

PeopleSoft®

EnterpriseOne JDE5
Payroll for Mexico
PeopleBook

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Payroll for Mexico PeopleBook
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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 your entire 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.

J.D. Edwards also allows you to integrate easily with ADP. You can process payroll in-house and allow ADP to produce checks and to file tax information for your organization, or you can share your employee information from the J.D. Edwards system with ADP and allow ADP to process the full payroll cycle for your organization. For more information, see *ADP Integration for Human Resources*.

System Integration

To streamline data entry between Payroll and Human Resources users, you enter much payroll-related information into the Workforce Management 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 Workforce Management Foundation system to track the following:

- 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 a human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

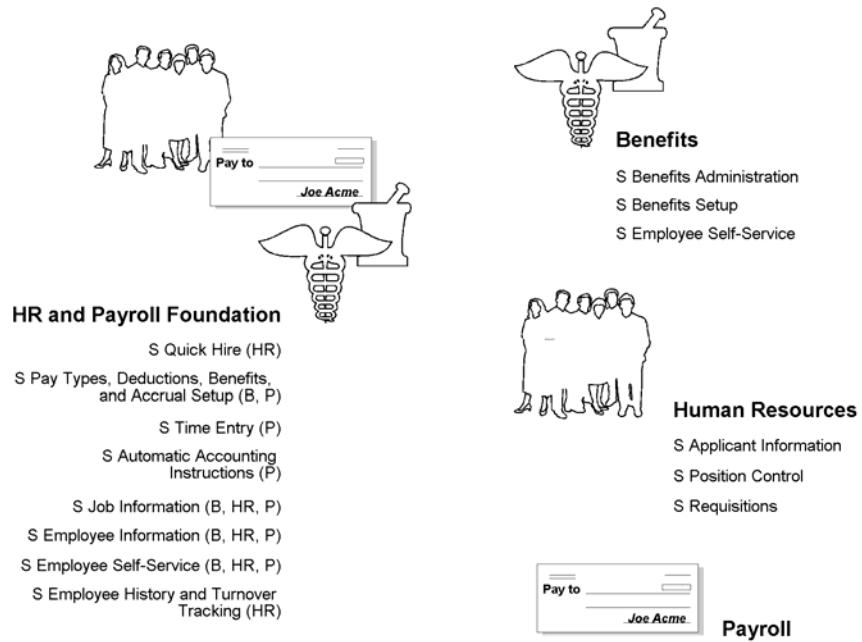
- Eliminates redundant data entry
- Maintains current and accurate information across all of your business operations
- Improves communication among departments

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 Workforce Management Foundation system supports human resources, benefits administration, and payroll:

HR and Payroll System Integration



Key

B = Integrates with Benefits

HR = Integrates with Human Resources

P = Integrates with Payroll

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

Address Book	The Address Book system stores employee names and addresses.
General Accounting	You can integrate Payroll 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 integrate Payroll 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 of 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 features that you can use to meet your payroll processing needs:

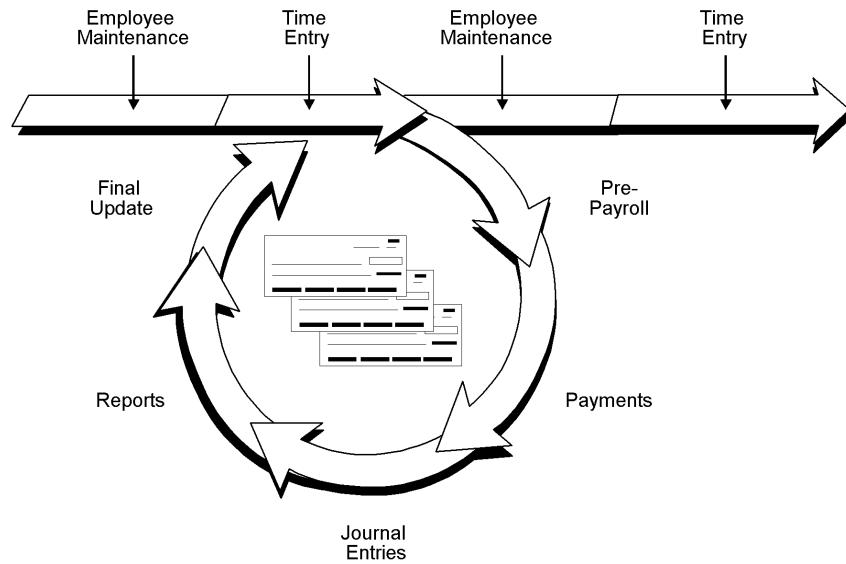
Define your payroll environment	You can use your Payroll system to perform the following tasks, which allow you to define your payroll environment: <ul style="list-style-type: none">• Track information for an unlimited number of companies within your organization• Keep your payroll journal entries in balance when employees work in multiple companies• Set up default values for commonly used information and override default values if necessary• Set up master pay cycles that define your organization's pay periods and corresponding payment dates• Define an unlimited number of employee and employer payroll deductions, benefits, and accruals• Restrict access to confidential information• Process your payroll in a union environment
Simplify tax calculations	You can use your Payroll system to simplify tax calculations in the following ways: <ul style="list-style-type: none">• Identify an unlimited number of taxing entities.• Use the payroll tax program that integrates with the Payroll system. This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, provincial, and local taxes for employees in the United States and Canada. For employees in Mexico, Australia, and New Zealand, you set up payroll tax calculations in the Payroll system.• Calculate taxes for employees who work in more than one state or province during a single pay period.
Offer various payment options to employees	You can set up employees to receive their payments by check, automatic deposit, or a combination of these forms of payment.
Process payroll cycles efficiently	When you process payroll cycles, you can do any of the following tasks: <ul style="list-style-type: none">• Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.• Review employee payroll information and make any necessary changes before you print payments. You can review and, if necessary, rerun the steps in the payroll cycle.• Manage the sequencing of employee 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 that 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 you can 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 every time that 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 indicates 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 perform employee maintenance in the Workforce Management 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 Workforce Management Foundation system.

Pre-Payroll

Pre-payroll processing creates the workfiles that the system needs 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 that list deductions, benefits, and accruals (DBAs); taxes withheld; and any unique overrides used in the calculations

Payments

Payments are the forms that employees receive upon payment. 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 automatically post the journal entries 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.

Setup

System Setup

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

Setting Up Your System for Localization

You must complete the system setup tasks that are detailed in the *Payroll Guide* and in the *Workforce Management Foundation Guide* as well as country-specific tasks for Mexico.

Setting Up User Display Preferences

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

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

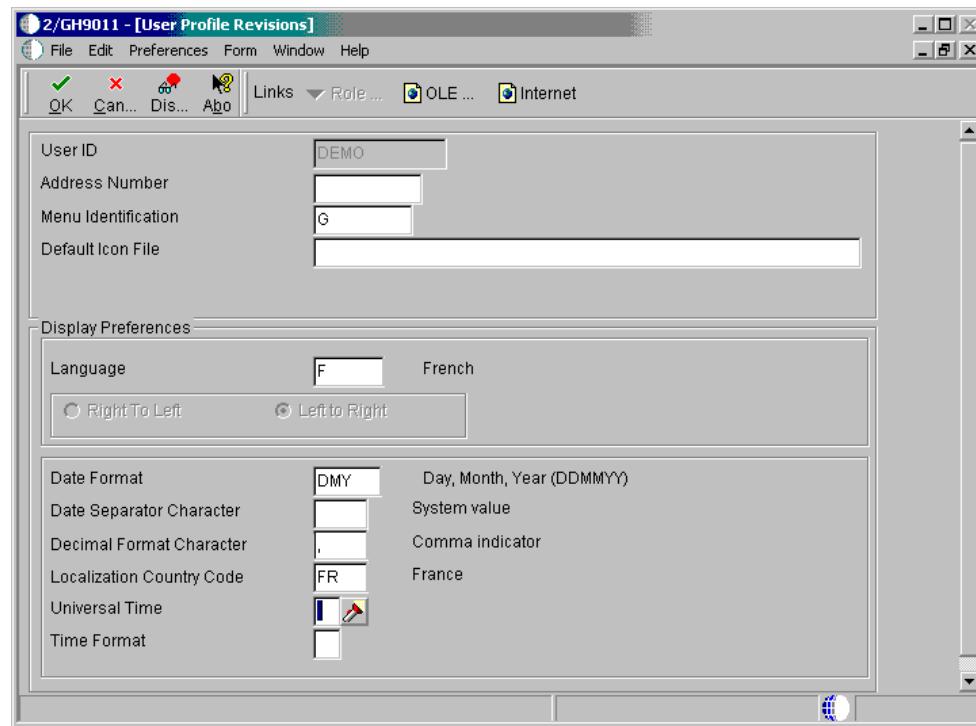
You use localization country codes to specify the country in which you are working. J.D. Edwards supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes. In addition, the Description 02 field contains the localization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

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

► To set up user display preferences

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

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



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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

See Also

- *User Profiles in the OneWorld® System Administration Guide*

Processing Options for User Profiles (P0092)

Processing

1. Enter a '1' to run in Proof Mode. A blank defaults to Final Mode.

Processing Con

2. Enter the values to be used in creating the User Profile records.

Enter a '1' to use initials plus address book number in the User Id. Blanks default to just the address book number.

Group

Fast Path

Language
Date Format
Date Separator Character
Date Format Character
Country
Processing Con
3. Entering in environments for the users will override what is already associated with the specified group profile.
Environment 1
Environment 2
Environment 3
Environment 4
Environment 5
Environment 6
Environment 7
Environment 8
Environment 9
Environment 10
Environment 11
Environment 12

Setting Up User Defined Codes

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.

See Also

- *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for complete instructions on setting up user defined codes
- *Understanding User Defined Codes* in the *Workforce Management Foundation Guide* for a list of additional user defined codes that apply to human resources.

User Defined Codes for Payroll

The following user defined code tables are used for payroll processing.

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 want 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 to include 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 (06/HC)

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

Insured Basis Table Codes (06/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 that you want 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 has 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.

Processing Quarter (07/QU)

You use processing quarter codes to identify which quarter of the calendar year you want to include in reports.

User Defined Codes for Mexico

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

Apply Limit To Codes (76/FL)

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

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

Available Reports (76/PE)

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

Bank Transit Codes (06/BC)

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

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

Country Codes (00/CN)

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

- MXP - Mexican Pesos
- BD - Food Bonus

Day Worked (06/DS)

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

Denomination Codes (06/DN)

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

Disability Type Codes (76M/DT)

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

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

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

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

Exemption Basis Codes (76M/EB)

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

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

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

Family Medical Center Codes (76M/MF)

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

Geographic Zone Codes (76M/SM)

You use geographic zone codes when you set up minimum wage information, union information, and Integrated Daily Salaries (IDS) calculations.

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

IDS Type Codes (76M/SD)

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

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

Include/Exclude Based On Codes (76/EE)

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

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

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

Income/Tax Codes (76M/IT)

Income/tax codes correspond to the categories on the Income/Tax Certificate. You use income/tax codes to specify the category in which a Pay Type, Deduction, Benefit, or Accrual (PDBA) should be reported.

These codes are hard coded and should not be changed.

Kind of Calculation Table Codes (76M/CT)

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

Kind of Table Codes (76M/KT)

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

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

These codes are hard coded and should not be changed.

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

You use kind of worker for IMSS (Instituto Mexicano del Seguro Social) codes to indicate the type of contract under which an employee has been hired. These codes are used for IMSS reporting. Valid values are:

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

These codes are hard coded and should not be changed.

Limit Basis Codes (76M/LB)

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

- DBA - Existing DBA
- SB - Base Salary
- SDI - SDI IMSS
- SMG - General Minimum Salary
- SMZ - Zone Minimum Salary

These codes are hard coded and should not be changed.

Liquidation Method Codes (76M/LM)

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

- A - Amount
- F - Factor

These codes are hard coded and should not be changed.

Liquidation Type Codes (76M/LC)

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

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

These codes are hard coded and should not be changed.

Lists for Basis of Calculation Codes (76/BP)

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

- PN - Normal Income
- DT - Days Worked

These codes are hard coded and should not be changed.

Loan Type Codes (76M/PT)

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

Method of Calculation Codes (06/DM)

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

Mexican Processes Codes (76M/PM)

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

- ABS - Attendance Bonus
- AG - Christmas Bonus
- BD - Food Bonus
- CA - Mutual Savings Fund

- FA - Savings Fund
- PBS - Production Bonus
- PTU - Profit Sharing
- PV - Vacation Bonus
- VAC - Vacations

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

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

Mexican Tax Table Codes (76M/MT)

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

- M91 - Method 1991
- T80 - Article 80
- 141 - Article 141

Payment Type Codes (76M/PA)

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

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

These codes are hard coded and should not be changed.

Percentage Type Codes (76M/TP)

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

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

These codes are hard coded and should not be changed.

Reduced Shift Codes (76M/JR)

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

Retirement Fund Bank Codes (76M/BA)

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

Salaries for Calculation Codes (76M/SC)

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

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

These codes are hard coded and should not be changed.

Savings Fund Process Codes (76M/SF)

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

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

Special Calculation Method Codes (76M/MC)

You use special calculation method codes with special process codes to specify the method that is used for Mexico-specific PDBA calculations. Valid codes are:

- CA - Mutual Savings Fund
- DIV - Division
- DT - Days Worked
- EXCDF - Excess Difference
- EXEM - Exemptions
- FA - Savings Fund
- IMPTO - Tax Calculations
- IMSS - IMSS Insurance
- INF - INF Credit
- LOAN - Special Loans
- MULT - Multiplication
- NETO - Adjuste Neto
- SALCA - Salary Calculation

These codes are hard coded and should not be changed unless you create a new calculation method.

Special Process Codes (76M/SP)

You use special process codes with special calculation method codes to specify the method that is used for Mexico-specific PDBA calculations. Valid codes are:

- 141 - Tax Article 141
- AJANT - Adjuste Neto Ant.
- ANETO - Adjuste Neto
- ART80 - Tax Article 80
- ART86 - Tax Article 86
- CA - Additional Quota Insurance
- CCA - Contribution to Mutual Savings Fund
- CF - Fixed Quota Insurance
- CFA - Contribution to Savings Fund
- CINF - INF Credits
- CS - Tax Salary Credit
- CV - Unemployment and Advanced Age
- EG - General Illness Insurance
- EST - State Tax
- GRD - Child Care Insurance
- I% - Tax Percentage
- INF - INFONAVIT Insurance
- INT - Interest
- IV - Invalidity and Life Insurance
- PD - Money Insurance
- REP - Retirement Fund Special
- RT - Work Risk Insurance
- SAR - Retirement Fund Insurance
- SB - Tax Subsidy
- TP - Tax Percentage

These codes are hard coded and should not be changed unless you create a new calculation method.

SS Insurance Codes (76M/SS)

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

- EG – General Illness Insurance
- IV – Invalidity and Life Insurance

- PD – Money Insurance
- CF – Fixed Quota Insurance
- CA – Additional Quota Insurance
- REP – Retirement Fund Sp. Provision
- GRD – Child Care Insurance
- CV – Unemployment and Old Age Ins.
- SAR – Retirement Insurance Fund
- INF – INFONAVIT Insurance

Tax Adjustment Codes (76M/TA)

Tax adjustment codes correspond to the categories that are used for annual tax reporting. You use tax adjustment codes to specify in which category a PDBA should be reported.

These codes are hard coded and should not be changed.

Tax Type Codes (76M/TX)

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

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

Caution

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

Termination/Change Reason Codes (06/T)

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

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

- A - Hire
- R - Rehire
- C - Changes
- B - Terminations

Termination Payment Codes (76M/TE)

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

- GA - Gratification by Service Year

- PA - Seniority Bonus
 - PF - Indemnification Fixed Part
 - PX - Indemnification Exempt
 - 99 - Indemnification Tax
-

Caution

Do not change the Indemnification Tax code (99).

Termination Transaction Status Codes (76M/TS)

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

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

These codes are hard coded and should not be changed.

Triple Time Integration Codes (76M/TT)

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

These codes are hard coded and should not be changed.

Vacation Bonus Payment Codes (76M/VP)

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

- D - Based on Days
- F - Factor

These codes are hard coded and should not be changed.

Variability - Integration Period Codes (76M/VI)

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

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

These codes are hard coded and should not be changed.

Variability Codes (76M/VA)

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

- IMSS - Variability IMSS
- INF - Variability INFONAVIT

These codes are hard coded and should not be changed.

Variability Limit - Basis Codes (76M/VB)

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

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

Variability Limit Based On Codes (76M/LV)

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

These codes are hard coded and should not be changed.

Wage and Salary Report Codes (76M/WA)

Wage and salary report codes correspond to the categories on the Wages and Salaries Stratified report. You use wage and salary report codes to specify in which category a PDBA should be reported.

These codes are hard coded and should not be changed.

Setting Up Company Information

Before you can use any features of the Payroll system, you need to define company information.

Setting Up System Options

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

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

- Pay information** To ensure that you enter acceptable pay rates for employees, set up the system to verify appropriate pay types for an employee's pay grade or pay-grade step.
- Employee history and turnover** To define whether you want to keep historical records of employee information, set up employee history and turnover options. These options are crucial to successful history and turnover tracking.
- Recruitment** To automate the process of creating and maintaining requisitions, set up requisition information.
- Position control information** To create, monitor, and control position budgets, set up position information.

Before You Begin

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

► To set up general options

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

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

The screenshot shows the 'HRM Foundation System Options' dialog box. At the top, there are buttons for OK, Cancel, Form, Tools, and Help. A dropdown menu shows 'Active Foundation'. On the right, there are links for Personalize, Change Role, and Sign Out. The main area contains several sections: 'Data File Library' (with a field for 'HR Subsystem Name' containing 'HRSBS'), 'Tracking Information' (checkboxes for Employee History, Position Control, Employee Turnover, Track by Effective Date, Employee Assignment Window, and Display Salary (Annual/Effective)), 'Requisition Criteria' (checkbox for Automatically Add Requisition with 'Yes' selected), and 'Pay Rate Edit' (checkbox for Pay Range/Step Edit with 'No edit' selected). The title bar of the window says 'PeopleSoft'.

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

See *Setting Up History and Turnover Constants* for World software.

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

► To set up position control options

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

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

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

2. On HRM Foundation Position Control Options, complete the following fields:

- Position Id Required
- Pay Rate Source
- Pay Grade Step Progression Rate Source
- Salary Default Source
- Rate Change in Projections
- Position Budget Edit - Salary
- Position Budget Edit - FTE
- Position Budget Edit - Hours
- Position Budget Edit - Headcount

Setting Up Company Options

You set up company options to define default information that applies to all of the companies within your organization, and to define additional information that is specific to individual companies within your organization.

Typically, you first set up options for the default company, Company 0 (zero). You can also set up company options for each company within your organization. If you do not set up

company options for a company within your organization, the system uses the default company options when processing information for that company.

If you set up company options for each company within your organization, you can override some of the default company options. 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.

Some of the default company options apply to all of the companies within your organization, and cannot be overridden at the individual company level. For example, if you signify that you are not using accounts payable integration or step progression processing at the default company level, none of the companies within your organization can use these options. However, if the default company options are set to activate these options, it is not necessary for all companies in your organization to use them. For example, if you have only one company within your organization that processes step progression information, you must set the default company options to allow step progression processing.

You also set up company options to control payroll processing for the employees of each company. For example, you define the following information at the default company level:

- How the system retrieves PDBA history
- Whether the system overrides home company information on timecards
- Whether each company and business unit use the same debit account for automatic deposit processing
- How the system determines payment dates during payroll processing

You must set up company options for the default company before you can process a payroll or account for labor.

Note

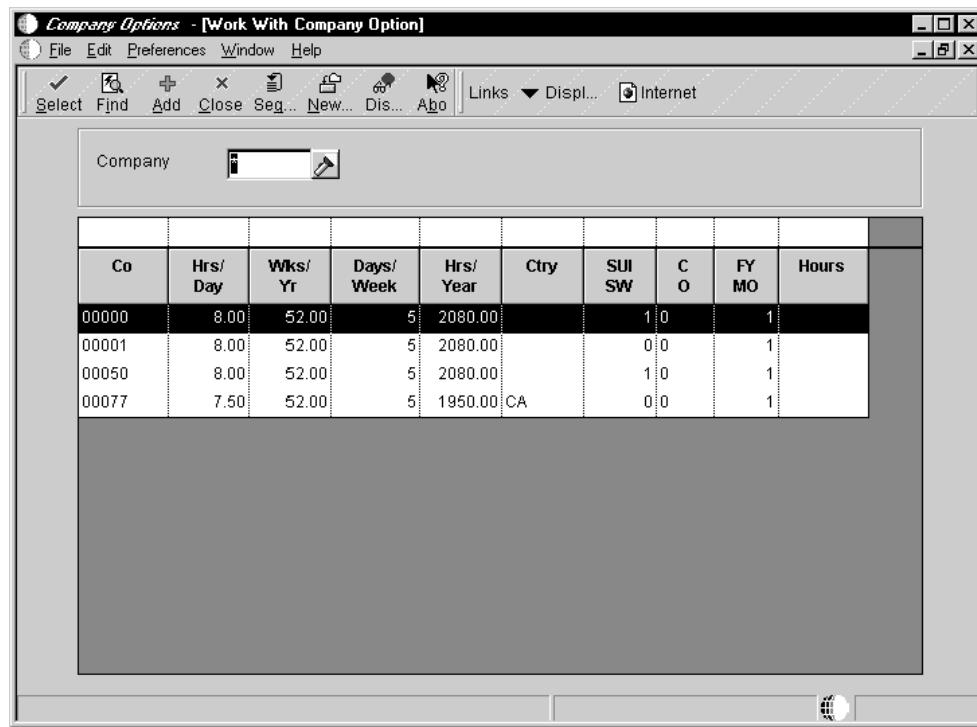
If you use the J.D. Edwards General Accounting system, you must set up separate company options for that system. See the General Accounting Guide for further instructions.

Before You Begin

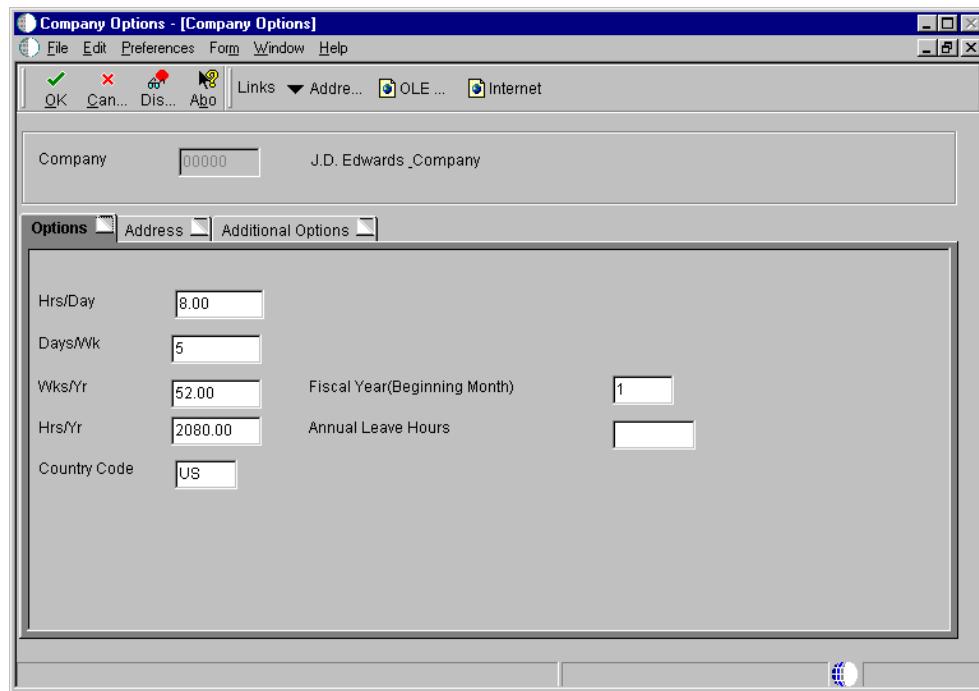
- ❑ Verify that the companies within your organization have been set up in the General Accounting system. Typically, the Accounting Department is responsible for setting up companies.

► 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. On Confirm Delete, click OK.
4. To add new company options, click Add.

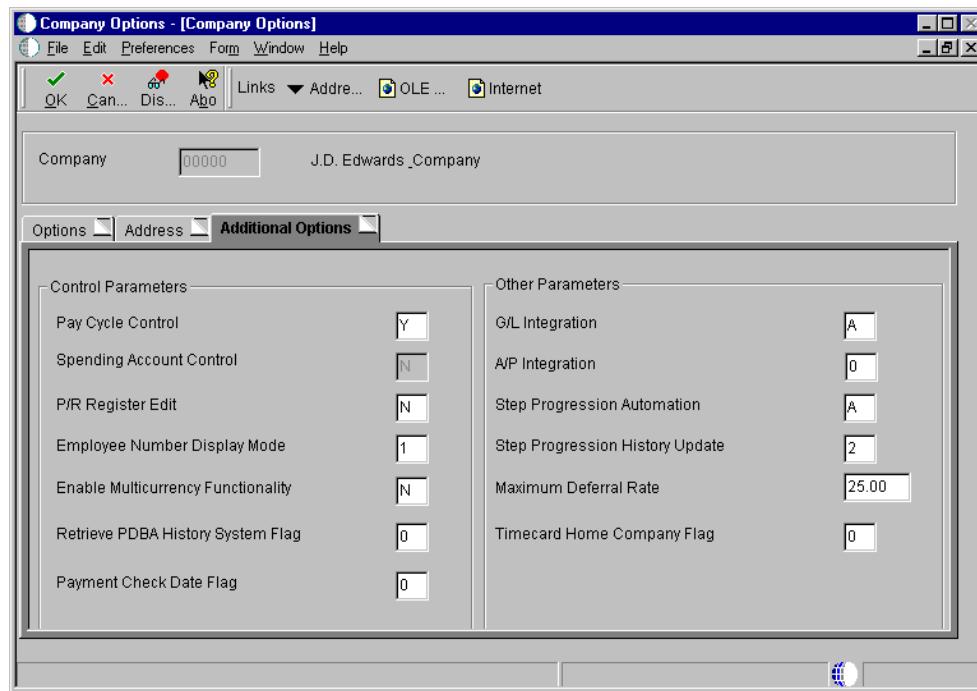


5. On Company Options, complete the following field:
 - Company
6. To define standard working times, on the Options tab, complete any of the following fields:
 - Hrs/Day
 - Days/Wk
 - Wks/Yr
 - Hrs/Yr
7. To define a country code for the default company, or to use a country code for this company that varies from the country code at the default company level, complete the following field:
 - Country Code
8. To define payroll information, complete the following fields:
 - Fiscal Year(Beginning Month)
 - Annual Leave Hours
9. Click the Address tab and complete the following fields that are not already provided by default information:

- Mailing Name
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State
- Postal Code
- County

10. If you are setting up company options for the default company, click the Additional Options tab and complete the following fields:

- Pay Cycle Control
- Spending Account Control
- P/R Register Edit
- Employee Number Display Mode
- Enable Multicurrency Functionality
- Retrieve PDBA History System Flag
- Payment Check Date Flag
- G/L Integration
- A/P Integration
- Step Progression Automation
- Step Progression Process
- Maximum Deferral Rate
- Timecard Home Company Flag
- Process Employees by Business Unit



11. Click OK.

See Also

- *About Accounts Payable Integration* for more information about creating vouchers for payroll taxes and liabilities.
- *Understanding Accounts Payable Integration* for more information about creating vouchers for payroll taxes and liabilities
- *Setting Up Debit Account Information for Automatic Deposits* for more information about creating automatic deposit bank files

Setting Up Country-Specific Company Options

When you set up a Mexican company for Payroll, you must set up country-specific information to use in tax calculations and government reporting. This information is stored in the Specific Company Information for Mexico table (F76M0001).

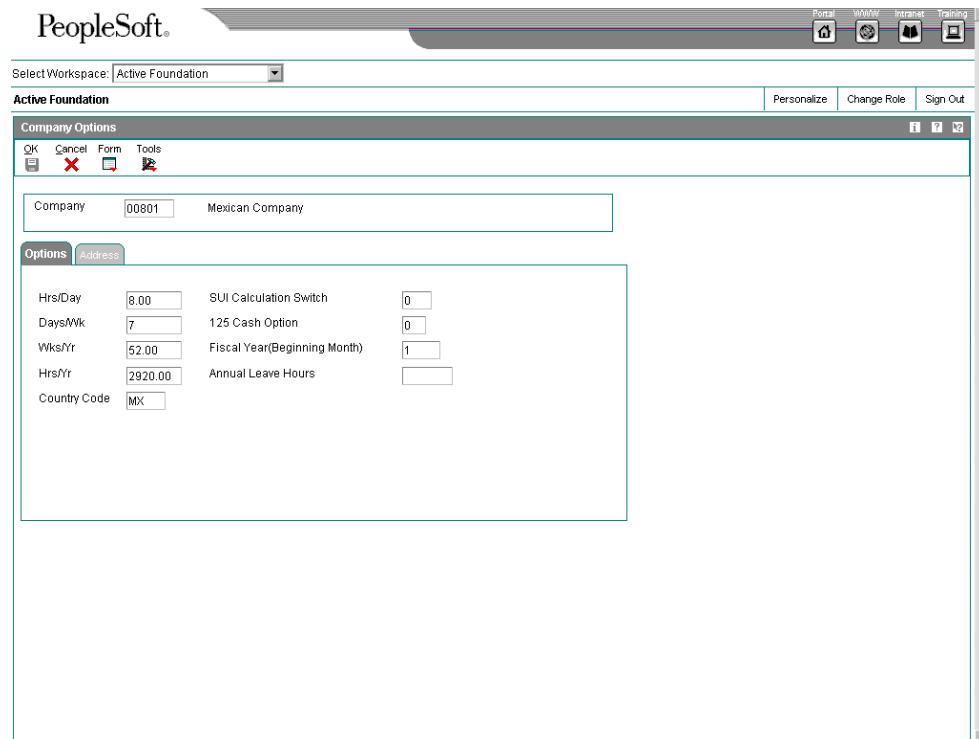
Before You Begin

- Set up company options. See *Setting Up Company Options* in the *Workforce Management Foundation Guide*.

► To set up country-specific company options

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

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



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

- Hrs/Yr

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

3. Choose Regional Info from the Row menu.

The screenshot shows a PeopleSoft application window titled "Active Foundation". The main content area is a form titled "National/Fiscal Data - Regional Information - Mexico". The form has several sections with input fields:

- Company:** 00801, Mexican Company
- Company Tax ID:** (empty)
- INFONAVIT ID:** 980200001
- Tax Subsidy:** 50.0000, Effective on: 01/01/00
- Legal Representative:** 106200, Lopez Pérez, José Luis
- Tax ID:** 19846310209

At the top of the form, there are buttons for OK, Cancel, Form, Tools, and a red X. At the bottom right of the form, there are icons for Print, Copy, Paste, and Delete.

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

Setting Up Social Security Information

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

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

► To set up social security information

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

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

PeopleSoft.

2. On Company Social Security ID Revisions - Mexico, complete the following fields:
 - Co Social Security ID
 - Description
 - Risk Factor
 - Guide Number
 - IMSS Office
 - Legal Representative

3. Use the following fields to enter the address of the Social Security entity who reports to IMSS:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - Z.C.

- State

4. Click OK.

Setting Up Business Establishment Information

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

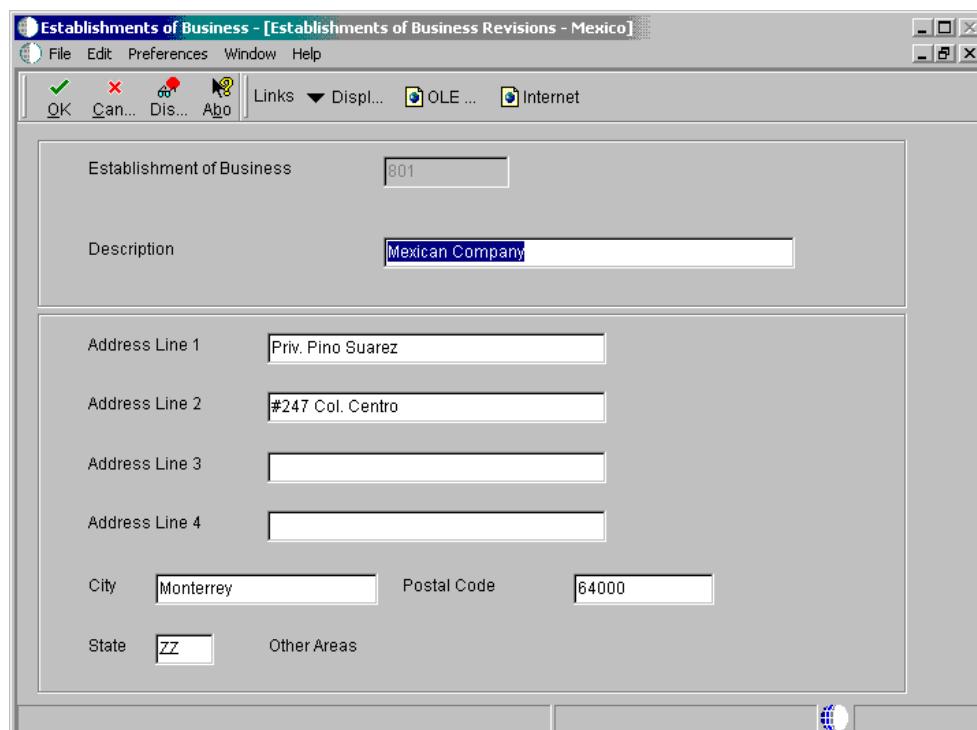
Before You Begin

- Set up an address book record for each location from which you do business. See *Creating and Revising Address Book Records* in the *Address Book Guide*.

► To set up business establishment information

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

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



2. On Establishments of Business Revisions - Mexico, enter the address book number and name of the business location in the following fields:

- Establishment of Business
- Description

3. Complete the following fields and click OK:

- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- Postal Code
- State

Setting Up Union Information

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

Before You Begin

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

► To set up union information

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

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

The screenshot shows the PeopleSoft Active Foundation interface. The main window title is "Active Foundation". In the top right corner, there are links for "Portal", "WWW", "Intranet", and "Training". Below the title bar, there is a toolbar with icons for "Select Workspace", "OK", "Cancel", "Form", "Tools", and a red "X". The main content area is titled "Unions Revisions". It contains several input fields grouped into boxes:

- Union:** 11500, Operarios Eventuales
- Company:** 00801, Mexican Company
- IMSS:** 99438810008
- Location:** (empty field)
- Geo Zone:** B Geographic Zone, State: MX
- Account:** 50000002, Bank: 1234
- Seventh Day Calc.:** 0, Tax Exemptions: 0
- FONACOT Agency:** 1234, FONACOT Contract: 9800000001
- Legal Representative:** 106200, Lopez Pérez, José Luis

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

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

Setting Up Geographic Zone Information

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

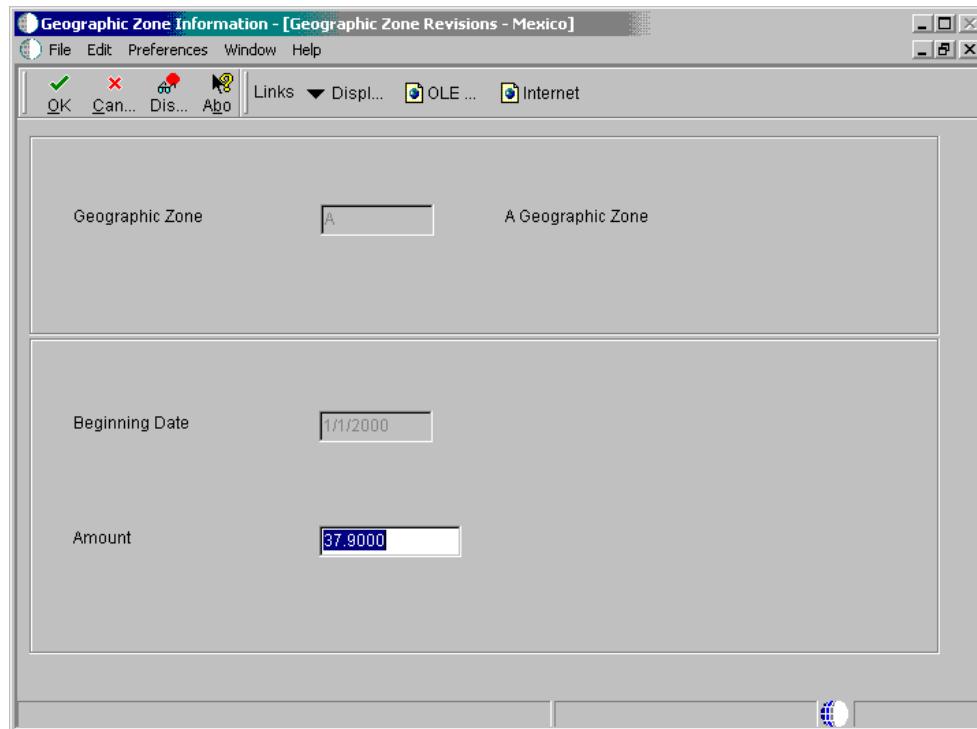
Before You Begin

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

► To set up geographic zone information

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

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



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

- Geographic Zone
- Beginning Date
- Amount

Setting Up Social Security Factors

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

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

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

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

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

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

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

Before You Begin

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

See *Setting Up User Defined Codes*.

► **To set up social security factors**

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

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

The screenshot shows the 'Social Security Factors Revisions - Mexico' window in PeopleSoft. The window has two main sections. The top section contains fields for Company (00801, Mexican Company), Union (10500, Empleados), IMSS Identifier (93435040105), and SS Insurance (CA, Additional Quota Insurance). The bottom section contains fields for Beginning Date (01/01/07), IDS Type (EG, IDS EG), Company Factor (1.100000), and Employee Factor (0.400000).

2. On Social Security Factors Revisions - Mexico, complete the following fields to identify the company, union, and social security insurance type:
 - Company
 - Union
 - IMSS Identifier
 - SS Insurance
3. To enter information used in social security calculations, complete the following fields and click OK:
 - Beginning Date
 - IDS Type
 - Company Factor
 - Employee Factor

Setting Up IDS Information

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

The IDS setup determines how each IDS is calculated. For example, you determine whether the system adds variability into IDS calculations and which type of variability to use. You can also set upper limits that are applied to the IDS based on the geographic zone and a multiple of the minimum salary for that geographic zone.

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

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

Before You Begin

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

See *Setting Up User Defined Codes*.

