaves an audit trail, but does not generate a payment if you specify for it not to do so.

You can enter history records for employees transferring from one division or company to another for whom year-to-date limits need to be considered in payment calculations and government reporting.

Also, you can enter history for all employees involved in a mid-year conversion to J.D. Edwards software. To update the history records for employees converting mid-year, you can use the interim process to enter a one-time payment of year-to-date amounts, which properly updates the history files in the Payroll system without creating a payment to the employee.

Reissue of a Voided Check

When an employee has lost or destroyed a payment, you can issue a replacement payment using the interim process if the regular payroll cycle has been completed. The interim process allows you to re-create and print a payment without updating history.

Additionally, if a payment created during the regular payroll cycle is later determined to be incorrect, you can void the payment and generate a corrected payment using interim processing.

Working with Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, termination payment, or payment for vacation time. When you need to process an interim payment, you set up a payroll ID for interims. When you process the interim payroll ID, you can process the interim payments only, or you can process the interim payments during a regular payroll cycle.

You can enter all types of interim payments and prepare them either on the computer or manually. Interim payments can include the following types:

- Computer. The system calculates and prints the payment on the computer printer.
- Hand manual. You manually calculate the information and write or type the
 payment. Later, you enter the payment into the system as an interim
 payment.
- Auto manual. The system calculates the information, and you write or type the payment.

You can choose whether the system calculates DBAs during interim payment processing.

After you enter interim payments for a payroll ID, you must process those interim payments in a payroll cycle. You can process interim payments at the same time that you process regular payments, or you can process interims separately.

Occasionally, an employee might need an interim payment before you are ready to process a payroll cycle that includes interims. In this case, you can print an interim check (not an automatic deposit) and then process the check through a payroll cycle at a later date.

You cannot delete an interim payment that is locked in an active payroll cycle. If you need to delete an interim payment, you must do one of the following:

- Delete the interim payment before you process the payroll cycle that includes that interim payment
- Reset the payroll cycle, and then delete the interim payment

Working with interim payments includes the following tasks:

Creating an interim payroll ID
Entering interim payments
Processing interim payments
Printing interim checks
Deleting interim payments

Creating an Interim Payroll ID

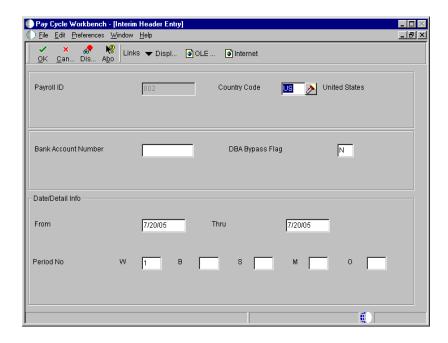
Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information identifies the payroll ID as an interim ID. Examples of header information include the associated payroll ID and the number of the bank account from which the interim payments will be paid. The system uses this information when you process a payroll cycle that includes interim payments.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process it through a payroll cycle. Instead, you include the interim payroll ID with a regular payroll ID when you process the regular payroll ID through a payroll cycle.

To create an interim payroll ID

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

- 1. On Work with Pay Cycle Workbench, click Add.
- 2. On the Add Pre-Payroll or Interim Versions form, click the following option, and then click OK:
 - Add Interim Version



- 3. On Interim Header Entry, complete the following fields:
 - Payroll ID
 - Country Code
 - Bank Account Number
 - DBA Bypass Flag
 - From
 - Thru
- 4. If you entered N in the DBA Bypass Flag field, complete one of the following fields, depending on the pay frequency associated with the payroll ID that you entered:
 - W
 - B
 - S
 - M
 - O

If you entered Y in the DBA Bypass Flag field, you do not need to enter a pay frequency.

5. Click OK.

After you complete this task, complete the task *Entering Interim Payments*.

Field	Explanation				
Payroll ID	A code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.				
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.				
Bank Account Number	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.				
DBA Bypass Flag	A code that specifies whether the system should process the DBA during the interim payroll cycle. This code can be set up in the DBA itself to indicate whether it should be processed with interim payments. This code can also be set during Pre-Payroll processing to indicate whether the DBAs should be processed in the current payroll cycle.				
From	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.				
Thru	The last date in a range of dates.				
W	The number of the pay period, within the month, for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals the system will calculate during the current payroll cycle.				
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.				

Field	Explanation
S	The number of the pay period, within the month, for employees paid semimonthly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate for the current payroll processing cycle.
M	The number of the pay period within the month, for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
0	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.

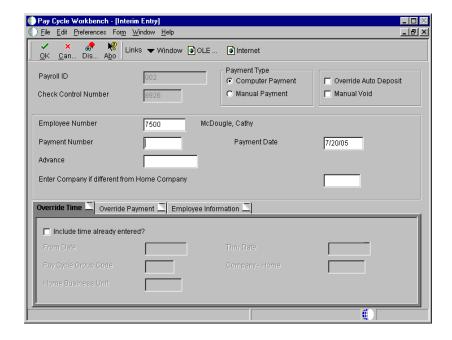
Before You Begin

	Create an	interim	payroll ID	. See	Creating	an.	Interim	Payr	oll ID.
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To enter a standard interim payment

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

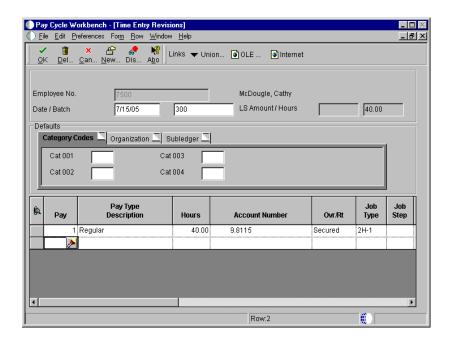
- 1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Payroll ID
- 2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.



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

- 7. If you have already entered timecard information for the employee, click the Override Time tab, and complete the following fields:
 - Include time already entered?
 - From Date
 - Thru Date
 - Pay Cycle Group Code
 - Home Company
 - Home Business Unit
- 8. Click OK.

The system displays the Time Entry Revisions form, where you can enter timecard information for the employee.



- 9. Enter timecard information for the employee, click OK, and then click Cancel to return to Interim Entry.
 - See Entering Timecards for Employees in the HR and Payroll Foundation Guide.
- 10. If you need to enter another interim payment, repeat steps 4 through 7.
- 11. When you have finished entering interim payments, click Cancel.

- 12. On Report Output Destination, click the following option to turn it on and then click OK:
 - To Printer

After you complete the steps to enter interim payments, you must process those interim payments in a payroll cycle. See *Processing Interim Payments*. If you need to print an interim check before you process it in a payroll cycle, see *Printing Interim Checks*. You cannot print an interim automatic deposit.

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

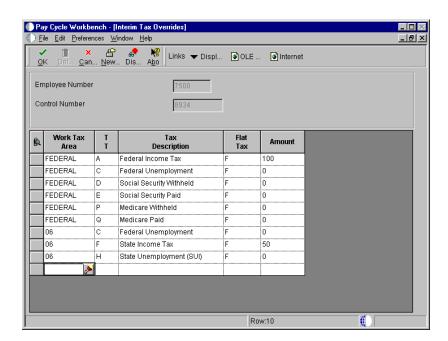
Field	Explanation	
Computer Payment	An option that indicates the method that you want to use to create the interim payment.	
	 Valid options are: Computer-generated payment. Choose this option when you want the system to perform the tax and earnings calculations and generate the payment on computer paper. 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.	

Field	Explanation
Include time already entered?	Do you wish to have time and pay data already entered via the normal time and pay programs included in the gross of this check? (Yes/No)? This would be used, for instance, when terminating an employee after his time had been entered for part or all of the period.
Pay Cycle Group Code	A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.
	This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.
Home Company	The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.
Home Business Unit	The number of the business unit in which the employee generally resides.

To enter an interim payment to record manual calculations

- 1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field and click Find:
 - Payroll ID
- 2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.
- 3. On Interim Entry, choose the following option:
 - Manual Payment
- 4. Complete the following fields:
 - Employee Number
 - Payment Number

- Payment Date
- 5. If this interim payment replaces a regular payment, click the Override Payment tab, and then complete the following fields:
 - Payment Overrides?
 - Tax Factor
 - DBA's Factor
 - Pay Cycle Bypass Count
 - Number of DBA's Cycle to Replace
- 6. If the purpose of this interim payment is to correct the employee's payment history, choose Tax Overrides from the Form menu.



- 7. On Interim Tax Overrides, complete the following fields:
 - Work Tax Area
 - TT
 - Flat Tax
 - Amount
- 8. Repeat step 7 for as many taxes as you need to override, and then click OK.

9. On Interim Entry, complete the remaining steps for entering a standard interim payment.

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

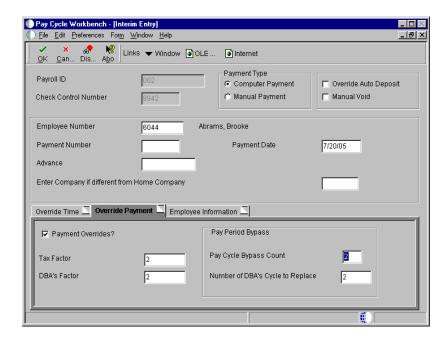
Field	Explanation	
Tax Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.	
DBA's Factor	The number of periods that the check represents, and, therefore, the number of periods that the system applies the flat dollar deductions. The system multiplies this number by the standard deduction to calculate the amount to subtract from the employee's check.	
Pay Cycle Bypass Count	The number of pay cycles (that is, paychecks) bypassed. This is normally specified during the interim check process and would be used for short term absences such as vacations and jury duty. A normal paycheck will only be printed for an employee if this number is zero.	
	For Flexible Spending Accounts Auto Deposit Instructions Only: This field is used to provide a count for the number of Pay cycles you want to bypass the auto deposit feature so that you can write a manual check. Reasons for bypassing pay periods might be the employee's involvement in jury duty, vacation, or leave of absence.	

Field	Explanation
Number of DBA's Cycle to Replace	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.
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 taxarea 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.
TT	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	
Flat Tax	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 exemption amount and is subtracted from the annualized gross pay prior to the tax calculations.	

To enter an interim payment for vacation pay in advance

- 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.

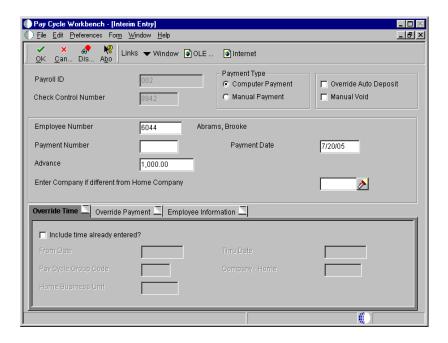


- 3. On Interim Entry, click the Payment Overrides tab.
- 4. Click the following option to turn it on:
 - Payment Overrides?
- 5. Complete the following fields:
 - Tax Factor
 - DBA's Factor
 - Pay Cycle Bypass Count
 - Number of DBA's Cycle to Replace
- 6. Complete the steps for entering a standard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

- 1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Payroll ID
- 2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Add Interims.

- 3. On Interim Entry, choose the following option:
 - Computer Payment
- 4. Click the the following option to turn it on:
 - Manual Void
- 5. Complete the following field:
 - Employee Number
- 6. Click OK.

The system displays the Time Entry Revisions form, where you can enter timecard information for the employee.

- 7. On Time Entry Revisions, complete the following fields and then click OK:
 - Pay Type
 - Pay
 - LS Amnt
 - Work Date

See Entering Timecards for Employees in the HR and Payroll Foundation Guide.

- 8. On Interim Entry, click Cancel.
- 9. On Report Output Destination, click the following option to turn it on and then click OK:
 - To Printer

After you complete the steps to enter an interim payment for a manual void, you must process the interim payment in a payroll cycle. See *Processing Interim Payments*.

Field	Explanation	
Manual Void	An options that indicates whether the interim payment is a	
	Manual Void. Valid values are:	
	On Yes, the payment is a manual void.	
	Off No, the payment is not a manual void.	

Processing Interim Payments

You process interim payments so that you can print the payments and update the employees' payroll history information. To process interim payments, you must process a payroll cycle that includes interim payments. You must use a regular payroll ID, not an interim payroll ID, when you process this payroll cycle. You can choose either of the following methods to process interim payments:

Merge interim payments

The system prints the computer interim payments along with the payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle. You can use an existing payroll ID when you merge interim payments.

Process interim payments only

The system prints computer interim payments only. To process interim payments only, you must create a new payroll ID using the Interim Version Only option on the Add Pre-Payroll or Interim Versions form.

When you enter an interim automatic deposit, the Print Payments step of the payroll cycle creates the automatic deposit workfile that the system uses to create the automatic deposit bank tape.

The system locks an employee's interim payment in the following situations:

- You have voided the interim payment
- The payment is set up as a manual interim payment

Before You Begin

☐ Create a payroll ID. If you want the payroll ID to include interim payments only, choose the Add Interim Version Only option on the Add Pre-Payroll or Interim Versions form. See *Creating a New Payroll ID*.

To process interim payments

From the Payroll Workbench menu (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
- 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

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

- 1. On Work with Pay Cycle Workbench, enter an interim payroll ID in the following field, and click Find:
 - Payroll ID
- 2. Choose a record in the detail area, choose Interims from the Row menu, 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
- Click OK.
- 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

- 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
- Click OK.
- 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 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)

■ Working with functions

- A dynamic group of employees that you choose by specifying criteria (Select group)
- A combination of two or more employee groups (Combo group)

After groups have been created, you can attach them to timecard templates, retroactive pay rules, and overtime rule sets. You can also review reports on employee groups.

Timecard Templates

The Timecard Templates program provides you with a way to define and save timecards to use repeatedly, such as when you need to create timecards for holiday time. A timecard template consists of fields that specify values for the created

timecards (for example, hourly rate) and groups of employees for whom the timecards will be created. The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

Retroactive Pay Rules

You use retroactive pay rules to specify which employees should receive retroactive pay, when they should receive it, and amounts they should receive. You can generate new timecards automatically in retroactive pay situations. You can use either current timecards or historical timecards to create the timecards for retroactive pay. You can also apply a flat factor or percentage differential for hours worked and hourly rate. The system shows the origination of new timecards and creates simple reports showing new retroactive pay timecards before final posting to the Employee Transaction Detail table (F06116). The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

Overtime Rule Sets

You can create an ordered set of overtime rules that the system uses to calculate overtime for a given batch of timecards for a specified employee. A rule set can include another rule set as one of its overtime rules, as long as circular definitions do not occur. The order of the rules is important, as the system processes the rules in the order that you specify. Processing the rules in a different order can lead to different results. The system generates a report that you can use to review information about the created timecards before you process them in a payroll cycle.

You can create the following types of rules:

- Timecard change (supports the specification of rules)
- Call rule set (supports nesting of overtime rule sets)
- Call custom rule (supports user calls for user-defined business functions)
- Accumulator rule (supports user definition of standard rules)

Timecard Review and Approval

After you process a timecard template, retroactive pay rule, or overtime rule set, you can review, revise, and delete any of the individual timecards that the system created. You can also approve or cancel entire batches of timecards. You must approve the batch of timecards before you can process it in a payroll cycle.

Fields and Functions

When you create a timecard template, retroactive pay rule, or overtime rule set, you can create formulas for calculating the appropriate hourly rate and hours worked. The system includes several predefined functions that you can use in these formulas. You can also customize your system by creating additional functions that meet the specific needs of your organization.

Working with Employee Groups

Employee groups are integral to the Timecard Automation module. With the
Employee Groups program (P186201), you can perform the following tasks:
☐ Create employee groups

☐ Review the Employees by Group report

■ Review employee groups

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.

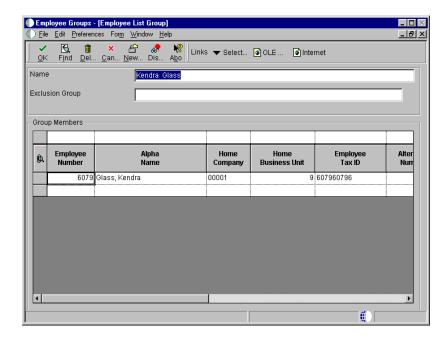
Creating employee groups includes the following tasks:

- 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.

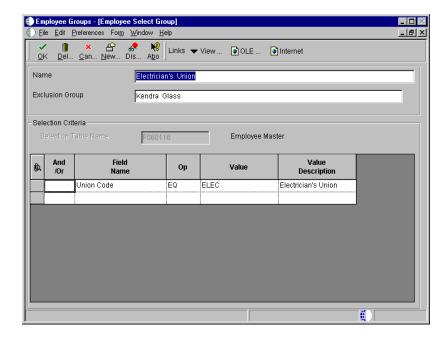
Field	Explanation	
Name	A user defined name for an employee group.	
Exclusion Group	A user defined name for an employee group.	
Home Company	The company number in which the employee generally resides.	
Home Business Unit	The number of the business unit in which the employee generally resides.	
Country Code	A user defined code list 00/CN that indicates the country in which the employee resides.	

Field	Explanation
Employee No	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

To create a select group and selection criteria

From the Periodic Processing menu (G18620), choose Employee Groups.

- 1. On Work With Employee Groups, click Add.
- 2. On Group Type, click the Select Group button.



- 3. On Employee Select Group, complete the following field:
 - Name
- 4. To attach an existing group to use as an exclusion group, complete the following field:
 - Exclusion Group
- 5. Complete the following field:
 - Selection Table Name

The selection table that you choose determines the fields that are available use when you create the selection criteria. After you create a select group, you cannot choose a different selection table. You can, however, choose different fields from the table.

- 6. To create selection criteria, complete one of the following fields:
 - Field Alias
 - Field Name

If field alias is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the field name automatically with the information that you provide.

To use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

- 7. Complete the following fields:
 - Op
 - Value

The system supplies values for the following field:

- Value Description
- 8. To add more selection criteria, choose the next line in the detail area and complete the following field:
 - And/Or
- 9. To add additional selection criteria, repeat steps 6-8.
- 10. When you are finished adding selection criteria, click OK.
- To return to Work With Employee Groups, click Cancel.
 The system adds the new employee select group.
- 12. To view the new employee select group in Work With Employee Groups, click Select.

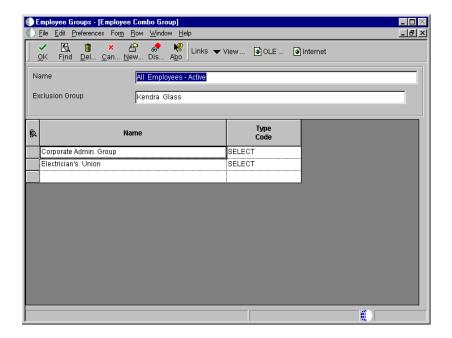
Field	Explanation
Selection Table Name	A name that identifies the table selection criteria in a Select
	type employee group.

Field	Explanation
Field Name	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.
- 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.

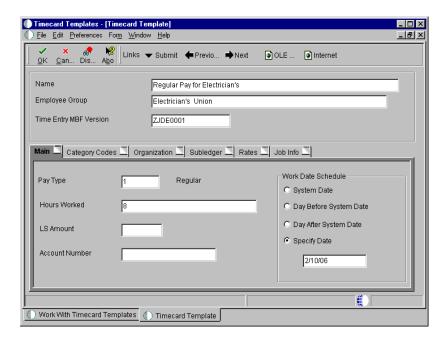
Before You Begin

☐ 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.



2. On Timecard Template, complete the following fields:

- Check Route Code
- Employee Group
- Time Entry MBF Version

The Time Entry Master Business Function (MBF) version is a set of user-defined specifications controlling how applications and reports run. You use versions to group and save user-defined processing option values, data selection options, and data sequencing options. When you choose the Time Entry MBF version, you are choosing the version that includes the processing options that you desire. If you leave the field blank, the system provides the default version, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the timecard template definition, the Time Entry MBF version enters the appropriate values in the optional fields that you left blank.

- 3. Click the Main tab.
- 4. Complete the following field:
 - Pay Type
- 5. Complete one of the following fields:
 - Hours Worked
 - LS Amount

You can create a formula for calculating the hours worked. See *Creating Formulas* for information and instructions.

- 6. Complete the following optional field:
 - Account Number
- 7. Choose one of the following options:
 - System Date
 - Day Before System Date
 - Day After System Date
 - Specify Date
- 8. If you have defined any category codes that apply to this timecard template, click the Category Codes tab, and complete any of the following optional fields:

- Cat 001
- Cat 002
- Cat 003
- Cat 004
- 9. Click the Organization tab.
- 10. To track detailed information about a job site and to enter timecards by job or business unit, complete the following optional fields:
 - Job Location
 - Check Route Code
- 11. To enter work-order information, click the Subledger tab, and then complete the following optional fields:
 - Subledger
 - Subledger Type
 - Order Number
- 12. To enter hourly rate information, click the Rates tab, and then complete the following optional field:
 - Hourly Rate

You can create a formula for calculating the hourly rate. See *Creating Formulas* for information and instructions.

- 13. To enter job information, click the Job Info tab, and then complete the following optional fields:
 - Job Type
 - Job Step
- 14. Click OK.
- 15. To return to Work With Timecard Templates, click Cancel.

The system adds the new timecard template.

Field	Explanation
Name	A user defined name for a timecard template.

Field	Explanation
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.
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: Division Supervisor Branch Office Health Insurance Plan Stock Plan
	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.

Field	Explanation			
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.			
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.			

Field	Explanation
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.
- Click Select.
- 3. From the Form menu, click Submit.

The system processes the timecard template, creates a new batch of timecards based on the options selected in the timecard template, including employee group, and creates a report showing the processing details. After you have submitted the timecard template, review the timecards to verify that they are correct.

See Also

- Working with Timecards for Timecard Automation for information about reviewing and approving batches of timecards.
- Reviewing the Timecard Template Processing Report
- Reviewing the Timecard Template Batch Review Report

Reviewing the Timecard Template Processing Report

When you submit a timecard template for processing, the system generates the Timecard Template Processing report (R186303). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the timecard template. The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the template or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- Correcting Missing Timecard Information for information about reviewing errors in time entry
- Reviewing Timecards Created by Timecard Automation for information about reviewing, approving, and canceling batches of timecards
- R186303, Timecard Template Processing in the Reports Guide for a report sample

Reviewing the Timecard Template Batch Review Report

From the Daily Processing menu (G18610), choose Reviewing and Approving. On Work with Timecard Automation Batches, click Find, choose a record in the detail area, and then choose Report from the Form menu.

After you submit a timecard template for processing, you can print the Timecard Template Batch Review report (R186304). This report lists detailed information about the timecards that were created without errors and are currently waiting for approval or cancelation. Use this report to review information about the timecards that the system created for the employees in the employee group that is associated with the timecard template.