► To set up IDS information

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

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

The screenshot shows a PeopleSoft application window titled "IDS Constants Revisions - Mexico". The window has a toolbar with "OK", "Cancel", "Tools", and a red "X" button. The main area contains several input fields:

- IDS Code:** INF
- Beginning Date:** 01/01/00
- Geographic Zone:** A (with a search icon)
- Limit:** 17
- Variability:** INF
- Disability Effect:** 1
- Absence Effect:** 1

2. On IDS Constants Revisions - Mexico, complete the following field to identify the IDS type that you are setting up:

- IDS Code

3. To define calculation information for the IDS type, complete the following fields:

- Beginning Date
- Geographic Zone
- Limit
- Variability

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

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

- Disability Effect
- Absence Effect

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

5. Click OK.

Setting Up Calculation Tables for Vacations and Christmas Bonuses

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

- Non-absence premium (AB)
- Christmas bonus absence (AD)
- Christmas bonus (AG)
- Productivity bonus (PT)
- Vacations (VC)

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

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

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

Caution

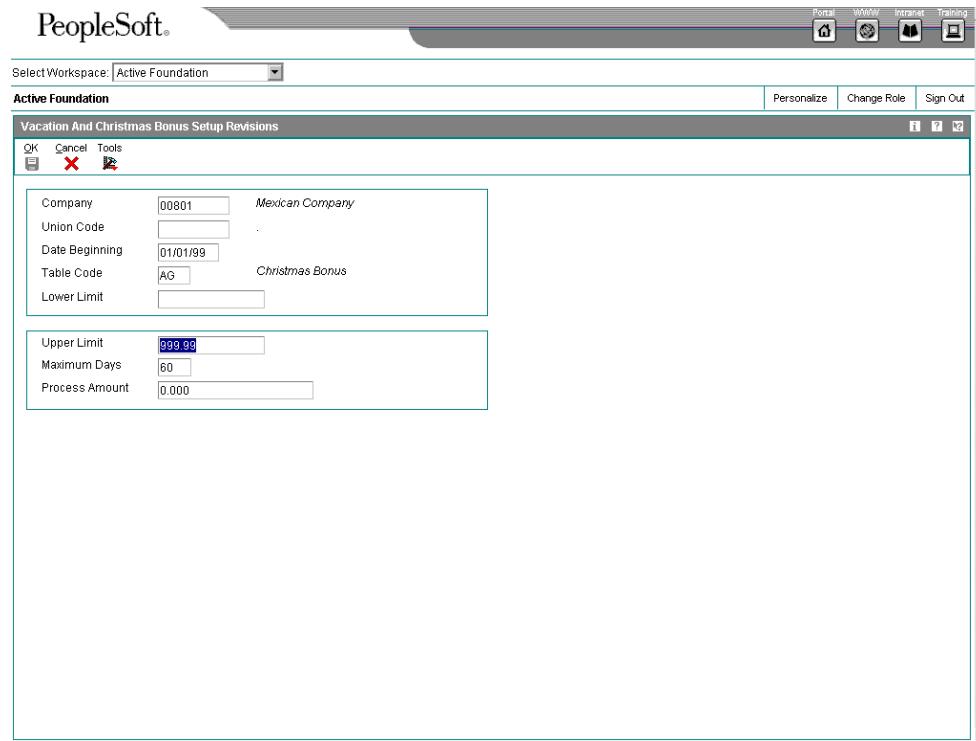
If you complete the Union Code field, you must also complete the Company field, even if the same union and setup information applies to different companies. If the same setup information applies to the same union in two different companies, you must set up the same vacation and Christmas bonus values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

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

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

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

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



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

- Company
- Date Beginning
- Table Code
- Union Code

7. Enter a number slightly higher than the upper limit of the preceding record in the following field:

- Lower Limit

For example, if the upper limit of the preceding record was 1, you might enter 1.01 in the Lower Limit field.

8. Complete the following fields and click OK:

- Upper Limit
- Maximum Days
- Process Amount

9. Complete steps 6 through 8 for each record in the table.

Setting Up Disability Information

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

Before You Begin

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

► To set up disability information

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

1. On Work With Disability Setup, click Add.

PeopleSoft.

Home Company	00801	Mexican Company
Union Code	10500	Empleados
Disability Type	EG	General Illness
Days Unpaid	<input type="text" value="5"/>	
Disability Pay	<input type="text" value="C"/>	Complete
IMSS Payment Factor	20.00	
Type of Salary	<input type="text" value="SN"/>	Regular Salary
PDBA's for Days and Payments		
PDBA Days Unpaid	<input type="text" value="610"/>	Inc EG <3D
PDBA for IMSS payment	<input type="text" value="615"/>	Inc EG >3D
DBA Subsidy Payment	<input type="text" value="3580"/>	Subs IMSS EG
PDBA Extent. Days Unpaid	<input type="text" value="615"/>	Inc EG >3D
DBA Extemporany Pay	<input type="text" value="625"/>	Inc EG Emp.

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

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

7. Click OK.

See Also

- Working with Disabilities* for an explanation of disability payments

Setting Up Pay Type Information

You set up pay types to categorize various employee earnings so that labor costs are directed to different accounts in the general ledger.

Setting Up Pay Types

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

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

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

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

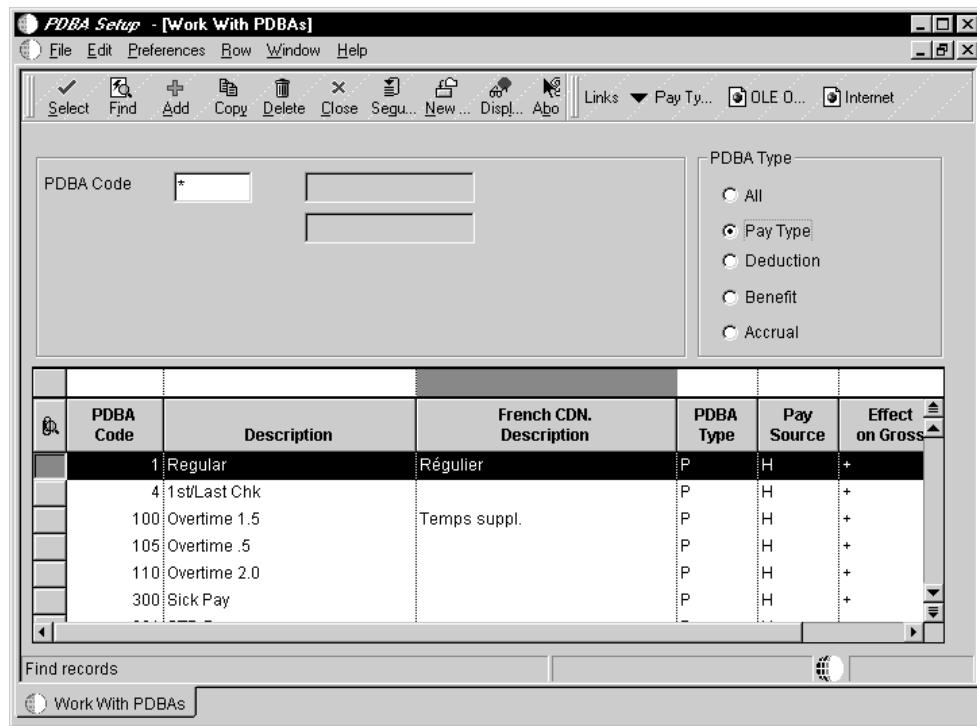
When you set up a basic pay type, you define the minimum amount of information that the system needs to perform the calculation.

Before You Begin

- Set up user defined codes (07/FS).
- Review how to add text to a pay type. See [Media Object Attachments](#).

► To set up a pay type

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



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

Pay Type	825	Paystub Text	PTO
Print Method	Y	French CDN. Paystub Text	
Pay Type Category			

Pay Source	H	Pay Type Multiplier	1.00
Shift Differential Method	1	Shift Differential	
Auto Pay Methods	Y	Amount or Rate	

Effect on Gross Pay	+	Effect on Net Pay	+
Effect on GL		Flex Spending Account Type	
History Retrieval Flag	1	Enable Leave Tracking	1

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

- Pay Type

The screenshot shows a Windows application window titled "PDBA Setup - [PDBA Search_Select]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. The toolbar contains icons for Select, Find, Close, Seg..., Links, PDBA..., and Internet. The main area has two input fields: "Description" with a search icon and "DBA Type" with a asterisk icon. Below is a grid table with columns: PDBA Code, Description, and Type. The data rows are:

PDBA Code	Description	Type
1	Regular	P
4	1st/Last Chk	P
100	Overtime 1.5	P
105	Overtime .5	P
110	Overtime 2.0	P
300	Sick Pay	P
301	STD Pay	P
500	Bonus	P
530	Commissions	P

3. On PDBA Search & Select, choose a pay type and then choose PDBA Recap from the Row menu.
4. On Pay Type Recap, review the pay type information, and then click Cancel. The PDBA Search & Select form appears.
5. Click Close. The system displays the Pay Type Revisions form again.
6. On Pay Type Revisions, complete the following fields:
 - Pay Type
 - Paystub Text
 - Pay Type Category
 - Effect on GL
7. To define how you want to calculate the pay type, complete the following fields:
 - Pay Source

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

Note

If you are setting up pay types for piece rate processing, you must enter B in the Pay Source field.

8. To override the hourly rate, complete the following field:
 - Amount or Rate
9. To define how the pay type affects an employee's pay, complete the following fields:
 - Effect on Gross Pay
 - Effect on Net Pay
10. For tax exempt pay types, choose Tax Exemptions from the Form menu, enter * in the following field, and click OK:
 - Tax Type 01
11. On Pay Type Revisions, to assign a category code to a pay type, choose Category Codes from the Form menu and assign as many category codes as needed.
12. Click OK.
13. On Pay Type Revisions, click OK.

Setting Up Additional Pay Type Information

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

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

Seventh-Day Pay

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

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

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

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

Triple Time

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

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

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

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

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

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

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

Different Job Codes

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

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

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

is recorded under the base pay type and the other \$50 is recorded under the pay type for variable pay.

See Also

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

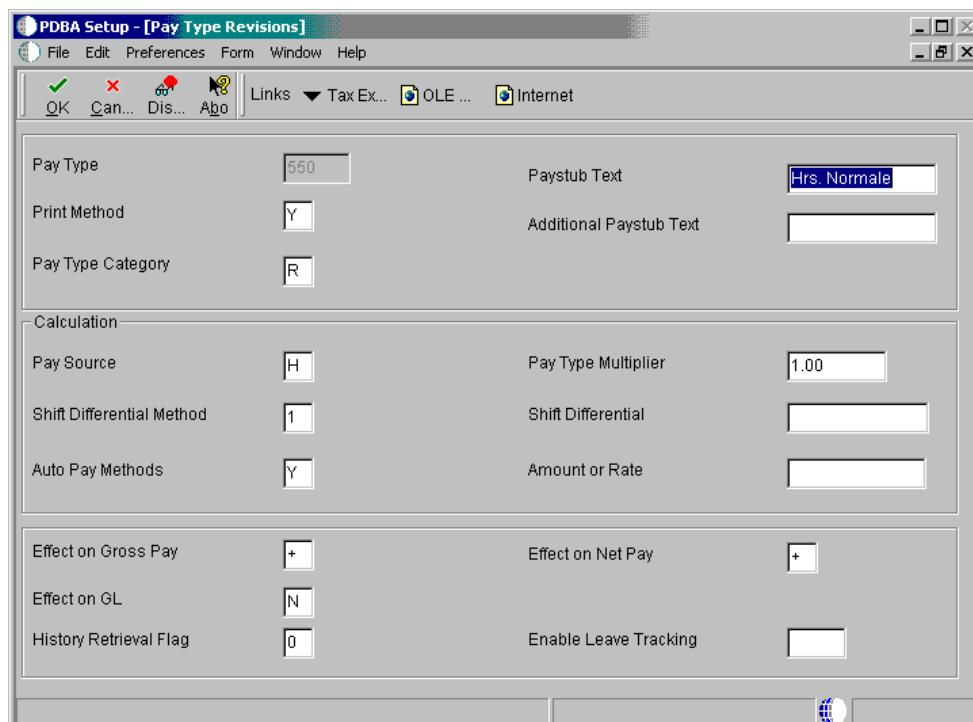
Before You Begin

- ❑ If you are using PDBAs to track seventh-day pay, set up a pay type or benefit for seventh-day pay.
- ❑ Set up a pay type to track the variable pay that results when a worker temporarily works in a special job.
See *Setting Up Pay Types* in the *Workforce Management Foundation Guide*.
- ❑ Set up a DBA to track double-time pay for IMSS reporting. See *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide*.

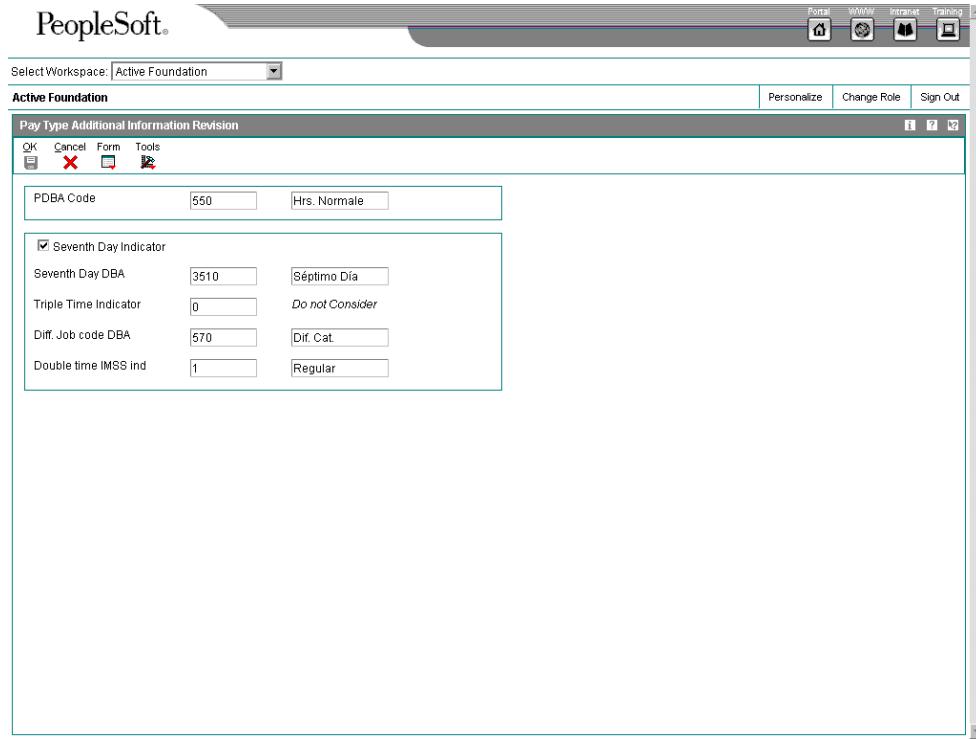
► To set up additional pay type information

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

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



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



4. On Pay Type Additional Information Revision, complete the following options if the pay type is being used to calculate seventh-day pay:
 - Seventh Day Indicator
 - Seventh Day DBA
5. Complete the following fields and click OK:
 - Triple Time Indicator
 - Diff. Job code DBA
 - Double time IMSS ind

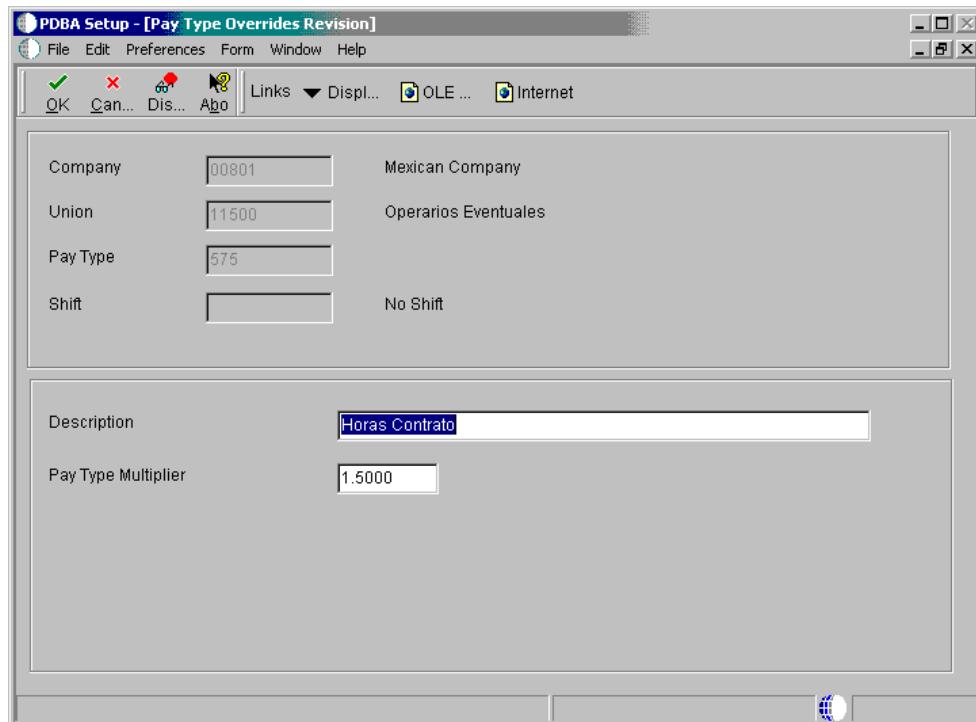
Setting Up Pay Type Union Overrides

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

► To set up pay type union overrides

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

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



4. On Pay Type Overrides Revision, complete the following required fields:
 - Company
 - Pay Type
5. To override pay type information for a specific union only, complete the following field:
 - UnionYou can override pay type information for all unions within the company by leaving the Union field blank.
6. To override pay type information for a specific shift, complete the following field:
 - Shift
7. To override pay type information, complete either or both of the following fields, and then click OK:
 - Description

- Pay Type Multiplier

Deductions, Benefits, and Accruals (DBAs)

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

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

A Comparison of Benefits and Accruals

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

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

Determining How to Set Up DBAs

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

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

- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

Assigning DBA Codes

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

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

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

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

Assigning DBAs to Employees

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

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

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

You can define the amount of a DBA as follows:

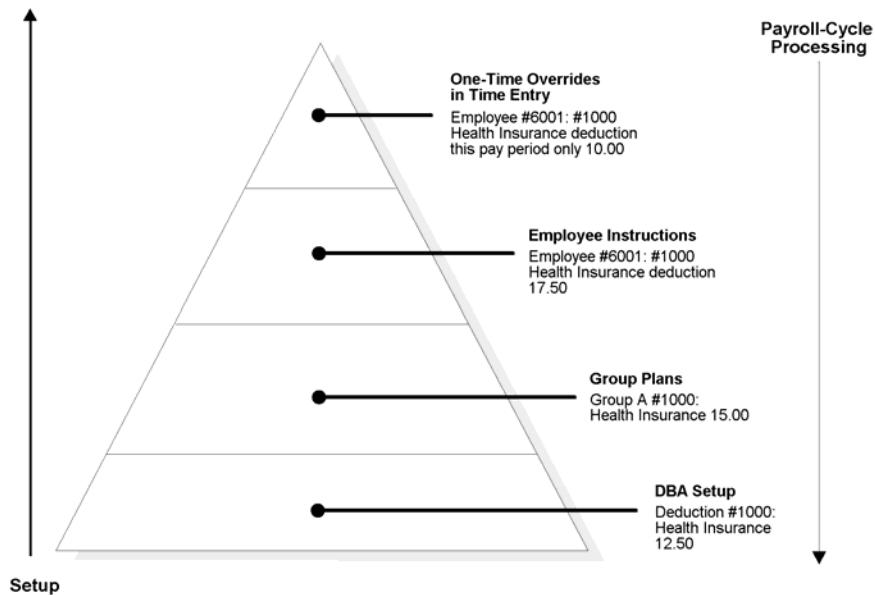
- When you set up the DBA
- At the group level
- At the employee level
- During time entry

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

Example: DBA Amounts as a One-Time Override

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

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



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

See Also

- Entering Employee Instructions*
- Overriding DBA Amounts One Time*

Calculating DBAs

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

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

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

Example: DBA Calculations

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

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

See Also

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

Understanding Arrearage Methods

An arrearage occurs when the payroll system could not deduct an amount from the employee's pay because the employee did not earn enough to pay for the deduction.

The OneWorld system manages DBA arrearages in the following ways:

- The first time an employee is paid during the pay period the system attempts to collect DBA amounts. If there is still a remainder when the new pay period begins, that remaining amount is arreared into the new period for collection.
- Each time an employee is paid during the pay period the system attempts to collect any remaining DBA amounts. If there is still a remainder when the new pay period begins, that remaining amount is arreared into the pay cycle for collection.
- Each time an employee is paid during the pay cycle the system attempts to collect any remaining DBA amounts. If there is still a remainder when the new pay period begins, that remaining amount is *not* arreared into the new pay period for collection. This arrearage method is used for DBAs such as United Way contributions.

The system can also track DBA balances and limits across multiple companies (indicated by Tax ID). If you have an employee that works for multiple companies during the course of a single pay period, the system tries to collect all appropriate DBAs plus any arrearages or balances each time the employee is paid, regardless of the company the employee worked for when the arrearage or balance was created. See *Setting Up Company Options*.

The system adjusts negative pay in different ways depending on the arrearage method that you use. See *Setting Up a Deduction DBA to Adjust Negative Pay*.

Example 1

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is set to calculate once per pay period. Using arrearage method 'S', a partial or full deduction as needed, the remaining amount is placed in arrears for the current pay period only, and the arrearage balance is not written to history.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period the employee receives gross pay of \$180. The remaining arrearage balance of \$12.50 is deducted from this paycheck. The arrearage balance is 0 and the record is not written to history.

Example 2

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is calculated once per pay period. Using arrearage method 'S', a partial or full deduction as needed, the remaining amount is placed in arrears for the current pay period only, and the arrearage balance is not written to history.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period the employee receives gross pay of \$15. After taxes, the amount calculated for the deduction is only \$6, leaving an arrearage balance of \$6.50. The employee receives no additional paychecks during this pay period. The arrearage balance of \$6.50 is not carried forward into the following pay period and the record is not written into history.

Example 3

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is calculated once per pay period. Using arrearage method 'Q', a partial or full deduction as needed, the amount is placed in arrears and limits are not applied when collecting the arrearage.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period the employee receives gross pay of \$15. After taxes, the amount calculated for the deduction is only \$6, leaving an arrearage balance of \$6.50. This arrearage amount is written to history and the system will make the deduction in the next pay period.

Setting Up Calculation-Table Information

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

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

Setting Up Calculation Tables

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

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

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

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

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

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

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

Before You Begin

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

► To set up calculation tables

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

1. On Work With Calculation Tables, click Add.

The screenshot shows the PeopleSoft Active Foundation interface. The top navigation bar includes links for Portal, WWW, Intranet, and Training. The main menu bar has options like Select Workspace, Personalize, Change Role, and Sign Out. The current workspace is "Active Foundation". The main content area is titled "Calculation Table". The table header includes fields for Table Code (03000), Table Type (D), and Table Method (AS). Below the header is a grid with columns: Lower Limit, Upper Limit, Amt./Rate, Excess Rate, S M, Sec Table, Description, Limit Amt., Amt./Rate 2, and Additional Rate. The grid contains the following data:

	Lower Limit	Upper Limit	Amt./Rate	Excess Rate	S M	Sec Table	Description	Limit Amt.	Amt./Rate 2	Additional Rate
<input checked="" type="checkbox"/>	29.99	34.99	0.0900							
<input type="checkbox"/>	30.00	34.99	0.1000							
<input type="checkbox"/>	35.00	39.99	0.1300							
<input type="checkbox"/>	40.00	44.99	0.1700							
<input type="checkbox"/>	45.00	49.99	0.2700							
<input type="checkbox"/>	50.00	54.99	0.4400							
<input type="checkbox"/>	55.00	59.99	0.7000							
<input type="checkbox"/>	60.00	64.99	1.0000							
<input type="checkbox"/>	65.00	69.99	1.5000							
<input type="checkbox"/>										

2. On Calculation Table, complete the following fields:
 - Table Code
 - Table Type
 - Table Method

3. To define the parameters of the calculation table, complete the following fields:
 - Lower Limit
 - Upper Limit
 - Amt./Rate

4. Complete the following optional fields and click OK:
 - Excess Rate
 - S M
 - Sec Table
 - Limit Amt.
 - Amt./Rate 2

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

Note:

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

See Also

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

Attaching Calculation Tables to DBAs

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

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

► To attach calculation tables to DBAs

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

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

See *Setting Up Essential DBA Information*.

Setting Up Deductions, Benefits, and Accruals

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

Setting Up 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.

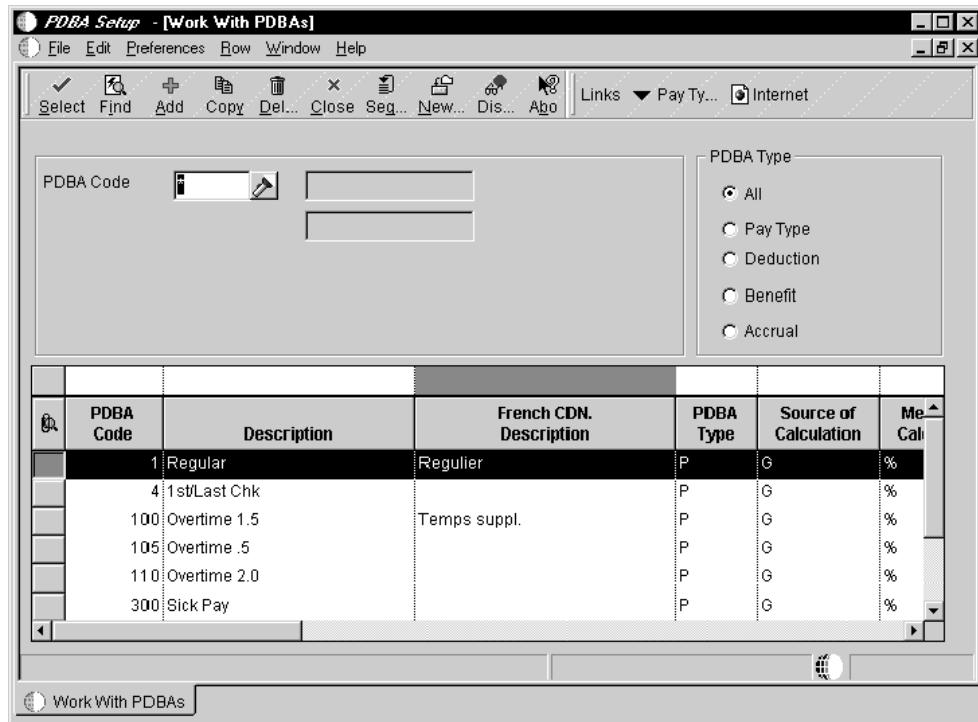
To determine which PDBA codes to assign to the DBAs that you set up, consider the following:

- 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

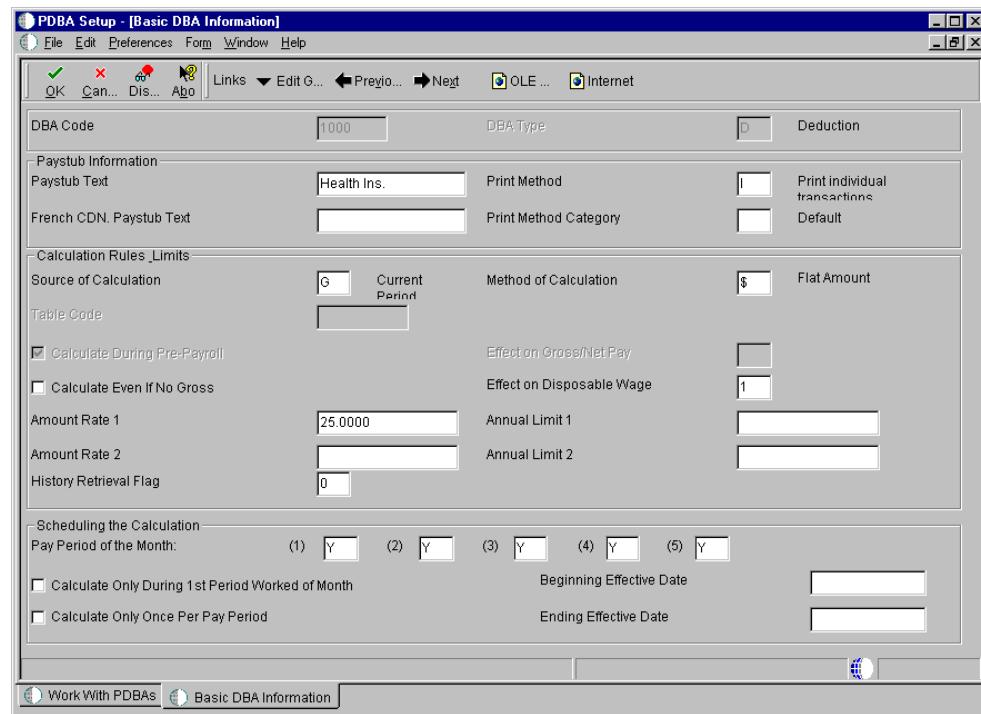
on all pay types except 801, enter 1 in the From PDBA Type field and 800 in the Thru PDBA Type field on the first line. On the second line, enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

► To set up basic DBA information

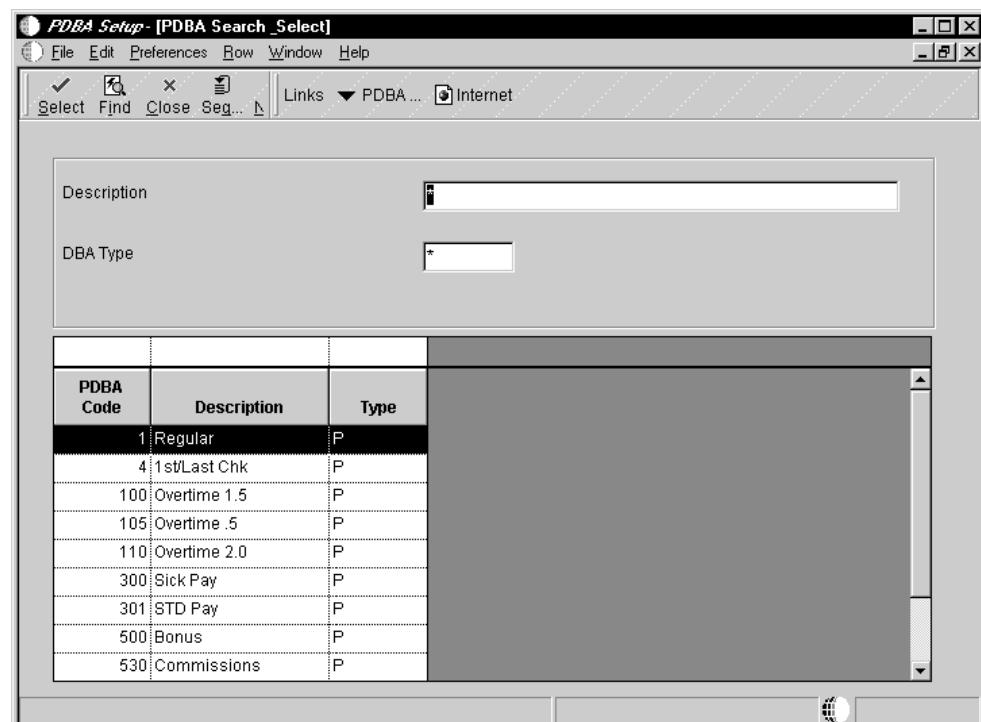
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.



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:
- DBA Code



3. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.
4. On DBA Recap, review the DBA information, and then click Cancel.
The PDBA Search & 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 specify how the system retrieves PDBA history, complete the following field:

- History Retrieval Flag

14. To schedule the DBA calculation, complete one or more of the following fields and click OK:

- Pay Period of the Month:
- 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.

► **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 Work With PDBAs, locate the record for which you want to set up general accounting and arrearage information and click Select.
2. On Basic DBA Information, choose GA/Arrearage Info. from the Form menu.

The screenshot shows the PeopleSoft PDBA Setup interface. At the top, there's a navigation bar with links for Portal, WebWW, Intranet, Training, Home, Personalize, Change Role, and Sign Out. Below the navigation is a toolbar with icons for OK, Cancel, Form, Tools, and Help. The main area is titled "General Accounting/Arrearage Information". It contains three sections: "General Accounting Information" (with fields for DBA Code (1027), Uniform, Effect on GL (N), Generate A/P Voucher (unchecked), and Payee), "Arrearage Information" (with fields for Arrearage Method (P), When To Adjust Ded (0), and Order To Adjust Ded), and a large empty text area for notes.

3. On General Accounting/Arrearage Information, complete the following field:
 - Effect on GL
4. To enter arrearage information for deductions, complete the following fields:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
5. 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
6. To specify a payee for the voucher, complete the following field:
 - Payee

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.
7. Click OK.

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

► **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 Work With PDBAs, locate the record for which you want to set up a basis of calculation and choose Basis of Calc. from the Row menu.

The screenshot shows the PeopleSoft Basis of Calculation form. At the top, there are buttons for OK, Find, Cancel, and Tools. Below that, there are fields for PDBA Code (1027) and PDBA Type (D). A grid table follows:

	From PDBA	From Description	Thru PDBA	Thru Description	
<input checked="" type="radio"/>	1	Regular	999	Net Pay Adj.	<input checked="" type="checkbox"/>
<input type="radio"/>					

2. On Basis of Calculation, complete the following fields with the range of pay types that you want included in the calculation:

- From PDBA
- Thru PDBA

To include all pay types, enter 1 in the From PDBA field and 999 in the Thru PDBA field.

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.

► 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*

Setting Up Additional DBA Information

You use additional DBA information to set up the following:

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

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

Calculation Methods

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

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

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

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

Calculation Limits

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

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

Employee Exceptions

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

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

See Also

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

Before You Begin

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

► To set up additional DBA information

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

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

The screenshot shows the 'DBA Legislative / Regulatory Revisions' window in PeopleSoft. The window has several sections:

- Header:** Shows 'Select Workspace: Active Foundation' and 'Active Foundation'.
- Buttons:** OK, Cancel, Form, Tools, and a red X.
- PDBA Code:** Fields for 'PDBA Code' (3600) and 'ISPT 80'.
- Class of Calculation:** 'MPTQ' selected in a dropdown. Other options include 'Tax Calculations' and 'ART80'.
- DBA Division:** Two empty input fields.
- Calculation Salary:** An empty input field.
- Difference basis:** An empty input field.
- Calculation Method:** 'ART80' selected in a dropdown.
- Days Worked DBA:** An empty input field.
- Difference %:** '0.0000' in an input field.
- Calculation Limits:** A group of five input fields: 'Apply Limit To', 'Max Percentage' (0.0000), 'Limit Basis', 'Limit period', and 'Limit DBA'.
- Calculation Exceptions:** Radio buttons for 'Include' (selected) and 'Exclude'. Sub-fields include 'Based on Field' and 'Value'.
- Print Information:** Two checkboxes: 'Amount Due' and 'Annual Accrual / Balances'.

On DBA Legislative / Regulatory Revisions, complete step 4, step 5, step 6, or step 7; but do not complete more than one of these steps.

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

- Class of Calculation
- Calculation Method

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

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

5. To calculate the DBA by dividing the basis of calculation by the value of another DBA, complete the following field:

- DBA Division

6. To use a specific salary as the basis of calculation, complete the following field:

- Calculation Salary

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

7. To calculate the DBA as a percentage of another DBA, complete the following fields:

- Difference basis
- Difference %

8. If the DBA calculation that you are using requires that the number of days worked be part of the calculation, complete the following field:

- Days Worked DBA

9. To apply flexible limits to the DBA, complete the following fields:

- Apply Limit To
- Max Percentage
- Limit Basis
- Limit period
- Limit DBA

10. To determine which employees to apply the DBA to, click either the Include or Exclude option, and then complete the following fields:

- Based on Field
- Value

11. If you are setting up a deduction or benefit that tracks an amount due or the number of periods, such as a DBA for a loan, select the following option to print the amount that is due on the pay slip:
 - Amount Due
12. If you are setting up a benefit or accrual that carries a balance, such as a savings fund accrual, select the following option if you want the available balance to print on the pay slip:
 - Annual Accrual / Balances
13. Click OK.

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

1. On Work With Group Plan DBA Setup, click Add.
2. On Revise Single Group Plan DBA Setup, complete the following fields:
 - PDBA Code
 - Union Code
 - Beginning Effective Date
 - Ending Effective Date

3. Complete the following optional fields:

- Job Typ
- Job Step
- T T
- 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:

- Gen Vch

5. To specify a payee for the voucher, complete the following field:

- Provider Trustee

6. Click OK.

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

Blank = Default to Single Revisions form

1 = Default to Multiple Revisions form

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

Blank Single Revisions form

1 Multiple Revisions form

Setting Up DBA Union Overrides

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

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

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

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

See Also

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

► To set up DBA Union Overrides

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

1. On Work With Group Plan DBA Setup, complete the steps to set up a group plan DBA.
See *Workforce Management Foundation: Setting Up Group Plan DBAs*.
2. On Revise Single Group Plan DBA Setup or Revision Multiple Group Plan DBA Setup, choose Add'l Overrides from the Form menu.

The screenshot shows the Oracle PeopleSoft interface with the title 'Additional DBA Union Overrides Revision'. The form includes fields for Union Code (12500), Beginning Effective Date (01/01/99), Business Unit, Ending Effective Date, Job Type / Step, PDBA Code / Type (3510), Description, Calculation Salary, Difference basis, Days Worked DBA, Calculation Method, Difference %, Apply Limits To, Limit DBA, Max Percentage, Limit period, and Limit Basis.

3. On Additional DBA Union Overrides Revision, complete the following field to change the description of the DBA that prints on pay slips:

- Description
4. Complete any of the following fields to modify the calculation method for the DBA:
- Calculation Salary
 - Difference basis
 - Days Worked DBA
 - Calculation Method
 - Difference %
5. To modify the calculation limits for the DBA, complete the following fields:
- Apply Limits To
 - Max Percentage
 - Limit Basis
 - Limit DBA
 - Limit period
6. Click OK.

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*

► **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 PDBA type and click Add.
2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

See [Setting Up Basic 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.

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 PDBA type and click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
See *Setting Up Basic DBA Information*.
3. Choose Basis of Calc. 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.

Setting Up Variability Information

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

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

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

Exemption Based on Hours

To determine the exemption amount based on hours, enter H in the Integration Base Salary field, and enter the number of hours to be exempt for each period of time that is indicated in the Integration Limit field. Enter the period of the exemption in the Integration Period field. For

example, if the first 50 hours of overtime pay that is earned each year are exempt from IDS, complete the fields as follows:

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

Exemption as a Percentage of Extra Pay

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

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

- Integration Base Salary - %
- Integration Limit - 50

Exemption as a Percentage of a Specific Salary

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

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

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

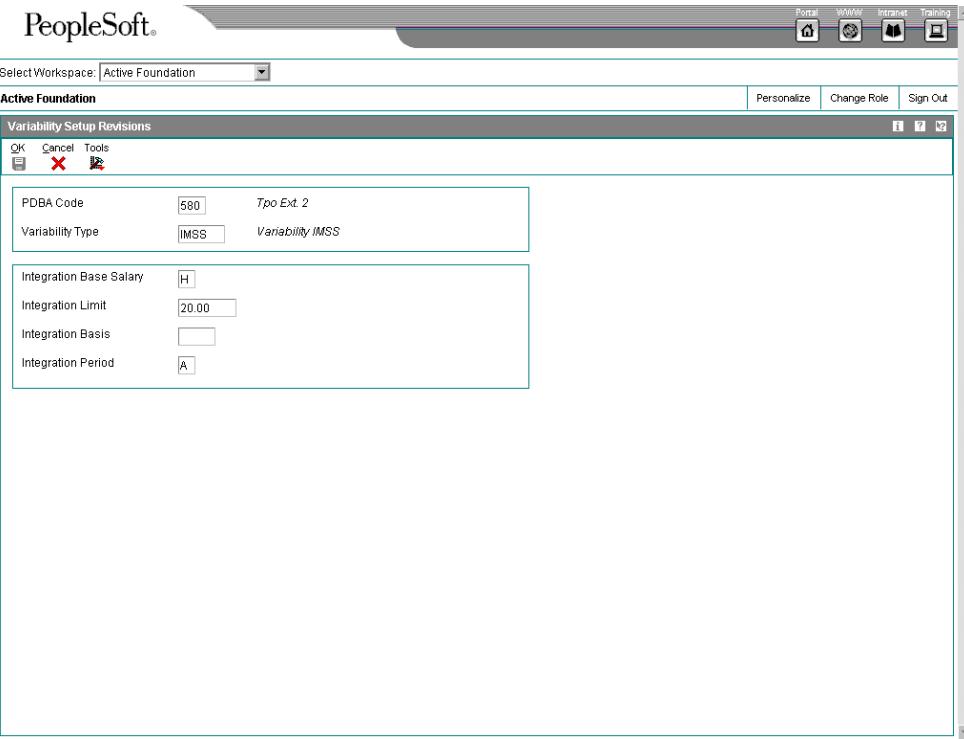
► To set up variability information

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

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

You might not have to complete the Pay Type Additional Information Revision form for pay types that are used to calculate variability.