See Also

• R186304, Timecard Template Batch Review in the Reports Guide for a report sample

Working with Retroactive Pay Rules

When you pay your employees retroactively for past pay, or retroactive pay, you can use the Retroactive Pay Rules program (P186701) to assist you. You can create a retroactive pay rule, which is a method for determining the behavior of the system as it works with retroactive pay. The system uses retroactive pay rules to determine which employees in an employee group are eligible for retroactive pay, create timecards, and calculate the retroactive pay that each employee earns. Using the Retroactive Pay Rules program simplifies and automates paying retroactive pay to employees.

For example, according to a newly ratified union contract, you might need to pay your union laborers retroactively at a 3% increase for hours worked over the last month. Instead of determining which employees are union members and calculating each employee's pay manually, you can define a retroactive pay rule that the system uses to choose employees, create timecards, and calculate pay automatically. After you have defined a retroactive pay rule, you can save it for future use. The payroll process is simpler and the output more consistent because you are using one set of criteria for all timecards.

You create a retroactive pay rule, and the Retroactive Pay Rules program uses the employee group, the date range, and the pay type inclusion criteria to determine which timecards are affected in the current and historical timecards tables. The system includes timecards from both tables and chooses the timecards, based on whether you choose all timecards, timecards of certain pay types, or timecards of certain pay-type categories. After the system removes the appropriate timecards from the tables, the Retroactive Pay Rules program uses the original timecards as the basis to create new timecards. The system ignores any original voided timecards. The parent or original timecard in either the current or historical timecards tables corresponds directly to the child or new timecard in the batch. After the batch is processed, it goes to the Reviewing and Approving Timecards program (P186601).

After you submit a retroactive pay rule for processing, you can use the Reviewing and Approving Timecards program to review, approve, or cancel the batch. You can also review the submission report from within the Retroactive Pay Rules program.

Retroactive	pay	rules	includes	the	following	tasks:

☐ Creating retroactive pay rules

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Submitting retroactive pay rules for processing
Reviewing the Retroactive Pay Rules Processing report

Creating Retroactive Pay Rules

You create a retroactive pay rule specify information, such as the appropriate hourly rate, number of hours worked, and pay types, that the system uses to calculate retroactive pay for a group of employees. You can create retroactive pay rules to use one time or to save and reuse. For example, instead of creating timecards manually each time you have to pay employees retroactive pay, you can create a retroactive pay rule once and reuse it as needed.

Before using the Retroactive Pay Rules program, you should plan what retroactive pay rules you need. The system uses the information that you supply to create all timecards based on the new retroactive pay rule.

You must identify the following items:

Employees to whom a retroactive pay rule applies, indicated by attaching an employee group to the retroactive pay rule

Dates for which employees should receive retroactive pay, indicated by choosing starting and ending work dates

Elements to override on new timecards, indicated by choosing a new work date, new pay type, new hourly rate, new hours worked, or no hours on timecard

Timecards to include, based on pay type, indicated by choosing all pay types, a specific list of pay types, or a pay type category

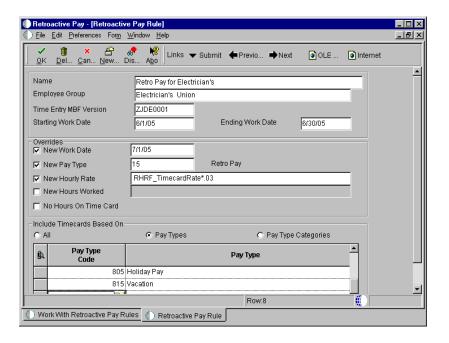
Before You Begin

☐ Create an Employee Group. See Creating Employee Groups.

To create retroactive pay rules

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. On Work With Retroactive Pay Rules, click Add.



- 2. On Retroactive Pay Rules, complete the following fields:
 - Name
 - Employee Group
 - Time Entry MBF Version
 - Starting Work Date
 - Ending Work Date

The Time Entry Master Business Function (MBF) version (P050002A) is a set of user-defined specifications that control how programs and reports run. You use versions to group and save user-defined processing option values, data selection options, and data sequencing options. When you choose the Time Entry MBF version, you are choosing the version that includes the processing options that you desire. If you leave the field blank, the system provides a default value, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the retroactive pay rule definition, the Time Entry MBF version enters the appropriate values in the optional fields that you left blank.

- 3. Choose and complete one or more of the following fields to override timecard information on new timecards:
 - New Work Date
 - New Pay Type

- New Hourly Rate
- New Hours Worked
- No Hours On Time Card

You can create formulas for calculating the new hourly rate and new hours worked. See *Creating Formulas* for information and instructions.

- 4. Choose and complete one of the following fields to enter inclusion criteria:
 - All
 - Pay Types
 - Pay Type Categories
- To return to Work With Retroactive Pay Rules, click OK.
 The system adds the new retroactive pay rule.

Related Tasks

Revising retroactive	pay
rules	

You can change any original option, including the employee group assigned to the retroactive pay rule. Changes made to retroactive pay rules affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.

Deleting retroactive pay rules

You can delete retroactive pay rules from the Retroactive Pay Rules program, provided that the retroactive pay rule does not have any batches of timecards that are pending approval. Before you can delete a retroactive pay rule, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the retroactive pay rule has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Field	Explanation
Name	A user defined name for a retropay rule.
Employee Group	A user defined name for an employee group.
Time Entry MBF Version	The version of the Time Entry MBF to run when creating timecards.

Field	Explanation		
Starting Work Date	The date upon which the system begins including timecards for processing generated by a particular rule.		
Ending Work Date	The date up to which the system includes timecards for processing generated by a particular rule.		
New Work Date	A code that indicates whether timecards that are created by a rule contain a new work date or retain the same work date as the original timecard. Valid values are: 1 The new timecard contains a new work date. 0 The new timecard retains the same work date as the original timecard.		
New Pay Type	A code that indicates whether time cards that are created by a rule contain a new pay type or retain the same pay type as the original timecard. Valid values are: 1 The new timecard contains a new pay type. 0 The new timecard retains the same pay type as the original timecard.		
New Hourly Rate	A code that indicates whether timecards that are created by a rule contain a new hourly rate or retain the same hourly rate as the original timecard. Valid values are: 1 The new timecard contains a new hourly rate. 0 The new timecard retains the same hourly rate as the original timecard.		
New Hours Worked	A code that indicates whether tim cards that are created by a rule contain a new amount of hours worked or retain the same amount of hours worked as the original timecard. Valid values are: 1 The new timecard contains a new amount of hours worked. 0 The new timecard retains the same amount of hours worked as the original time card.		
No Hours On Time Card	A code that specifies whether timecards that are created by a retroactive pay rule will have a value of zero in the Hours Worked field. Valid values are: Yes, the timecards contain zero hours. 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		

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

Submitting Retroactive Pay Rules for Processing

When you submit a retroactive pay rule for processing, the system creates a batch of timecards for the employee group associated with the retroactive pay rule. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit a retroactive pay rule, the system also generates the Retroactive Pay Rule Processing report (R186702), which you can use to verify the timecards.

To submit retroactive pay rules for processing

From the Periodic Processing menu (G18620), choose Retroactive Pay.

- 1. On Work With Retroactive Pay Rules, choose the retroactive pay rule that you want to submit.
- 2. Click Select.
- 3. From the Form menu, click Submit.

The system processes the retroactive pay rule, creates a new batch of timecards based on the options selected in the retroactive pay rule, including employee group, and creates a report showing the processing details.

See Also

- Working with Timecards for Timecard Automation for information about reviewing and approving batches of timecards.
- Reviewing the Retroactive Pay Rule Processing Report

Reviewing the Retroactive Pay Rule Processing Report

When you submit retroactive pay rule for processing, the system generates the Retroactive Pay Rule Processing report (R186702). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the retroactive pay rule. The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the retroactive pay rule or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- Correcting Missing Timecard Information for information about reviewing errors in time entry
- Reviewing Timecards Created by Timecard Automation for information about reviewing, approving, and canceling batches of timecards
- R186702, Retroactive Pay Rules Processing in the Reports Guide for a report sample

Working with Overtime Rule Sets

When you pay overtime to your employees, you can use the Overtime Rule Sets program (P186401) to assist you. You can create an overtime rule set, which is a group of individual overtime rules that manage overtime. The system uses overtime rule sets to determine which employees in an employee group are eligible for overtime pay, to create timecards, and to calculate the overtime pay that each employee earns. Using overtime rule sets simplifies and automates paying overtime to employees.

You can use the Overtime Rule Sets program (P186401) to automate the process of paying overtime to employees. The program uses overtime rule sets to:

- Determine which employees in an employee group are eligible for overtime pay
- Calculate the overtime pay that each employee earns
- Create timecards

An *overtime rule set* is a group of individual overtime rules. An *overtime rule* is a set of specifications that tells the system which employees are eligible for overtime and how to calculate overtime for batches of timecards. For example, an overtime rule might specify to pay all eligible employees regular time for the first eight hours per day, time and a half for time between 8 and 12 hours per day, and double time for time over 12 hours per day.

Overtime rules guide the system in calculating overtime for batches of timecards. You can have several different overtime rules within one overtime rule set. However, you must have at least one overtime rule for the system to process an overtime rule set, and an overtime rule cannot exist outside of an overtime rule set.

Using overtime rule sets helps you make sure that employees are paid correctly for time worked. It also simplifies the process of creating timecards for employees who receive overtime because you can use the same overtime rule set repeatedly. For example, assume that according to your business practices, manufacturing employees working 40 or more hours in a week receive regular pay for the first 8 hours, time and a half for the next 4 hours, and double time for the remaining hours of each day. Instead of determining which employees have worked the appropriate number of hours and calculating the correct pay for each employee manually, you can create an overtime rule set to choose the employees and calculate the pay automatically. An overtime rule set helps you in making sure that employees are paid correctly for time worked. Using an overtime rule set simplifies

creating timecards for employees who receive overtime because you can use the same overtime rule set repeatedly and do not have to recreate it each time.

You create an overtime rule set and then create and add the overtime rules to the overtime rule set. The Overtime Rule Sets program uses an employee group, a date range, and the overtime rules that you identify to determine which timecards are affected in the current timecards and historical timecards tables. After the system pulls the appropriate timecards from the tables, the Overtime Rule Sets program uses the original timecards as the basis to create new timecards or to change existing ones as necessary. The system cannot change historical timecards and does not process any original voided timecards. The system processes but does not change certain types of timecards: posted timecards; interim, nonvoided timecards; and printed check timecards.

After you submit the overtime rule set for processing, you can use the Reviewing and Approving Timecards program (P186601) to review and approve or cancel a batch. You can review the processing report from within the Overtime Rule Sets program. You can later review the results, without the processing notes, of submitting the overtime rule set in the Reviewing and Approving Timecards program.

Creating overtime rule sets
Creating overtime rules
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.

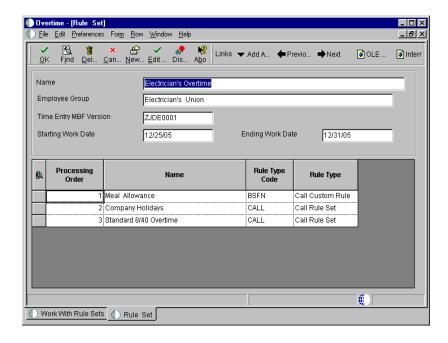
Before You Begin

☐ 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 sets

You can change any original option, including the employee group assigned to the rule. Changes made to overtime rule sets affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.

Deleting overtime rule sets

You can delete an overtime rule set provided that the overtime rule set has no batches of timecards that are pending approval. Before you can delete an overtime rule set, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. The system verifies that no batches of timecards depend on the overtime rule set before allowing you to delete it. If the overtime rule set has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Creating Overtime Rules

After creating an overtime rule set, you need to create the overtime rule that provide the system with the criteria to select employees for overtime pay and to calculate overtime.

Any combination of overtime rules is acceptable in overtime rule sets. The system processes overtime rules in the order in which you specify them in the overtime rule set.

You can create or delete overtime rule at any time. Changes in order or included overtime rule do not affect current or past batches of timecards.

Before using the Overtime Rule Sets program, you should plan what overtime rules you need. Creating overtime rules includes the following tasks:

Creating a timecard change rule
Creating a call rule set rule
Creating a call custom rule
Creating a timecard accumulator rule

Creating a Timecard Change Rule

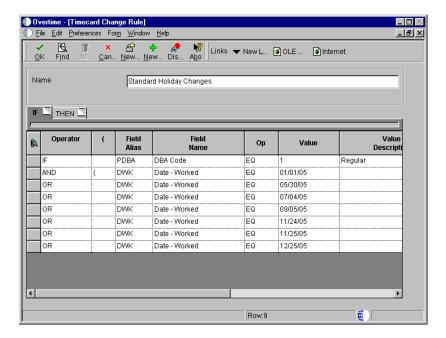
You can use a timecard change rule to pay overtime and to change timecard information based on criteria that you enter. A timecard change rule changes original timecards based on criteria that you enter; it does not create new timecards. You can change values in one field in a timecard, based on the value of other fields on the timecard. The rule consists of one or more IF clauses, which the system uses to determine the timecards to change, and one or more THEN clauses, which the system uses to determine what is to be changed. The Fields and Functions program (P186101) determines which fields are available. For example, if you pay different rates of overtime for employees in different states, you can have the system identify the employees affected by state and change the hourly rate on the timecards.

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

To create a timecard change rule

From the Periodic Processing menu (G18620), choose Overtime.

- 1. On Work With Rule Sets, choose the overtime rule set that you want to add an overtime rule to, and then click Select.
- 2. On Rule Set, choose Add Change Rule from the Form menu.



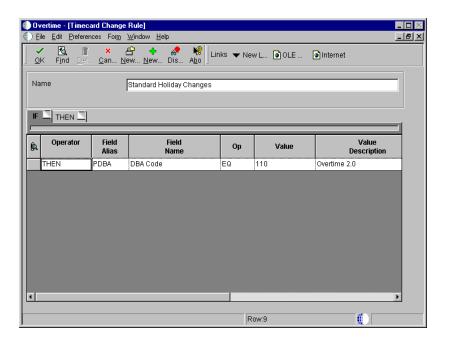
- 3. On Timecard Change Rule, complete the following field:
 - Name
- 4. To create selection criteria, click the If tab, and complete one of the following fields:
 - Field Alias
 - Field Name

If you want to use Field Alias but it is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name automatically from the information that you provide.

If you want to use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

5. Complete the following fields:

- Op
- Value



- 6. Click the Then tab, and complete the following fields:
 - Field Alias
 - Field Name

If you want to use Field Alias but it is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name automatically from the information that you provide.

If you want to use Field Name and hide Field Alias, choose Hide Field Alias from the Form menu.

- 7. To add more selection criteria, choose New Line from the Form menu, choose and complete the following field, and repeat steps 3 through 6:
 - Operator
- 8. When you are finished adding selection criteria, click OK.
- 9. To return to Rule Set, click Cancel.
- 10. Click OK.

The system adds the new overtime rule to the overtime rule set.

- 11. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and click OK.
 - The system changes the order of the overtime rules.
- 12. To return to Work With Rule Sets, click Cancel.

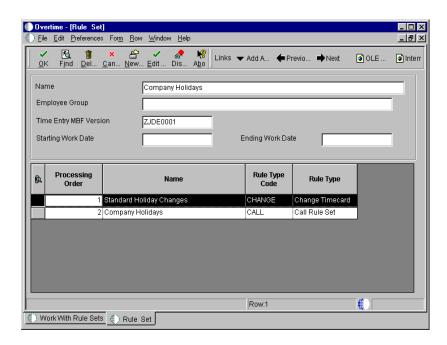
Creating a Call Rule Set Rule

You can use a call rule set rule to nest an overtime rule set within another overtime rule set. You typically use a call rule set rule with an overtime rule that you use regularly. The system can create timecards or change existing timecards based on the overtime rules. If you include an overtime rule set within itself, the system ignores the duplicate overtime rule set. For example, a rule set might verify and pay weekend and holiday overtime pay. If you have an established overtime rule set for holiday pay, you can call it from within another overtime rule set. You do not have to recreate the holiday overtime rule set every time you want to use it.

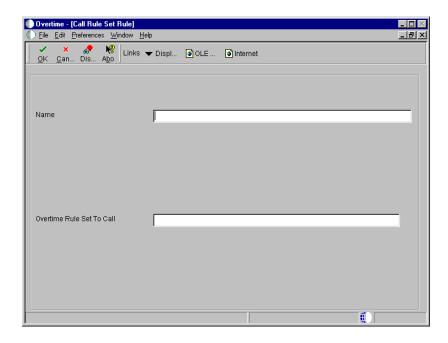
To create a call rule set rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule and click Select.



2. On Rule Set, click Add Call Rule Set Rule from the Form menu.



- 3. On Call Rule Set Rule, complete the following field:
 - Name
- 4. To call another overtime rule set, complete the following field:
 - Overtime Rule Set To Call
- 5. Click OK.

The system adds the new overtime rule to the overtime rule set.

- 6. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.
 - The system changes the order of the overtime rules.
- To return to Work With Rule Sets, click Cancel.
 The system adds the new overtime rule to the overtime rule set.

Creating a Call Custom Rule

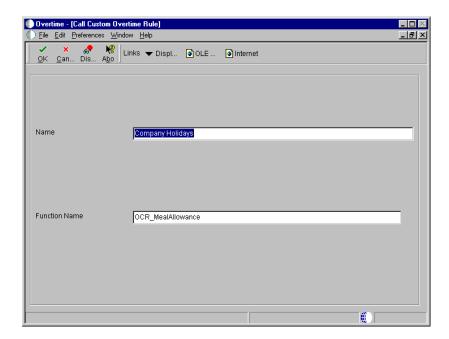
You can choose a call custom rule to include a user-defined business function in an overtime rule set. A call custom rule calls a user-defined business function (BSFN). You create a custom function when you need to perform complex or unusual calculations that are not provided with the Payroll system. For example, if your organization pays a meal allowance of 8.00 USD to employees who work over 9.5 hours per day, you can use a custom function to calculate the pay. The system can

create timecards or change existing timecards based on this overtime rule. The Fields and Functions program determines which functions are available.

To create a call custom rule

From the Periodic Processing menu (G18620), choose Overtime.

- 1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and click Select.
- 2. On Rule Set, click Add Call Custom Rule from the Form menu.



- 3. On Call Custom Overtime Rule, complete the following field:
 - Name
- 4. To call a user-defined business function, complete the following field:
 - Function Name
- 5. Click OK.

The system adds the new overtime rule to the overtime rule set.

6. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

7. To return to Work With Rule Sets, click Cancel.

Creating a Timecard Accumulator Rule

You can choose a timecard accumulator rule to control the hourly rate, the pay type, and the way that overtime is charged. A timecard accumulator rule lets you pay overtime based on an overtime limit for a given period and charge the overtime to different timecards. The system identifies eligible employees, calculates the correct overtime, changes old timecards to reflect time removed for overtime, and creates timecards to reflect the overtime. The overtime rule can specify a different pay type or rate for use on the new timecards; all other fields of the new timecards are the same as the original timecards. The system can create timecards or change existing timecards based on this overtime rule. The Fields and Functions program determines which fields, functions, and formulas are available. For example, if you pay double time for work on weekends or holidays and track time by work order number, you can have the system identify appropriate employees, change the pay type from time and a half to double time, and bill the overtime to separate timecards.

The timecard accumulator rule consists of an accumulation period, an include section, an overtime limit, and a charge-to method. The accumulation period is the time over which the system accumulates the hours that employees work, such as a 21-day accumulation period. The include section is the criteria that the system uses to determine which timecards to include in the accumulation, based on pay type or pay type category, for example all timecards with regular time but not sick time. The overtime limit is that above which any additional hours are considered overtime, such as over 8 hours. A charge-to method specifies how and from where the system removes overtime and how and to where it applies overtime. The following types of charge-to methods are available:

Method 1

The system removes time from and changes the most recent timecard in the period and works backwards, one timecard at a time, until all overtime is accounted for. The system charges time to and creates one new timecard for removed time, which corresponds to the original timecard from which time was removed. New timecards use the same data as the timecard from which time was removed, with a different pay type or rate as specified. You might use this charge-to method if you track overtime by criteria, such as work order or account number.

For example, a warehouse employee works 50 hours in a week. You can pay the employee at the regular pay rate for the first 40 hours and pay the employee at the overtime rate for the remaining 10 hours. The system removes 10 hours from timecards, starting with the most recent one and working backwards until all 10 hours are accounted for. The system creates new timecards for those 10 hours and changes the original timecards to reflect the time removed.

Method 2

The system removes time from and changes timecards as in Method 1. The system charges time to timecards differently, however. All time is charged to a single timecard using the same data as the timecard with the most recent work date, with a different pay type or rate as specified. You might use this charge-to method if you want faster processing, but you do not need to track overtime by criteria.

For example, for the warehouse employee in the Method 1 example, the system removes time from the timecards in the same way as in Method 1. The system charges the 10 hours of overtime to a single timecard, however.

Method 3

The system removes time from and changes every timecard in the accumulation period on a prorated basis. The prorated basis is the percentage that is the amount of time of each individual timecard divided by the total time during the accumulation period. The system creates one new timecard for the prorated number of hours that corresponds to the original timecard from which time was removed. The new timecard uses the same data as the timecard from which time was removed, with a different pay type or rate as specified. You might use this charge-to method if you need to allocate overtime to all timecards, regardless of when it was earned.

For example, for the warehouse employee in the Method 1 example, the system removes a percentage of the 10 hours of overtime from each original timecard based on the percentage of total time that each original timecard represents. The system changes the original timecards to reflect the percentage of time removed. The system creates new timecards for those 10 hours based on the percentage of total time that the original timecard represents.

Method 4

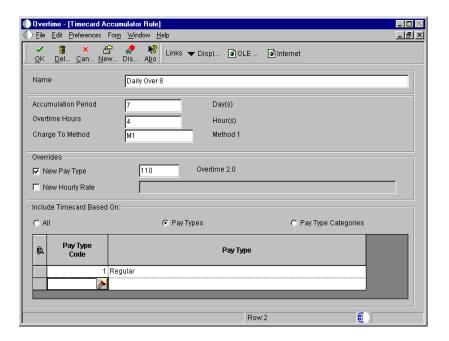
The system removes time from and changes timecards as in Method 3. The system charges time to timecards differently, however. All overtime is charged to a single timecard using the same data as the most recent timecard, with a different pay type or rate as specified. You might use this charge-to method if you want faster processing, but you do not need to track overtime.

For example, for the warehouse employee in the Method 1 example, the system removes the time in the same way as in Method 3. The system charges the 10 hours of overtime to a single timecard, however.

To create a timecard accumulator rule

From the Periodic Processing menu (G18620), choose Overtime.

- 1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and click Select.
- 2. On Rule Set, click Add Accumulator Rule from the Form menu.



- 3. On Timecard Accumulator Rule, complete the following field:
 - Name
 - Name
- 4. To enter timecard information, complete the following fields:
 - Accumulation Period
 - Overtime Hours
 - Charge To Method
- 5. To enter override information, complete the following fields:
 - New Pay Type
 - New Hourly Rate

You can create a formula for calculating the new hourly rate. See *Creating Formulas* for information and instructions.