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



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

Setting Up Tax Information for PDBAs

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

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

Note

For deductions, you set up annual tax information only.

Exemptions

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

You specify the period of time over which the exemption applies. For example, you might specify that 50 percent of overtime pay is exempt each pay period or that a certain portion of Christmas bonus pay is exempted annually. Any Christmas bonus pay that an employee receives beyond the exemption amount within the year is taxable income.

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

Before You Begin

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

► To set up tax information for PDBAs

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

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

The screenshot shows the PeopleSoft Tax Information Revision screen. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. The main area is titled "Tax Information". It contains the following fields:

- PDBA Code: 580
- Tax Ext. 2: []
- Tax to Apply: 180
- Exemption %: 50.00
- Exemption base: %
- Period: G
- DBA for Exemption: 3553
- No of Times: 1.0000
- Income Type: 1

Below this is a section titled "Annual Tax Information" with the following entries:

Tax Calculation Cat	Value	Description
Wage and Salary report	000001	Paid Incomes
Income/Tax Certificate	000002	Overtime
	000001	Regular Incomes

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

You can apply the tax rates for a specific tax article, such as Article 80 or Article 86; or you can tax the pay type using a straight percentage. To do this calculation, set up a code for the percentage in UDC table 76M/TX and specify the percentage in the Description 2 field.
4. To specify the method for calculating the exempt amount, complete the following fields:
 - Exemption %
 - Exemption base
5. To specify the period of time for which the exemption applies, complete the following fields:
 - Period
 - No of Times
6. Complete the following field:
 - DBA for Exemption
7. To classify the pay type properly for IDS calculations, complete the following field:

- Income Type
8. To classify the pay type for annual tax calculations and reporting, complete the following fields:
 - Tax Calculation Cat
 - Wage and Salary report
 - Income/Tax Certificate
 9. Click OK.

Setting Up Advanced DBAs

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

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

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

Setting Up an Advance Deduction

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

► To set up an advance deduction

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

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

See [Setting Up Basic DBA Information](#).

3. From the Form menu, choose Advanced DBA Info.
4. On Advanced DBA Information, complete the following field:

- Amount Due
5. To continue this deduction until the value in the Amount Due field equals zero, click the following option:
 - Declining Balance
 6. To define the number of pay periods for which the deduction will be taken, complete the following fields:
 - Number of Periods
 - No. of Deductions
 7. Review the value in the following field:
 - Calculate for all Emp
 8. Click OK.

Setting Up a Deduction DBA to Adjust Negative Pay

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

- The system adjusts the deduction either partially or for the full amount.
- The system puts the adjusted amount in arrears and makes the adjustment the next time that the employee is paid.
- The system puts the adjusted amount in arrears and makes the adjustment each time the employee is paid within the same pay period but does not carry any remaining balance forward into the next pay period.

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

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

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the current pay period.
- Attempts to collect the amounts in a future pay period. That is, the DBA is placed in arrears.

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

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

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the

current pay period.

- Attempts to collect the amounts in a future pay period. That is, the DBA is placed in arrears.

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

S, T, I, J

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

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the current pay period.
- Does *not* hold the amounts over to collect them in a future pay period. That is, the DBA is placed in arrears for the current pay period only.

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

Note

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

Example: Payroll Calculations to Adjust Negative Pay

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

Gross Deductions_DBA Code

Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000

Taxes

Negative Net Pay

Gross Deductions_DBA Code

Union	#3000
Health	#1000
Savings	#2000
RRSP	#7700
Advance	#9000

Taxes

Negative Net Pay

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

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

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

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

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

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

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

Gross Deductions DBA Code When to Adjust Deductions

Union	#3000	1
Health	#1000	1
Savings	#2000	0
401 (k)	#7000	0
Advance	#9000	1

Taxes

Negative Net Pay

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

Gross Deductions DBA Code When to Adjust Deductions

Union	#3000	1
Health	#1000	1
Savings	#2000	0
RRSP	#7000	0
Advance	#9000	1

Taxes

Negative Net Pay

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

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

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

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

5th - Taxes
6th - #9000 (2) Advance

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

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

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

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
See [Setting Up Basic DBA Information](#).
3. From the Form menu, choose GA/Arrearage Info.
4. On General Accounting/Arrearage Information, complete the following fields and click OK:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
5. On Basic DBA Information, choose Basis of Calc. from the Form menu.
6. On Basis of Calculation, complete the following fields and click OK:
 - From PDBA
 - Thru PDBA

Setting Up a Deduction DBA for Overpayment

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

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

Before You Begin

- Verify that the overpayment processing option on the payroll workbench is set to DBA 9997.
- Assign an account number for DBA 9997 (or the DBA that you want to use for overpayments) in the credit liabilities table in your AAs to avoid accounting errors. If

you use a DBA code other than 9997, you need to set the overpayment processing option on the payroll workbench to the DBA code that you are using.

► To set up a deduction DBA for overpayment

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

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

See Setting Up Basic DBA Information.

Setting Up a DBA to Calculate If No Gross Pay

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

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

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

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

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

Setting Up Deductions for Wage Attachments

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

Setting Up a Garnishment Deduction

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

Before You Begin

- Set up the tables that the system uses to calculate garnishments. See [Setting Up Garnishment Tables](#).

► To set up a garnishment deduction

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

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
 - Source of Calculation
3. Enter G in the following field:
 - Method of Calculation
4. Enter the attachment table number for your garnishment tables in the following field:
 - Table Code
5. Complete the steps for setting up essential DBA information.

See [Setting Up Essential DBA Information](#).

Setting Up a Wage Assignment Deduction

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

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

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

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

► To set up a wage assignment deduction

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

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 8 in the following field:

- Source of Calculation
3. Enter C in the following field:
 - Method of Calculation
 4. Complete the steps for setting up essential DBA information.

See [Setting Up Essential DBA Information](#).

Reviewing the Basis of Calculation Hierarchy

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

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

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

► To review the basis of calculation hierarchy

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

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

Setting Up Payroll Tax Information

Every three months, the SHCP (Secretaría de Hacienda y Crédito Público) publishes tax tables for annual tax calculations (Article 141) and tax tables for monthly tax calculations (Article 80) in the Official Federation newspaper. You must set up these tax tables in the Payroll system and can identify which tax tables to use with specific companies and unions.

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

Setting Up Tax Tables

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

- | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Article 80 | This tax applies to all taxable incomes, except those considered under Article 86.
This tax must be calculated at least monthly. |
| Article 86 | This tax applies to incomes that are earned on an annual basis, such as vacation and Christmas bonuses. Even though these incomes are paid just once a year, the tax is calculated on a monthly proportion of the income. |
| Article 141 | This tax is an annual tax calculation that is used primarily for year-end adjustments. |

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

- | | |
|-------------------|------------------------------------------------------------------|
| Tax | The tax amount |
| Subsidy | The amount that the company contributes towards employees' taxes |
| Tax Credit | A credit amount that is deducted from the tax amount |

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

Note

To calculate taxes during pre-payroll, you must set up and maintain each of the three subtables for Article 80 and Article 141 in the J.D. Edwards system.

Before You Begin

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

► To set up tax tables

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

1. On Work With Tax Tables, click Add.

PeopleSoft®

Records 1 - 10							Customize Grid
	Lower Limit	Upper Limit	Excess Rate	Fixed Quota	Additional Excess Rate	Additional Amount	
<input checked="" type="checkbox"/>	0.01	388.76	50.0000	0.00	0	0.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	388.77	3299.60	50.0000	5.83	0	0.000	
<input type="checkbox"/>	3299.61	5798.76	50.0000	151.38	0	0.000	
<input type="checkbox"/>	5798.77	6740.82	50.0000	363.79	0	0.000	
<input type="checkbox"/>	6740.83	8070.58	50.0000	481.56	0	0.000	
<input type="checkbox"/>	8070.59	16277.22	40.0000	694.32	0	0.000	
<input type="checkbox"/>	16277.23	25655.14	30.0000	1777.60	0	0.000	
<input type="checkbox"/>	25655.15	32554.43	20.0000	2734.15	0	0.000	
<input type="checkbox"/>	32554.44	39065.26	10.0000	3203.30	0	0.000	
<input type="checkbox"/>	39065.27	999999999999.99		3424.66	0	0.000	

2. On Tax Tables Revisions, complete the following fields to identify the tax table:
 - Table Type
 - Table Code
 - Effective Date

3. Complete the following fields in the detail area for each taxable income range in the tax tables:
 - Lower Limit
 - Upper Limit
 - Excess Rate
 - Fixed Quota

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

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

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

5. Click OK.

Setting Up Tax Table Relations

To calculate taxes, you must indicate which tax table you are using.

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

Before You Begin

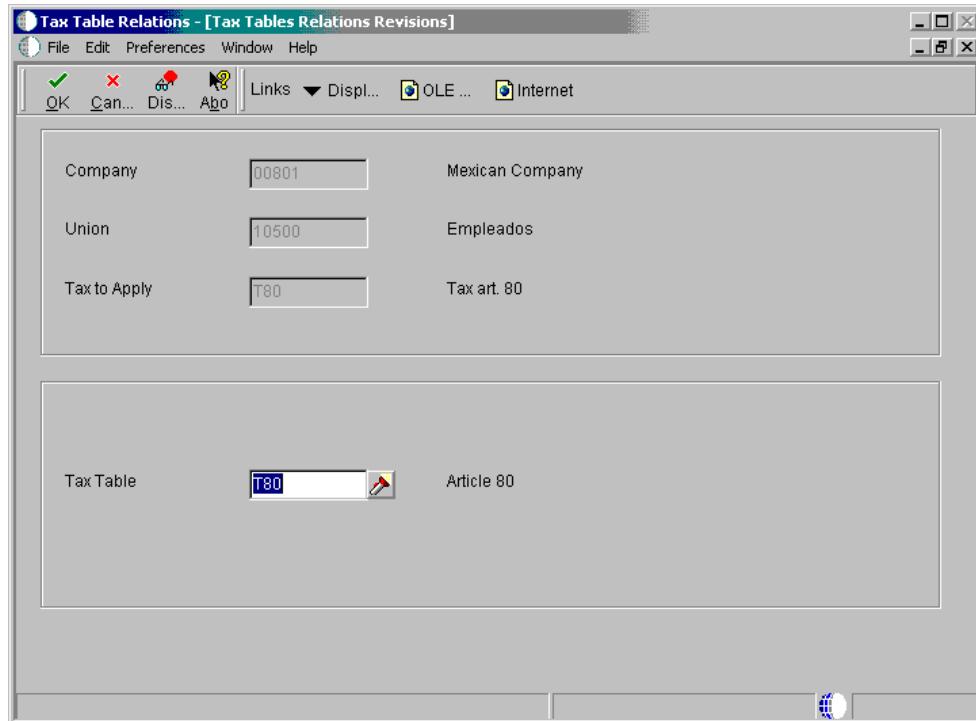
- ❑ Set up tax tables. See *Setting Up Tax Tables*.
- ❑ Set up UDC 06/UN to identify unions.
- ❑ Set up UDC 76M/TX to identify tax types.

See *Setting Up User Defined Codes*.

► To set up tax table relations

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

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



2. On Tax Tables Relations Revisions, complete the following fields and click OK:

- Company

- Union
- Tax to Apply
- Tax Table

Setting Up State Tax Factors

State taxes can be calculated in the following ways:

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

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

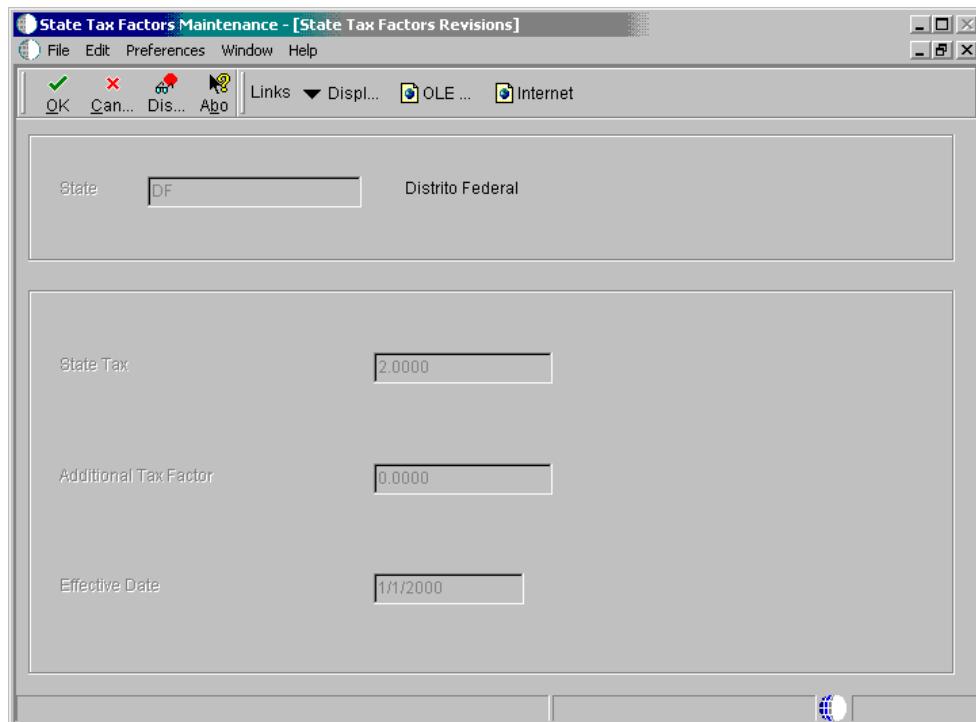
Before You Begin

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

► To set up state tax factors

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

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



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

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

Setting Up the State Tax Basis of Calculation

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

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

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

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

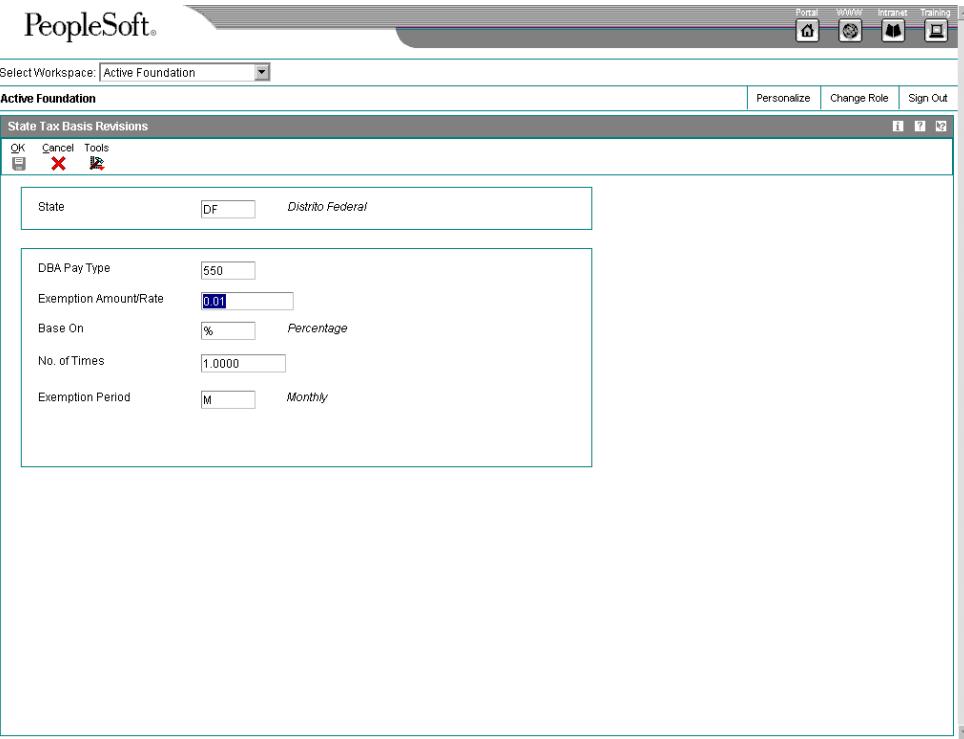
Before You Begin

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

► To set up the state tax basis of calculation

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

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



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

If income is 100 percent taxable, Exemption Amount/Rate is 0.

Setting Up the Payroll Cycle

Before you can use any features of the Payroll system, you define critical information that the system uses for processing.

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 the 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

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

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

Before You Begin

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

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

From the System Setup menu (G07BUSB4), choose Master Pay Cycles.

Master Pay Cycles - [Work With Pay Period Constants Revisions]

This screenshot shows the 'Master Pay Cycles' window with the title bar 'Master Pay Cycles - [Work With Pay Period Constants Revisions]'. The menu bar includes File, Edit, Preferences, Window, Help, and several toolbar icons. A search bar at the top right contains the text 'Pay Cycle Code'. Below is a table with columns: Pay Cycle Code, Description, and Year.

Pay Cycle Code	Description	Year
BW	Biweekly	00
BW	Biweekly	01
BW	Biweekly	05
BW	Biweekly	06
INT	Interim	05
SEMI	Semi-Monthly	05
SEMI	Semi-Monthly	06

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

Master Pay Cycles - [Pay Period Constants Revisions]

This screenshot shows the 'Master Pay Cycles' window with the title bar 'Master Pay Cycles - [Pay Period Constants Revisions]'. The menu bar includes File, Edit, Preferences, Row, Window, Help, and several toolbar icons. The search bar at the top right contains the text 'Pay Cycle Code SEMI'. The table below shows 12 rows of pay period details.

OK	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	F
	001	01	January	1/15/05	1/15/05			1			
	002	01	January	1/31/05	1/31/05			2			
	003	02	February	2/15/05	2/15/05			1			
	004	02	February	2/28/05	2/28/05			2			
	005	03	March	3/15/05	3/15/05			1			
	006	03	March	3/31/05	3/31/05			2			
	007	04	April	4/15/05	4/15/05			1			
	008	04	April	4/30/05	4/30/05			2			
	009	05	May	5/15/05	5/15/05			1			
	010	05	May	5/31/05	5/31/05			2			
	011	06	June	6/15/05	6/15/05			1			
	012	06	June	6/30/05	6/30/05			2			

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.

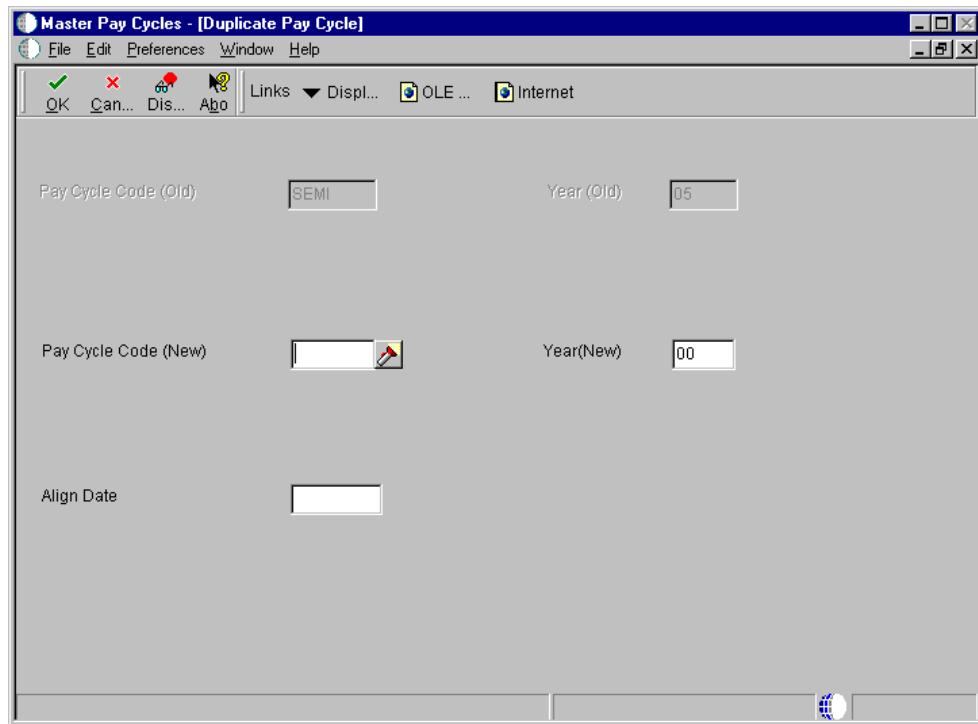
6. To override a conflicting date error, choose the row that is in error, and then choose Clear Date Edit from the Row menu.

7. Click OK.

► **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
 4. Click OK.
- The system displays Pay Period Constants Revisions.
5. On Pay Period Constants Revisions, review the information, and then click OK.

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.

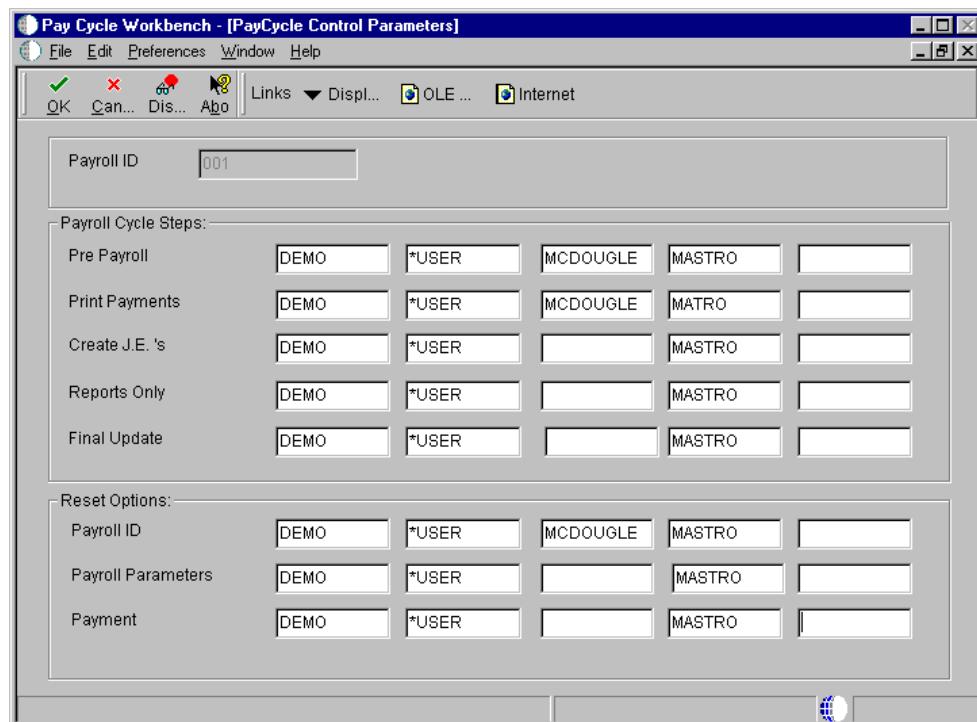
If no payroll cycle control parameters are set up, the person who initiates a payroll cycle has authority to process and reset each step. No other users have this authority.

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



3. On PayCycle Control Parameters, complete the following field for each user whom you want to grant authority to process pre-payroll:

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

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.

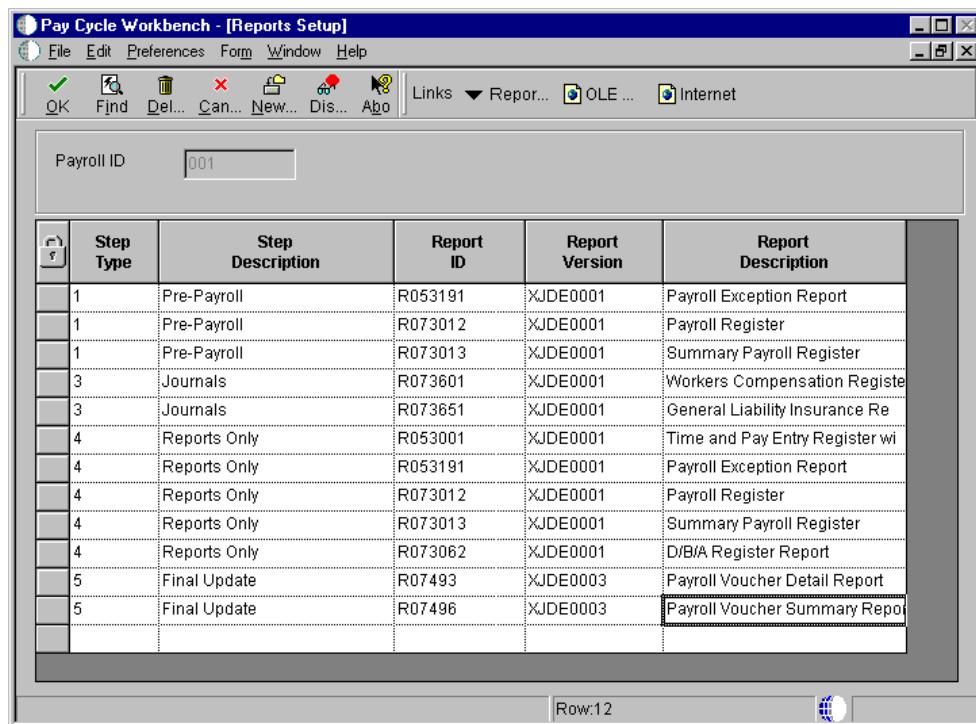
Before You Begin

- ❑ 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 (G07BUSB11), choose Pay Cycle Workbench.

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



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

See Also

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

Setting Up Bank Accounts for Payments

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

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

See Also

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

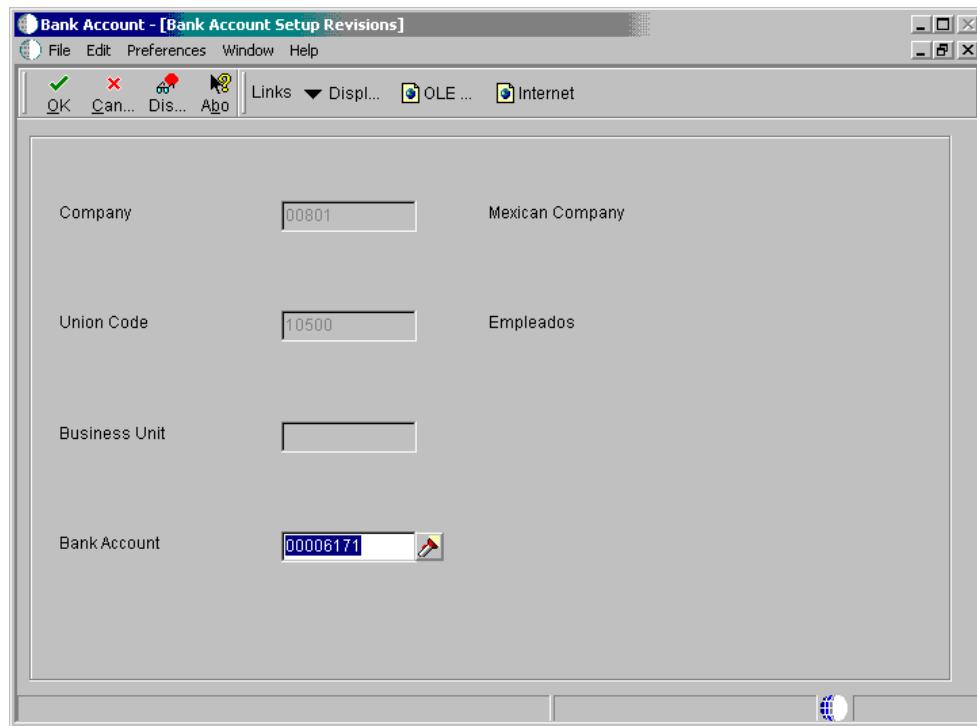
Before You Begin

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

► To set up bank accounts for payments

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

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



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

Setting Up Check Numbers for Payments

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

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

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

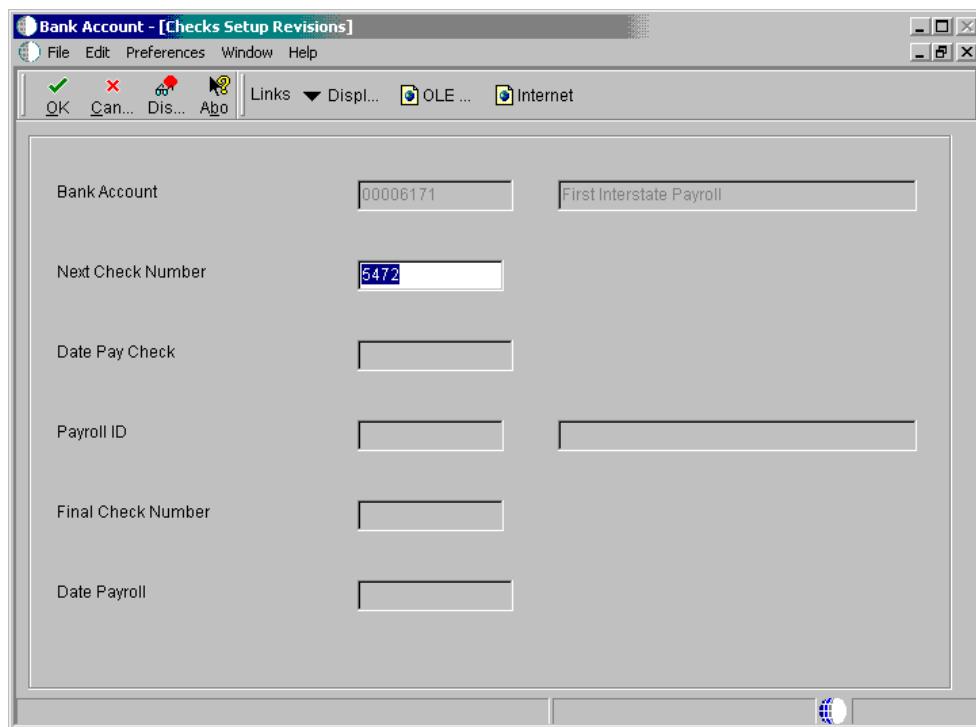
Before You Begin

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

► To set up check numbers for payments

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

1. On Work With Bank Account Setup, complete any of the following fields to narrow your search, and then click Find:
 - Company
 - Union Code
 - Business Unit
2. Choose the bank account for which you are setting up check numbers, and then choose Checks Setup from the Row menu.



3. On Checks Setup Revisions, complete the following field and click OK:
 - Next Check Number

Setting Up the Denomination Table

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

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

Before You Begin

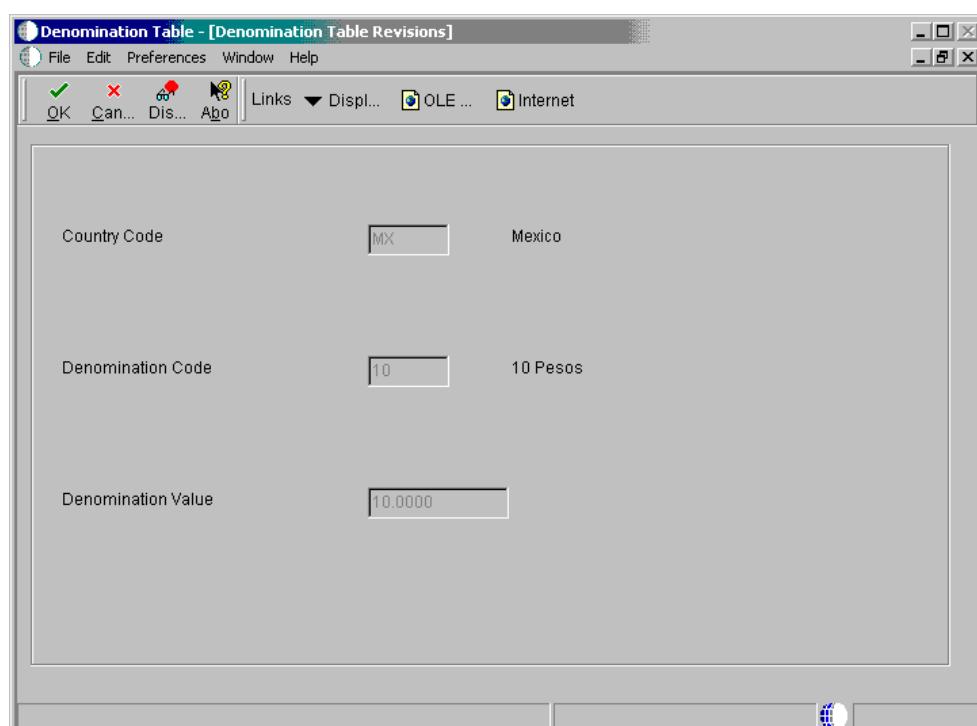
- ❑ Set up the following codes in UDC 00/CN:
 - MXP - Mexican Pesos
 - BD - Food Bonus
- ❑ Set up codes for the cash and food bonus denominations that you are using in UDC 06/DN.

See *Setting Up User Defined Codes*.

► To set up the denomination table

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

1. On Work With Denomination Table, click Add.



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

Setting Up Payment Types

Before you print payments for the first time, you must indicate which programs and versions the system uses 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.

Using Mexican Payment Types

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

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

To use these payment programs, enter the program number on the Print Payment Setup form, which is accessible from the Pay Cycle Workbench (P07210).

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

- R8976M0310 - Bancomer
- R8976M0311 - Banamex
- R8976M0312 - Bital

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

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

See Also

- ❑ *Setting Up a Table Conversion* in the *Table Conversion Guide* for information on creating UBEs for auto deposit files

Before You Begin

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

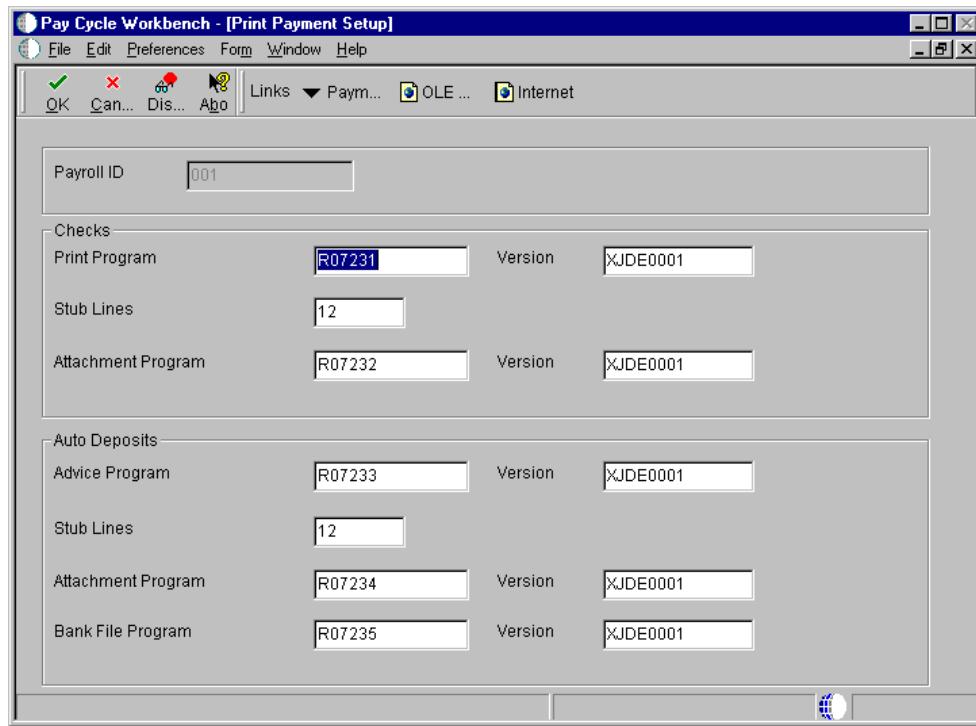
► To set up payment types

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

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

- Payroll ID

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



3. On Print Payment Setup, complete the following fields in the Checks area of the form:

- Print Program
- Version
- Stub Lines
- Version

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
- Version

6. Complete the following optional fields for autodeposits, and click OK:

- Attachment Program
- Version

Setting Up Debit Account Information for Automatic Deposits

When you pay employees using automatic deposit, you must set up bank account information about the account from which the payroll payments are made. The accounts from which the payments are made are known as debit accounts. Many organizations pay all of their payroll payments from one debit account. Other organizations use different debit accounts for each company or business unit.

You must enter information into the system for each debit account that your organization uses for payroll payments. This information is included in the bank files that are created for pre-note transactions and for automatic deposit payments.

If your organization uses a single debit account for all payroll payments, you can enter the information for that bank account as the default account. To do so, enter 0 in the Company - Home field and leave the Home Business Unit field blank when you enter the account information. This ensures that all pre-note and automatic deposit transaction files are created using the same debit account information.

If your organization uses a separate debit account for each company, you must enter the information for those accounts, specifying the company number in the Company - Home field and leaving the Home Business Unit field blank for each account. If only certain companies use a separate debit account, you can set up default account information using Company 0, and then enter account information only for the companies that have a separate account. If no information is set up for a specified company, the system uses the account information that you set up for Company 0.

Similarly, if your organization uses separate debit accounts for individual business units, you must set up each of these accounts. To do so, you must complete both the Company - Home and the Home Business Unit fields when entering debit account information. If only certain business units use separate debit accounts, you can set up default account information using Company 0, and then enter account information only for the business units that have a separate account. If there is no information set up for a specified business unit, the system uses the account information that you set up for Company 0.

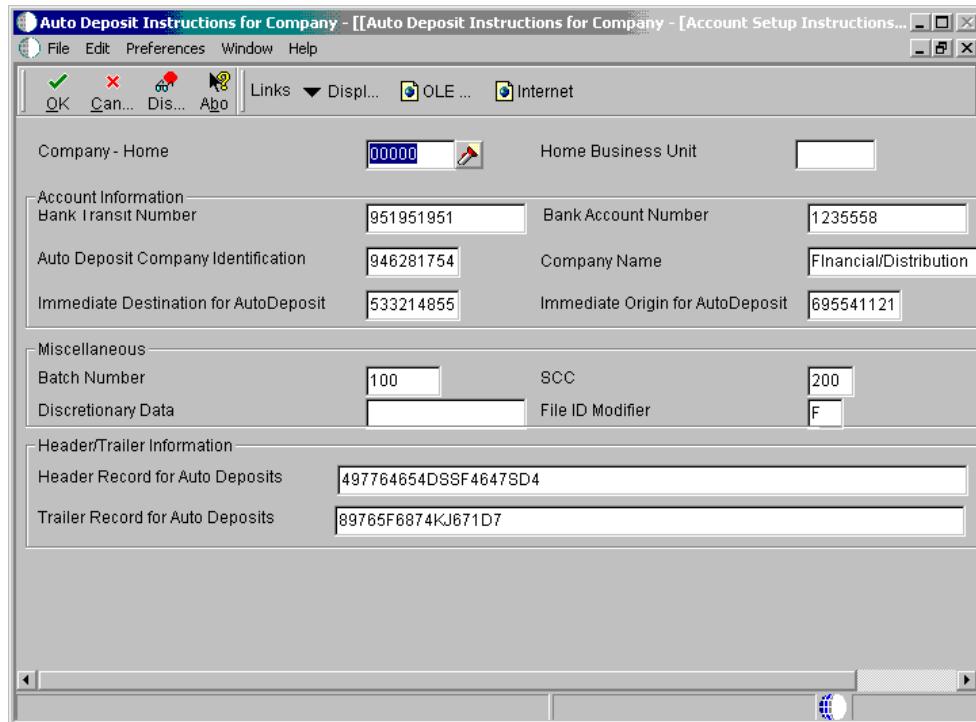
Note

The system determines which debit account information to use based on the employee's Home Company and Business Unit. When creating the bank file that contains pre-note transactions, the system uses the Home Company and Business Unit information that is stored in the Employee Master Information table (F060116). When creating the bank file that contains actual automatic deposit payments, the system uses the Home Company and Business Unit from the employee's timecard records.

► **To set up debit account information for automatic deposits**

From the Auto Deposit Information menu (G05AD), choose Auto Deposit Instructions for Company.

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



2. On Account Setup Instructions, complete the following fields to identify the company or the business unit, or both, for which you are entering information:

- Company - Home
- Home Business Unit

Note

To set up default debit account information that the system uses for all companies and business units for which debit account information is not set up, enter 0 in the Company - Home field and leave the Home Business Unit field blank.

3. Complete the following fields and then click OK:

- Bank Transit Number
- Bank Account Number
- Auto Deposit Company Identification

- Company Name
- Immediate Destination for AutoDeposit
- Immediate Origin for AutoDeposit
- Batch Number
- SCC
- Discretionary Data
- File ID Modifier
- Header Record for Auto Deposits
- Trailer Record for Auto Deposits

Setting Up Multiple Version Processing

Before you can process multiple versions of pay cycle steps, you must set up multiple version information. To do so, you must first create multiple versions of each of the pay cycle steps for which you want to use multiple version processing. After you create the versions that you want to process during a payroll cycle, you must assign those versions to a payroll ID. After you assign the versions to the payroll ID, you can review the information to ensure that you have set up the right versions for each step of the payroll cycle.

You can assign multiple version information for each step of the payroll cycle at once, or you can assign multiple versions of pay cycle steps to each step individually.

Before you can assign multiple versions to a payroll ID, you must create versions of pay cycle programs. The following table identifies the programs for which you need to create versions in order to use multiple version processing for each pay cycle step:

Pay Cycle Step	Program
Pre-Payroll	Pre-Payroll Driver UBE (R07200)
Interims Only	Interims Only Driver UBE (R07200I)
Changes Only	Pre-Payroll Changes Only (R07200C)
Journal Entries	Generate Payroll Journal Entries (R072902) (This program is used to submit and revise payroll journal entries)
Final Update	Final Update Driver UBE (R07250)

Note

If you assign all versions to the payroll ID using Reports Setup, you must manually enter program names and pay cycle steps on the Reports Setup form. If you use the Setup Mult Versions options, the system automatically enters that information. To reduce data entry

errors, J.D. Edwards recommends that you use the Setup Mult Versions options to assign multiple versions to a payroll ID.

Before You Begin

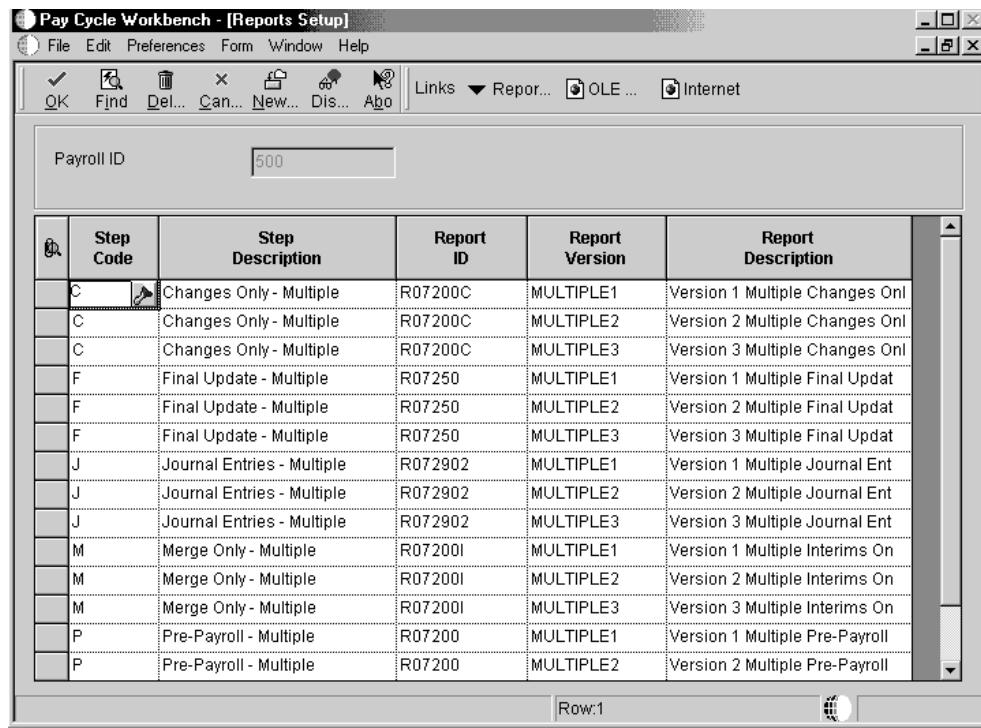
- Create versions for each of the pay cycle programs for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.

► To assign all multiple version information to a payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:
 - Payroll ID
2. Choose a record, and then choose Reports Setup from the Row menu.
3. On Reports Setup, choose a record in the detail area.
4. To assign a version of pre-payroll to the payroll ID, type P in the following field:
 - Step Code
5. Type R07200 in the following field:
 - Report ID
6. Enter the name of the version that you created for pre-payroll processing in the following field:
 - Report Version
7. Click an empty row in the detail area.
8. Complete steps 4 through 7 until you have entered all versions for the pre-payroll step of the pay cycle.
9. To assign a version of changes only to the payroll ID, type C in the following field:
 - Step Code
10. Type R07200C in the following field:
 - Report ID
11. Enter the name of the version that you created for changes only processing in the following field:
 - Report Version
12. Click an empty row in the detail area.
13. Complete steps 9 through 12 until you have entered all versions for the changes only step of the payroll cycle.
14. To assign a version of interims only to the payroll ID, type M in the following field:
 - Step Code
15. Type R07200I in the following field:
 - Report ID

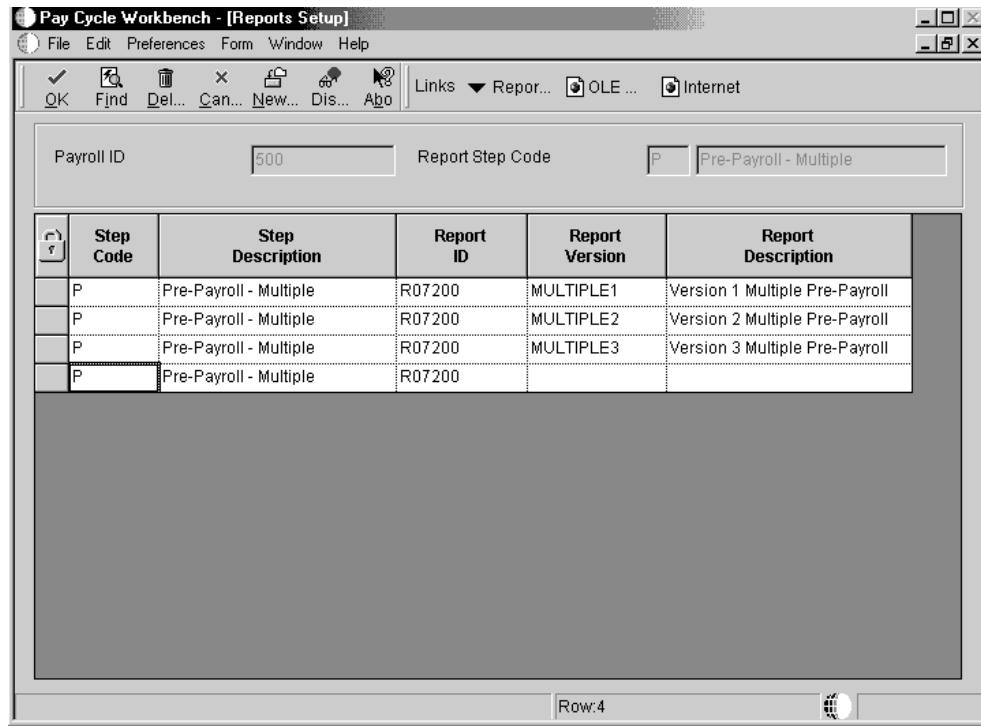
16. Enter the name of the version that you created for interim only processing in the following field:
 - Report Version
17. Click an empty row in the detail area.
18. Complete steps 14 through 17 until you have entered all versions for the interims only step of the pay cycle.
19. To assign a version of journal entries to the payroll ID, type J in the following field:
 - Step Code
20. Type R072902 in the following field:
 - Report ID
21. Enter the name of the version that you created for pre-payroll processing in the following field:
 - Report Version
22. Click an empty row in the detail area.
23. Complete steps 19 through 22 until you have entered all versions for the journal entries step of the pay cycle.
24. To assign a version of final update to the payroll ID, type F in the following field:
 - Step Code
25. Type R07250 in the following field:
 - Report ID
26. Enter the name of the version that you created for final update in the following field:
 - Report Version
27. Click an empty row in the detail area.
28. Complete steps 24 through 27 until you have entered all versions for the final update step of the pay cycle.
29. Review the information in the detail area, and then click OK.



► To assign multiple versions of pre-payroll to a payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Pre-Payroll from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of pre-payroll processing that you created:
 - Report Version

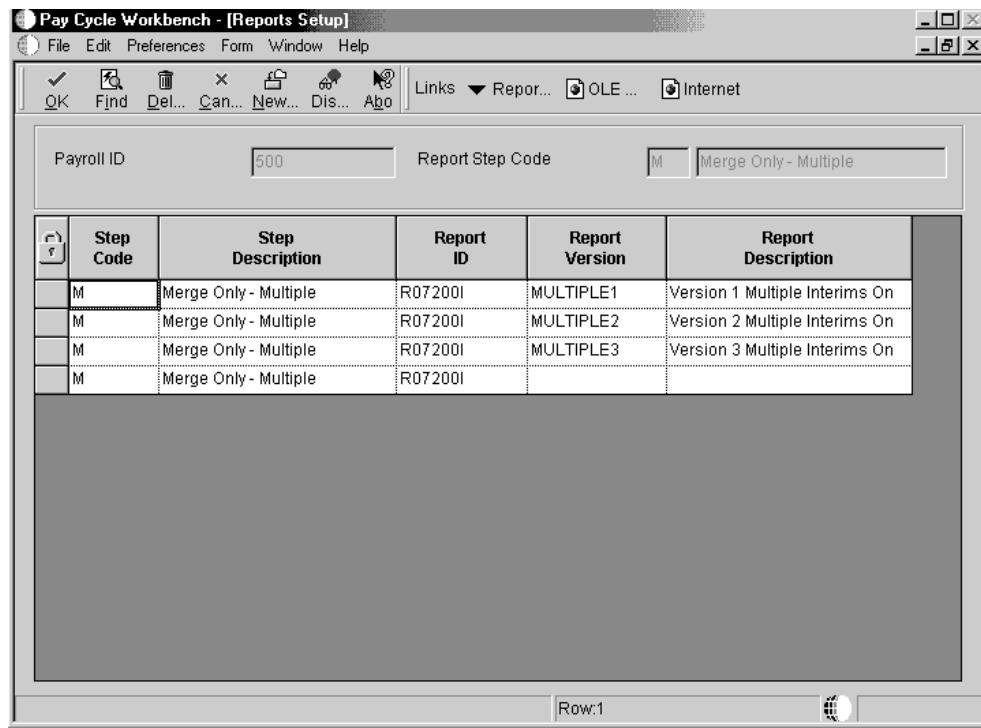


4. Click OK, and then click Cancel.

► To assign multiple versions of interims only pre-payroll to a payroll ID

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

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Interims Only from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of interims only processing that you created:
 - Report Version

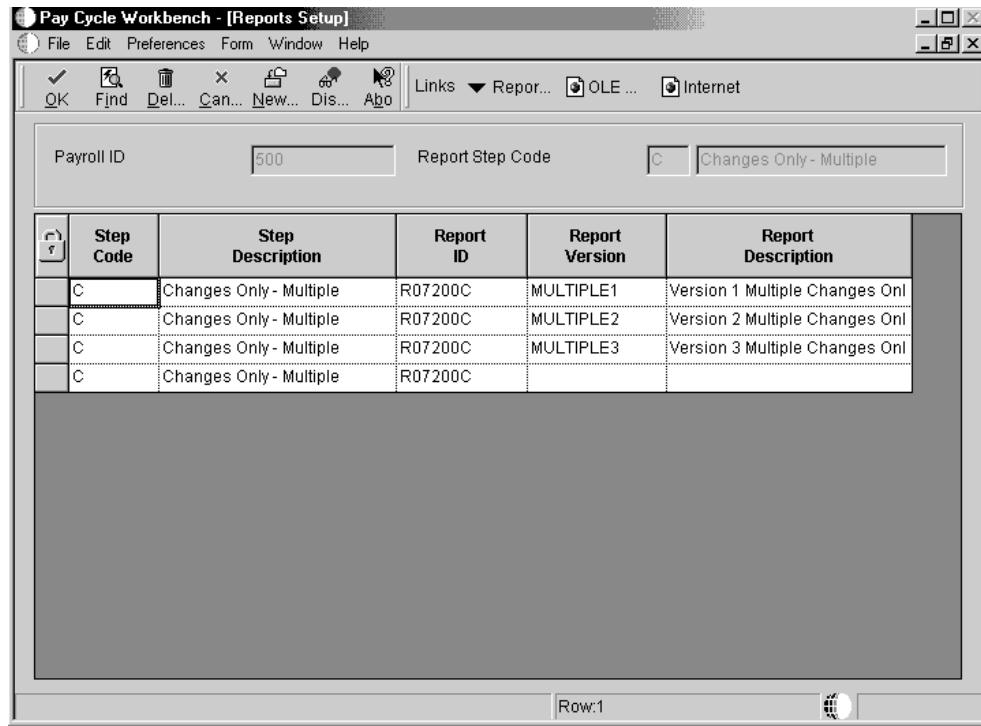


4. Click OK, and then click Cancel.

► To assign multiple versions of changes only to a payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Changes Only from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of changes only processing that you created:
 - Report Version

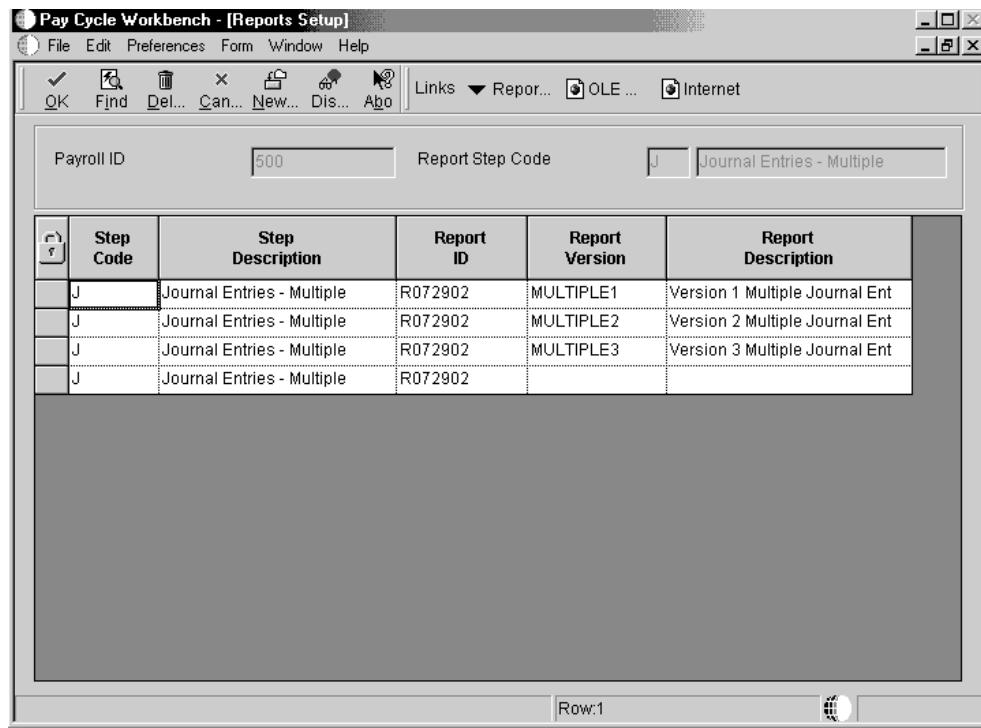


4. Click OK, and then click Cancel.

► To assign multiple versions of journal entries to a payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Journal Entries from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of journal entries that you created:
 - Report Version

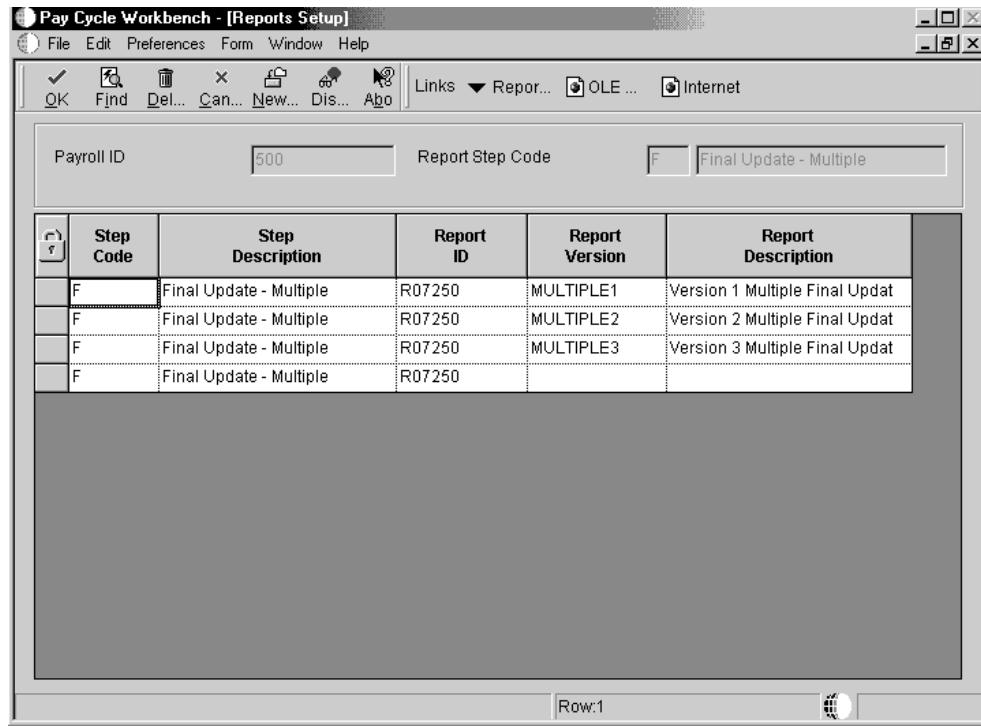


4. Click OK, and then click Cancel.

► To assign multiple versions of final update to a payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Final Update from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of final update that you created:
 - Report Version

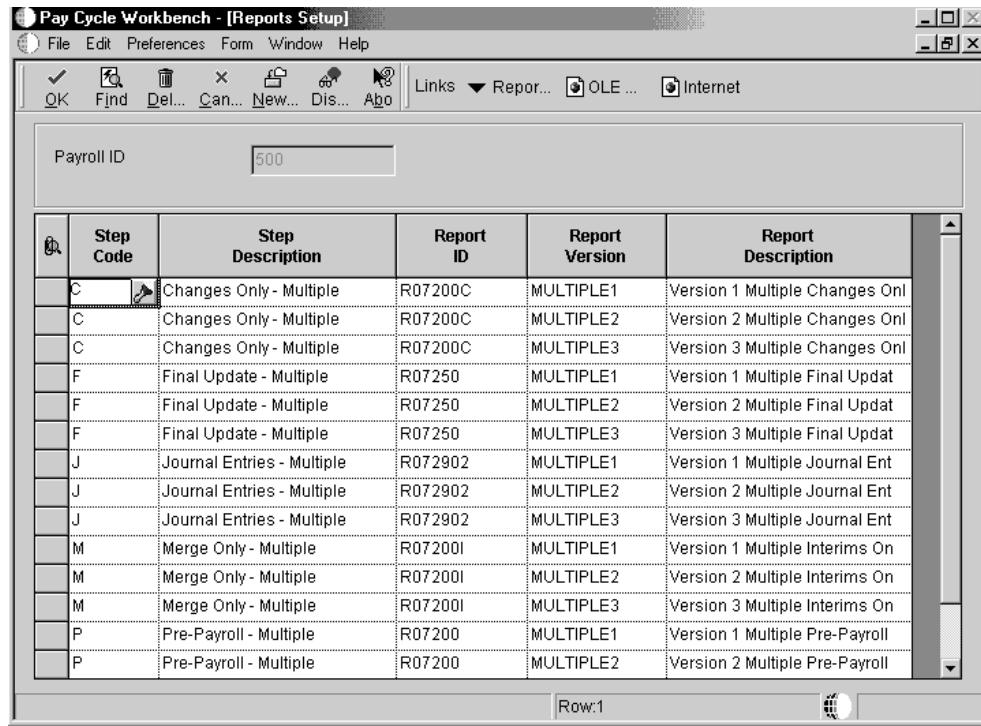


4. Click OK, and then click Cancel.

► To verify multiple version information

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.
3. Review the information in the following fields, and then click OK:
 - Step Code
 - Step Description
 - Report ID
 - Report Version
 - Report Description



Setting Up Loan Information

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

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

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

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

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

See Also

- Setting Up Special Process Parameters*

Setting Up Interest Percentage Rates

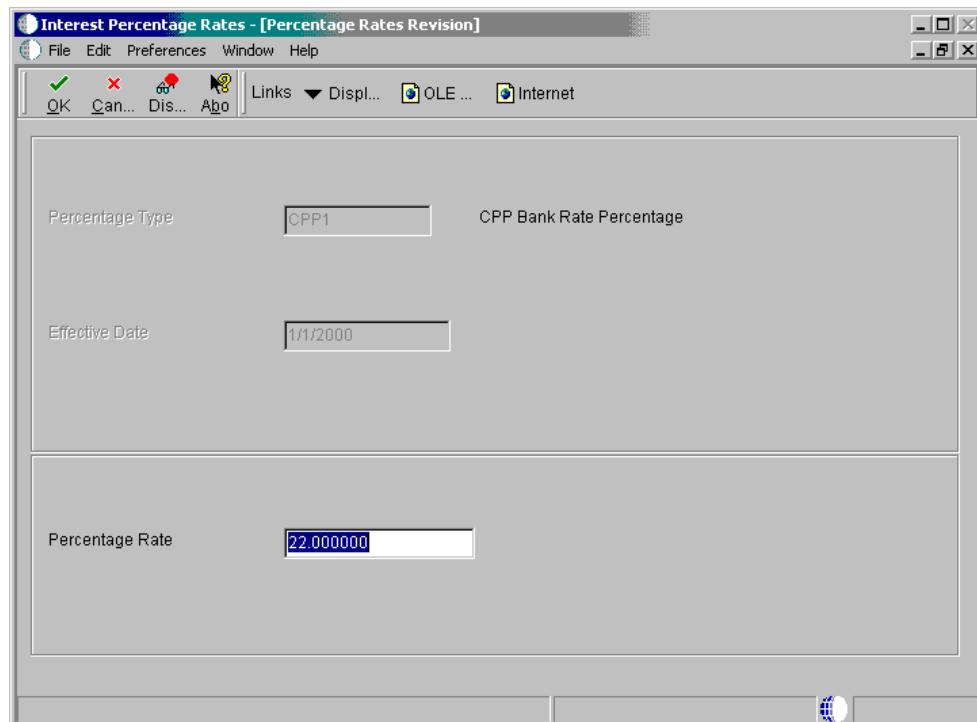
You set up interest percentage rates for the loans that the employer makes to the employee. These rates are used, along with other loan parameters, during the calculation of interest to apply to the loan.

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

► To set up interest percentage rates

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

1. On Work With Percentage Rates, click Add.



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

- Percentage Type
- Effective Date
- Percentage Rate

Setting Up Loan Parameters

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

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

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

Before You Begin

- Set up UDC 76M/PT to identify the type of loan. For example, you might have separate loan types for car loans, house loans, and so on. See *Setting Up User Defined Codes*.
- Set up garnishment deductions with a source of calculation of 2 (Gross - (Taxes + Mandatory Deductions)) for the following amount:
 - Loan
- Set up deductions for the following amounts:
 - Loan interest
 - Loan interest tax
- Set up benefits with no effect on gross or net pay for the following amounts:
 - Loan accumulated interest
 - Loan accumulated interest tax

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

► To set up loan parameters

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

1. On Work With Loans Setup, click Add.

PeopleSoft®

The screenshot shows the PeopleSoft Active Foundation interface. The top navigation bar includes links for Home, My View, Intranet, Training, and Help. The main header says "Active Foundation". Below it, the title "Loans Setup Revision" is displayed, along with "OK", "Cancel", "Tools", and "X" buttons. A status message "Mexican Company" is shown next to the company code "00801". The "Union Code" is listed as "Empleados" and the "Loan DBA" as "Prestamo 6%". The "Loans Parameters" section contains fields for Loan Type (0001), Percentage Type (CPP1), Limit Loan Percentage (30.00), Interests DBA (3682), Interest Percentage (6.0000), Interests Tax DBA (3683), and Interest Tax Percentage (15.0000). There are also checkboxes for "Accumulate Interests?" and "Accumulate Tax Interests?", both of which are unchecked. The "Accumulated Interests DBA" and "Accumulated Int Tax DBA" fields are empty.

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

- Company
- Union Code
- Loan DBA

The Loan DBA should be a deduction.

3. Complete the following fields:

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

The Interests DBA and Interests Tax DBA are deductions.

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

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

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

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

- Accumulated Int Tax DBA

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

The Accumulated Interests DBA and Accumulated Int Tax DBA are benefits.

6. Click OK.

Setting Up the DBA Calculation Control Table

J.D. Edwards has predefined several common calculation methods for DBAs. You can use these calculation methods to set up DBAs to calculate many taxes and social security amounts. You use these predefined methods by completing the Class of Calculation and Calculation Method fields on the DBA Legislative / Regulatory Revisions form.

If you need to use additional calculation methods besides those defined by J.D. Edwards, you can create a customized event rule or business function to perform the calculation.

This section describes how to set up the event rule or business function so that it can be used by a DBA. It does not describe how to create the event rule or business function.

Note

You do not need to modify the DBA calculation control table to use one of J.D. Edwards predefined calculation methods.

Caution

Do not delete any J.D. Edwards-supplied records from the DBA Calculation Control table. Deletion of these records causes payroll calculations to fail.

Before You Begin

- Set up a code for your new class of calculation on UDC 76M/MC.
- Set up a code for your new calculation method on UDC 76M/SP.

See *Setting Up User Defined Codes*.

► **To set up the DBA calculation control table**

On the Mexican Payroll System Setup menu (G07BMXP4), choose *DBA Calculation Control Tables*.

1. On Work With DBA Calculation Control File - Mexico, click Add.

2. On DBA Calculation Control File Revisions - Mexico, complete the following fields:
 - Special Calculation Method
 - Calculation
 - Source Language
 - Named Event Rule
3. To supply values needed for the calculation, enter the names of the data items that contain the values in the Input Variables fields.
4. Enter the names of the data items that contain the values produced by the calculation in the Output Results fields.

Valid values for the Input Variables and Output Results fields are stored in UDC 07/VN (general payroll variables) and UDC 76M/VN (Mexico-specific variables).
5. Click OK.

Employee Information

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

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

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

See Also

- *Adding Employee Records Using Employee Quick Hire in the Workforce Management Foundation Guide*

Hiring Employees

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

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

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

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

Adding Employee Records One at a Time

You add an employee record to the database when you hire an employee who is new to the organization. When you add an employee record, the system updates the following tables:

- Employee Master Information (F060116)
- Employee Additional Information (F060120)
- Employee International Data (F060117)
- Employee Jobs (F060118)
- Address Book Master (F0101)

Note

When you add a new employee record to the database, you complete a series of forms. As you complete each form, the next form appears. You can use the Back button to return to a previous form, where you can review or change information before saving the employee's record. The system 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.

Before You Begin

- Review the processing options to define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table supplies default job information when you add or change employee information.
- Review the processing options for Address Book Revisions (P01012) to ensure that the tax ID is not suppressed.

Entering Basic Employee Information

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

► To enter basic employee information

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

1. On Work With Employee Information, click Add.

PeopleSoft®

The screenshot shows the PeopleSoft Employee screen. At the top, there's a navigation bar with links for Portal, Home, Intranet, and Training. Below that is a toolbar with icons for Cancel, Cont, Form, and Tools. The main area is titled "Employee" and contains several input fields:

- Employee Number:** 12346
- Employee Tax ID:** [empty]
- Alternate Employee No:** [empty]
- Security Business Unit:** 1 Financial/Distribution Company
- Home Company:** 00001 Financial/Distribution Company
- Check Route Code:** [empty]
- Pay Frequency:** S Semi-Monthly
- Pay Status:** 0 Active
- Employee Benefit Status:** A Active
- Benefit Group:** SALARY
- Salary Employee Benefit:** [empty]
- Participation Date:** [empty]
- Original Hire Date:** 01/03/05
- Date Started:** [empty]
- Leave Begin Date:** [empty]
- Leave End Date:** [empty]
- Expected Recall Date:** [empty]
- Termination Date:** [empty]
- Date Pay Starts:** [empty]
- Date Pay Stops:** [empty]
- Data Protection Standards:**
 - Data Protection Code:** [empty]
 - Data Protection Date:** [empty]
- Upon Termination:**
 - Move to Applicant Pool
 - Country of Employment:** [empty]
 - Country:** [empty] USA

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

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

6. Click Continue.

The Address Book Revision form appears.

After you enter basic employee information, you must enter address book information. See [Entering Address Book Information](#).

Entering Address Book Information

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

See Also

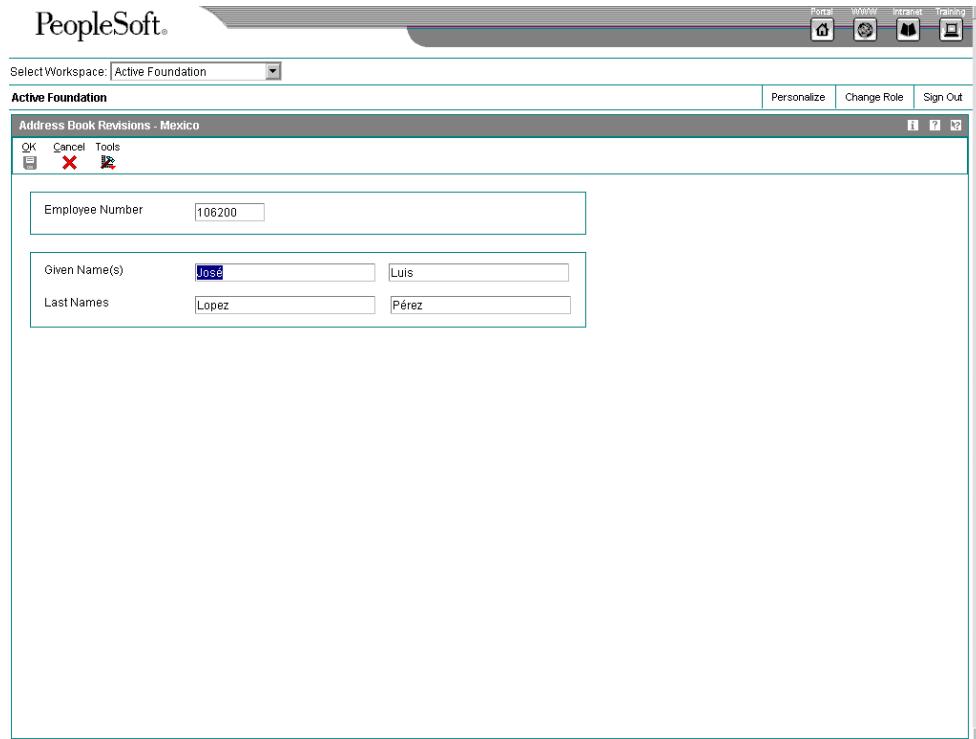
- *Entering Address Book and Mailing Information* for instructions for completing the Address Book Revisions form

Entering Employee Names in Mexican Format

You can enter up to four names for a Mexican employee: the employee's first and middle names, the employee's father's last name, and the employee's mother's maiden name. This name format allows the generation of Mexican governmental reports.

► To enter employee names in Mexican format

After you enter address book information, you must enter employee names on the Address Book Revisions - Mexico form.



On Address Book Revisions - Mexico, complete the following fields and click OK:

- Given Name(s)
- Last Names

The first Last Name field should contain the employee's father's last name, and the second Last Name field should contain the employee's mother's last name.

Continue the current process by completing the next form.

Entering Employee Personal Information

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

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

► To enter employee personal information

The screenshot shows the PeopleSoft interface with the title 'PeopleSoft' at the top. Below it, a toolbar has icons for Portal, WWW, Intranet, Training, Home, Help, and a magnifying glass. A dropdown menu 'Select Workspace' is set to 'Active Foundation'. The main area is titled 'Active Foundation' and contains a 'Personal' form. The form has sections for basic information like Employee No. (12346), Preferred Name (Broun, Susan), and Salutation. It also includes demographic fields such as Ethnic Code (03), Gender (F), Marital Status (M), Date of Birth (3/12/56), and various insurance and nationality fields. Buttons for Cancel, Back, Cont, Form, and Tools are visible at the top of the form window.

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
- 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
 - Employee Age (As of Jan 1st)
 - 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 Back.

Entering Organizational Assignment Information

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

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

► To enter organizational assignment information

The screenshot shows the PeopleSoft Organizational Assignment form. At the top, there's a navigation bar with links for Portal, WWW, Intranet, Training, and various icons. Below that is a toolbar with buttons for Cancel, Back, Cont, Form, and Tools. The main area is divided into several sections:

- Employee Information:** Employee No. (12346), Date Started (01/03/05).
- Supervisor:** Supervisor (7500), Home Business Unit (9), Mentor, Team.
- Position Details:** Position ID, Job Type/Step (1M-1), Job Title (MIS Manager-North America), Union Code, EEO Job Category (002), Date in Current Position (01/03/05), Date in Current Job, Locality, Shift Code.
- Employment Status:** Employment Status, Date Pay Starts (01/03/05), Date Pay Stops.
- Job Competency:** Organizational Business Unit, % Competency Achieved (0.00), Last Competency Review Date.
- Performance Appraisal:** Perf. Appraisal Level (0.000), Last Review Type, Next Review Type, Last Review Date, Next Review Date.

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
 - Next Review Type
 - Next Review Date
4. Complete the following optional fields:
- Job Title
 - Union Code
 - Shift Code
 - Date Pay Stops
5. If you want to assign competencies to the employee, choose Competency Info from the Form menu.
- The Competency Info option is available only if competency management software is enabled in your system.
- See *Assigning Competencies to Employees* for additional information.
6. If you want to compare the employee's competencies with the competencies that are required for a particular job, on Organizational Assignment choose Gap Analysis from the Form menu.
- The Gap Analysis option is available only if competency management software is enabled in your system.
- See *Reviewing Gap Analysis Online* for additional information.
7. Click Continue.
- If you set the processing options for Organizational Assignment (P0801ORG) to use default job information from the Job Master, the system displays Job Default Window.

Employee Information - [Job Default Window]

	NEW	OLD
Job Type/Step	A1 President	DA-3 Financial Analyst
Employee Information		
Pay Frequency	Semi-Monthly	Bi-Weekly
Benefit Group	EXEC	Executive Benefit Group
Organizational Assignment		
Union Code		
EEO Job Category	001	Officials and Managers
Basic Compensation		
Pay Class	S Salaried	S Salaried
Pay Grade/Step	S7	
Overtime Exempt	Y YES	Y YES

- 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.

Processing Options for Organizational Assignment (P0801ORG)

Defaults

1. Job Information Add
0 = Do not use default data.
1 = Use default data.
2. Job Information Change
0 = Do not use default data.
1 = Use default data.
3. Job Default Window
0 = Always Use Default Job Information
1 = Only Use Defaults to Overwrite Blanks
4. Job Category Add
0 = Do not use default data.
1 = Use default data.
5. Job Category Change
0 = Do not use default data.
1 = Use default data.
6. Business Unit/Job ID Information
Add
0 = Do not use default data.
1 = Use default data.
7. Business Unit/Job ID Information
Change
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

The screenshot shows the PeopleSoft Basic Compensation form. At the top, there's a toolbar with icons for Cancel, Back, Cont, Form, Tools, and a red X. Below the toolbar, the form has several sections:

- Employee Information:** Employee No. (12346), Home Business Unit (9 Corporate Administration), Job Type/Step (1M-1 MIS Manager), Pay Frequency (S Semi-Monthly), Position ID, Union, and Locality.
- Pay Class:** Pay Class (S), Pay Grade/Step, Salary (50000), Pay Rate Source (3 None), Pay Period Salary, Hourly Rate, and Compa-Ratio.
- Hours and Rates:** Std Hrs/Day (8.00), Pay on Std Hours, Std Hrs/Year (2080.00), Overtime Exempt (Y), Std Days/Year (260.00), FTE (1.00), and Default Auto Pay Type.
- Compensation Review:** Review Type, Last Comp Review Date, Next Comp Review Date, Tier/Ranking (0), and Last Tier/Ranking Review Date.

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
 - FTE
4. Complete the following fields if your processing options are not set up to use the default job information:
- Pay Class
 - Pay Grade/Step
 - Overtime Exempt
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 Back.

Processing Options for Basic Compensation (P0801CMP)

Process

1. Workflow - Salary Threshold

0 = Default

2. Workflow - Salary Percent Change Threshold

Entering Country-Specific Information for Mexico

Country-specific information includes information that applies to the country code that you entered for the employee. For Mexican employees, you must provide the following employee identification numbers, as well as other country-specific information:

- CURP, or Código Único de Registro Poblacional. This 18-character identifier is intended to eventually replace the Social Security number and the RFC (Registro Federal de Causantes).
- IMSS number, an 11-character social security number.
- RFC, or Registro Federal de Causantes, a 13-character identifier for tax purposes.

Before You Begin

- Set up UDC 76M/BA to identify the banks that hold employee retirement funds. See *Setting Up User Defined Codes*.

► To enter country-specific information for Mexico

After you enter compensation information, you enter country-specific information.

The screenshot shows a PeopleSoft application window titled "Active Foundation". A sub-dialog box is open, specifically for "National/Fiscal Area Regional Information - Mexico". The dialog has tabs for "Additional Information" and "Current IDS Information".