- 6. To choose the types of included timecards, choose and complete one of the following fields:
 - All
 - Pay Types

- Pay Type Categories
- 7. Click OK.

The system adds the new overtime rule to the overtime rule set.

8. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

Submitting Overtime Rule Sets for Processing

After you create an overtime rule set and attach overtime rules to it, you can submit the overtime rule set for processing. When you submit an overtime rule set for processing, the system creates a batch of timecards for the employee group that is associated with the overtime rule set. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit an overtime rule set, the system also generates the Overtime Rule Processing report (R186402), which you can use to verify the timecards.

To submit an overtime rule set for processing

From the Periodic Processing menu (G18620), choose Overtime.

- 1. On Work With Rule Sets, choose the overtime rule sets that you want to submit.
- Click Select.
- 3. From the Form menu, click Submit.

The system processes the overtime rule sets, creates a new batch of timecards based on the options selected in the overtime rule set, including employee group, and creates a report showing the processing details.

See Also

• Working with Timecards for Timecard Automation for information about reviewing and approving batches of timecards.

Reviewing the Overtime Rule Processing Report

Reviewing the Overtime Rule Processing Report

When you submit an overtime rule for processing, the system generates the Overtime Rule Processing report (R186402). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the overtime rule.

The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard
- The system created the timecard, but an error or warning exists

You should investigate each error and warning and make any necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the template or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry Revisions (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

After you correct the errors, you can resubmit the batch and then use the Reviewing and Approving Timecards program (P186601) to review the newly created timecards.

In addition to the exceptions, the report also includes totals of the following:

- Employee records processed
- Timecards created
- Timecards that the system was unable to create
- Timecards created without errors or warnings
- Timecards created with errors
- Timecards created with warnings
- Hours worked
- Gross pay

See Also

- Correcting Missing Timecard Information for information about reviewing errors in time entry
- Reviewing Timecards Created by Timecard Automation for information about reviewing, approving, and canceling batches of timecards

Working with Timecards for Timecard Automation

You can use the Reviewing and Approving Timecards program (P186601) to manage batches of timecards created or changed by the Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), or the Overtime Rule Sets program (P186401). For example, after you create a batch of timecards to pay your sales staff using a timecard template, you can review the batch of timecards to ensure that the timecards are accurate. When you are satisfied, you can approve the batch of timecards and continue with pre-payroll processing.

Working with timecards includes the following tasks:

Reviewing timecards created by Timecard Automation
Revising timecards created by Timecard Automation
Reviewing the Timecard Automation Batch Approval/Cancelation report

After you submit a timecard template, overtime rule set, or retroactive pay rule for processing, the system assigns a number and an initial status of Pending Approval to the resulting batch of timecards. As long as the batch of timecards is pending approval, you can review and revise it in the Reviewing and Approving Timecards program. When you are finished working with the batch of timecards, you can change its status by approving or canceling the batch.

For example, before you pay your sales staff, you might want to review the accuracy of the batch of timecards created using a timecard template. After reviewing the batch, if you realize that it does not cover the correct dates, you can cancel the batch, thereby deleting the timecards. You can then return to the Timecard Templates program, update the timecard template, and resubmit the batch. If you decide that the batch of timecards is acceptable, you can approve it and continue with pre-payroll processing.

The tasks that you perform to review, approve, and cancel timecards are the same regardless of the program from which a batch of timecards originated. For example, you can approve a batch of timecards that was created with an overtime rule set to pay your warehouse staff overtime. You can use the same process to approve a batch of timecards that was created with a timecard template to pay consultants a bonus.

You can review new or changed timecards that are pending approval. The system determines how you can review batches of timecards in the Reviewing and Approving Timecards program, based on the program in which the timecards originated. However, when you access batches of timecards directly through the Timecard Templates program, Retroactive Pay Rules program, or Overtime Rule Sets program, the system shows only those batches of timecards that originated in the particular program.

As long as a batch of timecards is pending approval, you can revise individual timecards by selecting the batch of timecards and the appropriate timecard. You can revise the status of batches of timecards by approving or canceling the ones that are pending approval.

You can also run reports that show the timecards that make up a given batch of timecards.

Reviewing Timecards Created by Timecard Automation

When a batch of timecards is pending approval, you can use the Reviewing and Approving Timecards program to review information about the batch before you approve it. For example, when you pay quarterly bonuses to your consulting staff using a timecard template, you might want to verify the accuracy of a batch of timecards. You must approve the batch before you can process the timecards in a payroll cycle.

The Timecard Templates program, the Retroactive Pay Rules program, and the Overtime Rule Sets program each manages timecards differently, affecting the view that you use to review batches of timecards. A view is the manner in which the Reviewing and Approving Timecards program displays the header information, relationships between timecards, and information that is specific to the originating program for a batch of timecards. A relationship shows the connections between originating timecards and new or changed timecards.

The views available for each program are as follows:

- Timecard Templates: Basic
- Retroactive Pay Rules: Before, After, Both
- Overtime Rule Sets: Before, After

The Timecard Templates program uses a timecard template to create new timecards. You can review new timecards using a basic view, as shown below:

Basic The batch of timecards that the system creates. No

relationships exist among these timecards.

The Retroactive Pay Rules program uses a retroactive pay rule and original timecards to create new timecards. You can review original and new timecards using before, after, or both view, as shown below:

Before The batch of original timecards that the system uses. These

timecards provide information for creating timecards. No

relationship exists among these timecards.

After The batch of new timecards that the system creates. These

timecards are based on the original timecards shown in the Before view. No original timecards are shown, and all

timecards shown are new.

Both The batch of timecards, including original timecards and

timecards that the system creates. These timecards include and are based on the original timecards shown in the Before view. Original timecards are shown in bold text, and new

timecards are shown in text that is not bold.

The Overtime Rule Sets program uses an overtime rule set and original timecards to create new timecards and change the original timecards. You can review new and changed timecards in before or after view, as shown below:

Before The batch of original and unchanged timecards that the

system uses. These timecards provide information for creating or changing other timecards. No relationships exist

among these timecards.

After The batch of new and changed timecards that the system

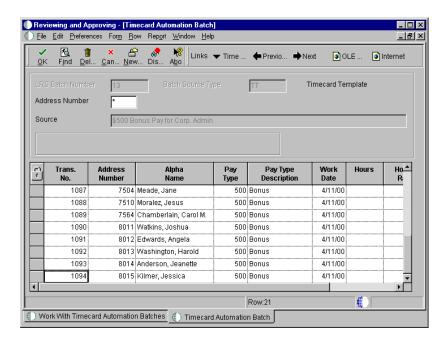
creates or changes. These timecards are based on the original timecards shown in the Before view. The original timecards are shown in bold text, and new or changed

timecards are shown in text that is not bold.

To review timecards created by Timecard Automation

From the Daily Processing menu (G18610), choose Reviewing and Approving.

- 1. On Work With Timecard Automation Batches, choose the batch of timecards with which you want to work.
- Click Select.



- 3. On Timecard Automation Batch, click Find to refresh the batch of timecards.
- 4. Review the information in the detail area.

Related Topics

Alternate navigation for reviewing a batch of timecards

To access the Work With Timecard Automation Batches form, you can also choose Timecard Templates, Retroactive Pay, or Overtime from the Periodic Processing menu. From Work With Timecard Templates, Work With Retroactive Pay Rules, or Work With Overtime Rule Sets, choose a record in the detail area, and then choose Batch Review from the Row menu.

Revising Timecards Created by Timecard Automation

The Reviewing and Approving Timecards program (P186601) allows you to access Speed Time Entry (P051121) to revise batches of timecards. You can revise timecards from the Reviewing and Approving Timecards program only after the

system processes the batch of timecards and before you approve or cancel it. For example, after you review a batch of timecards and discover that it uses an incorrect value for paying overtime to employees in your warehouse, you can revise the batch of timecards. You can revise timecards by employee or by batch number. You can also revise the status of a batch of timecards.

You can revise current timecards created or changed for an employee regardless of batch number. You cannot revise historical timecards. For example, you might want to pay a quarterly bonus to employees working on a project, as long as employees meet certain criteria, such as being employed in the quarters before and after the current quarter. After reviewing the batch of timecards, you might realize that one employee was not employed during the preceding quarter and that you need to remove the employee instead of reprocessing the whole batch.

You can revise new timecards created in a specific batch of timecards. For example, you might have a division containing several departments. If some of the employees in a department entered their time incorrectly on their timecards, you can correct the few timecards that require changes instead of canceling the entire batch. However, batches of timecards created by the Overtime Rules Sets program show only newly created timecards and not changed timecards. Changed timecards are part of an original batch and are not included when you look at timecards by batch. To change original timecards, you need to revise changed timecards by employee, which shows you all current timecards by employee, regardless of batch number.

You can change the status of batches of timecards from Pending Approval to Approved or Canceled. The following table describes these statuses:

Pending Approval

Batches of timecards arrive in the Reviewing and Approving Timecards Program marked Pending Approval. You can revise or delete batches of timecards or individual timecards by changing the status.

Approved

After you approve a batch of timecards, the system changes the status to Approved. When you approve a batch of timecards, you are approving all changes and any new timecards created. After changing the status to Approved, the system creates an Approval or Cancellation report and lets you continue the pre-payroll process. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.

Canceled

After you cancel a batch of timecards, you reject changes made and new timecards created. After changing the status of the batch to Canceled, the system creates an Approval or Cancelation report and, as appropriate, reverses the changes and deletes the new timecards. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.

Revising timecards includes the following tasks:

Revising a timecard or batch of timecards
Revising the status of a batch of timecards

Revising a Timecard or a Batch of Timecards

When you review the timecards that the system created when you processed a timecard template, retroactive pay rule, or overtime rule set, you might notice an error that you need to correct before you approve the batch. You can use the Speed Time Entry program (P051121) to revise batches of timecards or individual timecards. You can revise timecards for only those batches that have not been approved or canceled, and you cannot revise historical timecards.

To revise a timecard or a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

- 1. From Work With Timecard Automation Batches, choose a batch of timecards, and then click Select.
- 2. On Timecard Automation Batches, to refresh the batch of timecards, click Find.
- 3. To revise a timecard with all timecards in a batch available, choose Time Entry Revs (Time Entry Revisions) from the Form menu.
- 4. To revise a timecard with all timecards for an employee available, choose the timecard you want, and then choose Edit from the Row menu.
- 5. On Speed Time Entry Revisions, revise the timecard, and click OK.
- 6. To refresh the list of batches of timecards, click Find.

Revising the Status of a Batch of Timecards

After reviewing the batch of timecards and before continuing with pre-payroll processing, you can approve the batch to accept the changes and newly created timecards. Or you can cancel the batch of timecards if it is incorrect, thereby rejecting the changes and newly created timecards.

After you change the status of the batch of timecards to Approved or Canceled, you can no longer revise it or change the status.

You cannot delete the header record from the Reviewing and Approving Timecards program for a batch of timecards pending approval. You can, however, delete the header record for a batch of timecards after you have approved or canceled it.

To revise the status of a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

- 1. From Work With Timecard Automation Batches, choose a batch of timecards, and click Select.
- 2. On Timecard Automation Batches, to refresh the batch of timecards, click Find.
- 3. To approve the batch of timecards, choose Approve Batch from the Form menu.
- 4. On Confirmation, choose one of the following options:
 - Yes

When you choose this option, the batch of timecards is approved, and the status is changed to Approved.

No

When you choose this option, approval of the batch is canceled, and no changes are made.

- 5. To cancel the batch of timecards, choose Cancel Batch from the Form menu
- 6. On Confirmation, choose one of the following options:
 - Yes

When you choose this option, the batch is canceled, and the status is changed to Canceled.

No

When you choose this option, the batch is not canceled, and no changes are made.

The system generates an approval or cancelation report and returns you to Work With Timecard Automation Batches.

7. To refresh the list of batches of timecards, click Find.

See Also

Reviewing the Timecard Automation Batch Approval/Cancelation Report

Reviewing the Timecard Automation Batch Approval/Cancelation Report

When you approve or cancel a batch of timecards, the system generates the Timecard Automation Batch Approval/Cancelation report (R186602). Use this report to review detailed information about the timecards in the batch. The report includes the following information:

- Header information, such as batch number, employee group name, start date, and end date
- Individual timecard information, such as the transaction number, batch number, address number and name of each employee, PDBA code, work date, hours worked, hourly rate, and gross pay

Working with Functions

The Fields and Functions program (P186101) allows programmers and consultants to access the definitions of fields and functions that are used throughout the Timecard Automation module. A *field* is an area where the system displays a specific piece of information. A field can be either an input field, where you enter the information, or a display field, where the system retrieves the information from another part of the system. For example, the TIN field displays Taxpayer Identification Numbers. A *function* is a calculation with variables that the system uses to perform set actions. For example, you can use the Overtime Timecard Rate function to find the timecard rate in an overtime rule. The Fields and Functions program provides maximum flexibility, the ability to make modifications and extensions more easily, and maximum configuration capability with minimum programming required.

The system includes several functions for calculating common methods of determining hourly rates and hours worked. When you create a timecard template, overtime rule set, or retroactive pay rule, you can use one or more of these functions. Because each function is specific to a field in a specific program, the system limits the available functions to those that are applicable to the calling program. For example, the function that is available for calculating the hourly rate for a timecard template is different from the function that is available for calculating the hourly rate for a retroactive pay rule.

You can use a function alone, or you can create a formula that includes a function. The system includes a program called Build Formula that gives you the flexibility to create custom formulas. You can also use this program to validate and test the formula before you begin using it.

Occasionally, you might need a function that is not included with the system. In this case, you can customize your system by adding a new function. After you create a custom function, you must register it for use in the applicable Timecard Automation program. Registering the function allows you to access it from the applicable program.

Working with fields and functions includes the following tasks:	
☐ Creating formulas	

☐ Registering functions

☐ Testing formulas

☐ Understanding functions

Creating Formulas

When you need to perform complex or unusual calculations to determine the appropriate hourly rate or number of hours worked for a particular situation, you can create a custom formula. Your formula can use the standard functions that are included with the system, or you can use custom functions that you have created, or a combination of both types of functions.

When you create a custom formula, you connect it to a specific timecard template, retroactive pay rule, or overtime rule set. Based on the program that you choose, the system provides you with a list of appropriate functions available to use in the formula. You then create mathematical statements that include one or more of these functions.

For example, perhaps you need to average two different union rates to pay your warehouse employees retroactive pay. To get the correct rate, you enclose within parentheses the multiple of the two union rates and divide the result by two. The formula for the new rate is:

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 New Hourly Rate field or New Hours Worked field form

Timecard Template form Hours Worked field (Main tab) and Hourly Rate field

(Rates tab)

Timecard Accumulator New Hourly Rate field Rule form

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.

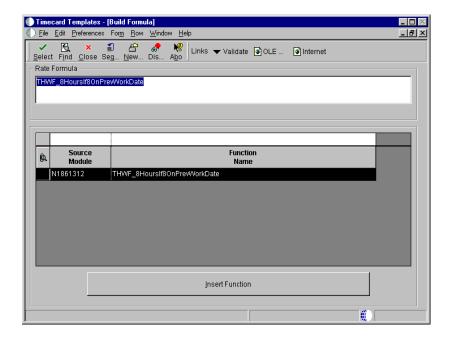
Before You Begin

☐ 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.

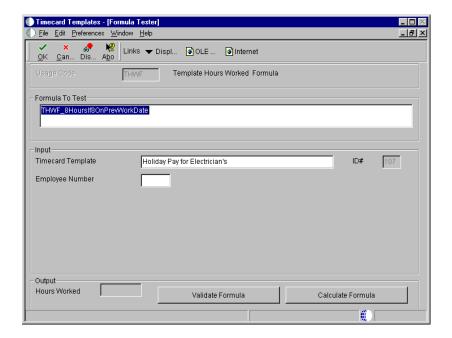
To test a formula using the Formula Tester program, complete one of the following procedures:

- 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.

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

To test a formula for a retroactive pay rule

From the Periodic Processing menu (G18620), choose Retroactive Pay.

- 1. Complete the steps to create a formula.
 - See Creating Formulas.
- 2. On Formula Tester, complete the following fields in the Input area:
 - Retroactive Pay Rule
 - Timecard Transaction No
- 3. Choose one of the following options:
 - Current
 - History

Choose the Current option to test the formula on a timecard from the Employee Transaction Detail table (F06116). Choose the History option to test the formula on a timecard from the Employee Transaction History table (F0618).

- 4. Click the Calculate Formula button.
 - The system calculates the formula and displays the results in the Output group box.
- 5. Verify that the output is correct.
- 6. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 5.
 - You can use the Validate Formula Button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.
- 7. When the output is correct, click OK.

8. On Build Formula, to choose the formula and return to the originating program, click Select.

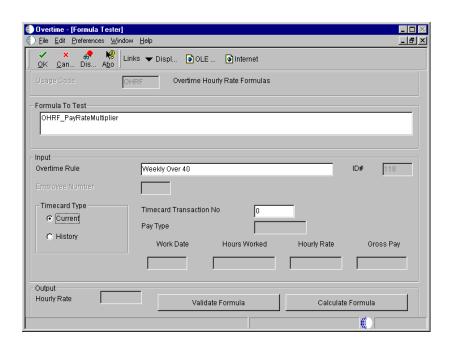
Field	Explanation
Timecard Transaction No	The system gives each timecard entered a unique transaction number. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display.
	This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.
Current	An option that specifies whether an entry in the Timecard Tag file refers to a current timecard or a historical timecard.
History	An option that specifies whether an entry in the Timecard Tag file refers to a current timecard or a historical timecard.

To test a formula for an overtime rule set

From the Periodic Processing menu (G18620), choose Overtime.

1. Complete the steps to create a formula.

See Creating Formulas.



2. On Formula Tester, complete the following fields in the Input area:

- Overtime Rule
- Timecard Transaction No
- 3. Choose one of the following options:
 - Current
 - History

Choose the Current option to test the formula on a timecard from the Employee Transaction Detail table (F06116). Choose the History option to test the formula on a timecard from the Employee Transaction History table (F0618).

4. Click Calculate Formula.

The system calculates the formula and displays the results in the Output group box.

- 5. Verify that the output is correct.
- 6. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 5.

You can use the Validate Formula Button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.

- 7. When the output is correct, click OK.
- 8. On Build Formula, to choose the formula and return to the originating program, click Select.

Registering Functions

Registering functions allows you to access them when you build a formula for the hourly rate or hours worked fields in applicable Timecard Automation programs. The functions that are included with the Timecard Automation module are already registered. You can use them alone or in formulas.

Occasionally, however, you might need to use a function that is not registered. For example, you must register any custom functions that you create.

When you register a function, you can choose whether to make it *active*. An active field or function is one that other users can access from a Timecard Automation program. You can use inactive mode to verify whether the function works properly before you make it active for other users.

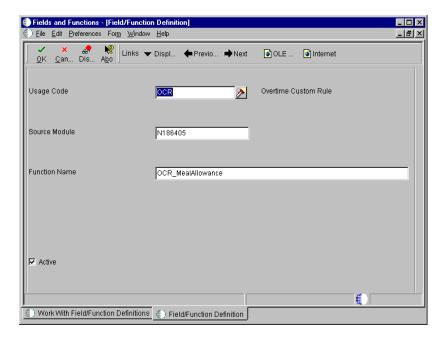
Before registering a function, you should identify certain information about it, such as:

- The usage code that the system uses to determine the program in which the function is used (for example, the usage code for retroactive pay hourly rates functions is RHRF)
- The source module, that is, the group of functions to which the function will belong
- The function name
- The status of the field availability, either active or inactive

To register a function

From the Advanced & Technical menu (G18630), choose Fields and Functions.

- 1. On Work With Field/Function Definitions, choose the following option, and then click Add:
 - Functions



- 2. On Field/Function Definition, complete the following fields:
 - Usage Code
 - Source Module

Function Name

3. If you want other users to be able to access the function from the applicable Timecard Automation program, click the following option to turn it on:

• Active

Use active status when you want other users to have access to the function. You can activate or deactivate a function at any time.

4. Click OK.

The system adds the new function.

Field	Explanation
Usage Code	A code that specifies the program in which a field or function can be used.
Source Module	The module from which the function that is defined by this entry originates.
Name - Function	The actual name of the function. It must follow standard ANSI C naming conventions. For example, no space between words.
Active / Inactive	An option that indicates whether other users can access the field or function from the applicable Timecard Automation program. Valid values are: On Active Off Inactive

Related Tasks

Revising functions	You can use the Field/Function Definition form to revise information about a function, such as its active status. The changes that you make to functions affect all batches of timecards that use changed fields and functions and that are processed after the change. Changes do not affect timecards that have already been processed.
Deleting functions	You can delete a function from the Fields and Functions program, thereby making it unregistered in the Timecard Automation module. Deleting a function removes it from the search list for the appropriate Hourly Rate or Hours Worked field, but it does not remove it from the system.

Understanding Functions

To simplify the process of creating formulas for calculating hourly rates and hours worked, the Timecard Automation module includes several predefined functions. You can use these functions alone or include them in formulas.

To meet the specific needs of your organization, you can also create your own custom functions. Each function uses a data structure, which lists the data item name, the input or output status, and a description of the data item.

Caution: Creating a custom function is a form of system customization that requires knowledge of OneWorld development tools.

The predefined functions that are included with the system can be grouped into the following types:

Hours worked function for timecard templates
Hours worked function for retroactive pay rules
Hourly rate functions for timecard templates
Hourly rate functions for retroactive pay rules
Hourly rate functions for overtime accumulator rules
Custom overtime rules functions

Hours Worked Function for Timecard Templates

The hours worked function for timecard templates is included in module N1861312. This function uses data structure D186132. You also use this data structure when you create a custom hours worked function for timecard templates. The following table illustrates input and output information about the data items in this data structure:

LRSTTID Input: Timecard Template ID

AN8 Input: Address Number (Employee Number)

PHRW Output: Hours Worked

The predefined hours worked function for timecard templates is:

THWF_8HoursIf8OnPrevWorkDate

The 8 Hours if Employee Worked 8 or More Hours on a Previous Day function returns eight hours worked if the employee worked eight or more hours, not including sick pay, on the previous work date. Saturdays and Sundays are not considered work dates. If the employee did not work at least eight hours, the returned value is zero. The work date is identified on the timecard template in the Work Date Schedule. For example, you might use this function if you want the timecard template to use eight hours for the amount of work an employee is paid each day, based on the criteria specified.

Hours Worked Function for Retroactive Pay Rules

The hours worked function for retroactive pay rules is included in module N1861712. This function uses data structure D186172. You also use this data structure when you create a custom hours worked function for retroactive pay rules. The following table illustrates input and output information about the data items in this data structure:

LRSRRID Input: Retroactive Pay Rule ID

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

GNUM0 Output: Timecards Processed

GNUM1 Output: Timecards Created

GNUM2 Output: Timecards Changed

GNUM3 Output: Errors

GNUM4 Output: Warnings

The predefined hourly rate functions for custom overtime rules are:

OCR_MealAllowance

The *Meal Allowance* custom rule pays a meal allowance of 8.00 USD for days on which employees work 9.5 or more hours of regular time (pay type of 1). The system creates a gross pay timecard with a pay type of 999 for 8.00 USD for that day. For example, you might want to pay your consultants a meal allowance when they have worked a certain number of hours within a specific period.

OCR_SpreadOvertime

The *Spread Employee's Salary* custom rule spreads a salaried employee's salary over all hours worked and does not generate overtime. For example, you might want to pay your salaried employees the same amount regardless of overtime worked. With this function, you can spread employee overtime over all hours worked, in essence making the hourly rate less, but paying employees the same rate.

Periodic Reports

J.D. Edwards country-specific processes for periodic reports in Canada include the following:
☐ Reviewing union reports

Reviewing Union Reports

Rev1e	wing union reports includes the following tasks:
	Reviewing the Union Distribution report
	Reviewing the Union Liability report

Reviewing the Union Distribution Report

From the Periodic Processing menu (G07UN2), choose Union Distribution Report.

You print the Union Distribution report to review detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

The information provided in this report is based on the Employee Transaction History table (F0618).

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability report to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that

appear on the report. The report shows both actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each type of hours that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618).

Before You Begin

	Set up	Union	Liability	Basis	Tables	in	UDC (06/	TP.
_	oct up	CIHOII	Liability	Daois	Labics	111		JUI	11.

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 manually
Copying bank information to the Payroll system
Reconciling payment history automatically
Reviewing Payment Reconciliation reports

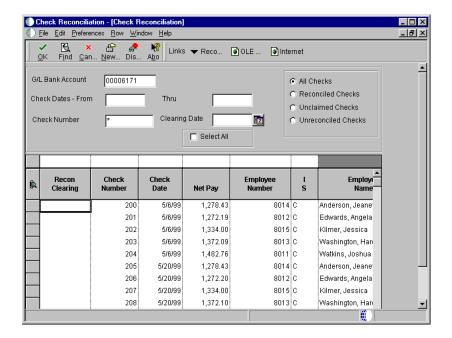
Reconciling payments consists of the following tasks:

Reconciling Payments Manually

When you reconcile payments manually, you can review the reconciliation status of the payments and change that status, if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

To reconcile payments manually

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



- 1. On Check Reconciliation, complete the following field, and then click Find:
 - G/L Bank Account
- 2. Choose one of the following options:
 - All Checks
 - Reconciled Checks
 - Unclaimed Checks
 - Unreconciled Checks
- 3. To limit your search, complete the following optional fields, and then click Find:
 - Check Dates From
 - Thru
 - Check Number
- 4. Review the information in the detail area.
- 5. To change the reconciliation status of a payment, choose a record in the detail area and choose one of the following options from the Row menu:
 - Reconcile

- Reopen
- Unclaimed Funds
- 6. If a payment requires a reconciliation date other than the date it cleared, complete the following field:
 - Recon Clearing

7. Click OK.

Field	Explanation
G/L Bank Account	The number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Check Dates - From	This is the check or item date.
Thru	This is the check or item date.
Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
All Checks	A value that specifies which records to view. Valid values are: Blank All Checks R Reconciled checks only C Unclaimed checks only U Unreconciled checks only
R C	A code that indicates whether a transaction in the Account Ledger table (F0911) is reconciled. The codes are defined in User Defined Code table under system 09 and code "RC". A blank character is defined to be the unreconciled character. To set up a valid reconciled code make sure the following is done in the User Defined Code table: 1. The special handling code in fold area of the UDC screen must contain a "01". 2. The reconciled code must be only one character long and can be a numeric or alpha character.

Copying Bank Information to the Payroll System

From the Paycheck Reconciliation menu (G07PC12), choose Custom Reformat.

Typically, your bank sends you a tape that includes information about reconciled payments. The system stores the information from the bank in the Bank File of Cleared Checks file (F075611). Before you can reconcile payments automatically, you must copy the bank information (the information in the Bank File of Cleared Checks) to the Bank Reconciliation - Paid table (F06561) in the Payroll system.

You use the Custom Reformat UBE (R8907561) to perform the copy process. This UBE is a table conversion program that creates the Bank Reconciliation - Paid table (F06561) and copies the bank information, including interim payment status, to that table. This UBE is designed to be used with fixed-width, space-delimited information. If the information from your bank is in a different format, you can customize the UBE to meet your specific needs.

Before You Begin

Ask someone in your information technology department to load the bank tape to the Bank File of Cleared Checks (F075611). The F075611 file is a fixed-width, space-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

u	Copy the reconciliation information from your bank to the Bank
	Reconciliation - Paid table (F06561). See Copying Bank Information to the Payrola
	System.

☐ Set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field.

See Also

• Reviewing Payment Reconciliation Reports

Processing Options for Reconcile Check History (R075613)

Defaults Tab

1. Enter a 1 to Reconcile Autodeposits

Use this processing option to specify whether you want to reconcile automatic deposits. Valid values are:

1 Reconcile automatic deposits.

Blank Do not reconcile automatic deposits.

2. Enter a 1 to Reconcile Voids

Use this processing option to specify whether you want to reconcile voided payments. Valid values are:

1 Reconcile voided payments.

Blank Do not reconcile voided payments.

3. Enter a 1 to Reconcile Amounts Not Equal

Use this processing option to specify whether you want to reconcile amounts that are not equal. Valid values are:

1 Reconcile amounts not equal.

Blank Do not reconcile amounts not equal.

4. Print Employee Name and Number on Report

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

Reviewing Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly. Reviewing payment reconciliation reports includes the following tasks:

Reviewing the Check Reconciliation - Update History report
Reviewing the Amounts not Equal report
Reviewing the Issued but not Cleared report
Reviewing the Reconciliation Register report

The Check Reconciliation - Update History report prints automatically each time that you reconcile payments automatically. The Amounts not Equal report prints only when the payment records from the bank do not match the records in your payroll history. The Issued but not Cleared report prints only when outstanding payments exist. The system does not automatically print the 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.

Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types in information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing.

You should review each error that prints on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must either revise the appropriate payroll information or make changes to the payroll history tables to correct payroll history. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Working with the payroll history integrity includes the following task:

☐ Working with PDBA history integrity

Types of Payroll History

The two basic types of payroll history are the following:

- Detail history
- Summary history

Each time you run the final update for a payroll cycle, the system creates payroll history records and stores them in the history tables.

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following table lists detail PDBA history tables on the left and their corresponding summary tables on the right:

DBA Transaction Detail History (F0719)

- 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.

Working with PDBA history integrity includes the following tasks:
☐ Identifying PDBA history integrity errors
☐ Reviewing error codes for the PDBA History Integrity report
☐ Correcting PDBA history integrity errors
To complete these tasks, you must run the integrity report at least twice, once to

identify the errors and a second time to correct the errors.

Identifying PDBA History Integrity Errors

From the Advanced and Technical Operations menu (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

ш	Set the processing options for the PDBA History Integrity report to print
	the report without updating the table.
П	Create a backup table of the Employee Transaction History Summary 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 The pay, deduction, benefit, or accrual number does not benefit type doesn't exist 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

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:

transaction.

Correcting PDBA history integrity errors manually
Correcting PDBA history integrity errors automatically

Before You Begin

Review the error codes that printed on the report. See *Reviewing Error Codes* for the PDBA History Integrity Report for an explanation of these error codes.

Correcting PDBA History Integrity Errors Manually

After you run the PDBA History Integrity report, you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history will ensure that the correct calculated totals print on your quarterly tax reports and year-end forms. For example, you might need to delete a record that contains zero dollars.

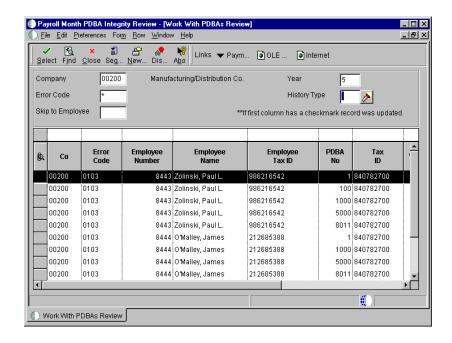
You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the Payroll Month PDBAs Review program. This program updates the Payroll Month PDBA Summary History table.

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

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

To correct PDBA history integrity errors manually

From the Advanced and Technical Operations menu (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.
- 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.	

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 processing options to print the report and update the table.

Wage Attachments

The Family Support Act of 1988 places the responsibility for collecting and distributing child support and other wage attachments on employers. As an employer, you are required by law (by way of a court order) to deduct a certain amount of the employee's pay and remit it to an individual or agency to satisfy the employee's debt. Failure to deduct and remit could subject your organization to penalties, fines, and interest. Therefore, you must accurately calculate deduction amounts and maintain wage attachment history by employee.

The Payroll system includes a feature, called the wage attachment workbench, that you can use to administer voluntary and involuntary wage withholding orders. You can track detailed information for each wage attachment and calculate complex deductions. For example, you can do the following:

- Track detailed wage attachment information, such as the case number for the wage attachment
- Define specific calculation rules
- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information

You can also manage the complexities of administering multiple wage attachments for one employee. When an employee has multiple wage attachments, you need to determine the priority of each one. Priorities determine the order in which each wage attachment is deducted when an employee does not have enough disposable wages to satisfy all of the wage attachments. To do this, you must consider each court order, as well as federal and state regulations. You can specify the priority of each deduction at the wage attachment level or at the employee level. You can also override the system-defined priorities, when necessary.

The wage attachment workbench is designed to accommodate the following involuntary and voluntary wage assignments:

- Tax levy (involuntary wage attachment)
- Child support (involuntary wage assignment)
- Garnishment (involuntary wage attachment)
- Loans (voluntary payroll deductions)

Tax Levy (Involuntary Wage Attachment)

A tax levy is issued to employees who fail to pay their taxes on time. The amount deducted from the employee represents taxes, penalties, or interest that is in arrears. In the case of a federal levy, the Internal Revenue Service (IRS) will send you a Form 668-W, Notice of Levy on Wages, Salary and Other Income. This form indicates the amount of the levy and includes the IRS tables to be used to calculate the amount that the employee is entitled to have exempt from the levy. This exempt amount is based on the employee's standard deduction and personal exemption amounts. The Wage Attachment Workbench allows you to set up federal and state levy tables that apply to all employees. For each individual with a tax levy, you indicate the standard deduction and personal exemption amounts based on the levy notice received that directs the system to the correct levy tables. The Payroll system also offers the flexibility to override the table amounts and to specify a different method of calculating the levy deduction.

Child Support (Involuntary Wage Assignment)

A withholding order for child support can be either for ongoing payments (wage assignment), amounts in arrears (back child support), or both. Since January 1, 1994, all initial orders for child support require wage withholding unless the court order specifies another method of payment. This means that payroll departments have an increased number of child support withholding orders. To complicate matters, you must calculate the disposable earnings on which to base the deduction while considering the maximum amount of disposable earnings that can be deducted from the employee. Since each court order varies, the calculation of disposable wages, maximum amounts, and withholding amounts will vary by individual. The Payroll system easily accommodates a variety of child support withholding orders, including the complexities surrounding multiple orders for an employee.

For employees with multiple child support orders, the Wage Attachment Workbench offers the flexibility to prorate amounts when an employee's wages are not enough to cover all obligations. In this case, the employer must determine the priority of each withholding order. To determine priority, employers must comply with the withholding order as well as state regulations. States have adopted three basic methods to handle multiple orders, and each of these methods is incorporated into the Wage Attachment Workbench:

- Priority is given to the first order received, which means that the first order must be completely satisfied before moving onto the next order.
- The available wages can be allocated based on the percentage of each order to the total amount of the orders (prorated).
- The available wages are split equally among all orders.

When an employee owes back child support (arrears), the amount to deduct for an individual can be included with the ongoing support obligation or as a separate wage attachment in the Payroll system.

Garnishment (Involuntary Wage Attachment)

A garnishment is a court-ordered payroll deduction imposed for nonpayment of a personal debt or child support. You are required to make a payroll deduction based on the court-ordered garnishment as well as comply with state regulations regarding maximum amounts that can be withheld for each type of garnishment. In addition to back taxes and child support arrears, other examples of a garnishment include student loan collections, bankruptcy orders, and federal agency loan collections.

The Payroll system can accommodate simple to complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system is also designed to calculate, track, and maintain history for company administered loans such as loans from the employee's stock or retirement plan. Some companies will make personal loans or allow employees to borrow funds from their retirement or stock plan. Whether the company is remitting the loan repayment deduction to a third party (retirement plan administrator) or an internal department, the Wage Attachment Workbench can be used to set up the loan, attach agency fees, and calculate interest, if necessary. Unlike wage attachments or wage assignments, the setup for loans is not mandated by court order or federal or state regulations. However, complex calculations could require the use of a table, which can be set up in the Payroll system.

Wage Attachment Processing

☐ 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

Processing wage attachments includes the following tasks:

attachment processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

The following terms are pertinent to wage attachments:

Employee The debtor or obligor

Obligee The creditor, garnishor, person, or organization to whom

the employee owes money

Company Your company, the employer, and the garnishee

Payee The person or organization that receives the payments and,

in turn, pays the obligee

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

Setting up 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.

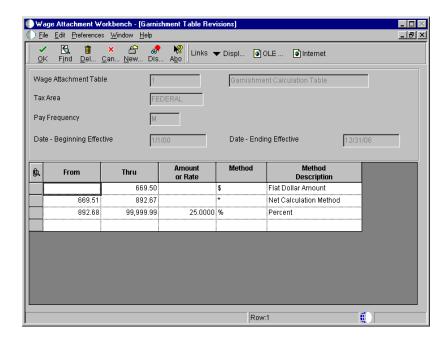
Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable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

Field	Explanation	
Name - Alpha Explanation	A description, remark, explanation, name, or address.	
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the taxarea code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.	
	For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.	
Start Effective Date	The date on which the record, transaction, or table becomes active or the date from which you want information to appear.	
Ending Effective Date	The last date in a range of dates.	
Amount or Rate	A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used. Valid values are: 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.	

Field	Explanation
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:

- lacksquare Setting up standard annual exemption amounts
- ☐ Setting up additional exemption amounts for disabilities

Example: Setting Up Exemption Levies

The following amounts are derived from the table for a single employee with one personal exemption:

2,500.00 single

2,300.00 one personal exemption

4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

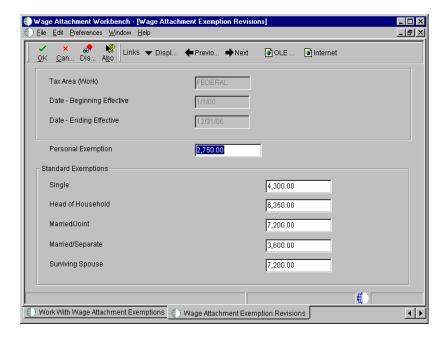
Setting Up Standard Annual Exemption Amounts

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

To set up standard annual exemption amounts

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

- 1. On Work with Wage Attachments Workbench, choose Std Exemptions (Standard Exemptions) from the Form menu.
- 2. On Work with Wage Attachment Exemptions, click Add.



- 3. On Wage Attachment Exemption Revisions, complete the following fields:
 - Tax Area (Work)
 - Start Effective Date

- Ending Effective Date
- Personal Exemption
- 4. Complete one of the following fields, as applicable:
 - Standard Ded. Single
 - Standard Ded. Head Household
 - Standard Ded. Married Separate
 - Standard Ded. Married Joint
 - Standard Ded. Survive Spouse

5. Click OK.

Field	Explanation
Personal Exemption	The Standard Personal Exemption Amount for the calculation of Tax Levy exempt dollars for an individual. Currently this exemption amount is the same as the exemption amount for the calculation of Federal Income Tax.
Standard Ded. Single	The standard annual wage amount exempt from levies, if the employee's filing status is Single.
Standard Ded. Head	The standard annual wage amount exempt from levies, if
Household	the employee's filing status is Head of Household.
Standard Ded. Married	The standard annual wage amount exempt from levies, if
Separate	the employee's filing status is Married Filing Separately.
Standard Ded. Married	The standard annual wage amount exempt from levies, if
Joint	the employee's filing status is Married Filing Jointly.
Standard Ded. Survive	The standard annual wage amount exempt from levies, if
Spouse	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

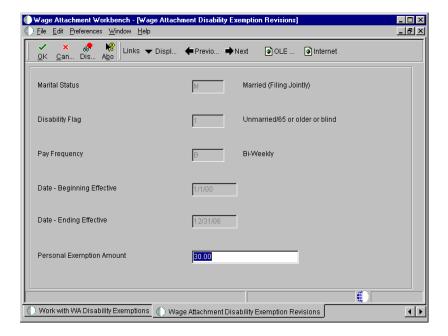
When an employee or the employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The

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 courtordered 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

■ 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.

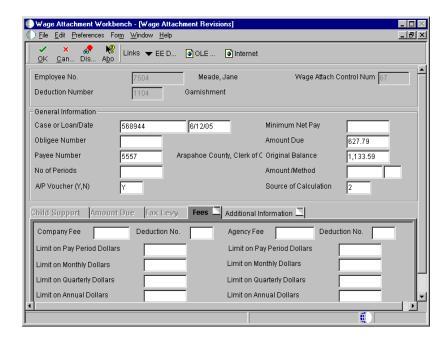
Before You Begin

☐ Set up garnishment tables. See Setting Up Garnishment Tables.

To enter a wage attachment for a garnishment

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

1. On Work with Wage Attachments Workbench, click Add.



- 2. On Wage Attachment Revisions, complete the following fields:
 - Employee No.
 - Address Number
 - Deduction Number
 - Amount Due
- 3. Complete the following optional fields:
 - Source of Calculation
 - Case Number
 - Date Case Date
 - Obligee
 - Payee
 - No. Deduction Periods
 - Minimum Wage
 - A/P Voucher (Y,N)
 - Original Balance

- 4. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following field:
 - Amount 1 Wage Attachment
 - Wage Attachment Method
- 5. To assign a priority to this wage attachment, click the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
- 6. Click OK.
- 7. If you need to associate fees with the wage attachment, complete the task Assigning Fees or Interest to a Wage Attachment.

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

Field	Explanation
Deduction Number	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Amount Due	 The amount due is either: 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: • DBA setup • Group assignment • Employee assignment
	For wage attachment setup, the system stores the amount due in a different table and does not display it in the DBA instructions for employees.
	You cannot specify the amount due during time entry.
	When the amount due equals zero, the DBA becomes inactive.

Field	Explanation	
Source of Calculation	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	

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	
Wage Attachment Method	The method the system uses to calculate a wage attachment deduction. Valid values are:	
	blankFor a garnishment, the system uses the Garnishment Calculation Tables to calculate the	
	garnishment. For a levy, the system uses the	
	Standard Annual Exemption Amounts and	
	Additional Exemption Amounts tables to	
	calculate the levy. (Use for garnishment and levy).	
	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).	
	A Flat dollar amount. (Use for garnishment, levy	
	and loans).	
	% Percentage of disposable wages (Use for	
	garnishment and levy).	
Wage Attachment Priority	A number which represents the priority in which the Wage	
Number	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.

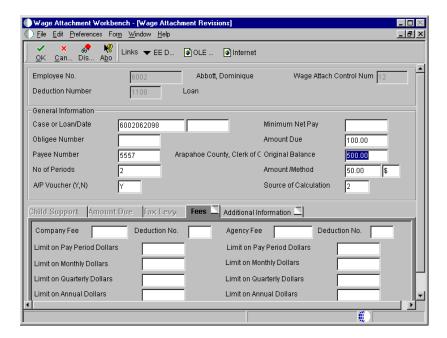
If your company does not charge a fee or interest on a loan to an employee, you might choose to enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

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.

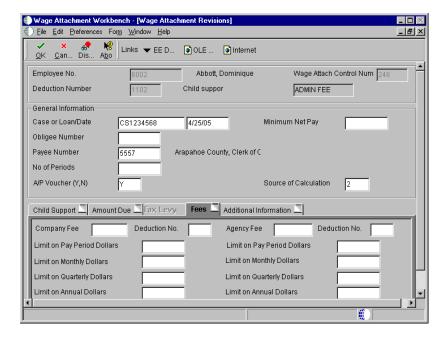
Before You Begin

□ 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.

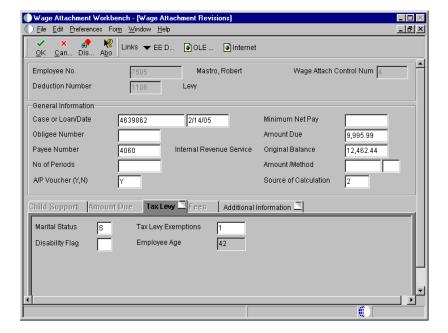
Before You Begin

☐ 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 indicate 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

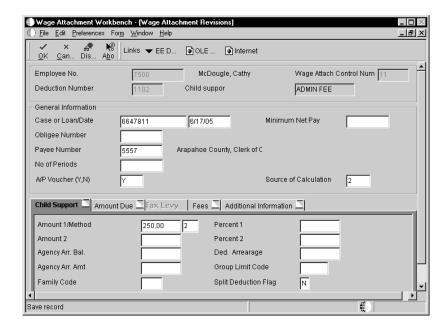
Entering an Ongoing Wage Assignment

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.	
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 assignment Second wage assignment / disposable wages = % of disposable wages for second wage assignment

$$200 / 500 = .40$$

First deduction

Percent of disposable wages for first wage assignment x amount due for first family = amount deducted for first wage assignment

$$.60 \times 325 = 195$$

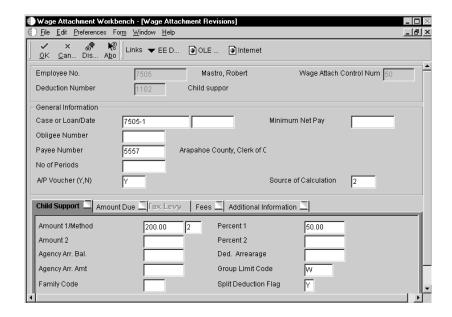
Second deduction

Percent of disposable wages for second wage assignment x amount due for second family = amount deducted for second wage assignment

$$.40 \times 325 = 130$$

To enter a wage assignment with a split deduction

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



1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

See Entering an Ongoing Wage Assignment.

- 2. On the Child Support tab, complete the following fields:
 - Secondary Ded Flag
 - Family Code
- 3. Enter W in the following field:
 - Group Limit Code
- 4. Enter Y in the following field:
 - Split Deduction Flag

The system displays the Employee Level Multiple Child Support Override form.