Employee Information:

- Employee No.: 106200
- Name: Lopez Pérez, José Luis

Additional Information:

RFC	LOPL630313AZ9		
AFORE	530	Solidaridad Banorte	
IMSS Number	19846310209	CURP	LOPL630313HDFPRSG0
Contract Type	<input type="checkbox"/> Fixed Salary	Ending Date	<input type="text"/>
Reduced Shift	<input type="checkbox"/>	Family Medical Center	<input type="checkbox"/>

Current IDS Information:

IDS IMSS	947.50	IDS INFONAVIT	644.30
IDS IVCN	644.30	IDS SAR	947.50

1. On National/Fiscal Area Regional Information - Mexico, complete the following fields:
 - RFC
 - AFORE
 - IMSS Number
 - CURP
 - Contract Type
2. If the employee is a contract worker whose contract ends on a specific date, complete the following field:
 - Ending Date
3. Complete the following additional fields:
 - Reduced Shift
 - Family Medical Center
4. Click OK.

When you access country-specific information for an existing employee, the system displays information about the employee's most recent IDS calculation in the following fields:

- IDS IMSS
- IDS INFONAVIT
- IDS IVCM
- IDS SAR

You can review more detailed information about the employee's IDS history by choosing IDS Historic Information from the Form menu.

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

The screenshot shows a PeopleSoft application window titled "PeopleSoft". The top navigation bar includes links for "Portal", "WebUI", "Intranet", "Training", and "Help". A dropdown menu "Select Workspace" is set to "Active Foundation". The main content area displays a "Change Reason" dialog box. The dialog has a title bar "Change Reason" with buttons for "OK", "Cancel", "Tools", and a red "X". Below the title bar, there are two input fields: "Effective On" with the value "1/1/2005" and "Change Reason" with the value "001" followed by the text "New Hire".

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.

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

Address Number	7703	Bellas, Debbie
Home Business Unit	9	Corporate Administration
Position ID	A1	
Job Type	A1	President
Job Step		
Effective Date		
Requisition No. to be Filled		
Filled Requisition Status		
Requisition No. to Detach		
Detached Requisition Status		

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) and the Employee Master table (F060116).

This task completes the current process.

Processing Options for Employee Information (P0801)

Defaults Tab

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

1. Security Business Unit

1 = Updates the Address Book

0 = Does not update the Address Book

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

1 = Fields not required

0 = Fields required

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

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

Versions Tab

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

1. Organizational Assignment Version

Blank = default 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

Blank = default 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

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

1. Candidate Req Status

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

2. Requisition Status

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

3. Organizational Structure Type

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

4. Applicant Status

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

Entering Employee Instructions

After you enter employee information, you can enter instructions that apply to your employees, based on the needs of your company and employees.

The information that you enter provides instructions to the system and your department about how to process individual employees or groups of employees for reporting or payment purposes.

Entering Employee Deduction, Benefit, and Accrual Instructions

After you set up your deductions, benefits, and accruals (DBAs), you enter DBA instructions to assign DBAs to employees. You can enter DBAs at the following levels:

- One-time DBA override in Time Entry
- Employee DBA instructions
- Group DBAs
- DBA setup

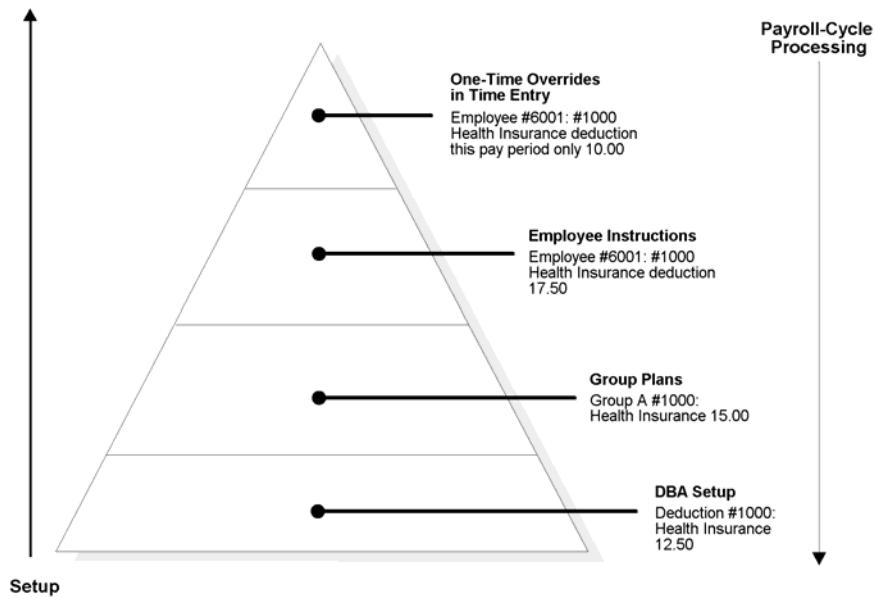
After you assign DBAs, the system calculates them during the payroll cycle in the same search sequence.

You enter DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

To help you understand how to assign DBAs, the following graphic illustrates the order in which the system manages DBA setup and DBA calculations:

To help you understand assigning DBAs, the following table illustrates the order in which the system handles DBA setup and DBA calculations:

DBA calculations	During the payroll-cycle processing, the system first calculates one-time DBA overrides. If there are no DBA overrides, then the system searches for DBAs that apply to the individual employee or employee groups. If no employee-specific DBAs or group plan DBAs exist, the system calculates any general DBAs.
-------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



The information that you enter on the DBA Instructions form represents the third level of DBA assignment, the employee level.

When you assign DBA instructions at the employee level, you can do the following:

- Enter exceptions by employee for a group of DBAs
- Enter overrides for DBA amounts, dates, and limitations
- Set up start and stop dates for a DBA
- Set up DBAs to calculate only when an employee works in a specified assignment
- View expired or cleared DBA transactions

To simplify the management of DBAs among employees, you can use benefit groups to avoid entering identical lists of DBAs for each employee. The system refers to groups of DBAs as group plans. Group plans are defined by union codes or group codes. The system automatically assigns group plans to the employee when you enter a Union Code on the Organizational Assignment form (W0801ORGA) when hiring the employee.

You can use the Employee DBA Inquiry form to review existing DBAs assigned to an employee before adding more DBAs. You can also review the DBA itself before assigning it to an employee.

Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, J.D. Edwards recommends that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans.

You can override a DBA in a group plan on the DBA Instructions form, as well as add DBAs to an employee record.

If you are using the HR-Benefits module, the system automatically assigns DBA codes to an employee record when you enroll the employee in benefit plans. The DBA codes for these benefit plans appear on Employee DBA Instructions.

Note

If you want a DBA to calculate only when an employee works in a specified assignment, you enter an assignment number for that DBA on the DBA Instructions form. When calculating the DBA, the system uses all timecards associated with that assignment as the basis of calculation for the DBA. For example, if the employee works 40 hours during the pay period, but only 20 hours were worked in the specified assignment, the system uses all pay associated with the 20 hours worked in the assignment as the basis of calculation for the DBA.

If you want to set up DBAs that use other DBAs as the basis of calculation to calculate only when an employee works in a specified assignment, you would only enter the assignment number on the initial DBA. For example, you want DBA 4999 and DBA 5000 to calculate for an employee only when they work in a specified assignment, and DBA 5000 is based on DBA 4999. You would only enter the assignment number on DBA 4999 on the DBA Instructions form. The system would use all pay associated with the specified assignment number as the basis of calculation for DBA 4999, and would use DBA 4999 as the basis of calculation for DBA 5000.

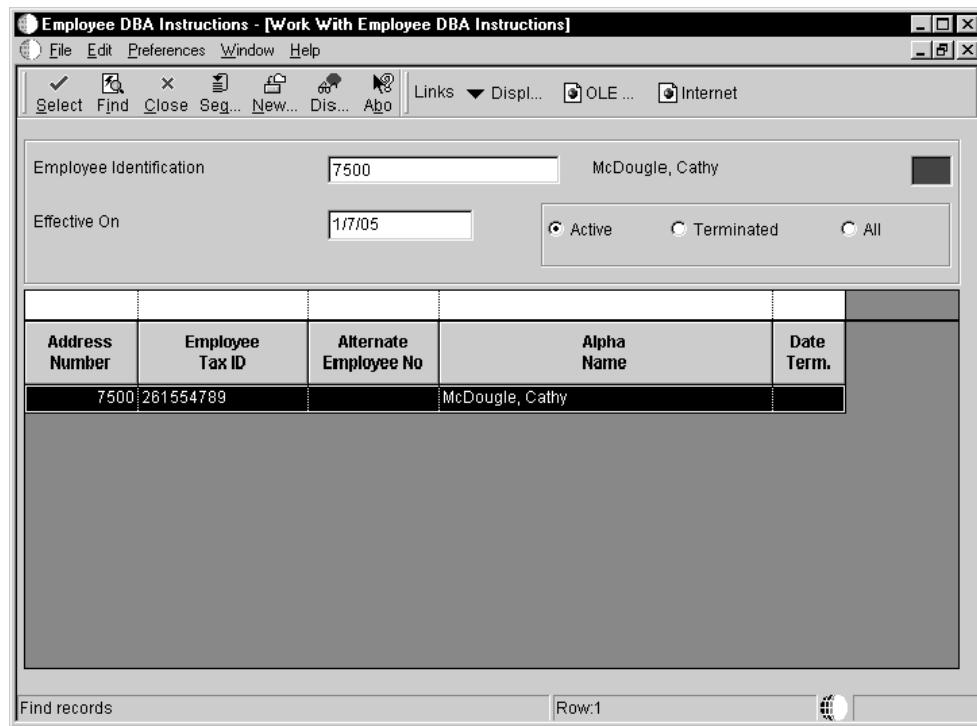
See *Employee Assignments* for more information about how to use assignment numbers.

See Also

- Understanding Deductions, Benefits, and Accruals* for more information
- Setting Up Deductions, Benefits, and Accruals* for more information
- Setting Up Group Plan DBAs* for more information
- About Deductions, Benefits, and Accruals* for more information
- Setting Up Deductions, Benefits and Accruals* for more information
- Setting Up Group Plan DBAs* for more information.

► To enter employee deduction, benefit, and accrual instructions

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.



1. On Work With Employee DBA Instructions, complete one of the following fields:
 - Employee Identification
 - Effective On
2. Click one the following options to narrow your search and click Find:
 - Active
 - Terminated
 - All
3. On Work With Employee DBA Instructions, choose one or more records and click Select.

The Employee DBA Instructions form appears, which displays information for the employee record first selected.

Employee DBA Instructions - [Employee DBA Instructions]

File Edit Preferences Form Row Window Help

OK Find Del... Can... New... Dis... Abo Links EE D... Previo... Next OLE... Internet

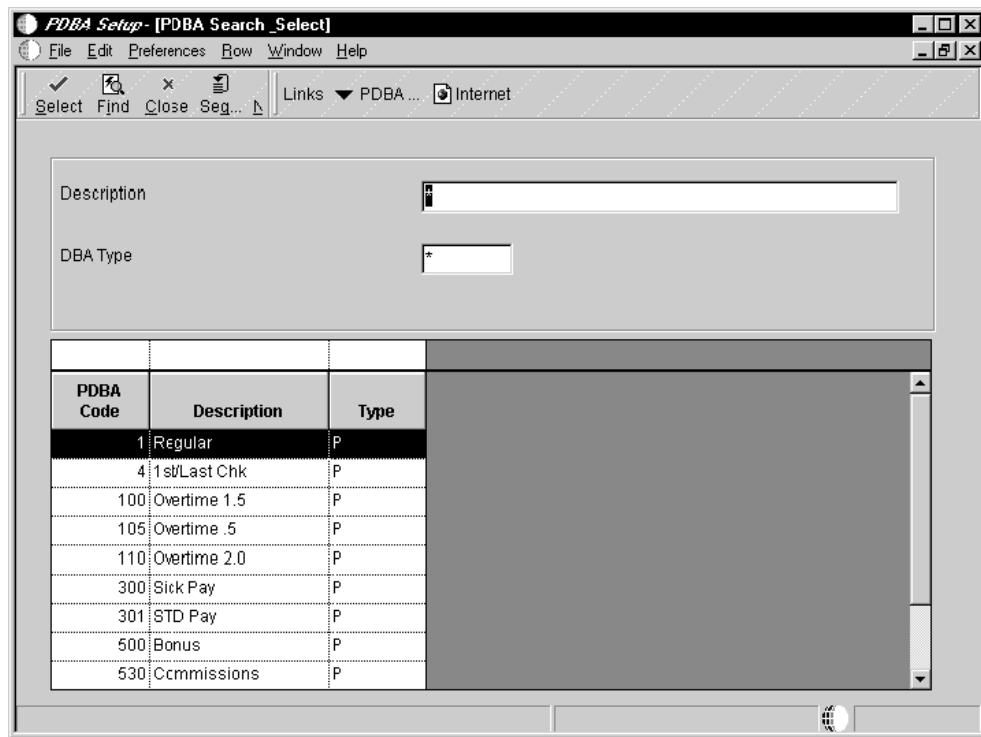
Employee Identification	7600	McDougle, Cathy
Effective On	27/08/01	
Benefit Group	EXEC	
Job Type/Step	ZH-1	Human Resources Manager <input type="checkbox"/> Cleared Items

#	PDBA Code	DBA Type	Calc Method	Description	Assignment Number	Override Flag	Amt/Rt Level 1	Amt/Rt Level 2
	1008	B	\$	Health/Co				
	1011	B	%	LTD Coverage				
	1016	D	\$	LTD Coverage				
	1017	D	\$	STD Coverage				
	1020	D	\$	Dental EE+1				
	1102	D	C	Child support			250.0000	
	1120	D	\$	Child support			10.0000	
	1320	D	\$	United Way			5.0000	

Row:2

Work With Employee DBA Instructions Employee DBA Instructions

4. To review DBAs already assigned to employees, choose EE DBA Review from the Form menu.
5. On Work With Employee DBA Review, review the information and click Close.
6. To review a deduction, benefit, or accrual before assigning DBA instructions, click the visual assist for the following field:
 - PDBA Code



7. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.
8. On Pay Type Recap, review the information and then click Cancel.
The PDBA Search and Select form appears.
9. Choose a DBA and click Select.
The Employee DBA Instructions form appears again with the DBA code.
10. On Employee DBA Instructions, continue assigning a DBA by completing the following optional fields:
 - Amt/Rt Level 1
 - Amt/Rt Level 2
 - Pay Start Date
 - Pay Stop Date
11. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this employee, complete the following field:
 - Voucher Flag

12. To specify a payee for the voucher, complete the following field:
 - Payee No
13. Review the default information in the following fields and, if necessary, enter change the information:
 - DBA Type
 - Calc Method
 - Explanation - Remark
 - Assignment Number
 - Override Flag
 - Group Code
 - Table Code
 - Amount Due
 - Prior DBA
 - Ded Per 1
 - Nbr Per
 - Union Code
 - Job Type
 - Job Step
 - Limit \$ Pay Period
 - Limit Monthly
 - Limit \$ Quarterly
 - Limit \$ A/L1
 - Limit \$ A/L2
 - Limit % Period
14. Click OK.
15. To obtain the next employee record, click Next and repeat steps 4-14.
16. When you are finished assigning DBA instructions to employees, click OK.

If any of the DBAs that you entered are for wage attachments, the system displays the Wage Attachment Revisions form. See [Entering Wage Attachments for Employees](#) in the *Payroll Guide*.

Related Task

Deleting a DBA Instruction

When you need to remove a DBA instruction from an employee record, use caution to avoid deleting a DBA that has already accumulated history information. After a DBA has been active and amounts have been withheld from an employee's compensation, removing the DBA could result in errors on year-end forms.

When deleting a DBA instruction, if the DBA has history information, the system generates a warning message indicating that history information exists. If you receive this message, cancel the deletion procedure.

Entering Employee PDBA Instructions by Period

You can use employee PDBA instructions by period to enter deductions or benefits that are needed for only one pay period. Entering employee PDBA instructions by period is a good alternative to entering one-time DBA overrides in time entry if you want to apply the same DBA to several employees.

You can also use employee PDBA instructions by period to override the value of a PDBA or the basis of calculation for a specific group of employees for one pay period only.

Employee PDBA instructions are stored in the Deduction/Benefit/Accrual Ledger table (F0709) and are processed during pre-payroll.

► To enter employee PDBA instructions by period

From the Employee Management menu (G05BE1), choose DBA Instructions by Period Only.

1. On Work With DBA Instructions By Period Only, click Add.

2. On Enter DBA Instructions By Period Only, complete the following required fields:
 - Home Company
 - PDBA Code
 - Work Date
3. To apply the PDBA only to workers in a specific union, complete the following field:
 - Union Code
4. Complete any of the following optional fields to override the value of the DBA for this pay period only:
 - Amount or Rate
 - Method of Calculation
 - DBA Calculation Basis
5. Complete the following field in the detail area for each employee to whom you want to apply the PDBA:
 - Employee Number
6. To override the amount of the PDBA for a specific employee only, complete the following field in the detail area for that employee:
 - Amount
7. Click OK.

Reviewing Employee Information

You can review the following reports for employee information:

- Employee Report (R76M0100)
- Employee Dates Report (R76M0101)
- Employee Alphabetic Report (R76M0102)
- Employee IDS Report (R76M0103)

You can also interactively review IDS history for individual employees.

Reviewing the Employee Report

From the Employee Management menu (G05BE1), choose Employee Report - Mexico.

Use the Employee Report (R76M0100) to review an individual employee's salary and job details each month.

The Employee Report provides basic information about employees, including:

- Name and employee number

- Identification numbers
- Job details
- Salary information

See Also

- R76M0100 Employee Report* in the *Reports Guide* for a report sample

Reviewing the Employee Dates Report

From the Employee Management menu (G05BE1), choose Employee Dates Report - Mexico.

Use the Employee Dates Report (R76M0101) to periodically review an individual employee's start date and other important dates.

The Employee Dates Report includes information regarding the following:

- Date of birth
- Hire and termination dates
- Dates of last and next raises
- Date of last paycheck
- Bonus date
- Cost center and union affiliation

See Also

- R76M0101 Employee Dates Report* in the *Reports Guide* for a report sample

Processing Options for Employee Dates Report (R76M0101)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

1 = Display Salary

0 = Do not Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.
- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee Alphabetic Report

From the Employee Management menu (G05BE1), choose Employee Alphabetic Report - Mexico.

Use the Employee Alphabetic Report (R76M0102) to review an individual employee's job and pay details each month.

The Employee Alphabetic Report lists information regarding Mexican employees. The report is ordered by employee name. The following information is included in this report:

- Employee number
- Status
- Pay frequency
- Pay class
- Job type
- Job step
- Job description
- Date started
- Hire date
- Date of birth
- Termination date

See Also

- R76M0102 Employee Alphabetic Report in the *Reports Guide* for a report sample

Processing Options for Employee Alphabetic Report (R76M0102)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave

this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

1 = Display Salary

0 = Do not Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.
- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee IDS Report

From the Employee Management menu (G05BE1), choose Employee IDS Report - Mexico.

Use the Employee IDS Report (R76M0103) to review an individual employee's IDS amounts each month. This report includes the following information:

- Company, union, and business unit information
- Employee name and number
- Previous, current, and original hire dates
- Previous and current IDS amounts
- Monthly salary

See Also

- *R76M0103 Employee IDS Report* in the *Reports Guide* for a report sample

Processing Options for Employee IDS Report (R76M0103)

Defaults Tab

1. Company

Blanks = 00001

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

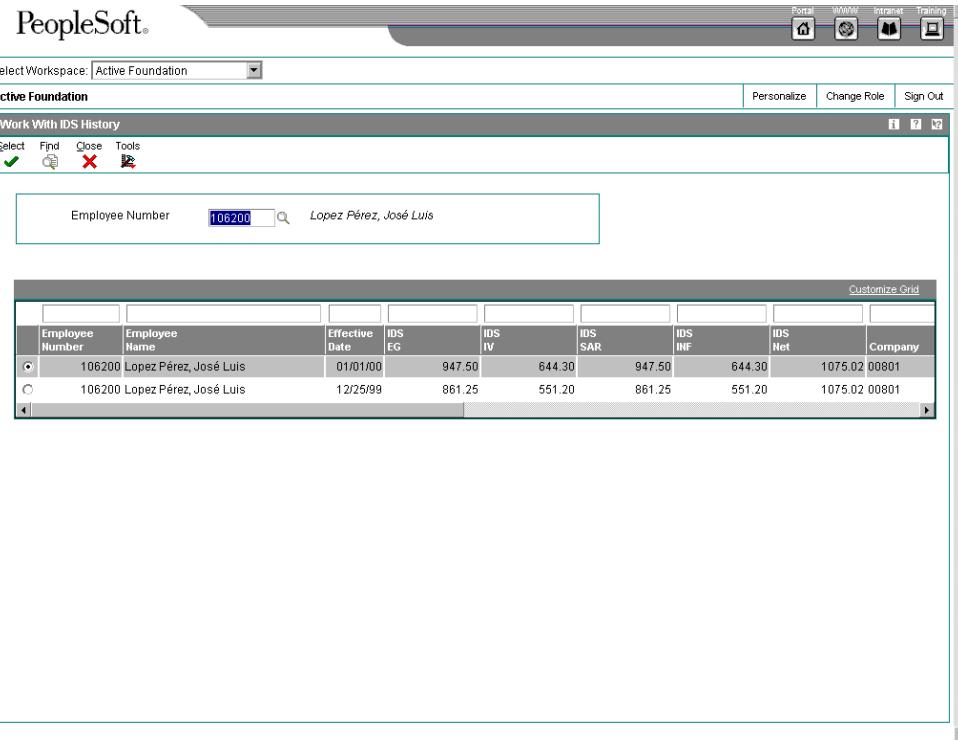
Reviewing IDS History for One Employee

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all the components of the IDS and the limits associated with the IDS.

► To review IDS history for one employee

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

1. On Work With Employee Information, complete either of the following fields or use the Query by Example row to narrow your search, and then click Find:
 - Home Company
 - Home Business Unit
2. Choose the employee whose IDS history you want to review and choose Nat'l/Fiscal Data from the Row menu.
3. On National/Fiscal Area Regional Information - Mexico, choose IDSHistoricInforma from the Form menu.



4. On Work With IDS History, click Find to display records for each time that IDS has been calculated for the employee.
5. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

PeopleSoft.

The screenshot shows the PeopleSoft Active Foundation workspace. The top navigation bar includes links for Home, Work, Intranet, Training, and Help. The main header says "Select Workspace: Active Foundation". Below the header is a toolbar with icons for OK, Cancel, Tools, and a red X. The main content area is titled "IDS Calculation Revision". It contains several sections:

- Employee Number:** 106200, **Name:** Lopez Pérez, José Luis
- Effective Date:** 01/01/00, **Seniority:** 4 / 5 Years / Months
- IDS Components:**

Daily Salary	904.11
Christmas Bonus	148.62
Vacation Bonus	22.29
Variability IMSS	0.00
Variability INFONAVIT	0.00
- IDS Limits:**

EG	947.50
IV	644.30
SAR	947.50
INF	644.30
- Integrated Daily Salary:**

IDS Net	1075.02
IDS EG	947.50
IDS IV	644.30
IDS SAR	947.50
IDS INFONAVIT	644.30

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

6. Click Cancel.

Daily

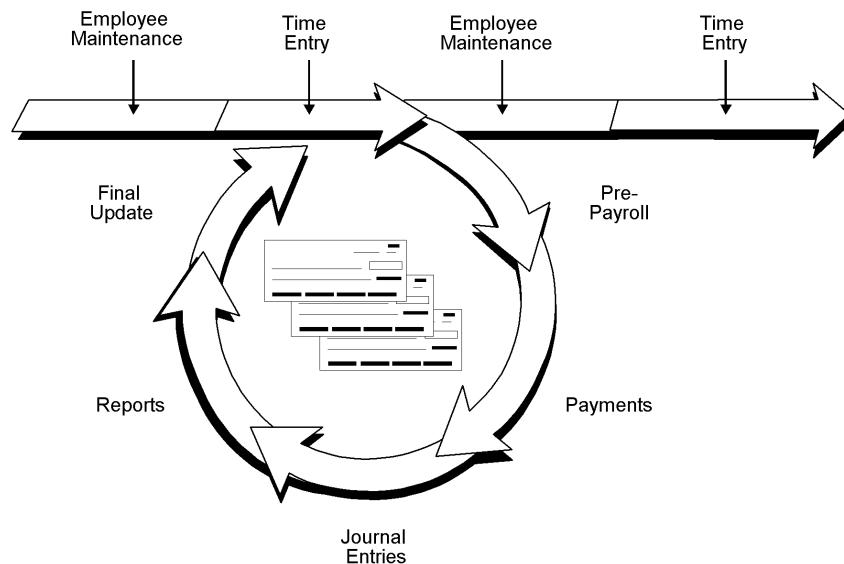
Payroll Cycle

The payroll cycle is a process that you complete each time that you pay your employees. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle. This information includes pay frequency and employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

The following graphic shows the Payroll system flow (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle.



When you process a payroll cycle, you must process pre-payroll first and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it, if necessary.

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the

workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive two types of payments: automatic-deposit advice slips and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that the information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

J.D. Edwards also allows you to send information that is created during the payroll cycle to ADP. This information allows ADP to print payments for your organization, to file all of the payroll tax information for your organization, or both. Like the journal entries, print payments, and reports steps of the payroll cycle, ADP integration must be performed after pre-payroll, but before final update.

The final update is the last step in the payroll cycle. You use the final update to update transaction, payment history, and tax information for employees, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information that is related to that payroll cycle. The system allows you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to the way it was before you ran the step.

You can also process multiple versions of selected pay cycle steps within a single payroll process. Using multiple versions can dramatically improve the performance of your system during pay cycle processing. Multiple version processing allows you to run multiple versions of certain pay cycle programs simultaneously. The system consolidates the information from each of the versions that you process to create a single output.

For example, if you process 10 versions of the Pre-Payroll Driver UBE program (R07200) to improve the performance of pre-payroll processing, and you choose to print the Payroll Register during the pre-payroll step of the payroll cycle, the system creates one Payroll Register after all of the versions of the Pre-Payroll Driver UBE are processed. For additional information about this feature, see *Processing Multiple Versions of Pay Cycle Steps*.

Note

J.D. Edwards allows you to share your organization's employee information from the J.D. Edwards system with ADP to allow ADP to process the full payroll cycle for you. If you choose to allow ADP to process the full payroll cycle for your organization, you do not need to run any of the payroll cycle steps. However, you must complete different tasks to ensure that ADP has updated employee information for each pay cycle. See *ADP Integration for Human Resources* for instructions.

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:

- 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 choose the employees to be paid. You use the same payroll ID for all of the steps of a payroll cycle. You can use different payroll IDs to simultaneously process multiple payroll cycles.

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, the system displays a locked record in a contrasting color. On other forms, the status box in the upper right corner appears in a contrasting color.

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*

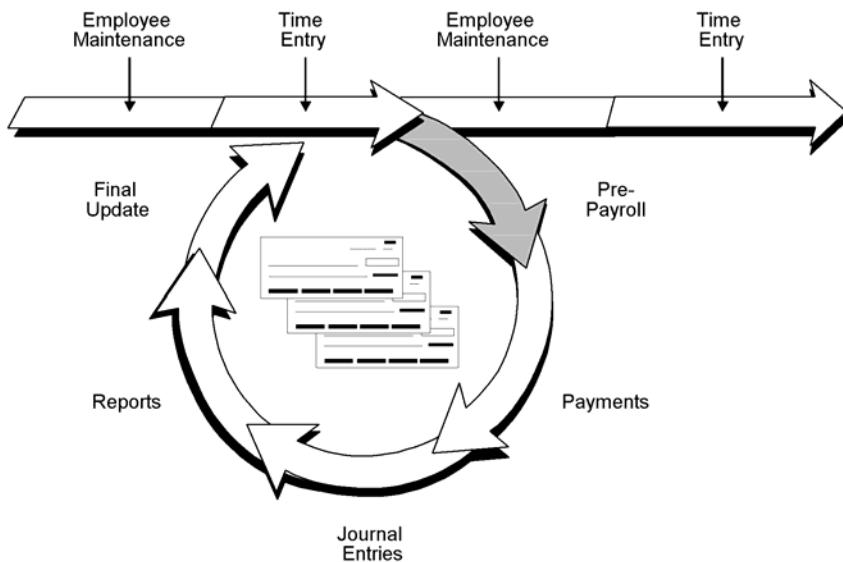
Coexistence

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

Processing Pre-Payroll

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

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 to produce payments and reports.
- Print reports that list 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 Pay Cycle Parameters File table (F07210).

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 and pay rate increases.
- Enter timecards for employees whose timecards are not automatically generated. See [Entering Timecards for Employees](#) in the *Workforce Management Foundation Guide*.
- Enter exception time and one-time DBA overrides for employees, as necessary. See [Entering Timecards for Employees](#) in the *Workforce Management Foundation Guide*.
- Verify any interim payments that you want to include in this payroll cycle. See [Working with Interim Payments](#).
- Print the employee roster to review job and pay rate information for current employees. See [Running the Employee Roster Report](#) in the *Workforce Management 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 [Setting Up Payroll Cycle Information](#).
- Create a program version for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See [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 print during pre-payroll processing

Creating a New Payroll ID

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

You must assign a program version to the payroll ID. You use this program version to choose the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.

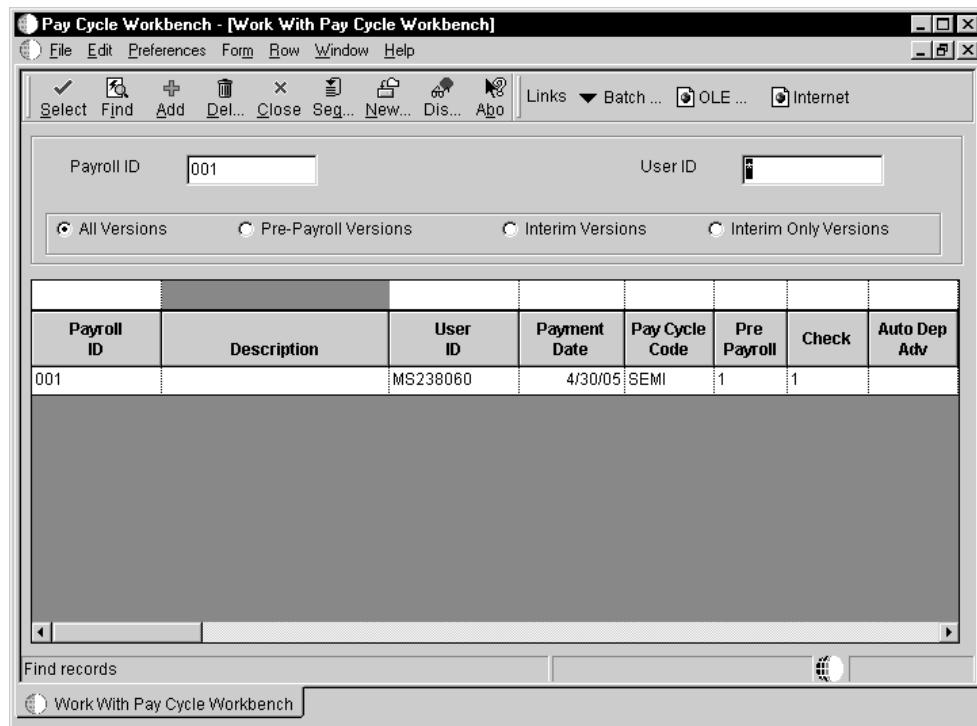
Caution

Verify that the program version that you enter is not already assigned to another payroll ID. Each payroll ID must be associated with a unique version.

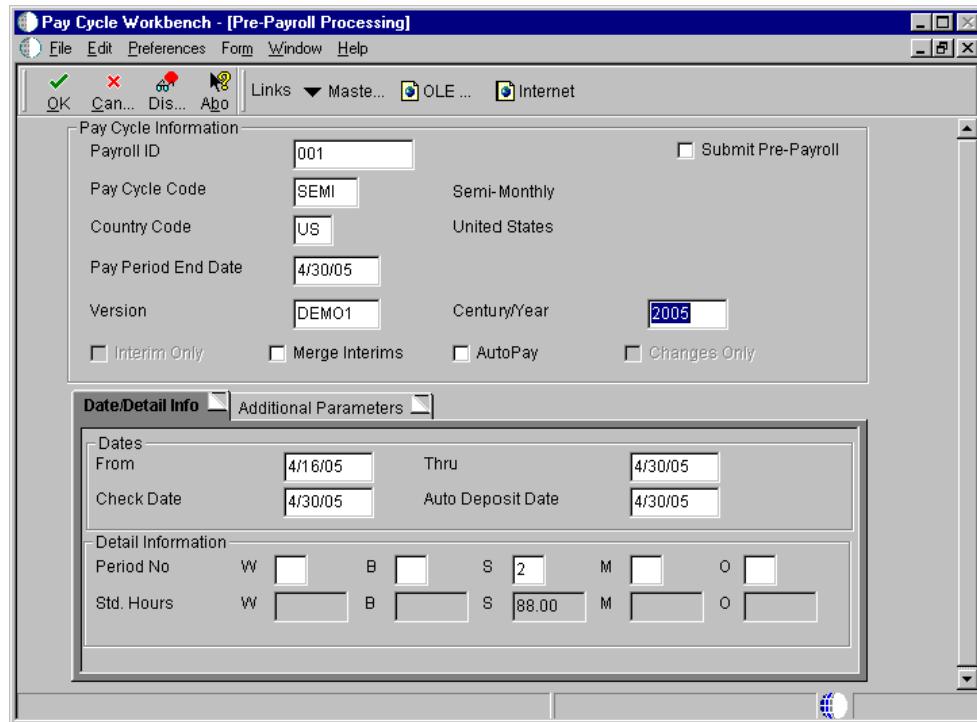
You can create a new payroll ID for processing regular payments, interim payments, or both.

► To create a new payroll ID

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.



1. On Work With Pay Cycle Workbench, click Add.



2. On Pre-Payroll Processing, complete the following fields:

- Payroll ID
- Pay Cycle Code
- Country Code
- Century/Year

3. Choose Master Pay Cycle from the Form menu.

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A
001	01	January	1/15/05	1/15/05		1			
002	01	January	1/31/05	1/31/05		2			
003	02	February	2/15/05	2/15/05		1			
004	02	February	2/28/05	2/28/05		2			
005	03	March	3/15/05	3/15/05		1			
006	03	March	3/31/05	3/31/05		2			
007	04	April	4/15/05	4/15/05		1			
008	04	April	4/30/05	4/30/05		2			
009	05	May	5/15/05	5/15/05		1			
010	05	May	5/31/05	5/31/05		2			
011	06	June	6/15/05	6/15/05		1			
012	06	June	6/30/05	6/30/05		2			

4. On Pay Period Constants Revisions, choose a 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.

5. 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.

6. Click any of the following options to specify the information to process during the payroll cycle:

- Interim Only

- Merge Interims
- AutoPay
- Changes Only
- Leave Balance

7. Review the default information in the following fields and revise it if necessary:
 - Pay Period End Date
 - From
 - Thru
 - Check Date
 - Auto Deposit Date
8. Verify that the correct value appears in the following fields that correspond to the type of pay cycle code that you are processing:
 - W
 - B
 - S
 - M
 - O
9. To enter additional parameters, click the Additional Parameters tab and complete any of the following optional fields:
 - Company
 - Pay Cycle Code/Type
 - Step Progression Automation
 - Bank Account Number
 - Auto Deposit Override
 - Group Plan Override
 - Minimum Pay Amount
 - Calc. Monthly D/B/A's (Y/N)
10. If you plan to use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:
 - InterCompany Settlements

11. To process pre-payroll using the payroll ID that you just created, click the following option:

- Submit Pre-Payroll

12. Click OK.

One or more reports has probably been set up 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*.

Data Selection for Pre-Payroll

When you enter the data selection for a payroll ID, observe the following guidelines:

- All of the employees that you select must have the same country code.
- When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.
- All employees in the same payroll ID must have the same pay frequency.
- J.D. Edwards recommends that you include pay status in your data selection.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

Setting Up Additional Pre-Payroll Parameters

When you create a new payroll ID, you must set up additional parameters for Mexico before you process pre-payroll. For all payroll IDs, you must specify the type of tax to apply to the payroll.

You also set up additional pre-payroll parameters if you want to override how calculations are done for a particular payroll. You should use additional pre-payroll parameters in the following situations:

- To indicate that a special process, such as a Christmas or vacation bonus, is being run and that no other calculations should be performed
- To apply a specific type of tax to make annual tax adjustments
- To specify a minimum amount of net pay that the employee must receive
- To process the payroll without applying deductions

Before You Begin

- Set up the special process that you are running, if necessary. See *Setting Up Special Process Parameters*.

► To set up additional pre-payroll parameters

From the Payroll Workbench menu (G07BUSH11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click Add.
2. Complete the steps to create a new payroll ID.
See *Creating a New Payroll ID* in the *Payroll Guide*.
3. On Pre-Payroll Processing, choose Regional Info. from the Form menu.

The screenshot shows the 'Pre-payroll Additional Parameters Revision' dialog box. The 'Payroll ID' field contains 'MEX'. The 'Process Code' field contains 'VAC'. The 'Tax to apply' field contains 'T86'. The 'Minimum Net Pay' field contains '100.00'. The 'PDBA Code' field contains '606'. There are two checkboxes at the bottom: 'No deductions' (unchecked) and 'Vacation Bonus' (checked).

4. On Pre-payroll Additional Parameters Revision, complete the following required field:
 - Tax to apply
5. If you are using the payroll to run a special process, complete the following field:
 - Process Code
6. To specify a minimum amount of net pay that the employee should receive, complete the following fields:
 - Minimum Net Pay
 - PDBA Code

The system determines the minimum net pay amount by calculating the percentage that you specify of the amount that is generated by the PDBA which you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates minimum net pay based on the percentage that you specify of the gross pay amount.

Any deductions that cannot be taken because of the minimum net pay to the employee are charged to DBA 9997 for repayment during the next pay period.

7. If you don't want to calculate deductions during this payroll cycle, select the No deductions option.
8. To generate a report of employees who will be receiving a vacation bonus during the next pay period, select the Vacation Bonus option.
If you select the Vacation Bonus option, the Vacation Bonus for Next Period report (R76M0308) prints during Final Update.
9. Click OK.

Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time that you process a payroll cycle. After you create a payroll ID, you can use the 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 can also 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 previous payroll cycle.

► To choose an existing payroll ID

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

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

One or more reports are probably set up 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

Use these processing options to specify how the system processes information during the payroll cycle.

1. 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

1 = Update units fields with premium

2 = Do not update units field with premium

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:

- 1 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.
- 0 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:

- o The journal type PR has been added to the table.
- o 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

0= Do not run R06394

1= Do run R06394

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.

7. Job Step Progression

Blank = Do not update pay rate in employee master

1 = Update pay rate in employee master

Use this processing option to determine whether the system updates the pay rate in the Employee Master Information table (F060116) during final update when an employee advances to the next job level using job step progression. You might choose not to update this field automatically if you want to review job advancements before updating the pay rate. If you choose not to update the pay rate during final update, you must manually update the pay rate for the employee before the next payroll is processed. Valid values are:

Blank

Do not update the pay rate

1

Update the pay rat

8. Interim Id Dates

Blank = Do not advance Interim Id dates

1 = Advance Interim Id dates to the next pay period

Use this processing option to determine whether the system automatically advances pay cycle dates for interim payroll IDs that have the same pay cycle code as the payroll ID that the system is processing, and that have payment dates that are less than or equal to the payment date of the payroll ID. The update is done during the final update step of the payroll cycle. This update only occurs if the Merge Interims or Interims Only options are selected for the payroll ID that is processing. If you choose not to use this option, you can roll the dates forward for interim IDs using the Roll Date function from the Interim Payment Workbench.