- 5. On Employee Level Multiple Child Support Override, complete the following fields:
 - Amount or Rate
 - Method of Calculation
 - Source of Calculation

6. Click OK.

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

Field	Explanation	
Group Limit Code	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.	
Penalty	The amount of penalty included in the Wage Attachment.	
Secondary Ded Flag	A field that the system uses to calculate child support deductions. You use this field to indicate whether the system uses the values in the secondary Amount or Percent fields when the number of periods is zero (0). This field applies when you enter either 1, 2, 3, or 4 in the Method field. N Do not use the Amount 2 or Percent 2 fields in the calculation of the child support deduction. When number of periods is 0 (zero), use the Amount 2 field in conjunction with the Percent 1 field. When number of periods is 0 (zero), use the Percent 2 field in conjunction with the Amount 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 fiel 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

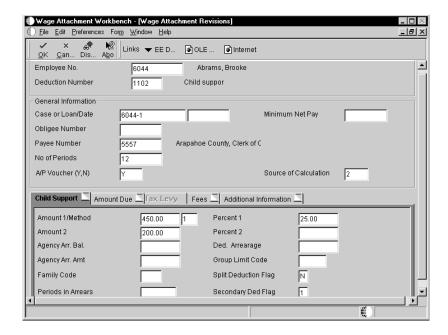
See Also

• 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).



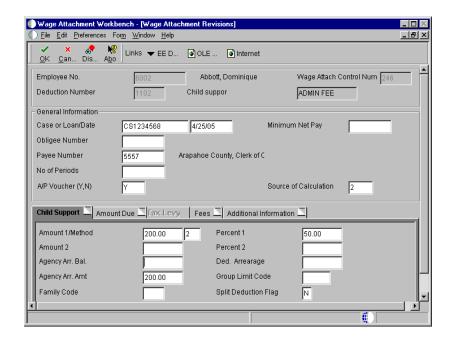
- 1. On Work with Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
 - See Entering an Ongoing Wage Assignment.
- 2. Enter the number of periods for which the arrearage amount must be deducted in the following field:
 - No. Deduction Periods
- 3. Click the Child 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 following field:
 - Wage Attachment Method
- 6. Enter the percentage of the employee's disposable wage that must go toward the total of the ongoing amount and the arrearage amount in the following field:
 - Percent 1
- 7. Enter the ongoing amount only in the following field:
 - Wage Attachment Amount 2
- 8. Complete the following field:
 - Secondary Ded Flag
- 9. Click OK.

To enter arrearage information for separate amounts

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

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.



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).	

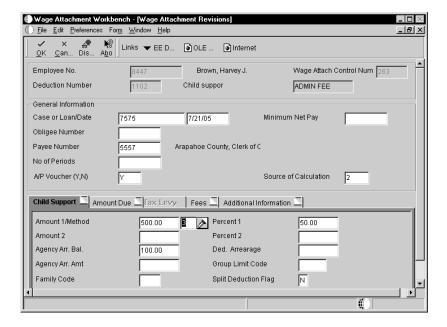
To enter arrearage information for variable wages

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.

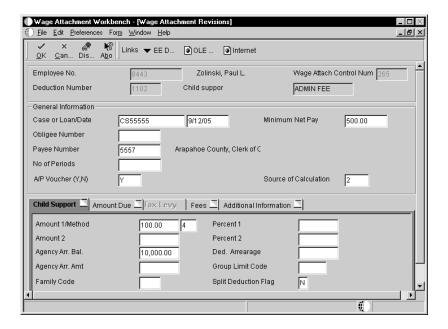
To enter arrearage information with minimum net pay

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	The date on which the Wage Attachment was received	
Received	from the court or administering agency.	

Field	Explanation		
Wage Attachment From Date	The beginning effective date of the wage attachment calculation.		
Thru Date	The ending date of the wage attachment calculation.		
File Number	A number assigned to the Wage Attachment by the issuing agency.		
Tax Area (Work)	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.		
Marital Status	The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions.		
Other Costs	The amount of other costs included in the Wage Attachment.		

Global Solutions: Canada

Field	Explanation
Penalty	The amount of penalty included in the Wage Attachment.

Reviewing Wage Attachment History

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, you can print the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If necessary, you can make corrections to the wage attachment history.

You can review general and historical information for wage attachments by employee, payee, or obligee. You can also review detailed ledger records associated with wage attachments for a specific employee.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the validity of the history integrity.

To review wage attachment history

From the Employee Management menu (G05E1), choose Wage Attachments Workbench.

- 1. On Work with Wage Attachments Workbench, complete the following field and click Find:
 - Address Number
- 2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.
- On Wage Attachment Ledger, review the information.
 If the employee has more than one wage attachment, you can click the Previous or Next button to move from one to another wage attachment.

Related Tasks

Deleting wage attachments

You cannot delete a wage attachment that has historical records associated with it.

Accounts Payable Integration

To streamline your business processes, you can integrate the Payroll system with the J.D. Edwards Accounts Payable system. When you set up accounts payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Nearly every voluntary and involuntary deduction from an employee's paycheck is followed by a payment to a third party for the associated liabilities. For example, the money withheld for payroll taxes must be sent along with any matching employer contributions to the appropriate taxing authorities. Voluntary amounts withheld for employee benefits, such as medical insurance and retirement contributions, must be sent along with any applicable employer benefit contributions to the insurance or pension plan administrators. Court-ordered wage attachments, such as garnishments and child support payments, must be sent to the designated agency or individual.

If you are using the J.D. Edwards Payroll system in conjunction with the J.D. Edwards Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and generating the associated Accounts Payable vouchers. Review-level (pro forma) vouchers are created in the Payroll system during the journal entries step of the payroll cycle. Actual vouchers are created in the Accounts Payable system during the final update step of the payroll cycle.

When you integrate the Payroll and Accounts Payable systems, you can do the following:

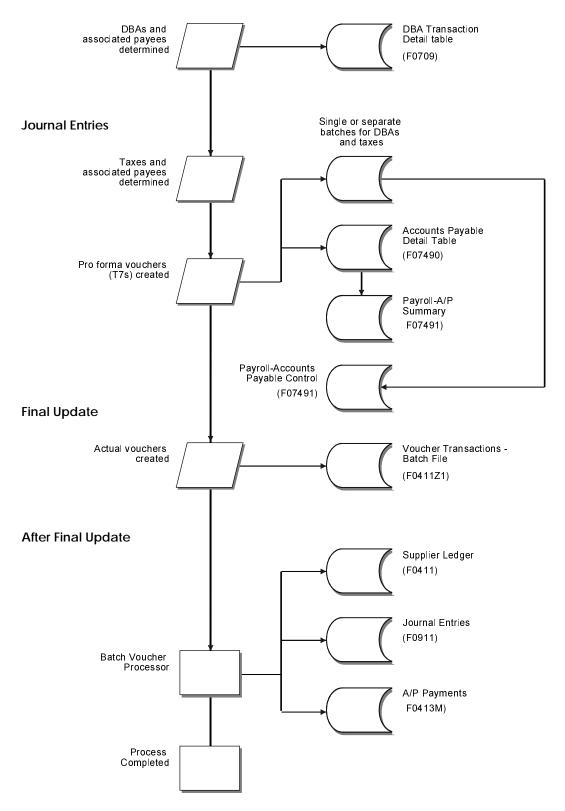
- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

Accounts payable integration includes the following tasks:

Setting up accounts payable integration	
Working with vouchers	

The following graphic shows how vouchers are processed during a payroll cycle:

Pre-Payroll



Process for Creating Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID

In some cases, you might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Setting up accounts payable integration includes the following tasks:

Activating accounts payable integration in company options

Setting up voucher information for tax transactions

Setting up voucher information for DBAs

Setting up payee voucher rules

Before You Begin

In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers. Specify the payment terms that the system uses to calculate the due date for the vouchers. If your system security does not allow Payroll users to set up payees, ask someone in the accounts payable department to set them up. See Entering Supplier Records in the Accounts Payable Guide.

For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See About

Activating Accounts Payable Integration in Company Options

AAIs for A/P in the Accounts Payable Guide.

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		
	0 Create vouchers for both DBAs and taxes that		
	have been setup with A/P integration		
	1 Create vouchers only for DBAs that have been		
	setup with A/P integration		
	2 Create vouchers only for taxes that have been		
	setup with A/P integration		

See Also

• Setting Up Company Options in the HR and Payroll Foundation Guide

Setting Up Voucher Information for Tax Transactions

Vouchering is the process of integrating your Payroll system with the Accounts Payable system to automatically generate an accounts payable voucher (a check or warrant). You can activate vouchering for deductions, benefits, and accruals (DBAs) on the DBA setup form and override it at both the group plan and the employee level. You can use the vouchering feature if the liabilities for most, but not all, of your employees are sent to a specific third party. Before you set up vouchering at the employee or group plan level, you must coordinate with the Accounts Payable department to set up the third-party recipients on the Supplier Master form in the Accounts Payable system.

You generally activate vouchering for taxes on the Tax Area Information form. You enter payees at the tax type level (for example, state of Colorado unemployment tax) if most or all of the companies in your organization remit taxes to the same taxing authority.

You can set up payee voucher rules to control the number of vouchers each third party receives. For example, for wage attachment deductions, you might set the system to create one voucher per employee, whereas for medical insurance premium payments, you might choose to have the system create one voucher per payee for each DBA.

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax ID with the voucher. This ID prints on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. The following table describes the situations in which you would specify a payee at each level:

Tax type If all or most of the companies in your organization remit

payment for a tax to the same taxing authority, entering

payees at the tax-type level is more efficient.

Company If one or more of the companies in your organization

remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in your

organization remit payment for a tax to different taxing

authorities.

For example, you might set up payees at both the tax type and the company level when you have a 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: No, do not generate a voucher 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.

See Also

• Setting Up Tax Area Information in the HR and Payroll Foundation Guide

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

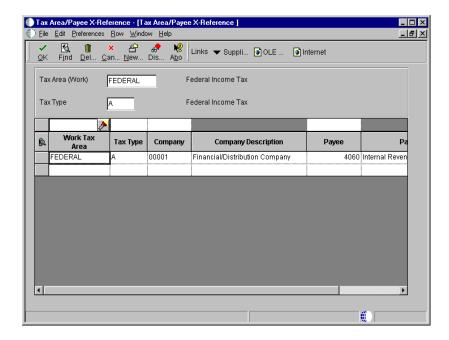
- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

To enter tax payees by company

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Tax Area/Payee Cross-Reference.

- 1. On Tax Area/Payee Cross-Reference, complete the following fields:
 - Work Tax Area
 - T T
 - Co
 - Provider Trustee
- 2. Repeat step 1 for as many companies as necessary. You can enter more than one company for each tax area.



3. Click OK.

Setting Up Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers.

You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the payees for those plans vary. You can also choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

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:

Ц	Activating vouchering for DBAs
	Entering voucher information for group plans

☐ Entering voucher information for individual employees

Before You Begin

Activate Accounts Payable integration for DBAs. See Activating Accounts Payable Integration in Company Options.

Activating Vouchering for DBAs

To use your Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level, if necessary.

If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, complete this task. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

To activate vouchering for a DBA

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

- 1. On Work with PDBAs, to locate the DBA for which you need to activate vouchering, complete the following field, and then click Find:
 - PDBA Code
- 2. Choose a record in the detail area, and then click Select.
- 3. On Basic DBA Information, choose GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.

- 4. On General Accounting/Arrearage Information, complete the following fields
 - Generate A/P Voucher
- 5. To specify a payee for the voucher, complete the following field:
 - Payee
- 6. Click OK.

Field	Explanation
Generate A/P Voucher	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are: No, do not generate a voucher Yes, generate a voucher
Payee	The address book number for the supplier who receives the final payment.
	In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.
	For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.
	Form-specific information
	For fund allocations, this is the address book number of the investment program.

See Also

• Setting Up Essential DBA Information in the HR and Payroll Foundation Guide for instructions on activating vouchering for DBAs. Information about activating vouchering is explained in the information about setting up general accounting and arrearage information.

Entering Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can choose to deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.

To enter voucher information for a group plan

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

- 1. On Work With Group Plan DBA Setup, to locate the group for which you need to enter voucher information, complete the following field and then click Find:
 - Union Code
- 2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
- 3. On Revise Single Group Plan DBA Setup, complete the following field:
 - A/P Voucher (Y,N)
- 4. To enter a payee for the voucher, complete the following field:
 - Payee
- 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: No, do not generate a voucher Yes, generate a voucher
Payee No	The address book number for the supplier who receives the final payment.
	In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.
	For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

See Also

• Entering Employee Deduction, Benefit, and Accrual Instructions in the HR and Payroll Foundation Guide for instructions on entering voucher information for individual employees

Setting Up Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

Payee voucher rules for DBAs include the following:

Voucher Rule 00	One voucher per payee. This is the default rule.		
	Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same		
	voucher. The account might be for different companies.		

Voucher Rule 01 One voucher per employee.

Use this rule for a payee for a wage attachment that you

entered at the employee level.

This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system prints the remark for each voucher, even when multiple vouchers are

included in one payment.

Voucher Rule 02 One voucher per payee for each DBA.

Voucher Rule 04 One voucher per payee for each group plan.

Use this rule for a payee that you entered at the group-plan

level.

Payee voucher rules for taxes include the following:

Voucher Rule 00 One voucher per payee. This is the default rule.

Use this rule to summarize all tax transactions, regardless of

tax type or employee number. When the system

summarizes transactions, it creates separate pay items for different general ledger account numbers on the same

voucher.

Voucher Rule 01 One voucher per payee by employee.

Voucher Rule 02 One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates the following:

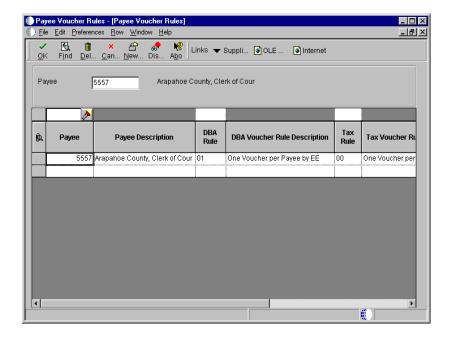
- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

If you need to delete the voucher rules for a payee, click the delete option. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

To set up payee voucher rules

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Payee Voucher Rules.



- 1. On Payee Voucher Rules, complete the following fields:
 - Payee
 - DBA Rule
 - Tax Rule
- 2. Review the information in the following fields:
 - Pymt Terms
 - G/L Offset
- 3. Click OK.

Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

Working with vouchers includes the following tasks:

Reviewing pro forma vouchers by payee
Reviewing pro forma vouchers by employee
Reviewing the payroll voucher journal reports
Reviewing the Wage Attachment Voucher report
Revising voucher information
Reviewing voucher error messages
Transferring voucher information to the Accounts Payable system
Posting payroll vouchers to the general ledger

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the DBA Ledger table (F0709).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each batch has a unique batch number. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This method allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can choose to have the system store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Pay Period Journal Batch Proof report lists these document types.

During the journal entries step of the payroll cycle, the system creates the vouchers and places them in the following tables in the Payroll system:

Payroll - Accounts Payable Detail (F07490) This table lists, by employee, all of the DBA and tax transactions that require vouchers.

Payroll - Accounts **Payable Summary** (F07491)

When the system updates this table, it summarizes the information in the Payroll - Accounts Payable Detail table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.

Payroll - Accounts Payable Control (F07492) such as the number of vouchers in the batch.

This table contains control information about the vouchers,

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries. The system also sends a message to the Workcenter if errors occur when it creates the actual journal entries during final update. You must correct these errors before you can post the journal entries for vouchers.

The system does not automatically post the journal entries for vouchers. You must run a program to post them.

Before You Begin

☐ Process a payroll cycle that includes vouchers.

Reviewing Pro Forma Vouchers by Payee

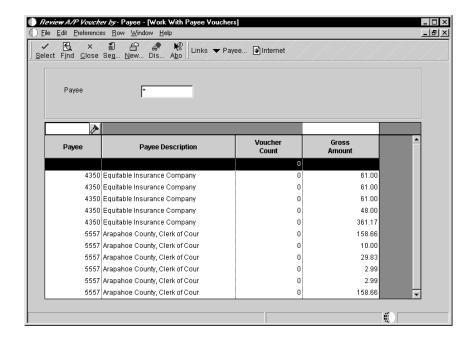
The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

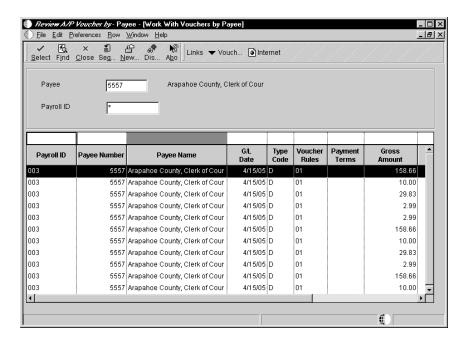
When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

To review pro forma vouchers by payee

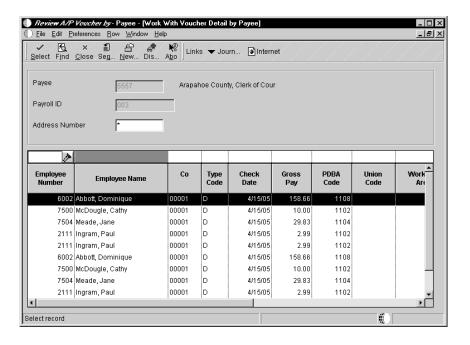
From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by Payee.



- 1. On Work with Payee Vouchers, complete the following field and click Find:
 - Payee Number
- 2. Choose a record in the detail area and click Select.

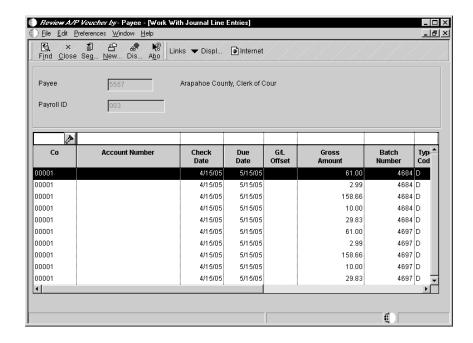


- 3. On Work with Vouchers by Payee, complete the following optional field to limit the vouchers that appear:
 - Payroll ID
- 4. To review all of the vouchers for a payee, review the information in the following fields:
 - G/L Date
 - Type Code
 - Voucher Rules
 - Payment Terms
 - Gross Amount
 - Batch Number
 - Voucher Control
 - Document Number
- 5. To review detailed information about a specific voucher, choose a record in the detail area, and then click Select.



- 6. On Work with Voucher Detail by Payee, review the information in the following fields:
 - Company
 - Type Code
 - Check Date
 - Gross Pay
 - PDBA Code
 - Union Code
 - Work Tax Area
 - Tax Type
 - Case Number
 - Batch Number
 - Account Number
 - Voucher Control

7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Line Entries from the Row menu.



- 8. On Work with Journal Line Entries, review the following fields:
 - Co
 - Account Number
 - Check Date
 - Due Date
 - G/L Offset
 - Gross Amount
 - Batch Number
 - Type Code
 - Voucher Control
 - Remark

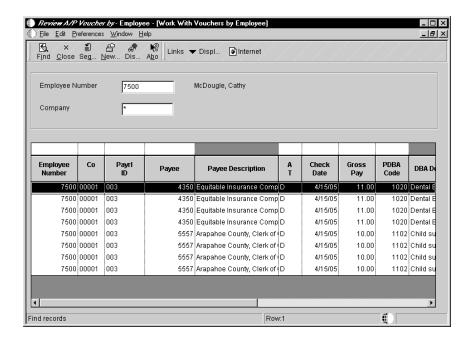
Field	Explanation	
Payee	The address book number for the supplier who receives the final payment.	
	In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.	
	For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.	
Type Code	A code which specifies whether the Payroll A/P transaction is a DBA or a Payroll Tax. D Indicates the transaction is for a DBA T Indicates the transaction is for a Payroll Tax	

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

To review pro forma vouchers by employee

From the Payroll Workbench menu (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

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.

546

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 proforma 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.

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:

During system implementation, you can import and convert the payroll history records in your legacy system to the J.D. Edwards Payroll system.

Acquisitions and mergers

When your organization acquires another company, you can import and convert the payroll history records from the new company's payroll system to the J.D. Edwards Payroll system.

Converting payroll history includes the following tasks:

Generating interim header records

Entering DBA history for data conversion

Updating the DBA Ledger table

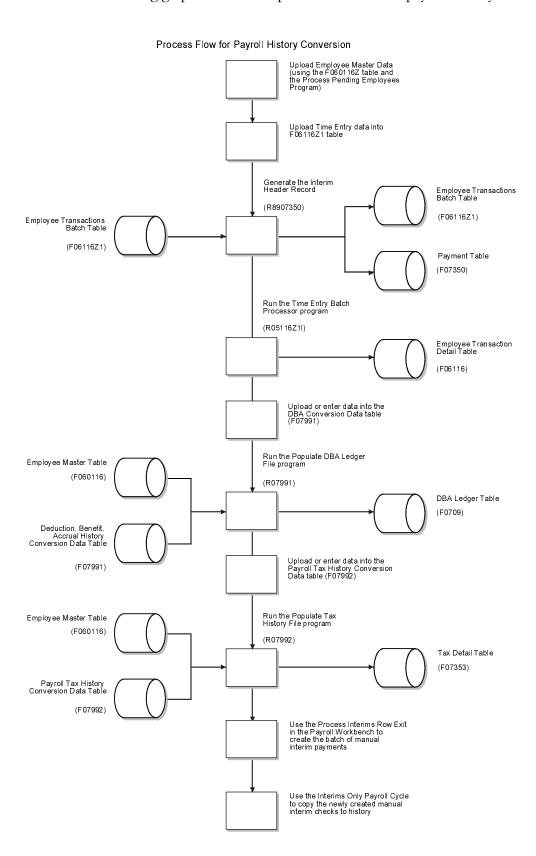
Entering tax history for data conversion

Updating the Tax Detail table

Processing the interim payments for payroll history conversion

When you convert payroll history, you first enter or import employees' DBA and tax history information to temporary tables. Then you transfer the tax history to the Tax Detail table (F07353) and the DBA history to the DBA Ledger table (F0709). These tables hold DBA and tax information that has not yet been processed in a payroll cycle. You use the interim payment function and an interimonly 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:



554 OneWorld Xe (09/00)

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

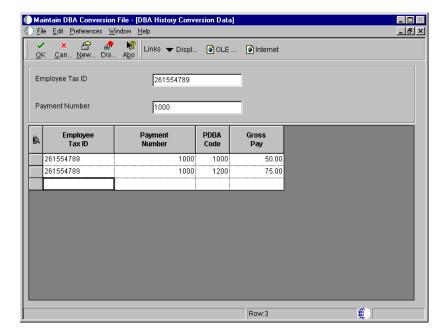
Before you can continue with the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have electronically imported the information, you can review it and make any necessary corrections.

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.
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.

See Also

• Setting Up a Flat File Cross-Reference in the HR and Payroll Foundation Guide for information about electronically importing information.

Updating the DBA Ledger Table

From the Payroll History Conversion menu (G07H3), choose Populate DBA Ledger Table.

After you enter or import DBA history into the Deduction, Benefit, Accrual History Conversion Data table (F07991), you can run a program that updates the actual history table, the DBA Ledger table (F0709), with the DBA history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the DBA History Conversion Data program to make any necessary corrections. When you are satisfied that the information is correct, run the program in final mode to update the DBA Ledger table with the valid information in the Deduction, Benefit, Accrual History Conversion Data table. The system does not update the DBA Ledger table with information that contains errors.

When the system updates the DBA Ledger table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)
- Payment (F07350)
- Payroll Transaction Constants (F069116)

See Also

• Entering DBA History for Data Conversion

Processing Options for Populate DBA Ledger Table (R07991)

Process Tab

1. Proof or Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

- 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

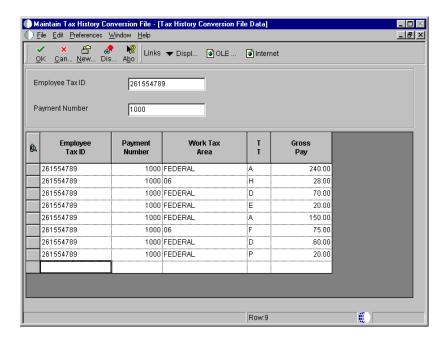
Before you can convert payroll history, you must enter or import employees' tax information into the Tax History Conversion Data table (F07992). If you have electronically imported the information, you can review it and make any necessary corrections.

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 taxarea 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.

See Also

• Setting Up a Flat File Cross-Reference in the HR and Payroll Foundation Guide for information about electronically importing information

Updating the Tax Detail Table

From the Payroll History Conversion menu (G07H3), choose Populate Tax Detail Table.

After you enter or import tax history into the Tax History Conversion Data table (F07992), you can run a program that updates the actual history table, the Tax Detail table (F07353), with the tax history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Tax History Conversion Data program to make any necessary corrections. When you are satisfied that the information is correct, run the program in final mode to update the Tax Detail table with the valid information in the Tax History Conversion Data table. The system does not update the Tax Detail table with information that contains errors.

When the system updates the Tax Detail table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)

Processing Options for Populate Tax Detail Table (R07992)

Process Tab

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

Records of Employment

For basic information about ROE processing in the J.D. Edwards system, review the following topic:
☐ Overview of ROEs
Working with ROEs includes the following processes:
☐ Creating ROEs
☐ Issuing ROEs
☐ Deleting an ROE

Overview of ROEs

Human Resources Development Canada (HRDC) requires employers to issue a Record of Employment (ROE) when an employee has an interruption of earnings. An interruption of earnings occurs when an employee quits, is laid off or terminated, and has seven consecutive calendar days without both work and insurable earnings. Interruptions of earnings also occur when insurable earnings fall below 60 percent of normal weekly earnings due to illness, injury, pregnancy, and so on.

The HRDC uses the ROE to calculate Employment Insurance Benefits for the employee. The ROE that the system generates meets all of the HRDC reporting requirements.

All ROE processing originates on the ROE Workbench.

Creating ROEs

Creati	ing ROEs includes the following tasks:
	Creating a single ROE
	Processing options for ROE Workbench (P770631)
	Creating multiple ROEs

Creating a Single ROE

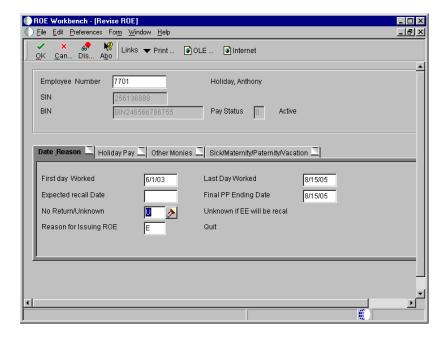
You can enter a single ROE when an employee:

- Takes a leave of absence
- Submits a resignation
- Terminates employment for any reason
- Requests an ROE and a seven-day interruption of earnings has occurred

To create a single ROE

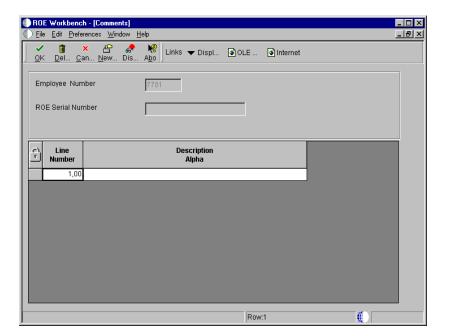
From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, click Add.



- 2. On Revise ROE, complete the following fields on the Date Reason tab:
 - Employee Number
 - First day Worked
 - Last Day Worked
 - Expected recall Date
 - Final PP Ending Date
 - No Return/Unknown
 - Reason for Issuing ROE
- 3. To include Statutory Holiday pay upon termination, click the Holiday Pay tab and complete the following fields:
 - Code
 - Amount
- 4. To include pay (other than regular pay) upon termination, click the Other Monies tab and complete the following fields:
 - Explanation
 - Amount

- 5. To include pay for sick leave, maternity or paternity leave, or wage-loss indemnity, click the Sick/Maternity/Paternity/Vacation tab and complete the following fields:
 - Start Date
 - Amount
- 6. Click either the Per Day or Per Week option to indicate the frequency of the sick pay amount.
- 7. To include vacation pay, complete the following field on the Sick/Maternity/Paternity/Vacation tab:
 - Vacation Pay
- 8. To attach comments to an ROE, choose Comments from the Form menu.



- 9. On Comments, enter any comments and then click OK.
- 10. On Revise ROE, click OK.

Field	Explanation	
First day Worked	The actual day the employee started to work.	
	If you do not know the actual first day worked and the employee has worked for you more than two years, enter the date exactly two years before the interruption of earnings.	
	If the employee has worked for you on several occasions, the date to be entered is the start of the most recent period in which the worker returned to work (since you last issued an ROE to this person).	
Last Day Worked	The actual last date for which the employee was paid.	
	If employee has reached 65 and continues to work enter the date of the last day worked in the month in which the 65th birthday occured.	
Expected recall Date	The date on which the employee can be recalled for employment, if known.	
Final PP Ending Date	The last day of a processing period (pay period, month, quarter or year).	
	Form-specific information	
	The date that corresponds to the end of the payroll processing period during which the employee's last day worked occurred.	
No Return/Unknown	ROE recall flag. Y Yes, employee is expected to be recalled. N No, employee is not expected to be recalled. U It is unknown whether employee will be recalled.	
Reason for Issuing ROE	When a Record of employment is issued, designate the appropriate reason for the work stoppage or interruption.	
	If you choose the following reason code, you must choose the ROE Comments function and attach comments: K Other	
Code	A user defined code (system 06, type HC) that designates the Statutory Holiday defined.	
Amount	Statutory Holiday pay that is paid after the last day worked. The system automatically populates this amount based on the Statutory Pay Table that is indicated in the processing options for ROE Workbench, Box 17/19. The Statutory Pay Table is established on the Worker's Compensation Insurance Basis Tables (P079071).	

Field	Explanation
Explanation	Enter one of the following descriptions of the payments that are paid or payable in contemplation of, on, or after a separation from employment: Pension payments Severance Pay Retiring Allowances Accumulated retirement or sick leave credits Bonuses or Gratuities Wages in lieu of notice Retroactive wage increases A payment in kind All other monies (please specify)
Amount	The amount of the payments that are owed to the employee following an interruption of earnings.
Start Date	The date payments start for paid sick/maternity/parental leave or group wage-loss indemnity payments that begin after the last day worked.
Amount	The rate of the payments, either per day or per week, that an employee will receive for paid sick, maternity, or parental leave, or group wage loss indemnity after the last day worked.
Vacation Pay	The amount of vacation pay that has been paid or is owed to the employee at the time of the interruption of earnings. The system automatically updates this amount, based on the Vacation Pay Table indicated in the processing options for ROE Workbench, Box 17/19. The Vacation Pay Table is established on Workers Compensation Insurance Basis Tables (P079071).

Processing Options for ROE Workbench (P770631)

Multiple ROEs Tab

These processing options define values that will be used when generating multiple ROEs using the Create Multiple ROEs program (R770631A).

1. No Return/Unknown

Use this processing option to indicate whether the employees who are receiving ROEs are expected to be recalled.

The value you enter in this processing option is useful if you are issuing a large number of ROEs to employees who are terminating or being laid off and will likely be rehired together, such as seasonal workers. You can edit individual ROEs after they are created to specify a different return status.

Valid values are:

- Y Yes, employee is expected to be recalled.
- N No, employee is not expected to be recalled.
- U It is unknown whether employee will be recalled.

These valid values are stored in user defined code table 07/RE.

2. Reason for Issuing ROE

Use this processing option to specify the type of work stoppage or interruption for which multiple ROEs are being issued. Valid values for this processing option are stored in user defined code table 06/RT.

If you enter the following reason code, you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE:

K Other

3. Expected Recall Date

Use this processing option to enter the date you expect to recall the employees for whom you are creating ROEs using the Create Multiple ROEs program (R770631A). For example, you would use this processing option if you are issuing ROEs to seasonal workers who will return to work on a predetermined date. Entering a date in this processing option does not obligate you to rehire employees on this date.

Box 17 Tab

These processing options specify the codes used to supply values for vacation pay and Statutory Holiday pay on ROEs (Box 17).

1. Vacation Pay Table

Use this processing option to specify the code that your company uses for vacation pay types. Valid values for this processing option are stored in user defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option allows the system to calculate the amount of vacation pay the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in Box 17A on the ROE.

2. Statutory Holiday Pay Table

Use this processing option to specify the code that your company uses for Statutory Holiday pay types. Valid values for this processing option are stored in user defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option allows the system to calculate the amount of statutory holiday pay the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in Box 17B on the ROE.

Creating Multiple ROEs

You might need to process many ROEs at one time if you have a mass layoff or at the end of a seasonal employment period.

When you create multiple ROEs, you enter information that applies to every employee who is receiving an ROE, such as the reason for the ROE and the expected recall date. You use data selection to specify which employees should receive the ROE.

Before You Begin

☐ Create a version of Create Multiple ROEs (R770631A) with data selection that selects the employees you are creating ROEs for. See *OneWorld Foundation: Creating a Batch Version* and *OneWorld Foundation: Accessing Data Selection and Sequencing for Batch Versions*.

To create multiple ROEs

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

- 1. On Work With ROEs, choose Create Multiple ROEs from the Form menu.
- 2. On Work With Batch Versions Available Versions, choose the appropriate version and click Select.
- 3. Complete the steps to run a report.

Issuing ROEs

Issuin	g ROEs includes the following tasks:
	Printing and updating ROEs
	Processing options for Print ROEs/Update History (R770631B)
	Reissuing an ROE

Printing and Updating ROEs

You must print and issue ROEs to employees within five days of an interruption of earnings. The ROE may be used by the employee to file a claim for EI Benefits.

When you print ROEs, the system updates the EI History table with ROE serial numbers so that the EI history is not included in any subsequent ROE records. The update also keeps a record of ROEs. ROE records must be complete and correct, particularly if the government requests an audit. After successfully printing the ROE, the system locks the employee records in the EI History table (F06176).

In addition to updating history when you print ROEs, you can update history for ROEs that you have issued manually.

Each time you print and update ROEs, the system generates a report if it encounters any of the following exceptions:

- Employee number is not found in the Address Book system.
- Company number is not found in the Address Book system.
- Tax ID number is not found in the tax ID table.
- Insurable gross pay exceeds the yearly limit.
- EI rate for the yearly maximum is not set up.

The system prints an exception report if errors occur during ROE processing.

If you are printing and updating a single ROE when the system detects an error, only the exception report prints. The update is not complete, and the system does not print an ROE.

If you are printing and updating multiple ROEs when the system detects an error, it prints and updates history only for ROEs that are not in error. The system lists each ROE that is in error on the exception report.

Printing and updating ROEs consists of the following tasks:

- Printing and updating multiple ROEs
- Printing and updating a single ROE

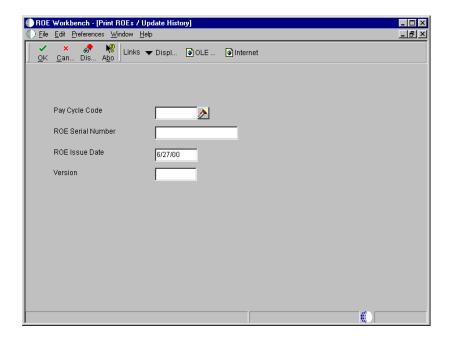
Before You Begin

☐ Create a version of Print ROEs / Update History (R770631B) with data selection that selects the ROEs you are printing and updating. See OneWorld Foundation: Creating a Batch Version and OneWorld Foundation: Accessing Data Selection and Sequencing for Batch Versions.

To print and update multiple ROEs

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, choose Print Multi ROEs from the Form menu.



- 2. On Print ROEs / Update History, complete the following fields and click OK:
 - Pay Cycle Code
 - ROE Serial Number
 - ROE Issue Date
 - Version

To print and update a single ROE

From the ROE Processing menu (G77BUSP16), choose ROE Workbench.

- 1. On Work With ROEs, complete the following field and click Find:
 - Employee ID
- 2. Choose a record in the detail area and then choose Print Single ROE from the Row menu.
- 3. On Print ROEs / Update History, complete the following fields and click OK:
 - Pay Cycle Code
 - ROE Serial Number
 - ROE Issue Date

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
ROE Issue Date	The date on which the ROEs are mailed.
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.

Processing Options for Print ROEs / Update History (R770631B)

Defaults Tab

These processing options define default values that will print on all ROEs.

1. Name of Issuer

Use this processing option to enter the name of the individual who is issuing the ROE. This name will be printed on the ROE.

2. Contact Name

Use this processing option to enter the name of the individual who can be contacted with questions concerning the ROE. This name will be printed on the ROE.

3. Contact Phone Number

Use this processing option to enter the phone number of the individual who can be contacted with questions concerning the ROE. This phone number will print on the ROE.

4. Contact's Preferred Language

Use this processing option to specify the language that is preferred by the individual who can be contacted with questions concerning the ROE. Valid values for this processing option are stored in user defined code table 01/LP.

The contact's preferred language will print on the ROE. This processing option does not determine the language of the ROE.

Employer Phone Number

Use this processing option to enter the phone number of the company that is issuing the ROE. This phone number will print on the ROE.

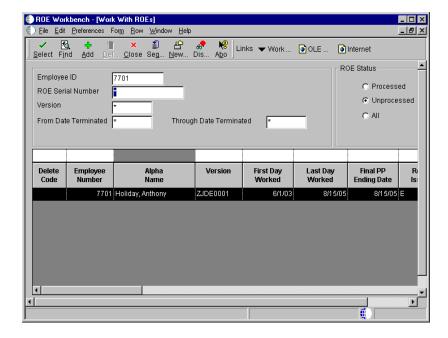
Reissuing an ROE

You can reissue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record and requires you to complete the validation, print, and update sequence again.

When you reissue an ROE, the system creates a duplicate record in the EI History table (F06176). The system stores the original ROE record with the original serial number and a notation that the ROE was reissued.

To reissue an ROE

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.



- 1. On Work With ROEs, complete either of the following fields and click Find:
 - Employee ID
 - ROE Serial Number
- 2. Choose a record in the detail area and then choose Reissue Single ROE from the Row menu.
- 3. Click Yes to reissue the ROE.

- 4. On Re-issue of Issued ROE, complete the following field and click OK:
 - ROE Serial Number

Deleting an ROE

You can delete an ROE that was issued if you determine that the ROE is a duplicate, is in error, or is unnecessary. An unnecessary ROE might be one that you created in anticipation of a layoff that did not subsequently occur.

When you delete an issued ROE, the system unlocks the record in the EI History table (F06176) and deletes the ROE serial number. You use this procedure only after an ROE has been updated to history.

You can delete an ROE before updating it to history. You cannot delete a reissued ROE.

To delete an ROE

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

- 1. On Work With ROEs, complete either of the following fields and click Find:
 - Employee ID
 - ROE Serial Number
- 2. Choose a record in the detail area and then click Delete.

Index

Index

AAIs	As If currency
AAI descriptions	repost, 120
translating, 117	Assigning fees and interest to wage
About timecard automation, 367	attachments, 493
Account Balances table (F0902), 255, 256	Automatic Accounting Instructions. See AAIs
Account Ledger table (F0911), 255, 256, 547	Automatic deposits
transferring voucher information to	setting up, 35
Accounts Payable, 547	Automatic Deposits Bank Register report, 287
Account Translation Report (R09017), 116	Balance currency restatement
Accounts descriptions, 116	multicurrency, 120
Accounts payable integration, 7, 519	Bank information
setup, 523	copying information to the Payroll system,
Accounts Payable Ledger table (F0411), 547	454
transferring voucher information to	Bank Reconciliation - Paid table (F06561), 454,
Accounts Payable, 547	457
Accounts Payable system	Basic Compensation form, 146
integration with Payroll, 7	Basic Compensation Information
Accrual history	processing options, 151
review, 311	Basic DBA Information form, 79
Accruals. See Deductions, benefits, and accruals	correcting DBA setup, 219
(DBAs)	Basis of calculation
setting up, 67	determining for DBAs, 77
Activating Accounts Payable integration in	Basis of Calculation (P059118)
company options, 524	DBA setup, 89
Activating vouchering for DBAs, 530	form, 90, 110, 220
Activating vouchering for tax types, 526	setting up a DBA based on another DBA,
Adding employee records	110
comparison between programs, 123	Basis of Calculation form, 220
Adding text to a DBA, 91	Basis tables
Additional Company Options form, 46	workers compensation insurance, 60
Address Book (P01012)	Benefit history
entering employee information, 132	review, 311
Advanced DBA Information (P059117)	Benefits. See Deductions, benefits, and accruals
form, 220	(DBAs)
Advanced DBA Information form, 105, 220	setting up, 67
Agency arrearage information	Build Formula form, 428
wage assignments, 504	Business Unit Alternate Description Master
Amounts not Equal report, 457	table (F0006D), 116
Arrearage information	Business unit descriptions
wage assignments, 498, 504	translating, 116
combined amounts, 507	Business Unit Translation (R00067), 116
minimum net pay, 511	Calculation tables
separate amounts, 508	correcting errors, 232
variable wages 510	Calculation Tables form

correcting calculation tables, 233	Corporate Tax ID Revisions form, 55
Calendar Month DBA Summary History table	Corporate tax IDs
(F06145), 295, 297	setting up, 55
Calendar month history, 295	Corporate Tax IDs (P059081A), 55
Call Custom Overtime Rule form, 408	Correcting calculation tables, 232
Call custom rule, 407	Correcting DBA calculations, 217
Call rule set rule, 406	Correcting DBA instructions, 224
Call Rule Set Rule form, 407	Correcting DBA setup, 219
Canadian employees	Correcting DBA setup for group plans, 222
identifying, 124	Correcting employee information
Canadian Legislative/Regulatory form, 102	pre-payroll processing, 216
Canadian Tax History table (F0713), 285, 329	Correcting employee records omitted from pre-
Canadian Tax Info by EE form, 157	payroll, 213
Category codes	Correcting errors in pre-payroll processing, 213
pay types, 70	Correcting gross-to-net errors, 235
setting up	Correcting information when DBAs were not
for deductions, benefits, and accruals	calculated for any employee, 218
(DBAs), 109	Correcting information when DBAs were not
Category Codes Revisions form, 109	calculated for one employee, 224
Change Reason (P08EFT)	Correcting missing timecard information, 216
form, 154	Correcting PDBA history errors, 465
Changes-only pre-payroll processing, 236	Correcting PDBA history integrity errors
Chart of accounts	automatically, 469
account descriptions	Correcting PDBA history integrity errors
translating, 116	manually, 466
Check Reconciliation - Update History report, 457	Correcting pre-payroll processing parameters, 221
Check Reconciliation (P070612)	Correcting selection criteria, 214
form, 452	Country code
Check Reconciliation form, 452	on employee information, 124
Checks. See Payments	Create Auto Deposit Tape File - Canadian
printing interim checks, 361, 362	(R77235)
setting up, 35	processing options, 37
Child support. See Wage assignments	Creating a call custom rule, 408
Choosing an exising payroll ID, 185	Creating a call rule set rule, 406
Coexistence	Creating a new payroll ID, 175
payroll, 170	Creating a single ROE, 571
Company options	Creating a timecard accumulator rule, 409
activating accounts payable integration, 523	Creating a timecard change rule, 403
Company Options (P05001C), 43	Creating an interim payroll ID, 344
form, 44	Creating an overtime rule set, 400
payroll processing, 43	Creating employee groups, 372
setting up with default information, 43	Creating formulas, 426
Compensation	Creating multiple ROEs, 577
entering for an employee, 145	Creating overtime rules, 403
tax-deferred, 101	Creating retroactive pay rules, 392
Compressed Payroll Journal (F063951), 256	Creating the workfile for pro forma journal
Control parameters	entries, 256
payroll cycle, 26	Currency
Converting payroll history, 553	As If repost, 120
Copying bank information to the Payroll	balance restatement, 120
system, 454	detailed restatement, 120

domestic - data entry, 119	one-time overrides, 233
foreign - data entry, 119	pre-payroll calculations
multiple, 118	correcting errors, 217
AA ledger, 118	revising voucher information, 545
CA ledger, 118	setting up
XA ledger, 118	based on another DBA, 110
Currency Exchange Rate table (F0015), 119	basic information, 78
Custom overtime rules functions, 442	basis of calculation, 89
Daily transaction rates, 119	category codes, 109
setting up, 119	essential information, 76
default rate, 119	general accounting and arrearage
individual rate, 119	information, 87
spot rate, 119	groups, 91
Data conversion	monetary amount, 77
DBA history, 557	percentage rate, 77
interim payments, 564	tax status for benefits, 100
payroll history, 553	tax status for deductions, 98
tax history, 561	setting up payee voucher rules, 534
updating the DBA Ledger table, 560	setting up voucher information, 528
updating the Tax Detail table, 563	taxable cash benefit, 100
DBA Detail form, 306	taxable noncash benefit, 100
DBA Ledger table (F0709), 537, 557, 560	updating the DBA Ledger table, 560
DBA Register (R073062)	Default exchange rates, 119
report, 283	Deleting an ROE, 585
DBA Register Report	Deleting interim payments, 365
processing options, 283	Delinquency notice text
DBA Review form, 234	translating, 117
DBA Transaction Audit (R073053)	Detailed currency restatement
report, 283	multicurrency, 120
DBA Transaction Detail History table (F0719), 297, 460	Determining the basis of calculation for a DBA 77
DBAs. See Deductions, benefits and accruals	Dialog boxes. See Forms
(DBAs)	Disabled employees
DBAs by Calendar Month form, 302	setting up additional exemption amounts, 481
Deduction, Benefit, Accrual History	Displays. See Forms
Conversion Data table (F07991), 557	Duplicate Pay Cycle form, 26
Deductions	Earnings history, 308
setting up, 67	EI. See Employment insurance
tax-deferred, 101	EI History Revisions (P776176)
Deductions, benefits, and accruals (DBAs)	processing options, 335
activating vouchering for DBAs, 530	EI History Revisions form, 332
adding text, 91	EI History table (F06176), 332, 579, 583, 585
converting history from another system, 557	Employee Additional Information
correcting calculation tables, 232	table (F060120), 121
correcting DBA instructions, 224	Employee Assignment form, 161
correcting DBA setup, 219	Employee Basic Compensation (P0801CMP),
correcting information for one employee, 223	139, 146
correcting setup for group plans, 222	Employee Combo Group form, 378
DBA Transaction Audit report, 283	Employee DBA Instructions (P050181)
determining basis of calculation, 77	form, 225
nontaxable cash benefit, 100	Employee DBA Instructions form, 225
nontaxable noncash benefit, 100	Employee form, 128