Note: If you choose to use this option, the system assigns the same pay cycle dates that are used for the payroll ID to all interim IDs for which dates are rolled. Therefore, you should only use this option if you always want payroll ID and interim ID dates to match. Also, the system assigns the user ID of the person that processes the payroll ID to all interim IDs that are rolled during the period. Valid values are:

Blank

Do not advance interim ID dates. This is the default.

1

Advance interim ID dates

ADP Files Tab

Use these processing options to activate the integration with ADP tax filing and check printing services.

1. Use ADP TaxService Filing

Blank or 0 = Do not use ADP TaxService Filing

1 = Do use ADP TaxService Filing

Use this processing option to specify whether you are using ADP TaxService Filing to submit your taxes. Valid values are:

0

Do not use ADP TaxService

1

Use ADP TaxServic

2. Use ADP Check Print Filing

Blank or 0 = Do not use ADP Check Print Filing

1 = Do use ADP Check Print Filing

Use this processing option to specify whether you are using the ADP Check Print Filing service. Valid values are:

Blank or 0

Do not use ADP Check Print Filing

1

Use ADP Check Print Filin

Reviewing Payroll Cycle Information Online

After you process pre-payroll, you typically need to verify information about tax, earnings, and deductions so that you can correct any errors before you print payments. To verify payroll cycle information, you can review detail information online.

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

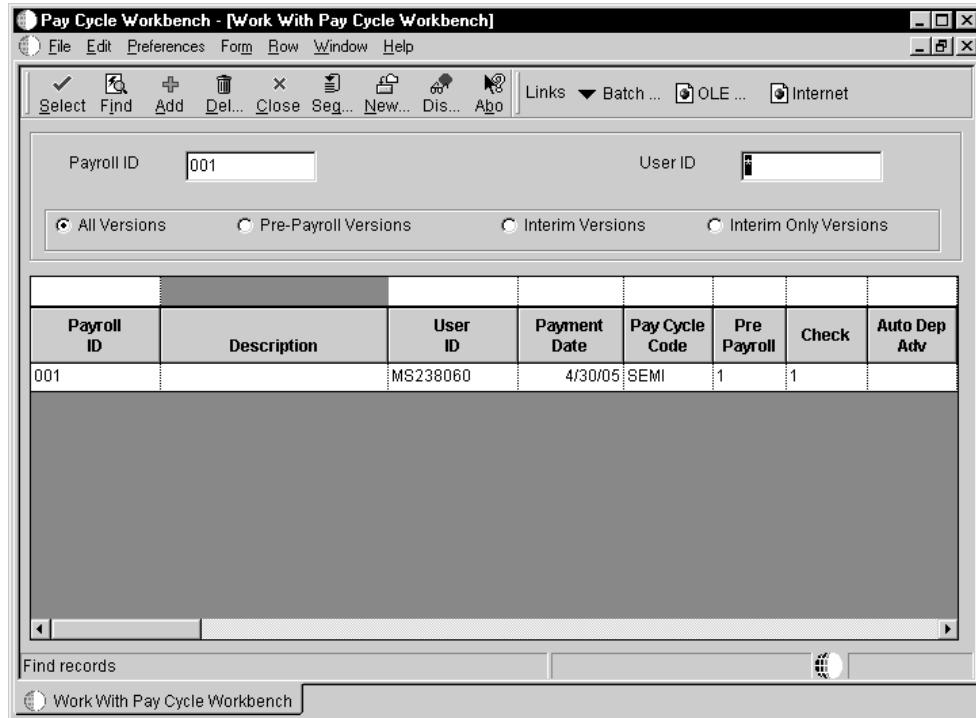
After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of pre-payroll to determine whether it completed normally. However, the status does not indicate 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 payroll cycle
- The total net pay, gross pay, and hours for the payroll cycle

► To review the status of a payroll cycle

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.



1. On Work With Pay Cycle Workbench, complete the following field and 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
3. If you are processing payroll in Australia or New Zealand, review the following fields:
- Payment Advice
 - Auto Dep File

See Also

- *Reviewing Payroll Messages* for information about reviewing errors that occur during the payroll cycle

Reviewing General Payment Information

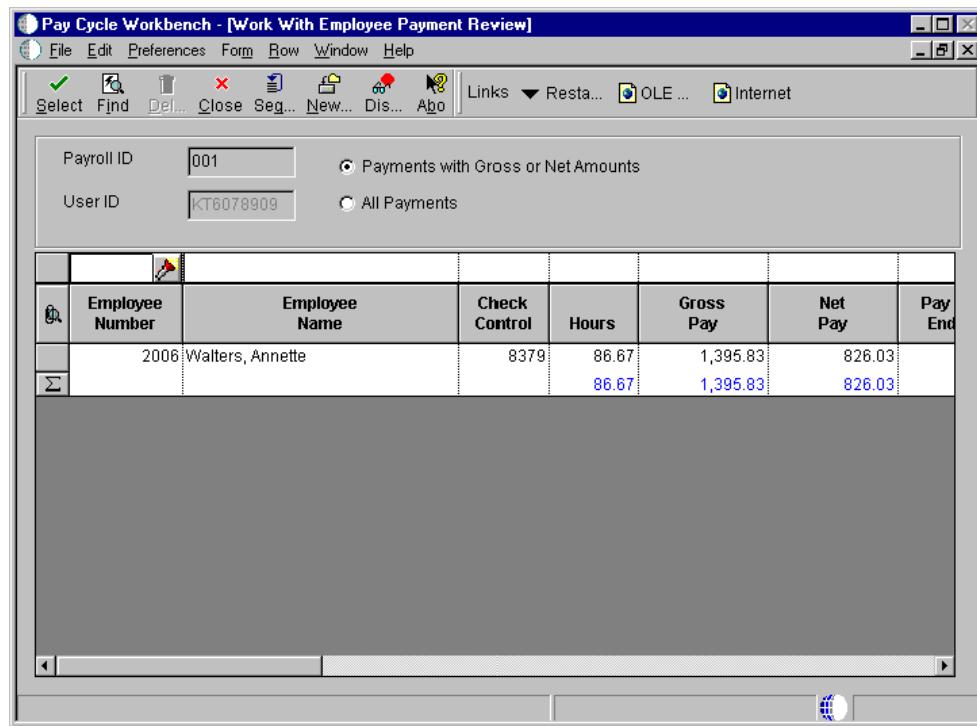
After you process pre-payroll, you can review detailed information about individual employees' payments to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

When you review general payment information, you can use the Row menu to access additional forms to review. For example, you can access the employee entry forms and interim payments. You can also access a form for resetting an individual employee record.

► To review general payment information

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay 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
 - Payment Date
 - Co
 - Home Business Unit
 - Gross to Net Error
 - User ID
 - I S
 - I C

Reviewing Payment Distributions

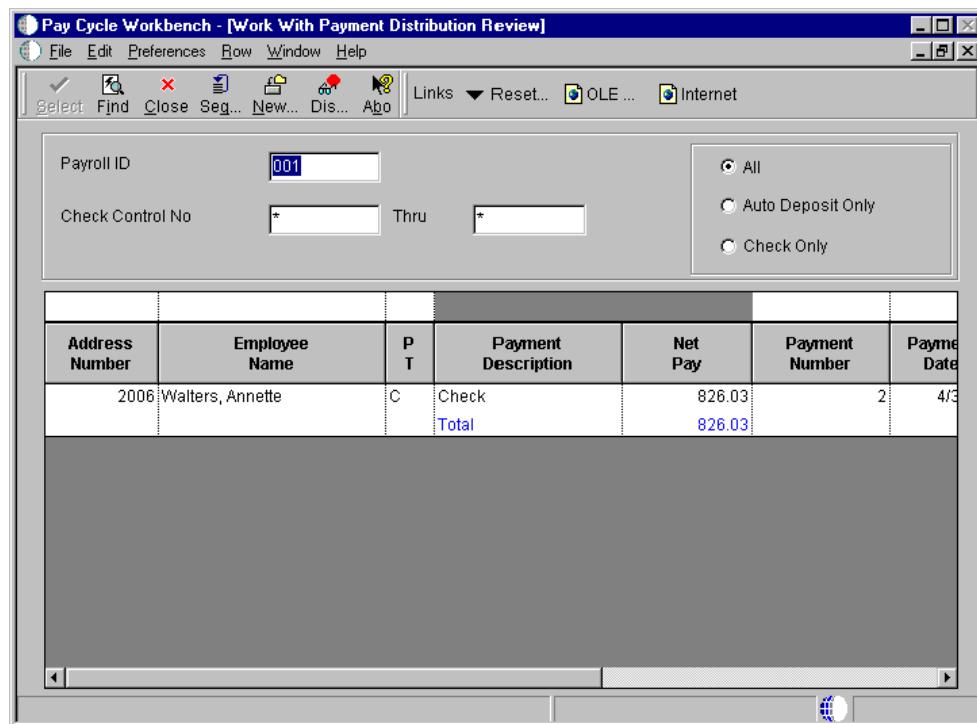
After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this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

You can review payment distribution information for all types of payments, or you can limit your review to automatic deposits only or checks only.

► To review payment distributions

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

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Dist. 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:
 - 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

See Also

- Resetting Individual Employee Records*

Reviewing Paystub Information

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

To easily determine whether the employee's paystub information is correct, you can use options on the Row menu to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

► To review paystub information

From the Payroll Workbench menu (G07BUSH11), 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 Payment Review from the Row menu.
3. From Work With Employee Payment Review, choose a record, and then choose Stub Detail from the Row menu.

Pay Cycle Workbench - [Work With Pay Stub Detail]

File Edit Preferences Form Window Help

Select Find Close Seg... New... Dis... Abo Links Tax D... OLE... Internet

Check Control No.	8379						
Address Number	2006	Walters, Annette					
Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Gross Amount	DBA Code
1	1	Regular	86.67	16.106	1,395.83	9,770.96	
2		Default			10.00	70.00	
3							
4							
5							1010
6							1030
7							3002
8							4004
9							

Gross Pay: 1,395.83 Deductions: 569.80 Net Pay: 826.03

4. On Work With Pay Stub Detail, review the information in the following fields:

- Pay Type
- Pay Type Description
- Hours
- Hourly Rate
- Gross Pay
- YTD Gross Amount
- DBA Code
- Current Amount
- YTD Amount

Reviewing Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays messages in the Employee Work Center to notify you that the error messages exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

Two general categories of payroll error messages exist:

Messages that cause pre-payroll to abort	You must correct DBA Control Table errors and Quantum errors before you can rerun pre-payroll.
Messages that affect only one employee's record	These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Payroll Message Center to review more detailed information about these messages.

DBA Control Table Errors

The following DBA Control Table 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 Pre-Payroll DBA Calculation 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 Pre-Payroll DBA Calculation Control Table.

Quantum Errors

The following Quantum errors cause pre-payroll to terminate prematurely:

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 Set Vertex 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 Set Vertex Tax Table.
Quantum Library Load Failed	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact J.D. Edwards Technical Support for assistance.
Quantum Connection Unsuccessful	The Payroll system is unable to connect to Quantum for Payroll Tax. Contact J.D. Edwards Technical Support for assistance.
Quantum Function Pointer Is Invalid	The Payroll system is unable to locate a Quantum for Payroll Tax function. Contact J.D. Edwards Technical Support for assistance.

Employee Errors

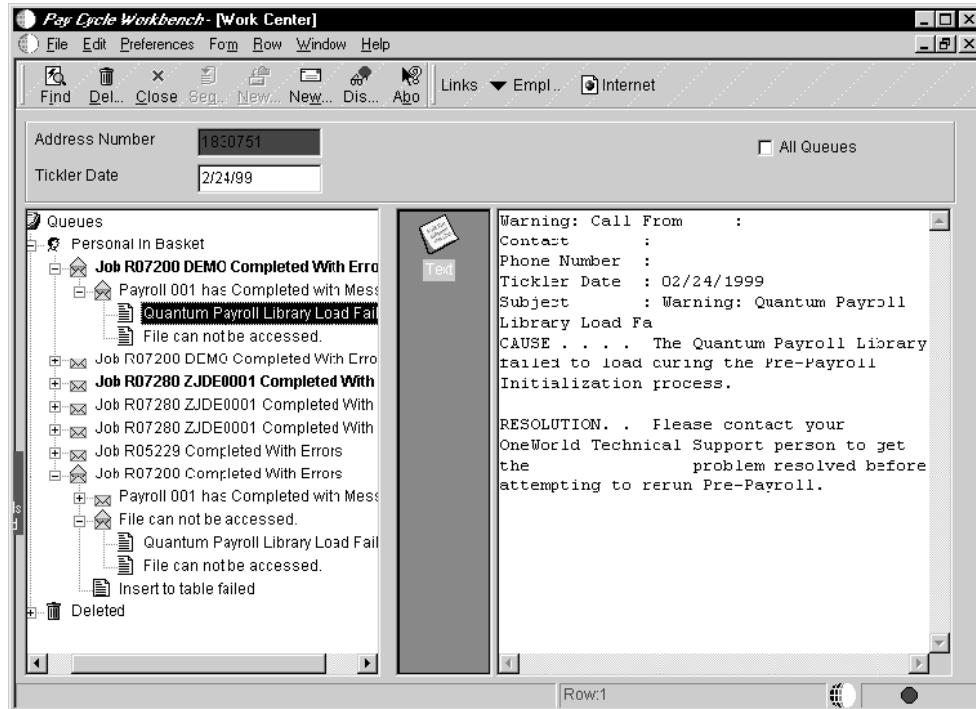
The following situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections.

Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee. See <i>Correcting Missing Timecard Information</i> .
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record. See <i>Resetting Individual Employee Records</i> .
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal the net wages. Use the Work With Employee Payment Review form or the Payroll Register report to review detailed information about the error. See <i>Reviewing General Payment Information</i> and <i>Correcting Gross-To-Net Errors</i> .
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, insufficient gross wages were available to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, gross wages were insufficient to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions. See <i>Understanding Recalculation of Employee Taxes</i> .
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program might have aborted during processing. To process the interim payment, resubmit the interim payment for processing. See <i>Processing Interim Payments</i> .
Job Does Not Qualify	One of the following conditions occurred:
	<ul style="list-style-type: none">• The pay start date entered for the employee is after the pay period ending date for the payroll cycle.• A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.
Terminated Employee Has Been Paid	One of the employees who is included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

► To review payroll messages

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

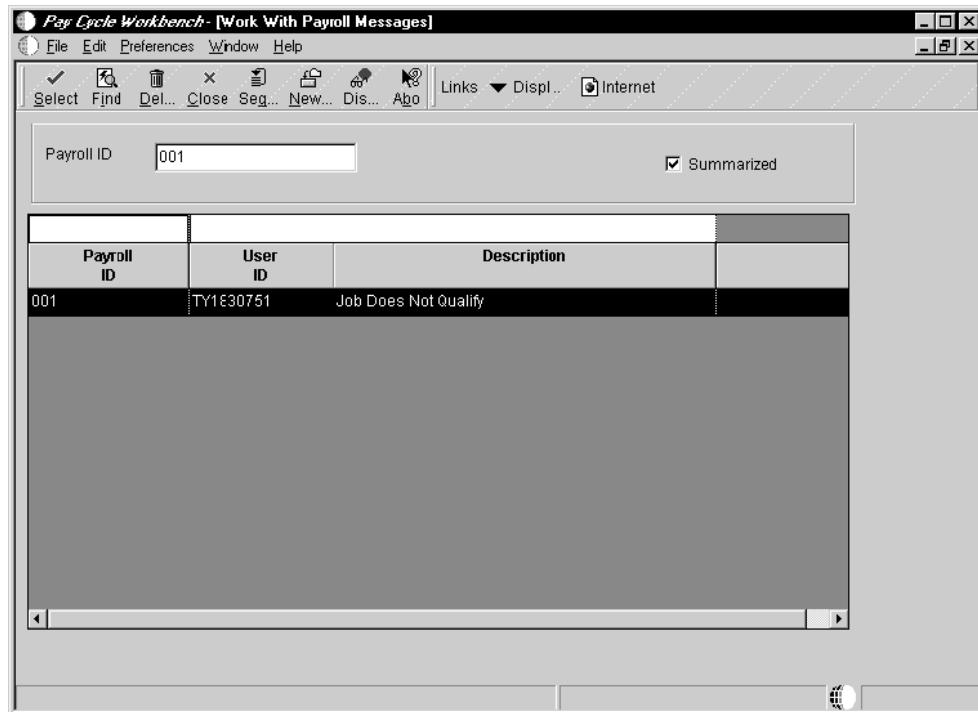
1. On Work With Pay Cycle Workbench, choose EE Work Center from the Form menu.



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.



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 can often 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

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. For example, an employee might be omitted from pre-payroll processing because:

- 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.

Before You Begin

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

See Also

- *Resetting the Payroll ID*
- *Working with Interim Payments*
- *Setting Up Essential DBA Information in the Workforce Management Foundation Guide* for more information about setting up DBAs

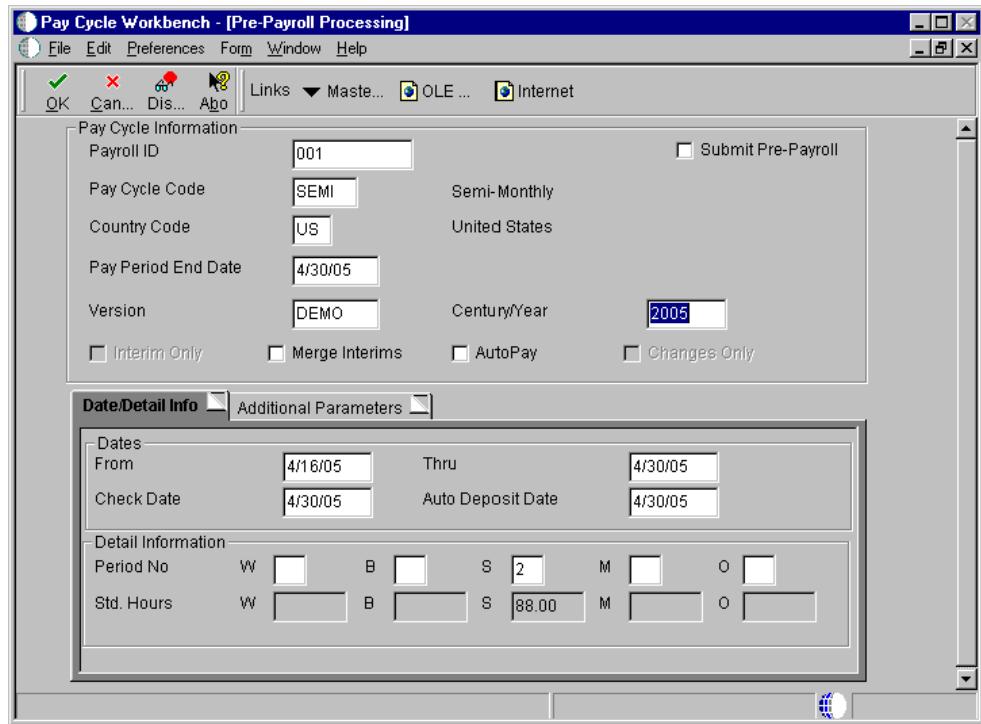
Correcting Selection Criteria

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

► To correct selection criteria

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the record, 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 Versions List, choose Add/Revise Version from the Form menu to access Work With Batch Versions – Available Versions.
6. On Work With Batch Versions – Available 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, and then click OK.

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. See *Revising Employee Information* in the *Workforce Management Foundation Guide* for instructions.

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:

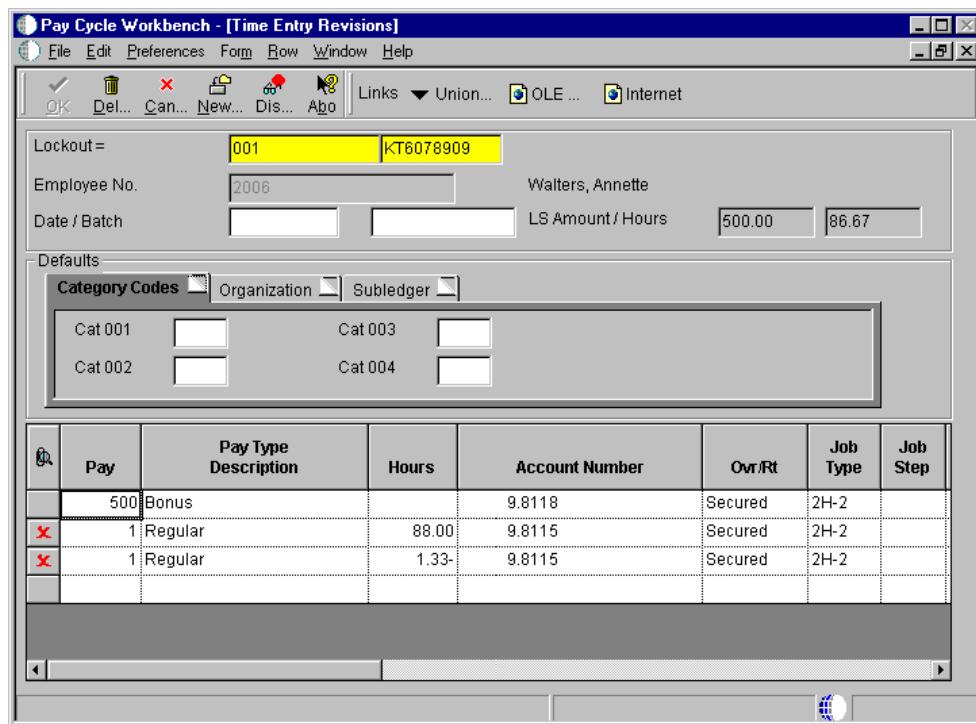
- Entered a timecard for the employee.
- Entered standard hours for the employee. Entering standard hours causes the system to automatically generate timecards for the employee.

You can revise the employee's timecard information or, if necessary, enter a new timecard. Alternatively, you can enter standard hours for the employee.

► To correct missing timecard information

From the Payroll Workbench menu (G07BUP11), 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 Payment Review from the Row menu.
3. On 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.
5. If necessary, revise the information, and then click OK.

See Also

- Entering Timecards for Employees in the Workforce Management Foundation Guide*
- Adding Employee Records One at a Time in the Workforce Management 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 all employees, some employees, or just 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.

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:

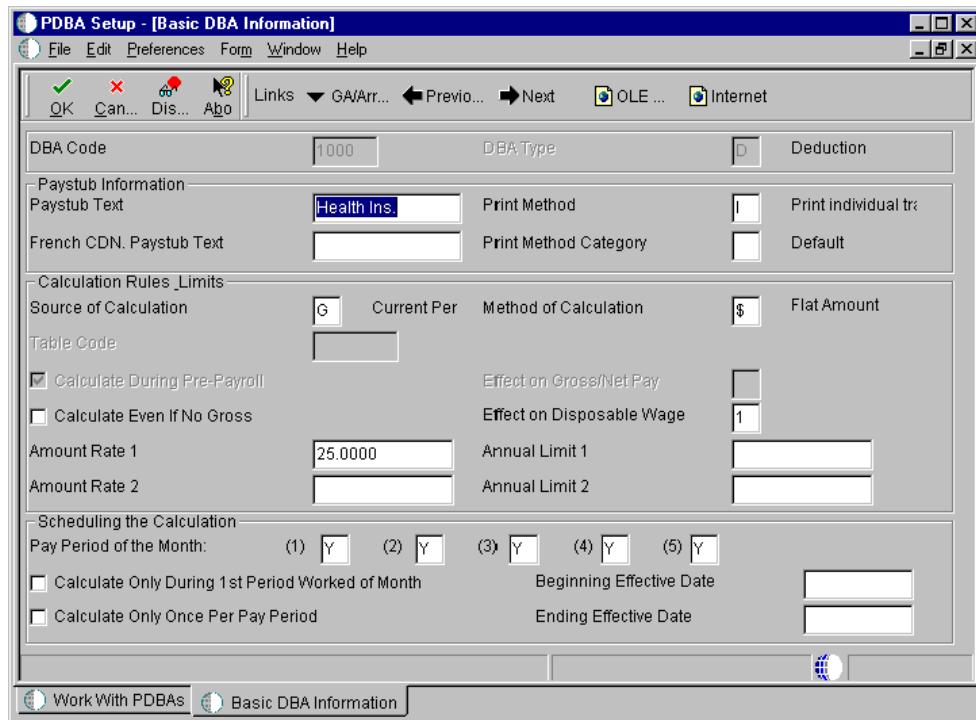
- The based-on PDBAs were calculated
- The based-on PDBAs are not zero
- The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA)

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.

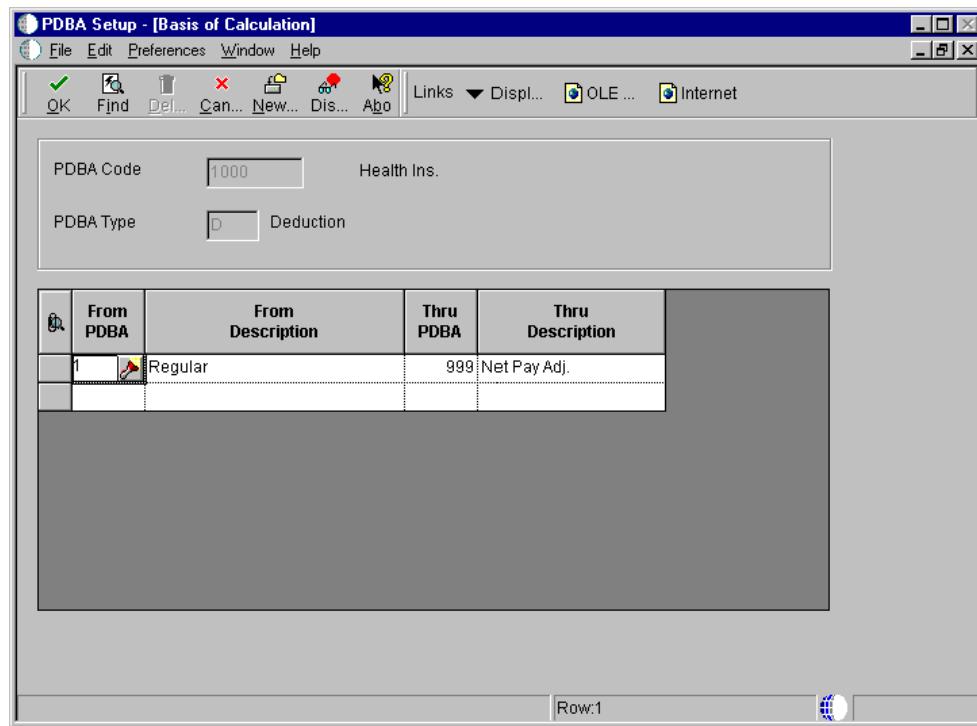
► To correct DBA setup

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 choose Basic DBA Info from the Row menu.



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 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.

► To correct pre-payroll processing parameters

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record and click Select.
3. On Pre-Payroll Processing, choose Master Pay Cycle from the Form menu.

Pay Cycle Workbench - [Pay Period Constants Revisions]

File Edit Preferences Row Window Help

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Pay Cycle Code	SEMI	Semi-Monthly									
Year	05										
Q	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	F
	001	01	January	1/15/05	1/15/05		1				
	002	01	January	1/31/05	1/31/05		2				
	003	02	February	2/15/05	2/15/05		1				
	004	02	February	2/28/05	2/28/05		2				
	005	03	March	3/15/05	3/15/05		1				
	006	03	March	3/31/05	3/31/05		2				
	007	04	April	4/15/05	4/15/05		1				
	008	04	April	4/30/05	4/30/05		2				
	009	05	May	5/15/05	5/15/05		1				
	010	05	May	5/31/05	5/31/05		2				
	011	06	June	6/15/05	6/15/05		1				
	012	06	June	6/30/05	6/30/05		2				

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
 - T T
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, make any necessary corrections in the following field, and then click OK:
 - 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*

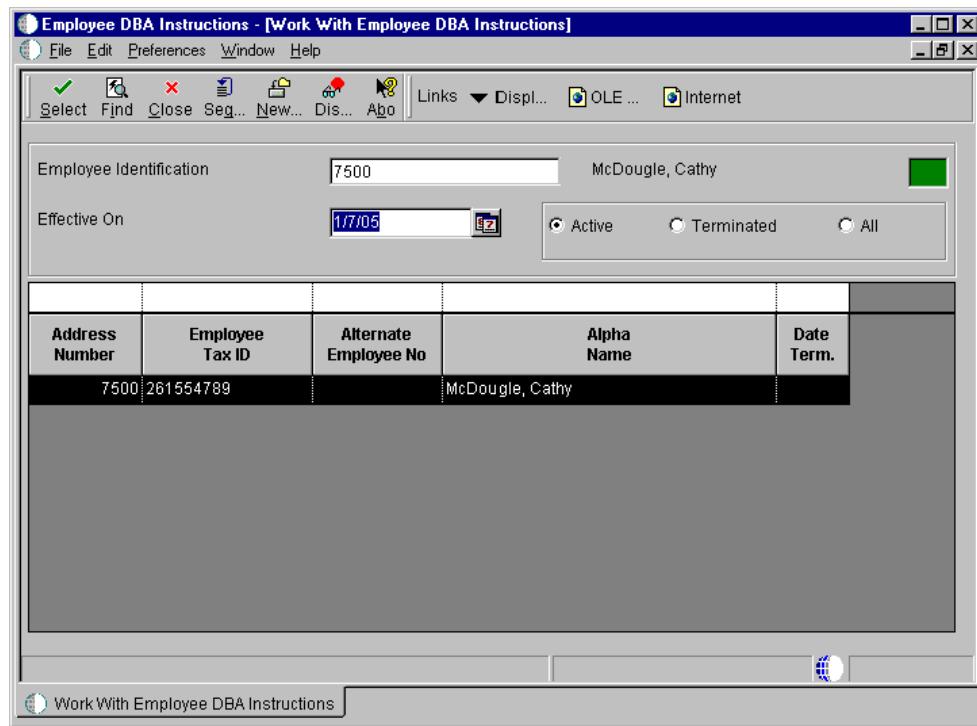
You also perform these procedures when the system does not calculate the DBA for more than one employee and those employees are in different group plans. You must perform these procedures for each employee for whom the system does not calculate a DBA.

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 click Find:
 - Address Number
2. Choose the employee record and 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:
 - Override Flag
 - Pay Start Date
 - Pay Stop Date
 - Group Code
 - Ded Per 5
 - Nbr Per
 - Union Code
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 \$ Pay Period
- Limit Monthly
- Limit \$ Quarterly
- Limit \$ A/L1
- Limit \$ A/L2
- Limit % Period

See *Setting Up Essential DBA Information* in the *Workforce Management Foundation Guide* to review the limits that are set up for the DBA.

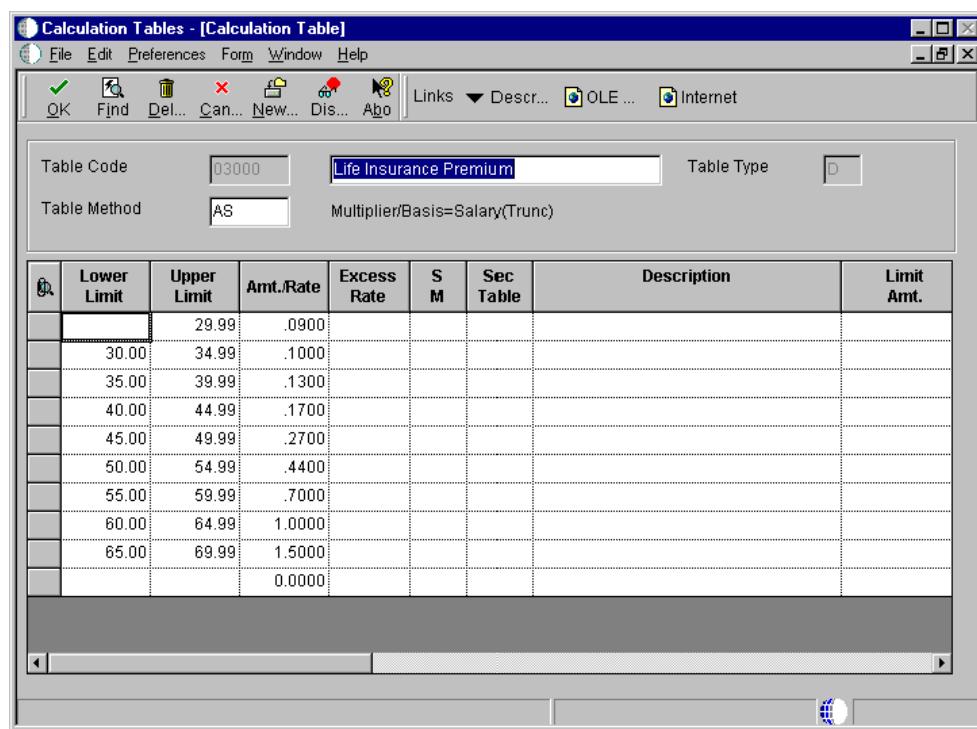
See Also

- *Setting Up Limits for a Tax-Deferred Compensation Deduction* in the *Workforce Management 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.



- On Calculation Table, review the information in the following fields, make any necessary corrections, and then click OK:

- Table Method
- Lower Limit
- Upper Limit

After you review this information, compare it to the employee's information to make sure that the employee is within the limits for the calculation table.

► To review one-time overrides

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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

PDBA Code	Description	Amount	Basis	Arrearage Amount	Work Date	Pay Period End Date
1005	Health/Co	45.00	90.00		4/30/05	4/30/05
1008	Dental/Co.	8.64	17.28		4/30/05	4/30/05
1010	Dental EE	45.00	1.00		4/30/05	4/30/05
1030	Dental EE+Fm	78.00	1.00		4/30/05	4/30/05
3002	Life Ins.	34.68	1.00		4/30/05	4/30/05
4004	Med-EE+Fam	150.00	1.00		4/30/05	4/30/05
8015	Vac Accrual	10.00	10.00		4/30/05	4/30/05

Total Amount: 371.32

- On DBA Review, review the value in the following field to determine whether a one-time override exists for the DBA:

- Hours

A value of 1 indicates a one-time override.

5. To review detailed information about the overrides, choose DBA Detail from the Form menu.

The screenshot shows a Windows application window titled "Pay Cycle Workbench - [One Time Overrides]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for OK, Find, Delete, Cancel, New, Discard, Abort, Links, EE D..., OLE..., and Internet. The main area has fields for "Address Number" (2006) and "Walters, Annette", and "Work Date" (4/30/05). A "LOCKOUT=" field is also present. Below these is a large grid table titled "DBA Detail". The columns are labeled: DBA, Description, Amount, Basis, Arrearage Amount, Union, Job Typ, and Job Step. The grid contains several rows of data, including Health/Co, Dental/Co., and various benefit codes like Life Ins., Med-EE+Fam, and Vac Accrual. At the bottom of the grid, it says "Total Amount" and "371.32".

DBA	Description	Amount	Basis	Arrearage Amount	Union	Job Typ	Job Step
1005	Health/Co	45.69	45.00				
1005	Health/Co	.69-	45.00				
1008	Dental/Co.	8.77	8.64				
1008	Dental/Co.	.13-	8.64				
1010	Dental EE	45.00	1.00				
1030	Dental EE+Fm	78.00	1.00				
3002	Life Ins.	34.68	1.00				
4004	Med-EE+Fam	150.00	1.00				
8015	Vac Accrual	10.15	10.15				

6. On One Time Overrides, review the information in the detail area.

► To verify interim payments

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click the following option, and then click Find:
 - Payroll ID
2. In the detail area, review the following fields to determine whether an interim payment was issued for the employee for this pay period.
 - Payment Date
 - Int Payments Flag

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 *Workforce Management 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 occurs 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 Pay Cycle Workbench (the field remains blank). After you correct the gross-to-net errors, you must reset this status code to 1, reset the payroll ID, and then rerun pre-payroll.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which your company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

To correct a gross-to-net error, you typically need to set up an additional tax area. For example, your organization might have recently started doing business in another state, but you did not enter a tax area for that state into your Payroll system.

► To correct gross-to-net errors

1. Set up a tax area for the new state or locality.

See *Setting Up Tax Area Information* in the *Workforce Management Foundation Guide*.

2. Reset the status code for pre-payroll to 1 (Complete).

See *Resetting Status Codes*.

3. Reset the payroll ID.

See *Resetting the Payroll ID*.

4. Rerun a full pre-payroll.

See *Choosing an Existing Payroll ID*.

See Also

- *Setting Up Company Options* in the *Workforce Management Foundation Guide* for information about setting this error as a hard or soft error

Processing Changes-Only Pre-Payroll

After you complete the pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer-processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of the following types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status

- Revise timecard information
- Add, change, or delete an interim payment, based on the date of the interim payment

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of the following information since you processed pre-payroll:

- The selection criteria for the pre-payroll program version
- The setup of a PDBA that affects one or more employees in the payroll cycle
- The labor distribution, automatic deposit, or DBA instructions for an employee

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must do the following:

1. Reset the payment workfile
2. Process the pre-payroll for the changes
3. Print the payments again
4. Rerun the payroll-cycle reports
5. Process the pro forma journal entries

► To process changes-only pre-payroll

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

1. On Work With Pay 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 click OK.
 - Submit Pre-Payroll

See Also

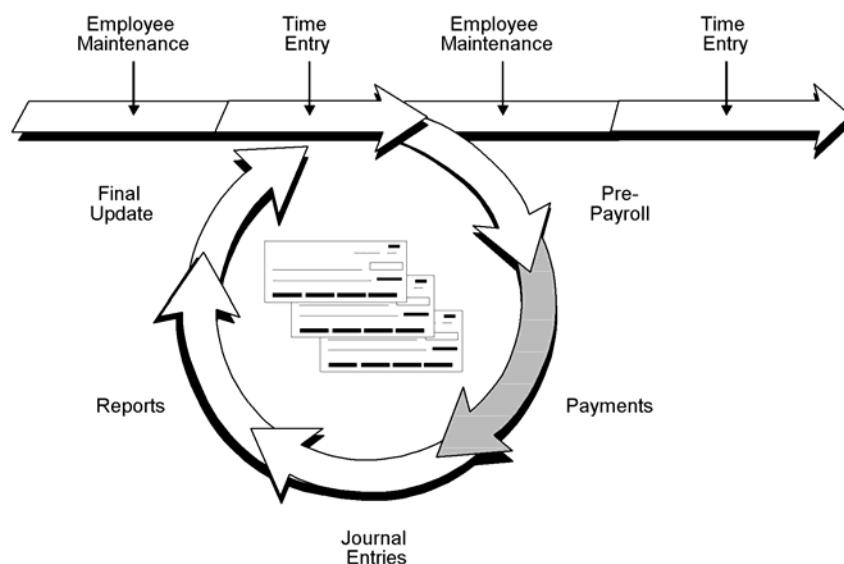
- *Resetting the Payroll ID*

Processing Payments

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

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

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



You can set up employees to receive any of the following types of payments:

Checks	A written order to a bank to pay the employee a sum from the company's account.
Automatic deposit advice slips	A non-negotiable form that shows the net pay amount deposited into an employee's bank accounts. The system prints this form for employees who are set up for automatic deposit.
Cash	A non-negotiable form that shows the net pay amount as well as deductions, benefits, and accruals that accompanies a cash payment.