Employee groups	Employee Transaction History Summary table
creating employee groups, 372	(F06146), 295, 297, 311, 461, 462
reviewing employee groups, 379	Employee Transaction History table (F0618),
timecard automation, 367, 371	297, 447, 460
Employee Groups (P0186201)	Employee Transactions Batch table
Employee Combo Group form, 378	(F06116Z1), 555, 556
Employee List Group form, 373	Employee Transactions Detail table (F06116),
Employee Select Group form, 375	555, 556
Employees in Group form, 379	Employee Wage Attachments Review (P07107)
Employee history	Wage Attachment Ledger form, 517
creating records, 154	Wage Attachment Revisions form, 487, 494,
Employee information	496, 499, 514
address book information, 132	Employee workcenter, 206
basic compensation information, 145	Employee/Personal (P0801EMP), 128, 133
basic employee information, 128	Employees by Group (R186202)
correcting information for pre-payroll, 216	report, 380
country-specific, 124, 151	Employees in Group form, 379
history	Employment insurance
information, 154	revising history, 332
language, 125	setting up rates, 57
organizational assignment information, 136	setting up tax IDs, 55
personal information, 133	Employment Insurance History (P776176), 332
position and requisition information, 160	Employment Insurance Register report
reviewing vouchers, 543	reviewing, 286
setting up vouchers, 533	Entering a wage assignment with a split
Employee International Data	deduction, 501
table (F060117), 121	Entering a wage assignment with agency
Employee Jobs	arrearage information, 504
table (F060118), 121	Entering a wage attachment for a garnishment,
Employee List Group form, 373	486
Employee Master (F060116), 161	Entering a wage attachment for a loan, 492
Employee Master (P0801)	Entering a wage attachment for a wage
processing options, 163	assignment, 498
Employee Master table (F060116), 121	Entering additional information for a wage
Employee Organizational Assignments	attachment, 513
(P0801ORG), 137	Entering additional tax information for an
processing options, 142	employee, 155
Employee Pay and Tax Register report	Entering Address Book information, 132
reviewing, 284	Entering an ongoing wage assignment, 499
Employee Pay Stub Detail (P07352)	Entering basic compensation information, 145
Work with Paystub Detail form, 205	Entering country-specific employee
Employee Payment Review (P07350)	information, 151
Reprint Payments form, 246	Entering DBA history for data conversion, 557
Work with Employee Payment Review form,	Entering employee history information, 154
196, 202, 205	Entering employee information, 121
Employee records	Entering employee personal information, 133
comparison between programs for adding	Entering interim payments, 347
records, 123	Entering organizational assignment
records omitted from pre-payroll, 213	information, 136
resetting individual employee records, 248	Entering tax payees by company, 527
Employee Select Group form, 375	Entering voucher information for group plans, 531

Entering voucher information for individual employees, 533	Flat monetary amount for DBA setup, 77 Forms
Entering wage attachments for employees, 485	Additional Company Options, 46
Entering wage attachments for tax levies, 495	Advanced DBA Information, 105, 220
Errors	Basic Compensation, 146
correcting PDBA history integrity errors	Basic DBA Information, 79, 219
automatically, 468	Basis of Calculation, 90, 110, 220
correcting PDBA history integrity errors	Build Formula, 428
manually, 466	Calculation Tables, 233
DBA calculations, 217	Call Custom Overtime Rule, 408
	Call Rule Set Rule, 407
employee records omitted from pre-payroll, 213	Canadian Legislative/Regulatory, 102
error codes for PDBA history integrity, 464	Canadian Tax Info by EE, 157
, , ,	· · · · · · · · · · · · · · · · · · ·
gross-to-net, 235	Category Code Revisions, 109
PDBA history integrity, 462	Change Reason, 154 Check Reconciliation, 452
tax recalculation, 239	
transaction integrity errors user defined code	Company Options, 44
list (06/IT), 464	Corpoate Tax ID Revisions, 55
voucher processing, 546	DBA Detail, 306
Examples 470	DBA Review, 234
setting up exemption levies, 479	DBAs by Calendar Month, 302
Splitting a wage assignment deduction	Duplicate Pay Cycle, 26
between families, 501	EI History Revisions, 332
tax area codes, 50	Employee, 128
wages lower than total pretax deductions, 240	Employee Assignment, 161
Execution Control Parameters (P072091)	Employee Combo Group, 378
Pay Cycle Control Parameters form, 28	Employee DBA Instructions, 225
Exemption amounts	Employee List Group, 373
disabilities, 481	Employee Select Group, 375
standard annual, 480	Employees in Group, 379
tables for tax levies, 479	Field/Function Definition, 434
Features	Formula Tester, 430, 431, 432
payment options, 8	Garnishment Table Revisions, 477
payroll environment, 7	General Accounting and Arrearage
payroll history, 8	Information, 530
payroll-cycle processing, 8	General Accounting/Arrearage Information,
printing checks, 9	87
tax calculation, 8	Interim Entry, 349, 352, 357, 358, 359
Federal Tax Distribution Summary report	Interim Header Entry, 345
reviewing, 283	Job Default Window, 139
Federal taxes	National and Fiscal Data - Canada, 152
reviewing reports, 283	One Time Overrides, 235
Fees	Organizational Assignment, 137
wage attachments, 493	Pay Cycle Control Parameters, 28
Field/Function Definition form, 434	Pay Detail, 304
Fields and functions	Pay Period Constants Revisions, 21, 178, 222
timecard automation, 369	Pay Stub History Information, 310
Fields and Functions (P186101)	Pay Type Revisions, 69
Build Formula form, 428	Payee Voucher Rules, 536
Field/Function Definition form, 434	Payment Review and Void, 320
Formula Tester form, 430, 431, 432	Payroll Journal Entries, 257
Final Update (R07250), 289, 290	Payroll Reports Only, 275

PDBA Search and Select, 80	Work with Voucher Detail by Payee, 541
PDBAs by Payroll Month, 300, 468	Work with Vouchers by Employee, 544
Personal, 133	Work with Vouchers by Payee, 540
Pre-Payroll Processing, 177, 185	Workers Compensation Insurance Basis
Print Payment Setup, 34	Table Revisions, 61
Print Payments, 243	Workers Compensation Insurance Revisions,
Print ROEs/ Update History, 581	64
Re-issue of Issued ROE, 584	Formula Tester form, 430, 431, 432
Reports Setup, 31	Formulas
Reprint Payments, 246	creating formulas for timecard automation,
Reset Payroll Parameters, 252	426
Retroactive Pay Rule, 393, 427	deleting formulas for timecard automation,
Revise Holiday Table, 40	429
Revise ROE, 572	revising formulas for timecard automation,
Revise Single Plan Group DBA Setup, 92	429
Revision Multiple Group Plan DBA Setup, 92	Testing formulas for timecard automation, 429
Rule Set, 401, 427	Functions
Tax Area Revisions, 51	custom overtime rules functions, 442
Tax Area/Payee Cross-Reference, 528	deleting functions for timecard automation,
Tax Exemptions, 99	435
Time Entry Revisions, 217	hourly rate functions for overtime
Timecard Accumulator Rule, 412	accumulator rules, 440
Timecard Automation Batches, 420, 422, 423	hourly rate functions for retroactive pay
Timecard Change Rule, 404	rules, 438
Timecard Template, 382, 427	hourly rate functions for timecard templates,
Unemployment Insurance Rate Revisions, 58	438
Void Check window, 322	hours worked function for retroactive pay
Wage Attachment Disability Exemption	rules, 437
Revisions, 482	hours worked function for timecard
Wage Attachment Exemption Revisions, 480	templates, 436
Wage Attachment Ledger, 517	registering functions for timecard
Wage Attachment Revisions, 487, 494, 496,	automation, 433
499, 514	revising functions for timecard automation,
Work Center, 210, 546	435
Work with Batch Versions, 215	timecard automation, 425
Work With DBAs History (Payroll Month), 299	understanding functions for timecard automation, 436
Work with Employee Payment Review, 196,	Gains and loss recognition
202, 205	multicurrency, 119
Work with Journal Line Entries, 542	realized, 119
Work with Pay and Taxes By Month, 329	unrealized, 119
Work with Payee Vouchers, 539	Garnishment Table Revisions form, 477
Work with Payment Distribution Review, 200	Garnishments
Work with Payroll Cycle Workbench, 190	entering a wage attachment for a
Work with Payroll Messages, 210	garnishment, 486
Work with Paystub Detail, 205	table setup, 475
Work With PDBAs, 79	General accounting and arrearage information
Work With PDBAs Review, 467	for DBAs, 87
Work with Tax Detail, 203	General Accounting and Arrearage Information
Work with Timecard Automation Batches,	form
420, 422, 423	activating vouchering for a DBA, 530

General Accounting system, 7	Interim Header Information (P07280)
General Accounting/Arrearange Information	Interim Entry form, 349, 352, 357, 358, 359
form, 87	Interim Header Information form, 345
General ledger	Interim Header Record Creation (R8907350)
posting vouchers, 548	processing options, 557
General Ledger Post Payroll Vouchers report,	Interim payments, 337, 343
548	converting payroll history, 555
General liability insurance. See Workers	deleting interim payments, 365
compensation insurance	how to enter, 347
Gross-to-net errors	interim payroll ID, 344
correcting errors, 235	payroll cycle processing, 360
Group Plan DBA Setup (P059101), 91	payroll history conversion, 564
processing options, 97	printing checks, 361, 362
Group plans	purposes, 338
entering voucher information, 531	types of interim payments, 347
History. See Payroll history	verification, 235
History integrity	voided payments, 360
PDBA. See PDBA history integrity	when to print and update, 338
Holiday pay	Interim payroll ID, 344
setting up, 68	Issued but not Cleared report, 457
Holiday table	Job Default Window form, 139
setting up, 39	Job information
Holiday Table (P776915), 39	employee, 136
Hourly rate	journal entries
creating formulas, 426	payroll cycle, 255
Hourly rate functions for overtime accumulator	Journal entries
rules, 440	payroll cycle, 256
Hourly rate functions for retroactive pay rules,	payroll voucher journal reports, 544
438	reviewing pro forma journal entries, 261
Hourly rate functions for timecard templates,	Language
438	employee preference, 125
Hours worked	Letter Text Table Maintenance (P03B2801),
creating formulas, 426	117
Hours worked function for retroactive pay	Loans
rules, 437	wage attachments, 491
Hours worked function for timecard templates,	Locked records
436	payroll cycle, 170
HR History (F08042), 154	Manual void, 325
Identifying PDBA history integrity errors, 462	Master pay cycles
Individual contracts exchange rates, 119	setup, 19
Insurance. See Unemployment insurance	Message center
Insurance rates	payroll messages, 206
workers compensation, 62	Minimum net pay
Integration	wage assignments, 511
Accounts Payable system, 523	Multicurrency
system, 5	Currency Exchange Rate table, 119
Intercompany settlements	default rate, 119
multicurrency, 119	individual rate, 119
Interest	spot rate, 119
wage attachments, 493	solution summary, 118
Interim Entry form, 349, 352, 357, 358, 359	AA ledger, 118
Interim Header Entry form, 345	CA ledger, 118

XA ledger, 118	Pay types
Multilingual environments	attach notes and text, 68
translation issues, 115	category codes, 70
National and Fiscal Data - Canada form, 152	setting up, 67
National occupation codes user defined code	supplementary, 68
list (05/NC), 17	tax exempt, 70
Nontaxable cash benefit, 100	Pay Types, Deductions, Benefits, and Accruals
Nontaxable noncash benefit, 100	(P059116), 78
One Time Override (P07OTO1)	Basic DBA Information form, 219
DBA Review form, 234	setting up tax status for a benefit, 100
form, 235	Pay types, deductions, benefits, and accruals
One Time Overrides form, 235	(PDBAs)
Organizational Assignment form, 137	pre-payroll processing, 173
Overtime accumulator rules	Paycheck History Summary table (F06156), 297
hourly rate functions, 440	322, 454, 458, 460
Overtime Rule Processing (R186402)	Paychecks. See Payments
report, 413, 414	Payee voucher rules
Overtime rule sets	setup, 534
creating overtime rule sets, 400	Payee Voucher Rules (P07927)
deleting overtime rule sets, 402	form, 536
revising overtime rule sets, 402	Payee Voucher Rules form, 536
submitting overtime rule sets for processing,	Payees
413	entering tax payees by company, 527
timecard automation, 368, 399	reviewing vouchers, 538
Overtime rules	setting up payee voucher rules, 534
creating a call custom rule, 407	Payment Distribution Review (P07351)
creating a call rule set rule, 406	Work with Payment Distribution Review
creating a timecard change rule, 403	form, 200
creating overtime rules, 403	Payment history
custom functions, 442	reconciling automatically, 454
timecard accumulator rule, 409	voiding payments, 319, 321
Overtime Rules (P0186401)	Payment History (P070601)
Call Custom Overtime Rule form, 408	Payment Review and Void form, 320
Call Rule Set Rule form, 407	Void Check window form, 322
Rule Set form, 401, 427	Payment reconciliation, 449, 451
Timecard Accumulator Rule form, 412	• · · · · · · · · · · · · · · · · · · ·
Timecard Accumulator Rule form, 404	Amounts not Equal report, 457 automatic reconciliation, 454
Overview	Check Reconciliation - Update History
	•
payroll system flow, 9 system features, 7	report, 457
	copying bank information, 454 Issued but not Cleared report, 457
system integration, 5 Pay Cycle Control Parameters form, 28	*
• •	manual reconciliation, 451
Pay Detail form, 304 Pay Paried Constants Payrisians (P050061)	Reconciliation Register report, 458
Pay Period Constants Revisions (P059061)	reports, 456
Duplicate Pay Cycle form, 26	reviewing status, 451
form, 178, 222	Payment Reconciliation - Amounts not Equal
Pay Period Constants Revisions form, 21	(R075613A)
Pay Period Constants Revisions form, 21, 178	report, 457
correcting pre-payroll processing parameters, 222	Payment Reconciliation - Issued but not Cleared (R075613B)
Pay Stub History Information form, 310 Pay Type Revisions form, 69	report, 457

Payment Reconciliation - Reconciliation Register (R073241)	final update, 289 journal entries, 255, 256
report, 458	journal entry review, 261
Payment Review and Void form, 320	locked records, 170
Payment table (F07350), 555	payments, 241, 242
Payment types	payroll ID, 169
setting up, 35	payroll system flow, 9
setting up payment types for a payroll cycle,	payroll workbench, 169
32	reports, 274
Payment-control number	printing reports, 274
on Payroll Register report, 276	reprinting payments, 244
Payments	resetting individual employee records, 248
how to void, 321	resetting steps, 247
interim. See Interim payments. See Interim	resetting the payment workfile, 250
payments	resetting the payroll ID, 249
reprinting payments, 244	reviewing general payment information, 195
resetting the workfile, 250	reviewing information, 189
tax information, 202	reviewing payment distributions, 199
types of payments, 241, 242	reviewing payroll messages, 206
unvoiding, 325	reviewing paystub information, 204
Payroll	selecting Canadian employees, 171
overview, 5	setting up payment types, 32
pre-payroll. See Pre-payroll processing	setting up reports, 30
system features, 7	setup, 19
system integration, 5	status, 190
tax area	status codes, 251
defined, 50	tax information for payments, 202
Payroll - Accounts Payable Control table	Payroll Cycle Workbench (P07210)
(F07492), 538	processing options, 186
Payroll - Accounts Payable Detail table	Work with Payroll Cycle Workbench form,
(F07490), 538	190
Payroll - Accounts Payable Summary table	Payroll Exception (R053191)
(F07491), 538	report, 278
Payroll - Review Accounts Payable Vouchers by	Payroll Exception report
Employee (P07499)	processing options, 279
Work with Vouchers by Employee form, 544	Payroll history. See Payroll history integrity
Payroll - Review Accounts Payable Vouchers by	accrual history, 311
Payee (P07497)	benefit history, 311
Work with Journal Line Entries form, 542	calendar month, 295
Work with Payee Vouchers form, 539	converting history from another system, 551
Work with Voucher Detail by Payee form,	553
541	DBA history for data conversion, 557
Work with Vouchers by Payee form, 540	DBA Transaction Audit report, 283
Payroll calculations	earnings history, 308
setting up, 43	generating interim header records, 555
Payroll cycle	integrity reports. See PDBA History Integrity
Canadian considerations, 170	(R077021)
changes only pre-payroll processing, 236	interim payments for payroll history
coexistence, 170	conversion, 564
control parameters	online review, 297
setup, 26	payroll month, 295
country code, 170	PDBA history, 297

PDBA History by Company report, 327	automatic corrections, 468
reviewing payment history, 319	correcting errors, 465
tax history, 329	identifying errors, 462
tax history for data conversion, 561	manual corrections, 466
updating the DBA Ledger table, 560	PDBA History Integrity (R077021)
updating the Tax Detail table, 563	processing options, 463
voiding payments, 319, 321	report, 462, 468
Payroll history conversion, 551	reviewing error codes, 464
Payroll history integrity. See Tax history	PDBA Search and Select (P05PDBAS)
integrity. See PDBA history integrity	form, 80
overview, 459	PDBA Setup (P059116), 68, 102
PDBA history integrity, 461	PDBAs
types of payroll history, 459	setting up, 67
Payroll ID	PDBAs by Payroll Month form, 300, 468
creating a new ID, 175	PDBAs History (P079951)
interim, 344	DBA Detail form, 306
payroll cycle, 169	DBAs by Calendar Month form, 302
pre-payroll processing	Pay Detail form, 304
choosing an existing ID, 185	PDBAs by Payroll Month form, 300, 468
reset, 249	Work With DBAs History (Payroll Month)
Payroll Journal Entries (P07220)	form, 299
Payroll Journal Entries form, 257	PDBAs Integrity Report Review (P077002)
Payroll Journal Entries form, 257	Work With PDBAs Review form, 467
Payroll message center, 206	Percentage rate
Payroll month history, 295	deduction, benefit, and accrual setup, 77
Payroll Payment Register (R07238)	Personal form, 133
report, 287	Personal information for employee, 133
Payroll Register	Populate DBA Ledger table (R07991)
processing options, 277	processing options, 560
	Populate DBA Ledger table (R07992)
Payroll Register (R073012) report, 276	· · · · · · · · · · · · · · · · · · ·
*	processing options, 564
Payroll Reports (P07240)	Position and requisition information
Payroll Reports Only form, 275	update for employee, 160
Payroll Reports Only form, 275	Posting Edit report, 548
Payroll system flow	Posting payroll vouchers to the general ledger,
overview, 9	548
Payroll Transaction History table (F0618), 288	Pre-payroll
Payroll Voucher Journal Detail (P07493)	reductions to mandatory deductions, 240
report, 544 Percell Versels or Learnel Servers and (D07406)	tax recalculations, 239
Payroll Voucher Journal Summary (P07496)	Pre-Payroll Message Center (P07355)
report, 544	Work with Payroll Messages form, 210
Payroll vouchers. See Vouchers	Pre-payroll processing, 173
Payroll workbench	changes only, 236
payroll cycle, 169	choosing an existing payroll ID, 185
Paystub information	correcting DBA calculations, 217
reviewing information, 204	correcting employee information, 216
PDBA. See Pay types, deductions, benefits, and	correcting errors, 213
accruals (PDBAs)	correcting missing timecard information, 216
PDBA history	correcting pre-payroll processing parameters,
PDBA History by Company report, 327	221
review, 297	correcting selection criteria, 214, 215
PDBA history integrity, 461	gross-to-net errors, 235

new payroll ID, 175 Processing payments, 241, 242 omitted employee records, 213 Processing pre-payroll, 173 Pre-Payroll Processing (P07200) Processing records of employment (ROEs), 569 form, 177 Processing the final update, 289 Pre-Payroll Processing form, 185 Processing the interim payments for payroll Pre-Payroll Processing form, 177, 185 history conversion, 564 Print Payment Setup (P072301) Programs and IDs. See specific program names form, 34 P00065 (Translate Business Units), 116 P00123 (Translate AAIs), 117 Print Payment Setup form, 34 Print Payments (P07230) P012501 (Work Center), 210, 546 P03B2801 (Letter Text Table Maintenance), form, 243 Print Payments form, 243 117 Print ROEs and Update History (R770631B) P05001C (Company Options), 43 P050181 (Employee DBA Instructions), 225 processing options, 582 Print ROEs/ Update History form, 581 P051131 (Time Entry), 217 Print Single ROE, 581 P059021 (Table File Revisions), 233 Print/Update ROEs, 580 P059061 (Pay Period Constants Revisions), 21, 26, 178, 222 Printing and updating ROEs, 579 Printing interim checks, 362 P059081A (Corporate Tax IDs), 55 Printing payments, 242 P059101 (Group Plan DBA Setup), 91 Printing payroll-cycle reports, 275 P059116 (Pay Types, Deductions, Benefits, Pro forma journal entries. See Journal entries and Accruals), 78, 100, 219 Pro forma vouchers. See Vouchers P059116 (PDBA Setup), 68, 102 P059117 (Advanced DBA Information), 220 Processing changes-only pre-payroll, 236 P059118 (Basis of Calculation), 90, 110, 220 Processing interim payments, 360 Processing options P05TAX (Tax Exemption Revisions), 98 Basic Compensation Information, 151 P069012 (Tax Area Information), 51 Create Auto Deposit Tape File - Canadian P070601 (Payment History), 320, 322 (R77235), 37 P070612 (Check Reconciliation), 452 DBA Register Report, 283 P07107 (Employee Wage Attachments EI History Revisions (P776176), 335 Review), 487, 494, 496, 499, 514, 517 Employee Master (P0801), 163 P07186 (Stub Information History), 310 Employee Organizational Assignments P07200 (Pre-payroll Processing), 177, 185 (0801ORG), 142 P072091 (Execution Control Parameters), 28 Group Plan DBA Setup (P059101), 97 P07210 (Payroll Cycle Workbench), 190 Interim Header Record Creation (R8907350), P07216 (Reset Payroll Parameters), 252 557 P07220 (Payroll Journal Entries), 257 Payroll Cycle Workbench (P07210), 186 P07230 (Print Payments), 243 Payroll Exception Report, 279 P072301 (Print Payment Setup), 34 Payroll Register, 277 P07240 (Payroll Reports), 275 P072401 (Reports Setup), 31 PDBA History Integrity report, 463 Populate DBA Ledger table (R07991), 560 P07280 (Interim Header Information), 345, Populate Tax Detail table (R07992), 564 349, 352, 357, 358, 359 Print ROEs and Update History (R770631B), P07350 (Employee Payment Review), 196, 202, 205, 246 Reconcile Check History (R075613), 455 P07351 (Payment Distribution Review), 200 Reconciliation Register (R073241), 458 P07352 (Employee Pay Stub Detail), 205 ROE Workbench (P770631), 575 P07353 (Tax Detail), 203 Summary Payroll Register, 278 P07355 (Pre-Payroll Message Center), 210 Time and Pay Entry Journal, 282 P07493 (Payroll Voucher Journal Detail), 544 Processing parameters P07496 (Payroll Voucher Journal Summary), pre-payroll, 221 544