Before You Begin

- Verify that your system timeout value is set to allow enough time for all payments to print before the workstation times out.
- Set up any reports that you want to print during the payments step of the payroll cycle. See *Printing Payroll Cycle Reports*.

- Set up debit account information for each bank account from which payroll payments are drawn. See *Setting Up Debit Account Information for Automatic Deposits* for instructions.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who receive checks and employees who receive automatic deposits, or employees who receive cash and employees who receive automatic deposits. You cannot include employees who receive checks and employees who receive cash in the same payroll ID.

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

When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the automatic deposit bank file when you print payments, or you can generate the file separately after you print the payments. The Payroll system uses table conversions to create automatic deposit files.

See Also

- Submitting a Table Conversion* in the *Table Conversion Guide* for information about creating automatic deposit files

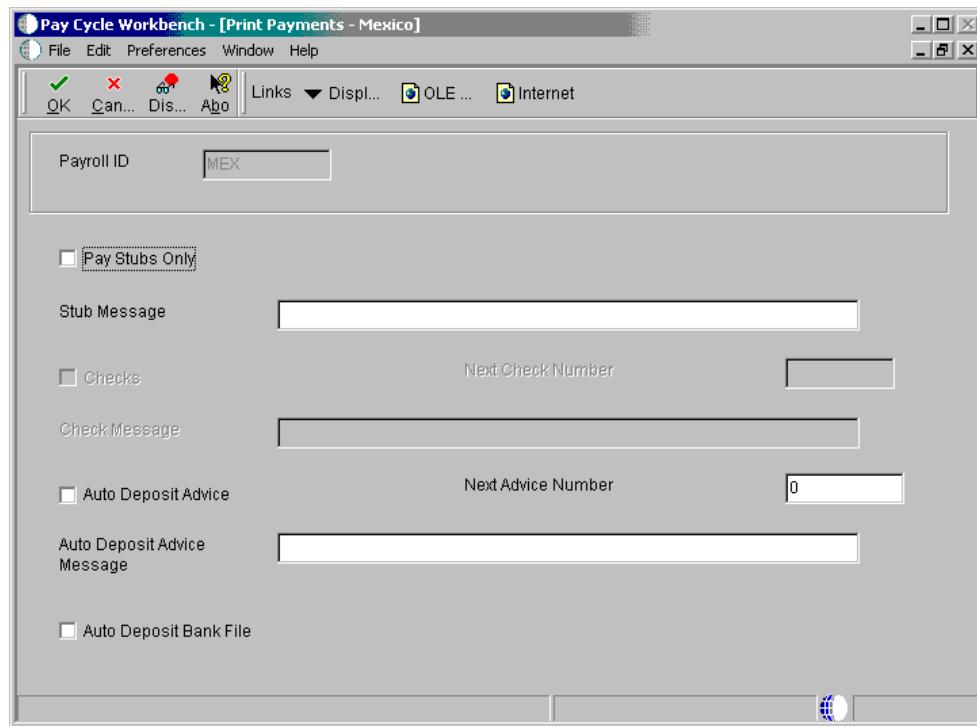
Before You Begin

- Create UBEs to generate automatic deposit files for each of the banks to which you submit automatic deposits. See *Creating a Batch Version in the OneWorld Foundation Guide*.
- Set up UDC 06/BC to specify the names of the banks to which you are submitting automatic deposits, as well as the UBEs and versions that you are using to generate the automatic deposit files for each bank. See *Setting Up User Defined Codes*.

► To print payments

From the Payroll Workbench menu (G07BUSH11), choose Pay Cycle Workbench.

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



3. On Print Payments - Mexico, choose one or more of the following options:
 - Pay Stubs Only
 - Checks
 - Auto Deposit Advice
 - Auto Deposit Bank File

You should choose the Pay Stubs Only option to print pay slips for those employees who are receiving cash payments.

4. If you are making cash payments, complete the following field:
 - Stub Message
5. If you are printing checks, complete the following fields:
 - Next Check Number
 - Check Message
6. If you are printing automatic deposit advice forms, complete the following fields.
 - Next Advice Number
 - Auto Deposit Advice Message

7. Click OK.
8. Review the payments to verify that they printed correctly.
If an incident such as a paper jam prevented the payments from printing, complete the steps for reprinting payments. See *Reprinting Payments* in the *Payroll Guide*.
9. If you did not choose all of the options in step 3, complete steps 1 through 7 as many times as necessary to print all types of payments and the automatic deposit bank file.
When you set up payment information, you can specify the number of lines that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all of the remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

Reprinting Payments

After you print payments or payment advices, and before you continue to the next step in payroll cycle processing, you should inspect the payments and advices to verify that they printed correctly. If a printer problem, such as a paper jam, prevented one or more payments or advices from printing correctly, you can reprint those specific forms.

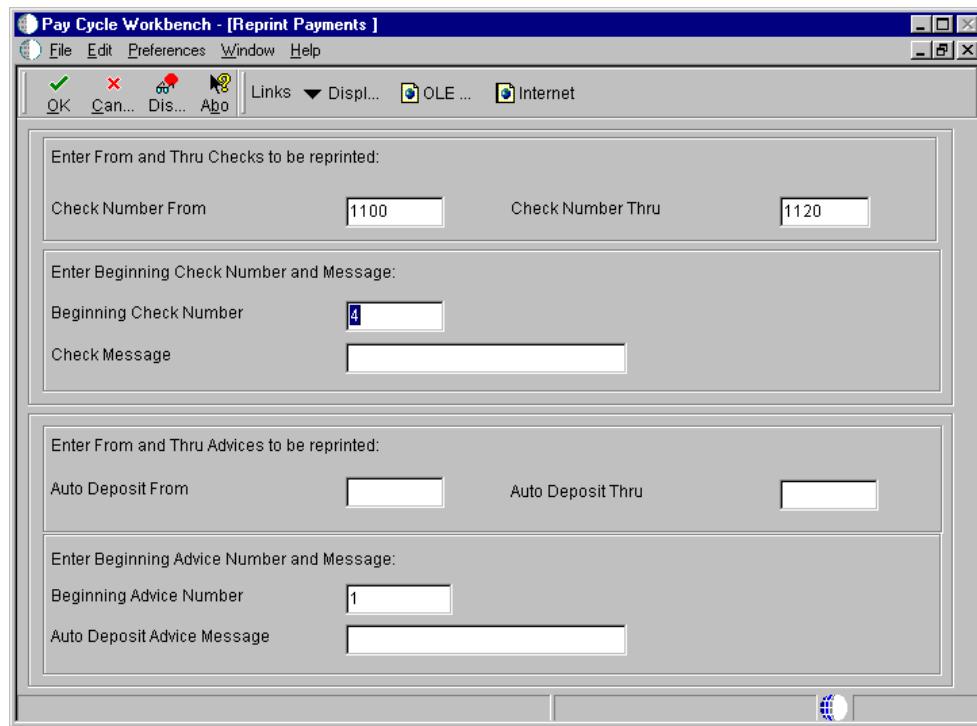
Occasionally, you might need to reset the payments before you reprint them. For example, when the payments or advices display an incorrect date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

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 manually verify payment numbers.

► To reprint payments

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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



4. On Reprint Payments, complete the following fields to reprint one or more checks:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number
5. Complete the following optional field:
 - Check Message
6. To reprint one or more automatic deposit advice slips, complete the following fields:
 - Auto Deposit From
 - Auto Deposit Thru
 - Beginning Advice Number
7. Complete the following optional field:
 - Auto Deposit Advice Message
8. Click OK.

See Also

- ❑ [Resetting Payroll Cycle Steps](#)

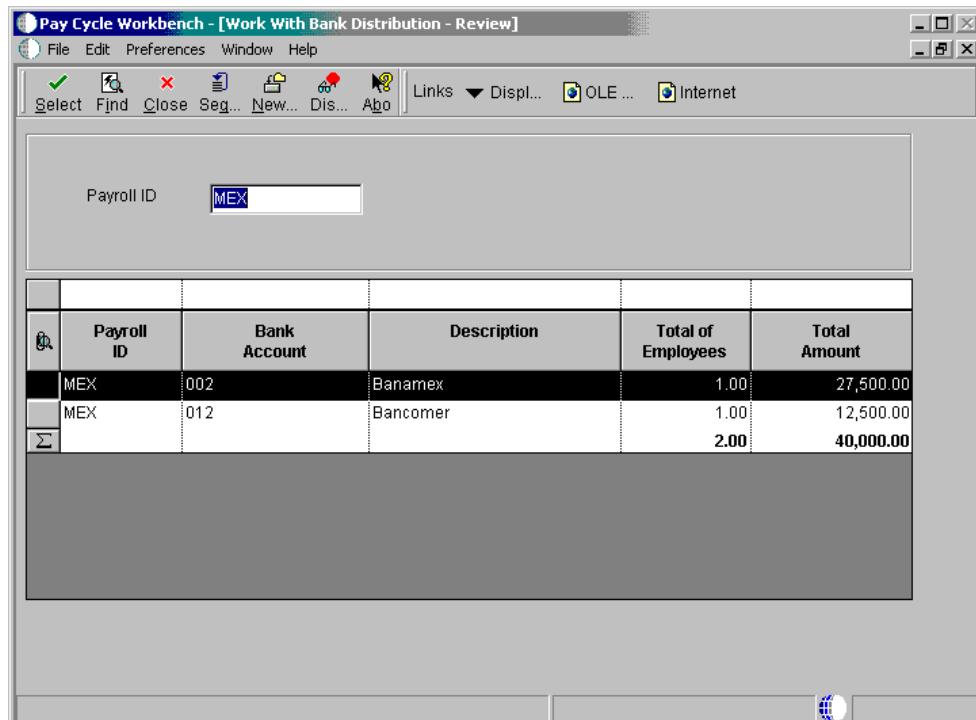
Reviewing Bank Information

After you process payments, you can review bank information including the bank accounts that are involved in the current payroll process, the number of employees using each bank account, and the total amount being deposited in each bank account.

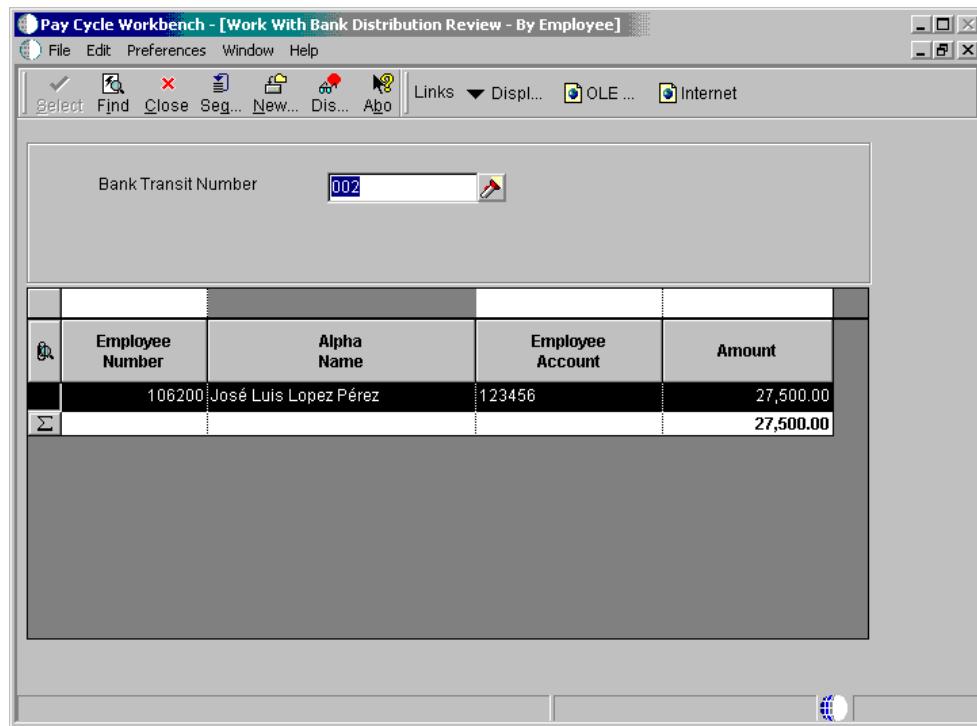
► To review bank information

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

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



4. On Work With Bank Distribution - Review, click Find.
The system lists the banks that are receiving automatic deposits for the selected payroll ID.
5. Choose a row that contains the bank for which you want to review automatic deposit information and then click Select.



The system displays the Work With Bank Distribution Review - By Employee form, which lists the employees for whom payments have been deposited in the selected bank as well as the employees, account numbers, and the amount deposited.

6. Click Close.

Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that require you to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that restores 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, you can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

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. In addition, 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 that you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.

► To reset individual employee records

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the steps for reviewing general payment information.
See Reviewing General Payment Information.
2. On Work With Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.
3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.
See Printing Payroll Cycle Reports.

Resetting the Payroll ID

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

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

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll

processing after you perform the reset. The ID Reset program is based on the lockout table for pre-payroll processing. Do not change the pre-payroll data selection until after you run this reset.

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

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

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

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

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

Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID and then use the Delete option on the Work With Pay Cycle Workbench form 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 (G07BUSH11), choose Pay Cycle Workbench.

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

See Also

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

Resetting the Payment Workfile

In some cases, you might need to reprint an entire batch of payments (which might include checks or advice slips) 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, 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 (G07BUP11), choose Pay Cycle Workbench.

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

Resetting Status Codes

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

Note

When you reset status codes, note the following:

- 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.
-

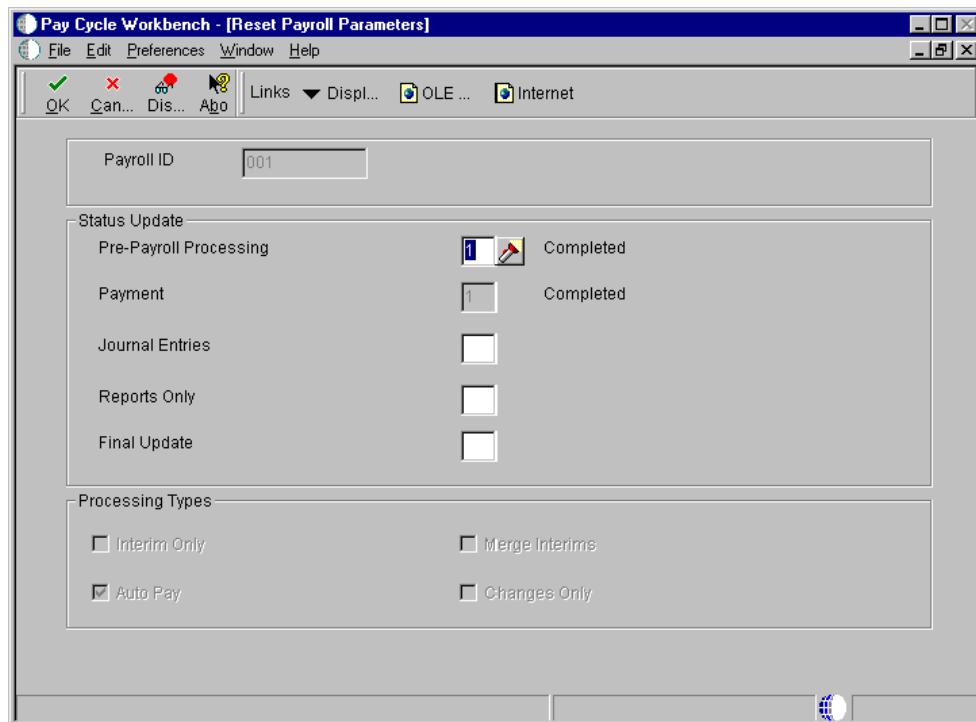
If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal termination occurred and generates an 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 reset status codes

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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



3. On Reset Payroll Parameters, to reset pre-payroll processing, change 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 one of the following fields 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.

Working with Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in the Payroll Journal (Compressed) File table (F063951) until you run the final update. You create a workfile based on this table 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.

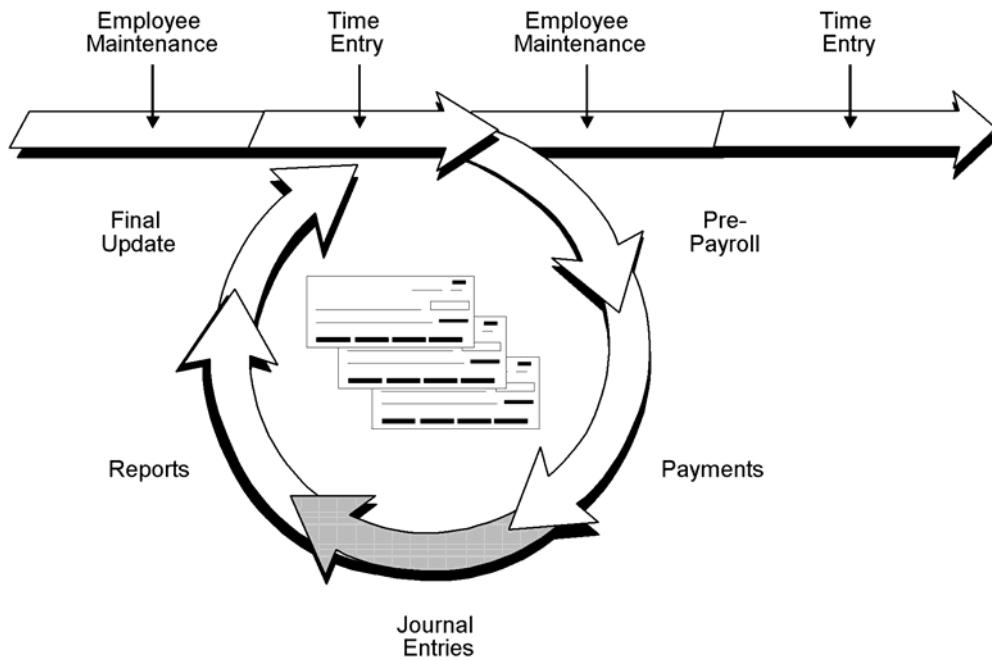
To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to 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 from the Pay Period Journal Batch Proof report into your general ledger system.

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:

1. Process pre-payroll
2. Create payments
3. Process journal entries
4. Print reports
5. Run the final update

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



Processing Pro Forma Journal Entries

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

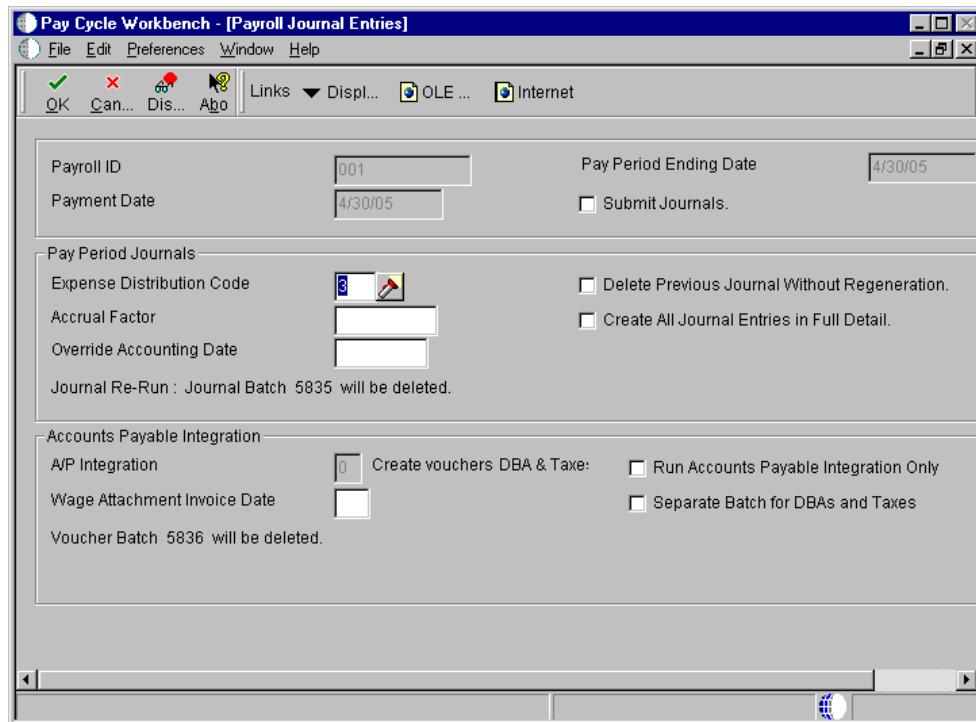
- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the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

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

► **To process pro forma journal entries**

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

1. On Work With Pay 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:
 - 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 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
7. If you are integrating Payroll with Accounts Payable, click any of the following options:
 - Run Accounts Payable Integration Only
 - Separate Batch for DBAs and Taxes

See *Setting Up Accounts Payable Integration* for more information.

8. To process the journal entries using the information that you entered, click the following option:
 - Submit JournalsIf you click OK without clicking the Submit Journals option, the information that you entered will not be saved.
9. Click OK.
10. Review your messages in the Work Center 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 Work Center.
11. Review the Pay Period Journal Batch Proof report, and correct any errors.
See *Reviewing the Journal Batch Proof Report* in the *Workforce Management Foundation Guide*.

See Also

- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide* for information about integrating Payroll with General Accounting
- ❑ *Processing Pro Forma Journal Entries for Timecards* in the *Workforce Management Foundation Guide*

Reviewing Pro Forma Journal Entries Online

After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, when the system creates and posts the actual journal entries.

You can use the review forms to verify the information that will be transferred to the general ledger during the final update; however, these forms do not indicate whether any of the records contain errors. To determine whether the journal entries contain errors, you must review the Pay Period Journal Batch Proof report. If you find any errors in the journal entries, you can correct them and then process the pro forma journal entries again.

► To review pro forma journal entries online

From the Payroll Workbench menu (G07BUP11), 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, from the Row menu, choose Journal Entries, then Journal Review, and then Journal Summary.

The screenshot shows a Windows application window titled "Pay Cycle Workbench - [Work With Compressed Payroll Journals]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. The toolbar contains icons for Select, Find, Close, Seg..., New..., Dis..., Abo..., Links, Journ..., OLE..., and Internet. The main area displays a grid of journal entries. The columns are labeled: #, Batch Number, Co, Doc Type, Reference 2, Fiscal Year, Per No, G/L Date, and Account Number. The "Batch Number" column header has a dropdown arrow. The "Account Number" column header has an upward arrow. The data grid shows 13 rows of entries, all corresponding to Batch Number 5835 and Date 4/30/05. The "Account Number" column contains various payroll-related codes like 1.1110.PAYROLL, 1.4205, 1.4206, etc.

#	Batch Number	Co	Doc Type	Reference 2	Fiscal Year	Per No	G/L Date	Account Number
	5835 00001	T1	DP043005	5	4	4	4/30/05	1.1110.PAYROLL
	5835 00001	T1	AW043005	5	4	4	4/30/05	1.4205
	5835 00001	T1	AL043005	5	4	4	4/30/05	1.4206
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4211
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4212
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4213
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4221 .CO
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4305 .CO
	5835 00001	T1	AT043005	5	4	4	4/30/05	1.4306 .CO
	5835 00001	T1	CF043005	5	4	4	4/30/05	1.4333
	5835 00001	T1	CT043005	5	4	4	4/30/05	1.4333
	5835 00001	T2	AW043005	5	4	4	4/30/05	1.4205

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
- Subledger
- Sub Type
- Pha se
- Job Typ
- Job Step
- Home Business Unit
- Cur Cod
- Exchange Rate
- Date Updated
- Doc Co
- Reference 2
- 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
 - Reference 2
 - Century
 - Fiscal Year
 - Per No
 - Account Number
 - Debit Amount
 - Credit Amount
 - JE ER
 - LT
 - Business Unit
 - Obj Acct
 - Sub
 - Units
 - Subledger
 - Sub Type
 - Serial Number
 - Reference 1
 - Explanation -Remark-
 - Explanation Alpha Name
 - Address Number
 - JE Line Number
 - Job Type
 - Job Step
 - Doc Co

- PDBA Code
- Date Updated
- G/L Date
- Exchange Rate
- Cur Cod
- Pha se
- Home Business Unit
- A M
- User ID
- Program ID
- Line Number

6. Click Close.

See Also

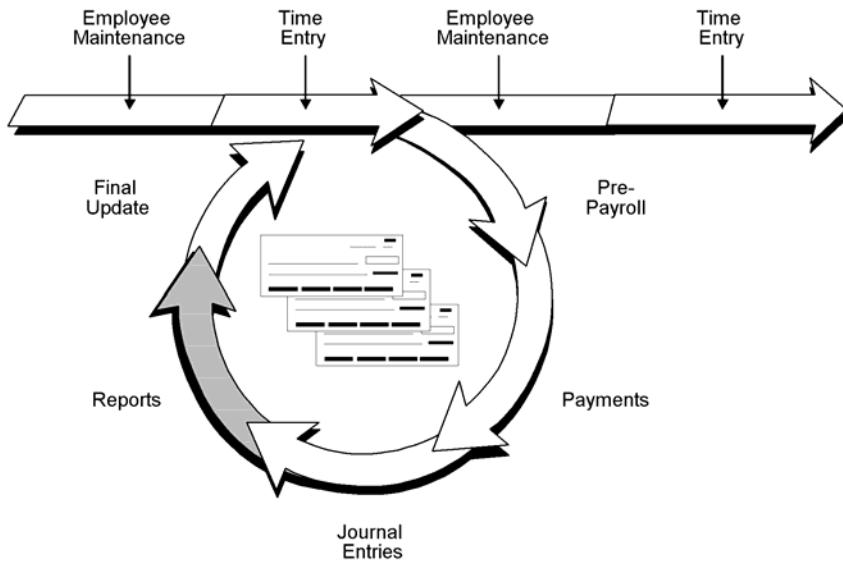
- *Reviewing the Journal Batch Proof Report* in the *Workforce Management Foundation Guide* to determine whether the journal entries contain any errors

Reviewing Payroll Cycle Reports

During the payroll cycle, you can print reports that help you to verify tax, earnings, and timecard information for employees. When you set up reports, you can indicate the step in the payroll cycle during which you want the system to print each report. For example, you might choose to print the Payroll Register report during pre-payroll processing. You can also create custom reports and set them up to print during various 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:



Before You Begin

- Set up the payroll cycle reports that you want to print. See [Setting Up Payroll-Cycle Reports](#).

Printing Payroll Cycle Reports

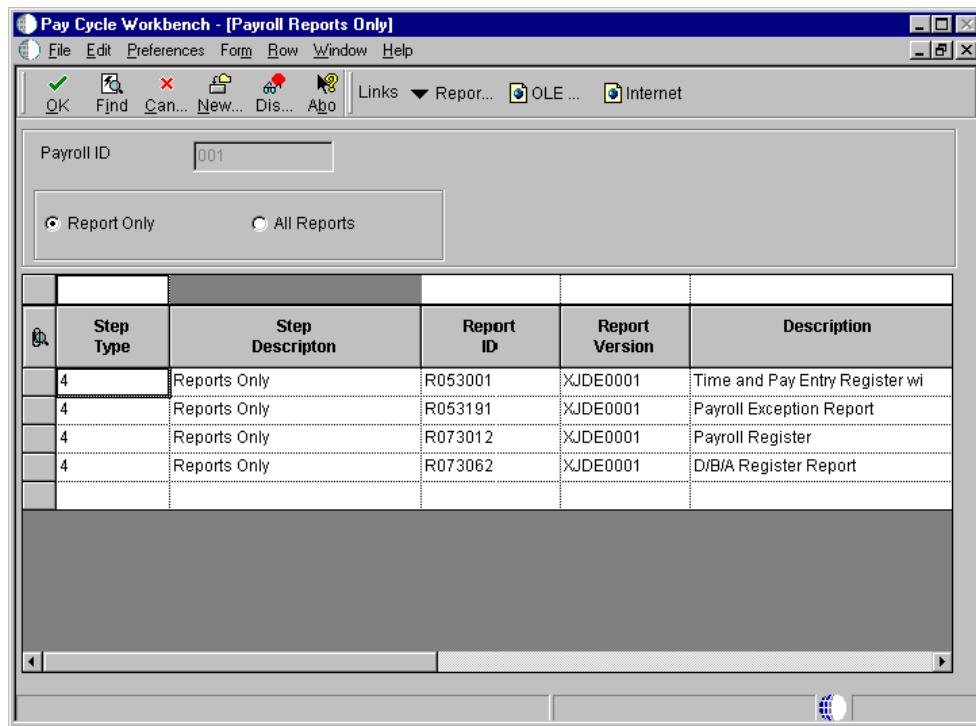
After you process pro forma journal entries, you can print any additional payroll cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll, you can also reprint reports to verify the corrections.

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

► To print payroll cycle reports

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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



3. On Payroll Reports Only, click one 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 specify whether gross-to-net errors are soft (which allows you to continue with processing) or hard (which 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 track journal entries and to complete all of the necessary account reversals when you void a payment. The check-control number is particularly important because the system does not track your actual payment numbers.

A warning appears 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.

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 (R073012)

Print Options

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

Reviewing the Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report to review employees' gross-to-net earnings. This report shows only one line per payment.

The Summary Payroll Register report shows which employees' gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (which allows you to continue with processing) or hard (which requires that you correct the errors before continuing).

The following list describes some of the columns that appear on the Summary Payroll Register report:

Wages The total of all pay types and earnings entered on the employees' timecards.

Benefits 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 Earnings plus the benefits that the system added to net pay.

The error messages that appear 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 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.

You can print this report only during a payroll cycle. 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 (R073013)

Report Options

1. Enter the Employee Number you wish to print on the report:
1 = Address Book Number
2 = Social Security Number
3 = 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 includes warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions exists. Use this report to determine whether you need to correct any time entry records.

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

Processing Options: Payroll Exception Report (R053191)

Defaults Tab

Use these processing options to specify the parameters that determine which employee records print on the report. The report lists each employee whose hours worked or pay rate is below the minimum or over the maximum value that you specify.

1. Minimum Allowable Hours for Weekly Employees.

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

2. Maximum Allowable Hours for Weekly Employees.

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

3. Minimum Allowable Hours for Biweekly Employees.

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

4. Maximum Allowable Hours for Biweekly Employees.

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

5. Minimum Allowable Hours for Semimonthly Employees.

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

6. Maximum Allowable Hours for Semimonthly Employees.

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

7. Minimum Allowable Hours for Monthly Employees.

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

8. Maximum Allowable Hours for Monthly Employees.

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

9. Minimum Allowable Pay Rate.

Use this processing option to enter the minimum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate is below the minimum.

10. Maximum Allowable Pay Rate.

Use this processing option to enter the maximum pay rate amount that is

allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate exceeds the maximum.

Time Accounting Tab

Use these processing options to enter the date range that you use to select the time entry records that appear on the report. You complete the processing options on this tab only if you are printing the Payroll Exception report outside of a payroll cycle. For example, if you are not using the J.D. Edwards Payroll system, you might print the Payroll Exception report to verify timecard information before you send it to your payroll service provider.

1. Beginning Date.

Use this processing option to specify the first date in the range of dates.

The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

2. Ending Date.

Use this processing option to specify the last date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

Payroll Tab

Use these processing options to enter the minimum number of sick and vacation hours that your organization requires employees to have in their accrual balances. The report lists each employee whose accrued vacation and sick hours are below the minimum that you specify. You complete the processing options on this tab only if you are printing the Payroll Exception report during a payroll cycle.

1. Minimum Number of Sick Hours.

Use this processing option to enter the minimum number of sick hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose sick hours are below the minimum for the pay period.

2. Minimum Number of Vacation Hours.

Use this processing option to enter the minimum number of vacation hours that must remain available to each employee who is included in the payroll cycle.

The exception report lists those employees whose vacation hours are below the minimum for the pay period.

Display Tab

Use this processing option to specify the type of employee number that appears on the report.

1. Format for Employee Number.

Blank = Address Book Number

1 = Tax ID number

2 = Additional 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 includes 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 (R073051)

Print Tab

Use this processing option to specify the information that appears on the report.

1. Print additional Time Card

Data. Default value is blank.

1 = Print additional

Time Card Data.

Blank = Do NOT print

additional Time

Card Data.

Use this processing option to specify whether to print additional timecard data on the report.

Blank Do not print additional timecard data on report. This is the default.

1 Print additional timecard data on report.

Reviewing the Journal Report by Cost Center

Use the Journal Report by Cost Center (R76M309) to list all of the journal entries for the payroll that you are processing. The report lists journal entries in debit/credit format, sorted by cost center.

Reviewing the DBA Register Report

The DBA Register report lists all of the deductions, benefits and accruals for the employees included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

See Also

- R073062, DBA Register* in the *Reports Guide* for a report sample

Processing Options for DBA Register (R073062)

D/B/A

1. Select the Employee Number to Print.
 - 1 - Address Book Number
 - 2 - Social Security Number
 - 3 - Third Employee Number

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 includes 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 Benefit/Accrual Detail File table (F0619). You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

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 only during a payroll cycle. 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 onto magnetic media for direct deposit. No setup is required for this report.

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

Reviewing the FONACOT Report

Use the FONACOT Report (R76M0201) to list the original balance of the loan and the amount still remaining to be paid for all employees who have outstanding FONACOT loans.

FONACOT is a government agency that provides low-interest loans to people with low income for the purchase of household appliances, furniture, school supplies, and other necessities.

Employers are responsible for withholding FONACOT loan payments from employees' pay and remitting that amount to the government. You should set up FONACOT loan payments as garnishments. Loan payment amounts are specified by FONACOT and include interest.

See Also

- Entering a Wage Attachment for a Garnishment* in the *Payroll Guide* for information on setting up repayment of FONACOT loans
- R76M0201 FONACOT Report* in the *Reports Guide* for a report example

Processing Options for FONACOT Report (R76M0201)

Defaults

PDBA Code for FONACOT deduction

Home Company to process

Period

Date - Beginning Effective

Date - Ending Effective

Reviewing the Difference Job Code Report

Use the Difference Job Code Report (R76M0202) to display the difference between the job code rates that were entered for employees during time entry and the normal job code rates for those employees.

If an employee who normally works in a certain job temporarily works in another job that pays more, the extra pay that the worker earns in the second job is considered variable pay for the purpose of IDS calculations.

See Also

- R76M0202 Difference Job Code Report* in the *Reports Guide* for a report example

Reviewing the State Tax Report

Use the State Tax Report (R76M0500) to verify that state taxes were calculated correctly. The report includes state tax information for all employees who are included in the specified payroll ID.

The State Tax Report displays state tax information by PDBA code-- classified by state, home company, union code, and business unit.

You can run the State Tax Report during the payroll cycle, or you can run it independently.

Reviewing the Voluntary Deductions per Employee Report

Use the Voluntary Deductions per Employee report (R76M0305) to display employee deductions that were taken or not taken during the pay cycle, initial DBA balances, and new DBA balances after deductions.

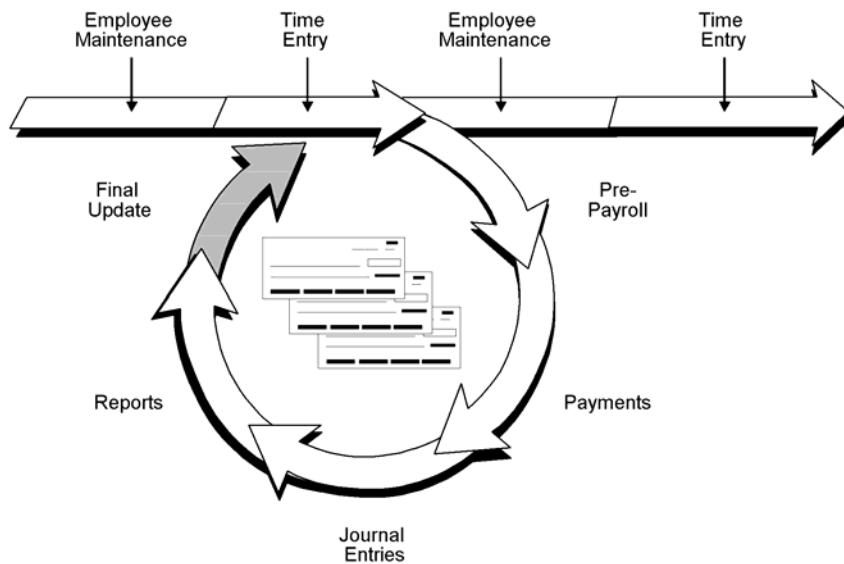
See Also

- R76M0305 Voluntary Deductions per Employee Report* in the *Reports Guide* for a report example

Processing the Final Update

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

The following graphic shows where the final update occurs 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 Information 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 at which the abnormal termination occurred and generates 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.

Note

In the Xe release of OneWorld®, and all previous releases, the system created weeks worked information for State Unemployment Insurance (SUI) reporting during the final update. As of this release, you must run the Quarterly Weeks Worked Report (R07810) to create the appropriate tax history information and to ensure accurate weeks-worked information for SUI reporting.

► To process the final update

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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

If you 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 manually post 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 *Workforce Management 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 *Workforce Management Foundation Guide* for information about reviewing the journal entries that are created during the final update
- ❑ *Generating the Quarterly Weeks Worked Report* for additional information about SUI reporting

Reviewing the Vacation Bonus for Next Period Report

Mexican companies typically pay vacation bonuses to employees on the employees' annual anniversary of employment dates. Use the Vacation Bonus for Next Period report (R76M0308) to print a list of all employees who will receive a vacation bonus during the next pay period.

The Vacation Bonus for Next Period report provides the following information about employees who will be eligible for a vacation bonus:

- The percentage used to calculate the vacation bonus, based on seniority
- The salary used to calculate the vacation bonus
- The number of days for which vacation will be paid
- The total amount of the vacation bonus payment for each employee
- The total amount of vacation bonus payments for the cost center, union, and company

Note

You do not need to set up the Vacation Bonus for Next Period report on Reports Setup. The system runs the Vacation Bonus for Next Period report during final update if you select the Vacation Bonus option when you are setting up additional pre-payroll parameters for the payroll ID.

See Also

- Setting Up Additional Pre-Payroll Parameters* for information on setting up the Vacation Bonus for Next Period report to run during final update

Processing Options for Vacation Bonus for Next Period (R76M0308)

Default Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company

2. Vacation Bonus DBA Code

Use this processing option to specify the DBA code that is used to pay vacation bonuses.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Processing Multiple Versions of Pay Cycle Steps

To decrease the processing time of large payroll cycles, you can process multiple versions of several steps in the payroll cycle. Multiple version processing allows you to submit multiple versions of pay cycle steps simultaneously during a pay cycle. The system combines the output from these versions so that the output is identical to the output that would be created if only one version of a pay cycle step had been processed. You can use multiple version processing to complete any of the following pay cycle steps:

- Pre-payroll
- Changes only
- Interims only
- Submit journals

- Revise journals
- Final update

You can choose to run all of the above pay cycle steps using multiple version processing, or you can choose to run only selected pay cycle steps. For example, you might choose to run a single version of pre-payroll, multiple versions of journal entries, and a single version of final update.

When you use multiple version processing, you must set up data selection for each version to ensure that employees are not included in more than one version. J.D. Edwards suggests that you identify ranges of address book numbers that evenly distribute the number of employees across each version of a pay cycle step.

In addition, if you process more than one pay cycle step using multiple version processing, J.D. Edwards recommends that you set up the same number of versions for each step, and that you use the same data selection scheme for the versions that are associated with each step.