R073012 (Payroll Register), 276 P07497 (Payroll - Review Accounts Payable Vouchers by Payee), 539, 540, 541, 542 R073013 (Summary Payroll Register), 277 R073051 (Time and Pay Entry Journal), 282 P07499 (Payroll - Review Accounts Payable Vouchers by Employee), 544 R073053 (DBA Transaction Audit), 283 P077002 (PDBAs Integrity Report Review), R073062 (DBA Register), 283 467 R073151 (Union Distribution), 447 P079071 (Workers Compensation Insurance R073152 (Union Liability), 447 Basis Table), 61 R073241 (Reconciliation Register), 458 P079211 (Workers Compensation Insurance), R075613A (Payment Reconciliation -Amounts not Equal), 457 P079221 (Unemployment Insurance Rates), R075613B (Payment Reconciliation - Issued but not Cleared), 457 P079261 (Tax Area/Payee Cross-Reference), R077021 (PDBA History Integrity), 462, 468 528 R09017 (Account Translation Report), 116 P07927 (Payee Voucher Rules), 536 R186202 (Employees by Group), 380 R186303 (Timecard Template Processing), P07931 (Wage Attachment Garnishment Table), 477 387, 388 P079311 (Wage Attachment Disability R186304 (Timecard Template Batch Review), Exemptions), 482 P079312 (Wage Attachment Exemptions), R186402 (Overtime Rule Processing), 413, 480 414 P079951 (PDBAs History), 299, 300, 302, R186602 (Timecard Automation Batch 304, 306, 468 Approval/Cancelation), 424 P07OTO1 (One Time Override), 234, 235 R186702 (Retroactive Pay Rule Processing), P0801CMP (Employee Basic Compensation), 139, 146 Provincial Tax Distribution Summary report P0801EMP (Employee/Personal), 128, 133 reviewing, 284 P0801ORG (Employee Organizational Provincial taxes Assignments), 137 reviewing reports, 284 P08EFT (Change Reason), 154 Quantum for Payroll Tax, 49 P09014 (Translate Accounts), 116 Rates P186101 (Fields and Functions), 428, 430, employment insurance, 57 431, 432, 434 Recall expectation user defined code list P186201 (Employee Groups), 373, 375, 378, (07/RE), 18 Reconcile Check History (R075613) P186301 (Timecard Templates), 382, 427 processing options, 455 P186401 (Overtime Rules), 401, 404, 407, Reconciliation Register (R073241) 408, 412, 427 processing options, 458 P186601 (Reviewing and Approving), 420, Reconciliation Register report, 458 422, 423 Reconciling payment history automatically, 454 P186701 (Retroactive Pay Rules), 393, 427 Reconciling payments, 451 P770631 (ROE Workbench), 569 Reconciling payments manually, 451 P776176 (Employment Insurance History), Records of Employment. See ROEs 332 Registers. See Reports P776915 (Holiday Table), 39 Re-issue of Issued ROE form, 584 P779901 (Tax History), 329 Reissuing an ROE, 583 P98305 (Work with Batch Versions), 215 Reports R00067 (Business Unit Translation), 116 Amounts not Equal, 457 R04110Z (Voucher Batch Processor), 547 Automatic Deposits Bank Register, 287 R053191 (Payroll Exception report), 278 Check Reconciliation - Update History, 457 R07238 (Payroll Payment Register), 287 DBA Register, 283 R07250 (Final Update), 290 DBA Transaction Audit, 283

Employee Pay and Tax Register report, 284 creating retroactive pay rules, 392 Employees by Group, 380 deleting retroactive pay rules, 394 Employment Insurance Register report, 286 hourly rate functions, 438 Federal Tax Distribution Summary report, hours worked function, 437 283 revising retroactive pay rules, 394 timecard automation, 368, 391 General Ledger Post Payroll Vouchers, 548 Issued but not Cleared, 457 Retroactive Pay Rules (P0186701) Retroactive Pay Rule form, 393, 427 Overtime Rule Processing, 413, 414 payment reconciliation, 456 Reviewing accrual history, 311 payroll cycle Reviewing and Approving (P0186601) Timecard Automation Batches form, 420, setup, 30 Payroll Exception, 278 422, 423 Payroll Payment Register, 287 Work with Timecard Automation Batches Payroll Register, 276 form, 420, 422, 423 Payroll Voucher Journal Detail, 544 Reviewing earnings history, 308 Payroll Voucher Journal Summary, 544 Reviewing employee groups, 379 PDBA History by Company, 327 Reviewing error codes for the PDBA history PDBA History Integrity, 462, 468 integrity report, 464 Posting Edit, 548 Reviewing general payment information, 196 Provincial Tax Distribution Summary, 284 Reviewing one-time overrides, 233 Reconciliation Register, 458 Reviewing payment distributions, 199 Retroactive Pay Rule Processing, 397 Reviewing payment reconciliation reports, 456 Reviewing payroll cycle information online, 189 Summary Payroll Register, 277 Time and Pay Entry Journal, 282 Reviewing payroll cycle reports, 273 Time and Pay Register, 282 Reviewing payroll history information online, 297 Timecard Automation Batch Approval/Cancelation, 424 Reviewing payroll messages, 207 Timecard Template Processing, 387, 388, 389 Reviewing payroll-cycle information online, 189 Union Distribution, 447 Reviewing paystub information, 204 Union Liability, 447 Reviewing PDBA history, 297 Wage Attachment Voucher, 545 Reviewing pro forma journal entries online, 261 Workers Compensation Insurance Register Reviewing pro forma vouchers by employee, report, 287 Reports Setup (P072401) Reviewing pro forma vouchers by payee, 538 form, 31 Reviewing tax history, 329 Reports Setup form, 31 Reviewing tax information for payments, 202 Reprint Payments form, 246 Reviewing the Amounts not Equal report, 457 Reprinting payments, 245 Reviewing the Automatic Deposits Bank Requisition Activity (F08105), 161 Register report, 287 Requisition Information (F08102), 161 Reviewing the Check Reconciliation - Update Reset Payroll Parameters (P07216) History report, 457 Reviewing the DBA Register report, 283 form, 252 Reset Payroll Parameters form, 252 Reviewing the DBA Transaction Audit report, Resetting individual employee records, 248 Resetting payroll cycle steps, 247 Reviewing the Employee by Group report, 380 Resetting status codes, 251 Reviewing the Employee Pay and Tax Register Resetting the payment workfile, 250 report, 284 Resetting the payroll ID, 249 Reviewing the Employment Insurance Register Retroactive Pay Rule form, 393, 427 report, 286 Retroactive Pay Rule Processing (R186702) Reviewing the Federal Tax Distribution report, 397 Summary report, 283 Retroactive pay rules

Reviewing the Issued but not Cleared report,	printing, 579
457	reissuing, 583
Reviewing the Overtime Rule Processing	updating, 579
report, 414	RRSP plan
Reviewing the Payroll Exception report, 279	setting up deductions for, 101
Reviewing the Payroll Payment Register report,	Rule Set form, 401, 427
287	Screens. See Forms
Reviewing the Payroll Register report, 276	Selection criteria for pre-payroll
Reviewing the payroll voucher journal reports,	correcting, 214
544	Setting up a basic pay type, 67
Reviewing the PDBA History by Company report, 327	Setting up a DBA-based on another DBA, 110 Setting up a holiday table, 39
Reviewing the Provincial Tax Distribution summary report, 284	Setting up a tax-deferred compensation deduction, 102
Reviewing the Reconciliation Register report, 458	Setting up Accounts Payable integration, 523 Setting up additional exemption amounts for
Reviewing the Retroactive Pay Rule Processing	disabilities, 482
report, 397	Setting up basic DBA information, 78
Reviewing the status of a payroll cycle, 190	Setting up category codes for DBAs, 109
Reviewing the Summary Payroll Register report, 277	Setting up company options, 43
	Setting up corporate tax IDs, 55
Reviewing the Time and Pay Entry Journal	Setting up employment insurance rates, 57
report, 282 Perioving the Timesand Templete Retab	Setting up essential DBA information, 76
Reviewing the Timecard Template Batch	Setting up exemption tables for tax levies, 479
Review report, 389 Reviewing the Timecard Template Processing	Setting up garnishment tables, 475
report, 388	Setting up general accounting and arrearage information, 87
Reviewing the Union Distribution report, 447	Setting up group plan DBAs, 91
Reviewing the Union Liability report, 447	Setting up master pay cycles, 19
Reviewing the Wage Attachment Voucher report, 545	Setting up pay types, deductions, benefits, and accruals, 67
Reviewing the Workers Compensation Register	Setting up payee voucher rules, 534
report, 287	Setting up payment types, 33
Reviewing timecards created by timecard	Setting up payroll tax information, 43
automation, 418	Setting up payroll-cycle control parameters, 26
Reviewing voucher error messages, 546	Setting up payroll-cycle reports, 30
Reviewing wage attachment history, 517	Setting up standard annual exemption amounts
Revise Holiday Table form, 40	480 Setting up tables for wage attachments 475
Revise ROE form, 572	Setting up tables for wage attachments, 475
Revising voucher information, 545	Setting up tax area information, 50
Revision Multiple Group Plan DBA Setup form, 92	Setting up tax status for a benefit, 100 Setting up tax status for a deduction, 98
Revsie Single Group Plan DBA Setup form, 92	Setting up the basis of calculation, 89
ROE work stoppage reason user defined code	Setting up the payroll cycle, 19
list (06/RT), 17	Setting up user defined codes, 17
ROE Workbench (P770631), 569	Setting up voucher information for DBAs, 528
processing options, 575	Setting up voucher information for tax
ROEs	transactions, 525
create single ROE, 571	Setting up workers compensation insurance
creating multiple ROEs, 577	rates, 62
deleting, 585	Setting up workers compensation insurance-
holiday table setup, 39	basis tables, 60

Setup	payroll calculations, 43
accounts payable integration, 523	payroll cycle, 19
daily transaction rates, 119	PDBAs, 67
default rate, 119	setting up corporate tax IDs, 55
individual rate, 119	tax area information, 49
spot rate, 119	tax information, 43
master pay cycles, 19	user defined codes, 17
payee voucher rules, 534	System setup for Canada, 13
payment types, 32	Table File Revisions (P059021)
payroll-cycle control parameters, 26	Calculation Tables form, 233
payroll-cycle reports, 30	Tables. See specific table names
user defined codes, 17	(F07350) Payment, 555
voucher information for DBAs, 528	DBA Detail History (F0619), 283
vouchering for DBAs, 530	Employee Master (F060116), 289
vouchering for tax transactions, 526	F0006D (Business Unit Alternate
workers compensation insurance rates, 62	Description Master), 116
workers compensation insurance-basis tables,	F0015 (Currency Exchange Rate), 119
60	F0411 (Accounts Payable Ledger), 547
Split deduction	F0411Z1 (Voucher Transactions - Batch
wage assignments, 501	File), 547
Spot rates, 119	F060016 (Employee Master), 161
Standard annual exemption amounts	F060116 (Employee Master), 121
tax levies, 480	F060117 (Employee International Data), 121
Status codes	F060118 (Employee Jobs), 121
resetting for a payroll cycle, 251	F060120 (Employee Additional Information)
Stub Information History (P07186)	121
Pay Stub History Information form, 310	F06116 (Employee Transactions Detail), 555,
Stub Information History table (F07186), 308	556
Submitting overtime rule sets for processing,	F06116Z1 (Employee Transactions Batch),
413	555, 556
Submitting retroactive pay rules for processing,	F06145 (Calendar Month DBA Summary
396	History), 295, 297
Submitting timecard templates for processing,	F06146 (Employee Transaction History
387	Summary), 295, 297, 311, 461, 462
Summary Payroll Register	F06148 (Tax Area Transaction Summary
processing options, 278	History), 460
Summary Payroll Register (R073013)	F06156 (Paycheck History Summary), 297,
report, 277	322, 454, 458, 460
Supplementary pay types, 68	F06176 (EI History), 332, 579, 583, 585
System integration, 5	F0618 (Employee Transaction History), 297,
Accounts Payable system, 7	447, 460
General Accounting system, 7	F0618 (Payroll Transaction History), 288
graphic, 6	F0627 (Workers Compensation Summary
Payroll system, 5	History), 460
System setup. See Setup	F063951 (Compressed Payroll Journal), 255,
daily transaction rates, 119	256
default rate, 119	F06561 (Bank Reconciliation - Paid), 454,
individual rate, 119	457
spot rate, 119	F0709 (DBA Ledger), 537, 557, 560
employment insurance rates, 57	F0713 (Canadian Tax History), 285, 329
holiday table, 39	F0716 (Tax Ledger), 285
payment types, 35	F07186 (Stub Information History), 308
payment types, 55	10/100 (otab illioillation illistory), 500

F0719 (DBA Transaction Detail History),	tax information for payments, 202
297, 460	updating the Tax Detail table, 563
F07353 (Tax Detail), 561, 563	Tax Ledger table (F0716), 285
F07490 (Payroll - Accounts Payable Detail),	Tax levies
538	additional exemption amounts for disabilities,
F07491 (Payroll - Accounts Payable	481
Summary), 538	example, 479
F07492 (Payroll - Accounts Payable Control),	exemption tables, 479
538	standard annual exemption amounts, 480
F07991 (Deduction, Benefit, Accrual History	wage attachments, 495
Conversion Data), 557, 560	Tax status
F07992 (Tax History Conversion Data), 561,	DBA benefits, 100
563	DBA deductions, 98
F08042 (HR History), 154	Tax type code
F08102 (Requisition Information), 161	defined, 50
F08105 (Requisition Activity), 161	Taxable cash benefit, 100
F0902 (Account Balances), 255, 256	Taxable noncash benefit, 100
F0911 (Account Ledger), 255, 256, 547	Tax-deferred compensation
Tax area code	setting up deductions for, 101
defined, 50	Tax-deferred compensation deductions
Tax area information	setting up limits, 104
setting up, 49	Taxes
Tax Area Information (P069012), 51	activating vouchering for tax types, 526
Tax Area Revisions form, 51	entering tax payees by company, 527
Tax Area Transaction Summary History table	pre-payroll calculations, 239
(F06148), 460	recalculating deductions, 240
Tax Area/Payee Cross-Reference (P079261)	recalculating for employees, 239
form, 528	revising voucher information, 545
Tax Area/Payee Cross-Reference form, 528	setting up payee voucher rules, 534
Tax areas	setting up voucher information, 525
defined, 50	Time and Pay Entry Journal
entering for employees, 151	processing options, 282
tax area codes	Time and Pay Entry Journal (R073051)
examples, 50	report, 282
Tax Detail (P07353)	Time and Pay Register report, 282
Work with Tax Detail form, 203	Time Entry (P051131)
Tax Detail table (F07353), 561, 563	Time Entry Revisions form, 217
Tax Exemption Revisions (P05TAX)	Time Entry Revisions form, 217
form, 99	Timecard accumulator rule, 409
setting up tax status for deduction, 98	Timecard Accumulator Rule form, 412
Tax exemptions	Timecard automation
entering for employees, 155	creating a call custom rule, 407
Tax History	creating a call rule set rule, 406
reviewing, 329	creating a timecard accumulator rule, 409
Tax History (P779901), 329	creating a timecard change rule, 403
Tax History Conversion Data table (F07992),	creating employee groups, 372
561, 563	creating formulas, 426
Tax IDs	creating overtime rule sets, 400
setting up for corporations, 55	creating overtime rules, 403
Tax information	creating retroactive pay rules, 392
converting history from another system, 561	creating timecard templates, 382
setting up, 43	deleting formulas, 429

deleting functions, 435	submitting timecard templates for processing
deleting overtime rule sets, 402	387
deleting retroactive pay rules, 394	timecard automation, 367, 381
deleting timecard templates, 387	Timecard Templates (P0186301)
employee groups, 367, 371	Timecard Template form, 382, 427
fields and functions, 369	Timecard timeplates
functions, 425	hourly rate functions, 438
overtime rule sets, 368, 399	hours worked function, 436
overview, 367	Timecards
registering functions, 433	approving batches, 420, 423
retroactive pay rules, 368, 391	canceling batches, 420, 423
reviewing employe groups, 379	reviewing timecards created by timecard
reviewing timecards, 418	automation, 418
revising formulas, 429	revising batches of timecards, 422
revising functions, 435	revising the status of a batch of timecards,
revising overtime rule sets, 402	423
revising retroactive pay rules, 394	revising timecards created by timecard
revising the status of a batch of timecards,	automation, 420
423	Working with timecards for timecard
revising timecard templates, 387	automation, 417
revising timecards, 420, 422	Transaction integrity errors user defined code
submitting overtime rule sets for processing,	list (06/IT)
413	error codes for PDBA history integrity, 464
submitting timecard templates for processing,	Transactions
387	summarization overview, 521
testing formulas, 429	Transferring voucher information to the
timecard review and approval, 368	Accounts Payable system, 547
timecard templates, 367, 381	Translate AAIs (P00123), 117
understanding functions, 436	Translate Accounts (P09014), 116
working with timecards, 417	Translate Business Units (P00065), 116
Timecard Automation Batch	Translation
Approval/Cancelation (R186602)	AAI descriptions, 117
report, 424	account descriptions, 116
Timecard Automation Batches form, 420, 422,	business unit descriptions, 116
423	considerations for multilingual environments
Timecard change rule, 403	115
Timecard Change Rule form, 404	delinquency notice text, 117
Timecard information	multilingual environments, 115
correcting, 216	user defined codes lists, 117
Timecard review and approval	UDC. See User defined code lists. See User
timecard automation, 368	defined code lists
Timecard Template Batch Review (R186304)	Understanding calendar-month and payroll-
report, 389	month history, 295
Timecard Template form, 382, 427	Understanding custom functions, 436
Timecard Template Processing (R186303)	Understanding recalculation of employee taxes,
report, 388	239
Timecard Template Processing (R186703)	Unemployment Insurance Rate Revisions form
report, 387	58
Timecard templates	Unemployment Insurance Rates (P079221), 57
creating timecard templates, 382	Union Distribution (R073151)
deleting timecard templates, 387	report, 447
revising timecard templates, 387	Union Distribution report, 447

Union Liability (R073152)	agency arrearage information, 504
report, 447	arrearage information for combined amounts.
Union Liability report, 447	507
Unvoiding a payment, 325	arrearage information for minimum net pay,
Updating position and requisition information,	511
160	arrearage information for separate amounts,
Updating the DBA ledger table, 560, 563	508
User defined code lists	arrearage information for variable wages, 510
national occupation codes (05/NC), 17	employees with multiple families, 501
recall expectation (07/RE), 18	example
ROE work stoppage reason (06/RT), 17	splitting deduction between families, 501
transaction integrity errors (06/IT), 464	minimum net pay, 511
translating, 117	ongoing, 499
workers compensation basis table codes	split deduction, 501
(06/IP), 17	Wage Attachment Disability Exemption
Verifying interim payments, 235	Revisions form, 482
Void Check window form, 322	Wage Attachment Disability Exemptions
Voiding payments, 319	(P079311)
manual void, 325	Wage Attachment Disability Exemption
unvoiding a payment, 325	Revisions form, 482
Voiding Payments, 321	Wage Attachment Exemption Revisions form,
Voucher Batch Processor (R04110Z)	480
transferring voucher information to	Wage Attachment Exemptions (P079312)
Accounts Payable, 547	Wage Attachment Exemption Revisions
Voucher Transactions - Batch File table	form, 480
(F0411Z1)	Wage Attachment Garnishment Table (P07931)
transferring voucher information to	Garnishment Table Revisions form, 477
Accounts Payable, 547	Wage Attachment Ledger form, 517
Vouchers, 537	Wage Attachment Revisions form, 487, 494,
activating vouchering for DBAs, 530	496, 499, 514
activating vouchering for tax types, 526	Wage Attachment Voucher report, 545
creating payroll vouchers, 521	Wage attachments, 471
entering voucher information for employees,	additional information, 513
533	common terms, 474
entering voucher information for group	deleting wage attachments, 518
plans, 531	entering for employees, 485
error messages, 546	exemptions for disabilities, 481
payroll summarization, 521	fees, 493
posting to general ledger, 548	garnishment tables, 475
reviewing by payee, 538	garnishments, 486
reviewing journal reports, 544	history, 517
reviewing vouchers by employee, 543	interest, 493
revising information, 545	loans, 491
setting up payee voucher rules, 534	standard annual exemption amounts, 480
setting up voucher information for tax types,	table setup, 475
525	tax levies, 495
setup for deductions, benefits, and accruals	wage assignments, 498
(DBAs), 528	Wage Attachment Voucher report, 545
transferring vouchers to accounts payable,	Windows. See Forms
547	Work Center (P012501)
Wage Attachment Voucher report, 545	form, 210, 546
Wage assignments	Work Center form, 210, 546
	,,

Work with Batch Versions (P98305) form, 215

Work with Batch Versions form, 215

Work With DBAs History (Payroll Month) form, 299

Work with Employee Payment Review form, 196, 202, 205

Work with Journal Line Entries form, 542

Work with Pay and Taxes By Month form, 329

Work with Payee Vouchers form, 539

Work with Payment Distribution Review form, 200

Work with Payroll Cycle Workbench form Reviewing the status of a payroll cycle, 190

Work with Payroll Messages form, 210

Work with Paystub Detail form, 205

Work With PDBAs form, 79

Work With PDBAs Review form, 467

Work with Tax Detail form, 203

Work with Timecard Automation Batches form, 420, 422, 423

Work with Voucher Detail by Payee form, 541 Work with Vouchers by Employee form, 544

Work with Vouchers by Payee form, 540

Workbench

payroll. See Payroll workbench

Workers compensation basis table codes user defined code list (06/IP), 17

Workers compensation insurance

basis tables, 60

rates, 62

Workers Compensation Insurance (P079211) form, 64

Workers Compensation Insurance Basis Table (P079071)

form, 61

Workers Compensation Insurance Basis Table Revisions form, 61

Workers Compensation Insurance Register report, 287

Workers Compensation Insurance Revisions form, 64

Workers Compensation Summary History table (F0627), 460

Working with employee groups, 371

Working with functions, 425

Working with interim payments, 343

Working with overtime rule sets, 399

Working with payment history, 319

Working with PDBA history integrity, 461

Working with pro forma journal entries, 255

Working with retroactive pay rules, 391

Working with timecard templates, 381

Working with timecards for timecard

automation, 417

Working with vouchers, 537

Year-end processing

payroll history integrity, 459