For example, if you choose to process five versions of pre-payroll using multiple version processing, and you also want to use multiple version processing to submit journal entries and to process final update, you should create five versions for journal entries and five versions for final update. You might then use specific ranges of address book numbers as the data selection for pre-payroll, journal entries, and final update, as shown in the example below:

Version Number	Range of Address Book Numbers
Version One	1000 through 250000
Version Two	250001 through 500000
Version Three	500001 through 750000
Version Four	750001 through 1000000
Version Five	1000001 through 1250000

Note

Multiple version processing does not affect the order in which you process pay cycle steps. If you process multiple versions of pay cycle steps, you must still complete pre-payroll before you run any other pay cycle steps; and final update must still be the last step in the pay cycle process. For additional information about when to process pay cycle steps, see *Payroll Cycle*.

After all versions that you set up for a payroll cycle step have completed processing, the system automatically runs the Payroll Report Driver program (R07354). This program identifies any reports that you have set up to process during the specified step of the payroll cycle. The system then processes the reports for that step of the payroll cycle. Therefore, whether you run multiple or single version processing, the system produces a single set of reports for that pay cycle step. The output that the system generates when running a single version of a pay cycle step is no different than that which the system generates when running multiple versions.

Note

To determine the number of versions to use for each pay cycle step, you must first identify the number of processors that your system uses. Contact your system administrator for this information. After you identify the number of processors, multiply that number by three or four to determine how many versions to create for each pay cycle step.

For example, if your system uses four processors, J.D. Edwards recommends creating between 12 and 16 versions of each pay cycle step to achieve optimal processing time. However, due to the differences in system speeds, you should test different scenarios to determine the number of versions that best suits your business requirements.

Before You Begin

- Set up versions for each pay cycle step for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.
- Create a payroll ID. See *Creating a New Payroll ID*.
- Assign each version that you create for multiple version processing to a payroll ID. See *Setting Up Multiple Version Processing*.

Working with Multiple Versions of Pre-Payroll

You can use multiple version processing to process multiple versions of the following types of pre-payroll:

- Full pre-payroll
- Interims only pre-payroll
- Changes only pre-payroll

You can process any of the pre-payroll steps above using multiple versions or you can run only selected steps using multiple versions. For example, you might choose to run multiple versions of full pre-payroll processing, but run only a single version of changes only pre-payroll.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Whether you use multiple version processing or single version processing, you must complete pre-payroll as the first step in the pay cycle process.

In addition, if you choose to process multiple versions of the Pre-Payroll Drive UBE program (R07200), you must still enter a valid version of R07200 in the Version field on the Pre-Payroll Processing form when you create your payroll ID. However, if you assign multiple versions of R07200 to that payroll ID, the system does not use the version of the R07200 that you entered on the Pre-Payroll Processing form. See *Creating a Payroll ID* for additional information.

See Also

- Processing Pre-Payroll*

- Resetting Payroll Cycle Steps*

Processing Multiple Versions of Pre-Payroll

You can use multiple version processing to decrease the amount of the time that the system takes to complete pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Pre-Payroll Driver UBE program (R07200). As the system processes multiple versions of the Pre-Payroll Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before You Begin

- Create multiple versions of the Pre-Payroll Driver UBE program (R07200) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* for instructions.

► To process multiple versions of pre-payroll

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Pre-Payroll from the Row menu.
3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Interims Only Pre-Payroll

If you process many interim payments, you can use multiple version processing to significantly decrease the processing time for interims only pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Interims Only Driver UBE program (R07200I). As the system processes multiple versions of the Interims Only Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before You Begin

- Create multiple versions of the Interim Only Driver UBE program (R07200I) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* for instructions.

► To process multiple versions of interims only pre-payroll

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and then click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Interims Only from the Row menu.

Note

This option is enabled only if you have selected an Interims Only payroll ID.

3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Changes Only

If you typically make changes to large numbers of employees after you have processed pre-payroll, you can greatly reduce processing time by simultaneously processing multiple versions of changes only.

Note

If you process pre-payroll using multiple versions, you do not need to use multiple versions of changes only pre-payroll processing. Regardless of the number of versions that you use to process pre-payroll, you can use either multiple version or single version processing to complete changes only pre-payrolls.

Before You Begin

- Create multiple versions of the Pre-Payroll Changes Only program (R07200C) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* for instructions.

► To process multiple versions of changes only

From the Payroll Workbench menu (G07BUSH11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Changes Only from the Row menu.

Note

This option is enabled only if you have already processed pre-payroll.

3. On Multiple Versions Confirmation, click OK.

Working with Multiple Versions of Payroll Journal Entries

Whether you use multiple or single version processing for pre-payroll, you can choose to process multiple versions of payroll journal entries. Due to the large number of calculations that the system performs in the creation of journal entries, running a single version of journal entry processing can be time consuming, especially if the payroll is large. By processing multiple versions of the Generate Payroll Journal Entries program (R072902), you can significantly decrease journal entry processing time.

When you use multiple version processing to generate payroll journal entries, the system simultaneously runs each version of the Generate Payroll Journal Entries program that you create. When all versions have completed processing, the system automatically combines the output from each version into a single batch of journal entries. In addition, the system creates a single Payroll Proof/Edit report (R05229) using the combined information from all of the journal entry versions.

If you process journal entries using multiple versions, and you find that you need to reset journal entries, you must use the multiple version reset function to reset the journal entries step of the payroll cycle. See *Revising Multiple Versions of Payroll Journal Entries* for additional information.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Journal entries must be created after you process pre-payroll and before you process final update. See *Payroll Cycle* for additional information about the order in which you process pay cycle steps.

See Also

- Working with Pro Forma Journal Entries* for additional information about payroll journal entries

Processing Multiple Versions of Payroll Journal Entries

To decrease the amount of processing time needed to create pro forma journal entries during the payroll cycle, you can use multiple version processing for journal entries.

Before You Begin

- Process the pre-payroll step of the pay cycle. See *Processing Pre-Payroll*.
- Create multiple versions of the Generate Payroll Journal Entries program (R072902) and assign those versions to a payroll ID. See *Setting Up Multiple Version Processing* for instructions.

► To process multiple versions of payroll journal entries

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Submit Journals from the Row menu.
3. On Payroll Journal Entries, complete the following fields:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. To create all payroll journal entries in full detail mode, click the following option:

- Create All Journal Entries in Full Detail
5. To bypass the creation of payroll journal detail records in the Payroll Journal Detail table, click the following option:
- Do not create Payroll Journal Details (F05290)

Note

If you click the Create All Journal Entries in Full Detail option, the system automatically disables this option. Because you have already chosen to create journal entries in full detail, an additional set of journal detail records in the Payroll Journal Detail table is unnecessary.

6. If you use Accounts Payable Integration, complete the following optional field:
 - Wage Attachment Invoice Date
7. To produce journal entries for accounts payable only, click the following option:
 - Run Accounts Payable Integration Only
8. To create separate batches of journal entries for DBA and tax vouchers, click the following option:
 - Separate Batch for DBAs and Taxes
9. Click OK.
10. On Multiple Versions Confirmation, click OK.

Revising Multiple Versions of Payroll Journal Entries

After you create pro forma journal entries during the payroll cycle, you might need to revise the entries to correct information. If you use multiple version processing to submit journal entries, you must use multiple version processing to revise them.

You do not need to create multiple versions of the journal entry reset function, because the system reprocesses the versions of the Generate Payroll Journal Entries program (R072902) that you have set up for the payroll ID in order to revise journal entries.

► To revise multiple versions of payroll journal entries

From the Payroll Workbench menu (G07BUSH11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the payroll ID that you want to reset, and then choose Process Multiple, Process, Revise Journals from the Row menu.
3. On Payroll Journal Entries, complete the following fields:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. To delete the previous batch of journal entries and to prevent the system from creating new journal entries, click the following option:

- Delete Previous Journal Without Regeneration
-

Note

If you choose this option, the system deletes the previous batch of journal entries and does not create new pro forma journal entries. However, the system can create pro forma voucher journal entries during the revision process if you choose this option.

If you choose this option, you must recreate pro forma journal entries after you complete the revision process, and before you process the final update step of the payroll cycle.

5. If you choose the Delete Previous Journal Without Regeneration option, proceed to step 8.
 6. To create all payroll journal entries in full detail mode, click the following option:
 - Create All Journal Entries in Full Detail
 7. To bypass the creation of payroll journal detail records in the WF - Payroll Journal (Detail) table, click the following option:
 - Do not create Payroll Journal Details (F05290)
-

Note

If you click the Create All Journal Entries in Full Detail option, this option is disabled.

8. If you use Accounts Payable Integration, complete the following optional field and proceed to step 9. If you do not use Accounts Payable Integration, proceed to step 10.
 - Wage Attachment Invoice Date
9. To produce journal entries for accounts payable only, click the following option:
 - Run Accounts Payable Integration Only
10. To create separate batches of journal entries for DBA and tax vouchers, click the following option:
 - Separate Batch for DBAs and Taxes
11. To submit journal entries for processing, click the following option:
 - Submit Journals
12. Click OK.
13. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Final Update

To decrease the processing time of the final update step of the payroll cycle, you can process multiple versions of final update. When you use multiple version processing for final update, the system simultaneously processes all of the versions of the Final Update Driver UBE program (R07250) that you set up for the specified payroll ID.

The system updates employee history information as each payment that was included in the payroll cycle is processed through a version of final update. After all of the versions of the Final Update Driver UBE program have completed processing, the system updates all employee history information with data from the payroll cycle.

Before You Begin

- Process the pre-payroll, payments, journal entries, and reports steps of the pay cycle. See *Payroll Cycle* for instructions and additional information about each step.
- Create multiple versions of the Final Update Driver UBE program (R07250). See *Working With Batch Versions* in the *Foundation Guide* for instructions.

► To process multiple versions of final update

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

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Final Update from the Row menu.

Note

This option is enabled only if you have successfully completed all of the other steps in the payroll cycle.

3. On Multiple Versions Confirmation, click OK.

See Also

- Processing the Final Update* for additional information about the final update step of the payroll cycle

Working with Disabilities

In Mexico, the IMSS pays workers for work time that is missed because of disability. To collect disability pay, workers must obtain a disability certificate and collect the payment from the IMSS office. Some companies choose to pay the disability payment to the employee and then collect a reimbursement from IMSS, rather than requiring the employee to collect the payment from IMSS.

The amount of disability payment provided by IMSS depends on the type of disability. For general illness, IMSS pays nothing for the first three days of disability; and then pays 60 percent of the employee's integrated daily salary (IDS), beginning on the fourth day. For accidents, IMSS pays 100 percent of IDS, beginning on the first day of disability.

Some companies choose to supplement the IMSS disability pay. For example, a company might choose to pay the employee for the first three days of a general illness. A company might also choose to pay a subsidy, which is the difference between the IMSS payment and the employee's actual salary.

No disability payments can be made until either the employee or the employer obtains the disability certificate from IMSS. Occasionally, IMSS will not supply the disability certificate in

time for the employee to receive disability pay during the pay period in which the disability occurred. In this situation, the disability payment is made during the pay period in which the disability certificate is received and is called extemporary pay.

Entering Employee Disability Information

In Mexico, the IMSS pays employees for time missed from work due to a disability. Disabilities include general illness, pregnancy, and accidents. For each incident of disability, the employee must obtain a disability form (boleta de incapacidad) from the IMSS office. You use the information from the employee's disability form to enter disability information about each incident.

► To enter employee disability information

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

1. On Work With Employee Disability Information, click Add.

The screenshot shows the PeopleSoft Employee Disability Information Revisions window. At the top, there are buttons for OK, Cancel, Tools, and a red X. The main area contains several input fields:

Employee Number	1234	Case Number	
Disability Number	42061	Date Ending	3/28/03
Social Security ID		Disability Effect	0
Disability Type	ACC	Continuation Y/N	Y
Date Beginning	4/20/03	Cash Benefit	
Disability Days		Date Extemporary	

2. On Employee Disability Information Revisions, complete the following fields:
 - Employee Number
 - Disability Number
 - Disability Type
 - Date Beginning

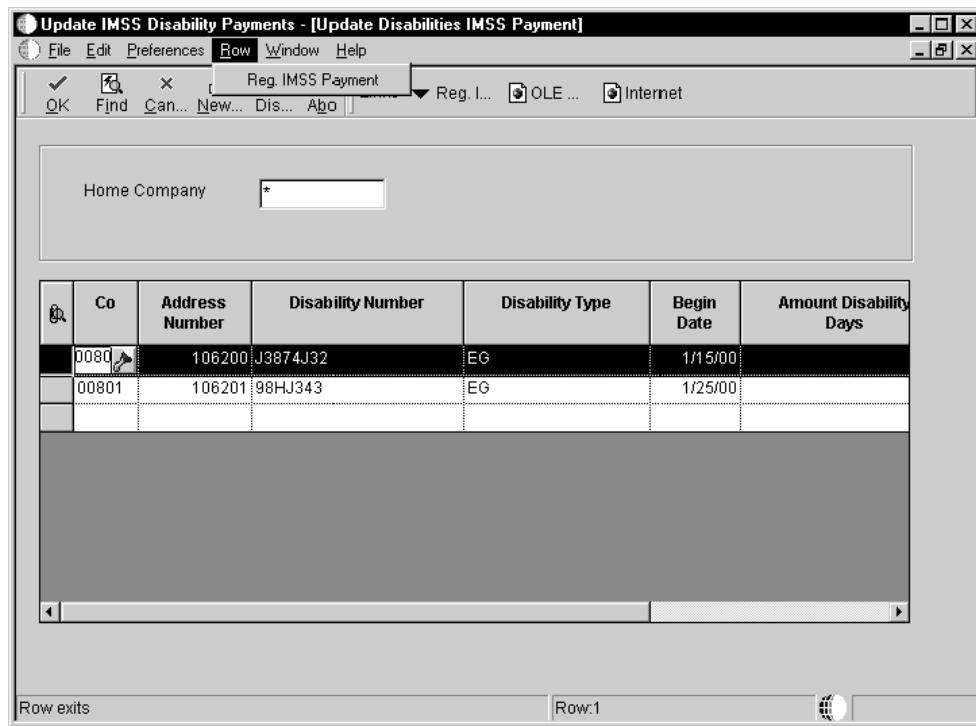
- Date Ending
3. If you do not want to include disability days as part of the quotation days for specific IMSS fees, enter Y in the following field:
 - Disability Effect
 4. To indicate whether this disability is new or a continuation of an earlier disability, complete the following field:
 - Continuation Y/N
 5. To indicate whether the benefit will be printed on a check, auto deposit or pay slip, complete the following field:
 - Cash Benefit
 6. If an employee presents a disability form more than four days after the incident, enter the date of the disability in the following field:
 - Date Extemporany
 7. Click OK.

Updating IMSS Disabilities Payment

Use Update IMSS Disabilities Payment to record disability reimbursements from the government. For each disability case, you can indicate whether IMSS reimbursed the company for disability payments that the company made to the employee. No monetary amounts are recorded.

► To update IMSS disabilities payment

From the Mexico Governmental Processes menu (G07BMXPG1), choose Update IMSS Disability Payments.



1. On Update Disabilities IMSS Payment, complete the following field and click Find:
 - Home Company
2. If IMSS has reimbursed your company for a specific disability payment, select the row of the disability that was reimbursed, and then choose Reg. IMSS Payment from the Row menu.
The system enters a 1 in the Dis Pay field for the selected row.
3. Click Find again to see the updated record.

Reviewing the Disability Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose Disabilities Report.

Use the Disabilities Report to review the following information:

- The number of disability incidents that occurred within a company
- The number of disabilities incidents that are reported to IMSS
- The amount that the company paid out for disabilities incidents
- The amount that should be reimbursed to the company by IMSS
- Which disability claims have been paid by IMSS

See Also

- R76M0414 *Disabilities Report* in the *Reports Guide* for a report sample

Processing Options for Disabilities Report (R76M0414)

Defaults Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company

2. Beginning Date

Use this processing option to specify the beginning effective date of the process.

3. Ending Date

Use this processing option to specify the ending effective date of the process.

4. Code Type that indicates the disability is an illness

Use this processing option to specify the code that designates disabilities that are due to illness. Use the 2nd description from UDC 76M/DT.

The default value is ILL (general illness)

5. Code Type that indicates the disability is an accident

Use this processing option to specify the code that designates disabilities that are due to accidents. Use the 2nd description from UDC 76M/DT

The default value is ACC (company accident)

6. Enter the Format to use for names

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio**
 - 2 Lopez Garcia, Jose**
 - 3 Jose Antonio Lopez Garcia**
 - 4 Jose Lopez Garcia**
 - 5 Ing. Jose Antonio Lopez Garcia**
 - 6 Lopez, Jose**
 - 7 Lopez, Jose A.**
-

Working with IDS

Mexican Social Security legislation establishes a number of benefits that must be provided for every employee. The calculation of these benefits is based on each employee's integrated daily salary (IDS). For example, the IDS is used to calculate the fees that the employee or the employer pays for the following benefits:

- Basic medical insurance
- Work-related accident insurance

- Risk coverage
- Disability payments (short- and long-term)
- Life or advanced age insurance
- Unemployment
- Child care
- Retirement savings funds

IDS is also used heavily during payroll calculations, and during Social Security calculations and reporting.

The system calculates IDS based on a government-defined minimum wage and the employee's actual earnings (variability).

IDS must be calculated or recalculated in the following situations:

- An employee is hired or rehired.
- An employee's salary changes.
- Minimum salaries change.
- The limits for minimum salaries change.

IDS must also be recalculated monthly for each employee to average in any additional income that the employee earned during the preceding month.

The system recalculates IDS when a qualifying change takes place in an employee record. You can also manually initiate IDS recalculation.

Calculating Variability

From the Mexico Governmental Processes menu (G07BMXPG1), choose Variability Calculations.

Variability is the daily amount earned by an employee in addition to his or her base salary, such as bonuses, overtime, and holidays worked. Variability is used when calculating IDS.

You should calculate variability before the first payroll of each month to include payroll transactions for the previous month. The system calculates both INFONAVIT and IMSS variability.

Caution

After you calculate variability, you must recalculate IDS so that employees have current IDS values for the next payroll cycle.

Before You Begin

- ❑ Set up PDBAs for both IMSS and INFONAVIT, and specify how the PDBAs are considered for the calculation. See *Setting up Variability Information*.

Processing Options for Variability Calculation (R76M0406)

Process

1. Period Type (Required)

M = Monthly, BM = Bi-Monthly

2. Period Number (Required)

If Period Type = "Monthly"

01 = January

02 = February

03 = March

04 = April

05 = May

06 = June

07 = July

08 = August

09 = September

10 = October

11 = November

12 = December

If Period Type = "Bimonthly"

01 = Jan-Feb

02 = Mar-Apr

03 = May-Jun

04 = Jul-Aug

05 = Sep-Oct

06 = Nov-Dec

3. Process Year (Required)

4. Type of Days (Required)

C = Calendar Days

W = Worked Days

5. If Type of Days = W

Enter Pay Cycle Code to be used

Default = Weekly

Recalculating IDS

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recalculation.

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can also manually initiate IDS recalculations. For example, you need to recalculate IDS if you change the setup parameters for IDS or the minimum salaries that are used to calculate IDS.

Before You Begin

- Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

See *Setting Up User Defined Codes*.

Processing Options for IDS Recalculation (R76M0409)

Process Tab

1. Change Reason (Required)

Blanks .
DH Death
DS Permanent Disability
FR Furlough
LO Layoff
RS Resignation
RT Retirement
TC Termination with Cause
TE Termination - Eligible for rehire
001 New Hire
002 Promotion
003 Demotion
004 Department Change
005 Shift Change
006 Merit
007 Range Adjustment
008 Payroll Adjustment
009 Annual Raise
010 Database correction
011 Rehire
098 Automated Conversion-Old Sys.
099New Hire - Incompleted Setup**

Use this processing option to specify the reason for the IDS recalculation.

2. Date - Effective On (Required)

Use this processing option to designate a date to be used to record an IDS change.

Reviewing IDS History

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all of the components of the IDS and the limits that are associated with the IDS.

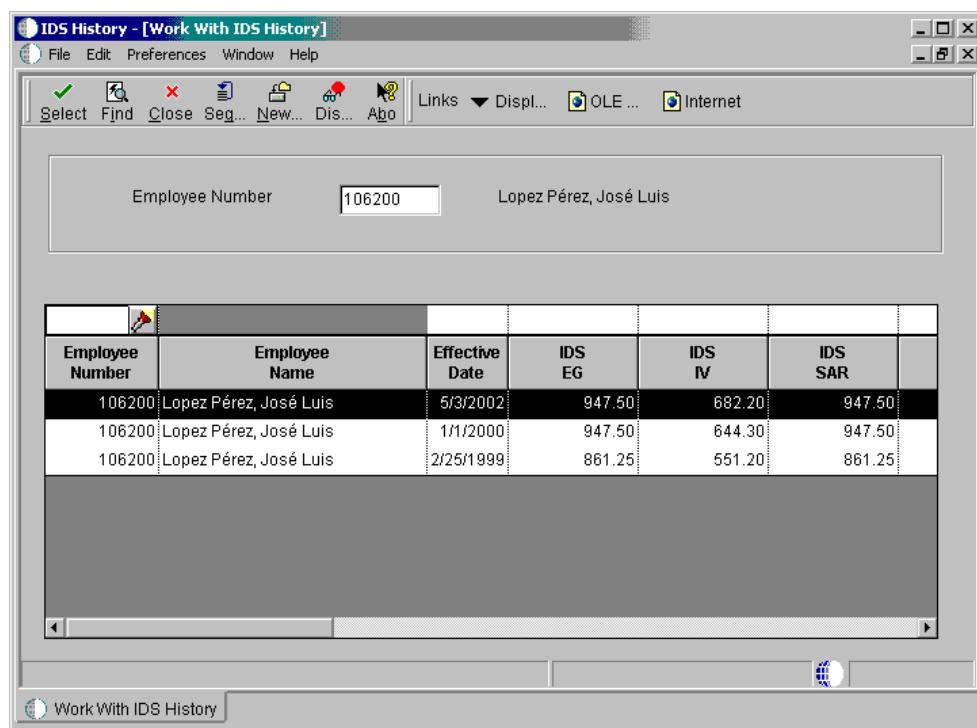
► To review IDS history

From the Mexico History Inquiries menu (G07BMXP14), choose IDS History.

1. On Work With IDS History, complete the following field to identify the employee whose IDS history you want to review, and then click Find:

- Employee Number

The system displays a record in the detail area for each time that IDS was calculated for the specified employee. Each record includes IDS amounts, union and job information, IMSS and INFONAVIT information, and the effective date for the calculation.



2. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

3. Click Cancel.

Reviewing the Historic IDS Report

From the Mexico History Reports menu (G07BMXP15), choose Historic IDS Report.

Review the Historic IDS Report to see IDS information for an employee or a group of employees, including the results of all IDS calculations and the reasons for the calculations.

See Also

- R76M0400 Historic IDS Report in the *Reports Guide* for a report sample

Processing Options for Historic IDS Report (R76M0400)

Defaults Tab

1. Name Format Code

Blanks = 4

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**

-
- 4 = Jose Lopez Perez**
 - 5 = Ing. Jose Luis Lopez Perez**
 - 6 = Lopez, Jose**
 - 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the IDS Calculation Detail Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose IDS Calculation Detail.

Review the IDS Calculation Detail to see each component of an employee's IDS calculation.

See Also

- R76M0401 IDS Calculation Detail* in the *Reports Guide* for a report sample

Processing Options for IDS Calculation Detail (R76M0401)

Defaults Tab

1. Version of Purge IDS History

Use this processing option to select the version to execute for purging IDS History Information.

Restoring IDS Records

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recovery.

Use Restoring IDS Records to delete the most recent IDS calculation and restore the previous IDS calculation. You might need to restore IDS records if you notice an error in the current IDS for a specific employee.

Use data selection to select the employees for whom you are restoring the previous IDS calculation.

Caution

You cannot restore records that have been deleted using Purge IDS History (R76M0407).

Purging IDS History

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose Purge IDS History.

You should periodically purge IDS history to enhance system performance. You should keep recent history in the system and purge only information that you do not need to access frequently. Use the Date - Effective On field in the data selection to select the date range of the data that you want to purge. If you do not select a date range, all IDS history is purged.

Caution

You cannot restore purged records using IDS Recovery (R76M0408).

Before You Begin

- Copy the IDS history records that you are going to purge to disk or tape.

Processing Options for Purge IDS History (R76M0407)

Versions Tab

1. Version of Purge IDS History

Use this processing option to select the version to execute for purging IDS History Information.

Working with IMSS Reporting

Every month, Mexican employees must report employee information regarding child care, labor risk, unemployment insurance, disability and old age insurance, retirement funds, and so on, to the Mexican social security institute: Instituto Mexicano del Seguro Social (IMSS). This reporting process is called Monthly IMSS Liquidation (Liquidación Mensual del IMSS).

Every two months, companies must submit an additional report that contains information for both IMSS and INFONAVIT, the institution that is in charge of housing credits.

In addition, companies must notify IMSS within five days whenever an employee is hired, rehired, experiences a change in IDS, or is terminated.

Generating IMSS Hire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Hire Notification.

Within five days of each new hire, you must submit a hire notification to the government. The employee must also receive a copy of the hire notification.

Processing Options for IMSS Hire Notification (R76M0402)

Process Tab

1. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Before You Begin

- Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

Generating IMSS Termination Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Termination Notification.

Within five business days of an employee's termination, you must submit a termination notification to IMSS. You can submit either a flat file or a paper copy of the termination notification.

The IMSS Termination Notification program (R76M0403) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Bajas02.dat" in your "Export" folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for IMSS Termination Notification (R76M0403)

Process Tab

1. Output type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Modification Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Modification Notifications.

Within five business days of any modification in an employee's integrated daily salary (IDS), you must submit a modification notification to IMSS. You can submit either a flat file or a paper copy of the modification notification.

The IMSS Modification Notification program (R76M0404) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Salarios" in your Export folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for IMSS Modification Notification (R76M0404)

Process Tab

1. Output Type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

0 Printed report

1 File

2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Rehire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Rehire Notifications.

Within five business days of rehiring an employee, you must submit a rehire notification to IMSS. You can submit either a flat file or a paper copy of the rehire notification.

The IMSS Rehire Notifications program (R76M0405) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Reingres" in your Export folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for IMSS Rehire Notifications (R76M0405)

Process Tab

1. Output type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values

are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Liquidations

Use one of the following navigations:

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Liquidations - Monthly.

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Liquidations - BiMonthly.

During each payroll cycle, both employees and employers contribute to the following IMSS quotas:

- Child care
- Labor risk
- Unemployment insurance
- Disability and old age insurance
- Retirement funds
- Others

Each month companies must generate IMSS liquidations to recalculate the employee and employer contributions that were due to IMSS for the month to account for any changes in pay that happened outside of a regular payroll cycle, and make any necessary adjustments to the employee and employer contributions that were collected. Companies must also submit the Monthly Liquidation report to IMSS. The Monthly Liquidation report contains the following information:

- Contributions that were collected from employees and employers during the month
- Information about incidents of accident and general illness that occurred during the month

Every two months, companies must also submit the Bimonthly Liquidation report, which contains information for INFONAVIT, the institution that is in charge of housing credits.

You must generate IMSS liquidations separately for each company social security ID.

The Monthly and Bimonthly Liquidation reports are due to the IMSS by the 17th of the month.

The system produces both printed reports and flat files. The system uses table conversions to generate the following flat files in your "Export" folder:

- FSUASSA - Affiliates Information
- FSUASSI - Insured Information
- FSUASSM - Movements of the Period

You must export these files to the SUA 200 (Sistema Unico de Autodeterminación 2000), which IMSS provides.

See Also

- *R76M0411 Bimonthly Liquidation Report* and *R76M0412 Monthly Liquidation Report* in the *Reports Guide* for report samples

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for Monthly Liquidation Report (R76M0412)

Process

1. Company Social Security ID
 2. Company
 3. Century
 4. Year
 5. Pay Period - Monthly
- Default
1. Absence PDBA 1
 2. Absence PDBA 2
 3. Absence PDBA 3
 4. INFONAVIT Credit DBA
 5. Additional SAR Contributions DBA
 6. Additional INFONAVIT Contributions DBA
 7. Voluntary SAR Contributions DBA
-

Processing Options for Bimonthly Liquidation Report (R76M0411)

Process

1. Company Social Security ID
 2. Company
 3. Century
 4. Year
 5. Bimonthly Period
- Default
1. DBA for INFONAVIT Credit

Adjusting IMSS Quotas

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Quota Adjustments.

Use IMSS Quota Adjustments to adjust the differences between Social Security retained quotas and the amounts paid to the Social Security Institute in monthly and bimonthly liquidations. The system also produces a report that displays the basis for the calculations and the results of tax adjustments.

When you adjust IMSS quotas in production mode, the system populates DBAs to credit or withhold the appropriate amounts from each employee's pay.

Processing Options for IMSS Quota Adjustments (R76M1102)

Process Tab

1. Century/Year

Use this processing option to enter the year to be processed. Include century and year.

2. Beginning Month

Use this processing option to specify the beginning month of the process.

3. Ending Month

Use this processing option to specify the ending month of the process.

4. Minimum amount to apply for discounts

Use this processing option to specify the minimum amount that can be discounted from or given to an employee during the IMSS Adjustment process.

5. Adjustment Effective Date

This Date must be in the next payroll period.

Use this processing option to specify the date when the adjustment will take place.

6. Batch Processing Mode

'T' = Test (Provisional)

'P' = Production (Final)

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode

In test mode, the system prints a report without updating the history tables.

Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

7. DBA Code for IMSS Quota Adjustment in Against

Use this processing option to specify the DBA code in which the IMSS quota adjustment that will be deducted from an employee's pay is stored.

8. DBA Code for IMSS Quota Adjustment to Favor

Use this processing option to specify the DBA code in which the IMSS quota adjustment to be paid to the employee is stored.

1. PDBA Code for hours worked

Use this processing option to specify the PDBA code used for Hours Worked.

2. PDBA for Additional Quota Insurance (Employee)

Use this processing option to specify the PDBA code used for Additional Quota Insurance (employee contribution).

3. PDBA for Money Insurance (Employee)

Use this processing option to specify the PDBA code used for Money Insurance (employee contribution).

4. PDBA for Life and Disability Insurance (Employee)

Use this processing option to specify the PDBA code used for Life and Disability Insurance (employee contribution).

5. PDBA for Retirement Fund Provision (Employee)

Use this processing option to specify the PDBA code used for Retirement Fund Provision (employee contribution).

6. PDBA for Unemployment/Old Age Insurance (Employee)

Use this processing option to specify the PDBA code used for Unemployment/Old Age Insurance (employee contribution).

1. Enter the Format to use for Name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

1 Lopez Garcia, Jose Antonio

-
- 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Categories Tab

Display Tab

Working with INFONAVIT Credits

INFONAVIT is a government institution that provides housing loans. When an employee receives an INFONAVIT loan, the employee presents the loan information to his or her employer. The employer then collects loan payments, called INFONAVIT credits, during regular payroll processing and gives the INFONAVIT credits to INFONAVIT.

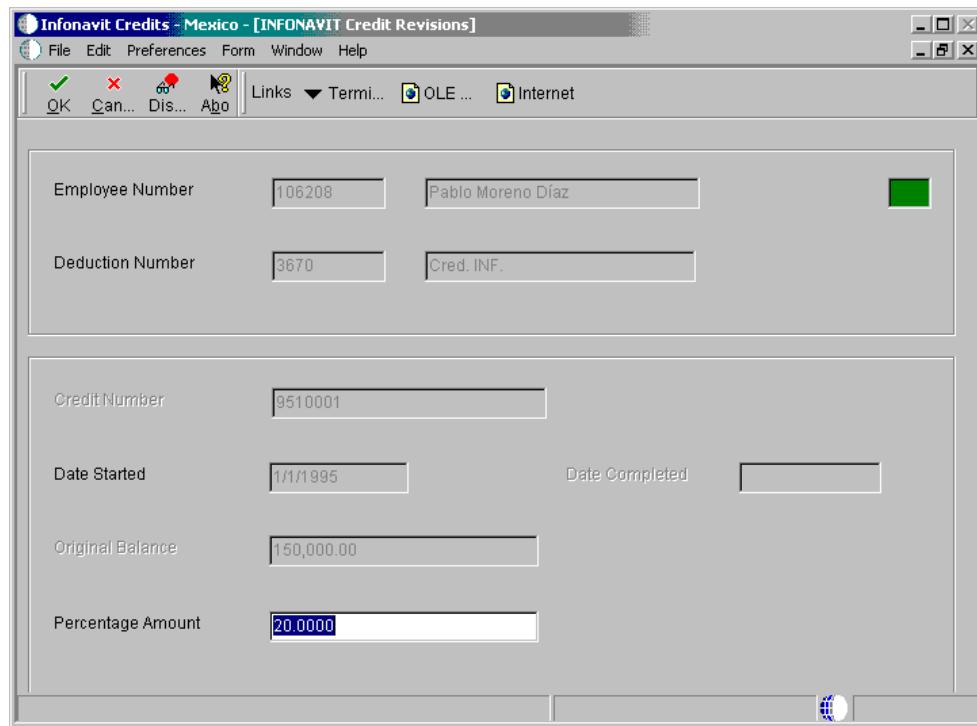
Entering INFONAVIT Credits

You enter INFONAVIT credits for each employee who receives an INFONAVIT loan.

► To enter INFONAVIT credits

From the Employee Management menu (G05BE1), choose INFONAVIT Credits - Mexico.

- 1. On Work With INFONAVIT Credits, click Add.



2. On INFONAVIT Credit Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
3. Complete the following fields with information from the employee's INFONAVIT loan statement, and then click OK:
 - Credit Number
 - Date Started
 - Original Balance
 - Percentage Amount

Terminating INFONAVIT Credits

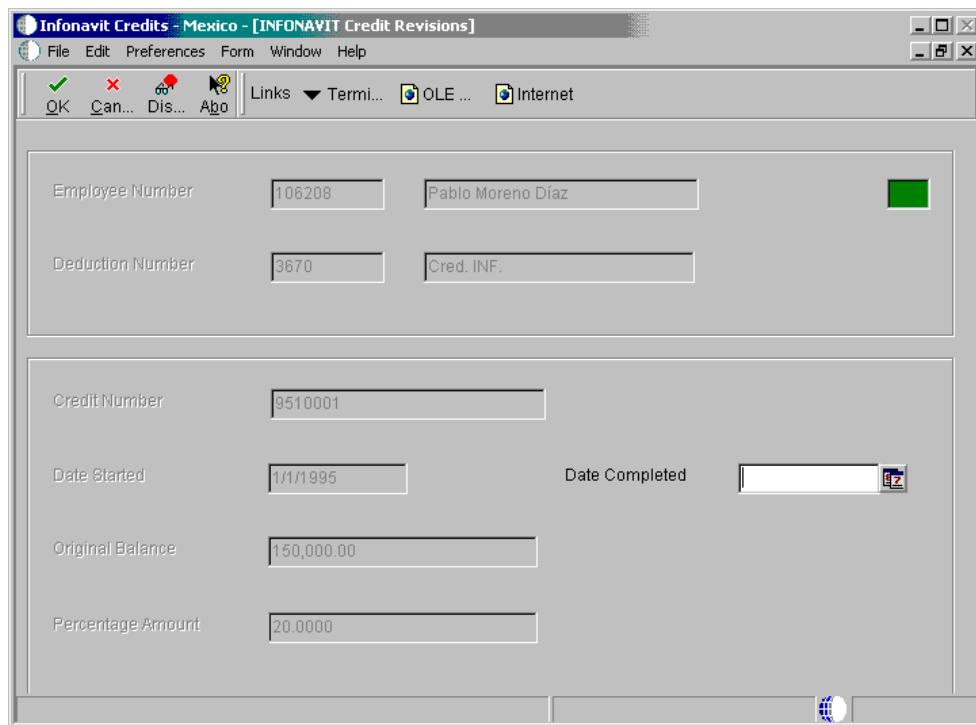
When an employee has repaid an INFONAVIT loan in full, you terminate the INFONAVIT credit so that no more money is withheld from the employee's pay for INFONAVIT.

► To terminate INFONAVIT credits

From the Employee Management menu (G05BE1), choose INFONAVIT Credits - Mexico.

1. On Work With INFONAVIT Credits, complete the following field and click Find:

- Employee Number
2. Choose the employee for whom you are terminating INFONAVIT credits, and click Select.



3. On INFONAVIT Credit Revisions, choose Terminate from the Form menu.
The system activates the Date Completed field.
4. Complete the following field and click OK:
- Date Completed

Reviewing Tax Information

You can use the following reports to review tax history information for employees:

- Tax Reports (R76M0501)
- Tax Detail History (R76M0502)

You can also review tax detail history online.

Reviewing the Tax Report

From the Mexico History Reports menu (G07BMXP15), choose Tax Reports.

Use the Tax Report to review tax history information for employees whose taxes were calculated with a specific tax type, such as Article 80, Article 86, Article 141, or a percentage. The Tax Report displays the following amounts for each employee:

- Income amount
- Exempted income
- Taxable income
- Tax amount
- Tax subsidy
- Tax credit
- Final tax amount

The report also totals these amounts for the company, union, and business unit.

See Also

- R76M0501 *Tax Report* in the *Reports Guide* for a report sample

Processing Options for Tax Report (R76M0501)

Defaults Values Tab

1. Enter the Company Home to be executed

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Enter the Tax Type to be executed (Art80, Art86, 141)

Use this processing option in order to define the Tax Type to use in the report. Default value : T80

3. Enter the Period Beginning Date

Use this processing option to specify the beginning effective date of the process.

4. Enter the Period Ending Date

Use this processing option to specify the ending effective date of the process.

5. Enter '1' if you want to display inactive employees

Use this processing option to indicate whether inactive employees are listed on the report. Valid values are:

- 1 Display inactive employees.
 - 0 Do not display inactive employees.
-

Reviewing the Tax Detail Report

From the Mexico History Inquiries menu (G07BMXP15), choose Tax Detail History.

Use Tax Detail Report to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income
- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

The Tax Detail Report displays information from the Tax Detail History File table (F76M0503), which is the same information that you can review using the Tax Detail History program (P76M0502).

See Also

- R76M0502 *Tax Detail Report* in the *Reports Guide* for a report sample

Processing Options for Tax Detail History (R76M0502)

Defaults

1. Company
 2. Period Beginning Date
 3. Period Ending Date
 4. Display Inactive Employees
-

Reviewing Tax Detail History Online

Use Tax Detail History to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income
- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

Tax Detail History displays information from the Tax Detail History table (F76M0503), which is the same information that is displayed on the Tax Detail Report (R76M0502).

Note

You use Tax Detail History only to review tax information. You cannot update or delete tax information using this application.

► To review tax detail history online

From the Mexico History Inquiries menu (G07BMXP14), choose Tax Detail History.

The screenshot shows a software application window titled "Tax Detail History - [Work With Tax Detail History]". The menu bar includes File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Disp..., OLE..., and Internet. The main area has a grid of search fields:

Payroll ID	*	
Company	00801	Mexican Company
Union Code	10500	Empleados
Business Unit	*	
Tax to apply	*	<input style="width: 20px; height: 20px;" type="button" value="..."/>
Employee Number	106203	Ana María Lozano Gonzalez
Effective Date	*	

Below the search fields is a table with columns: Tax, Subsidy, Tax Credit, Final Tax, and Tax Credit for Employee. The data in the table is:

Tax	Subsidy	Tax Credit	Final Tax	Tax Credit for Employee
244	61	319		135.637
				0.000

At the bottom left is a "Find records" button, and at the bottom right is a "Row:4" indicator.

1. On Work With Tax Detail History, complete any of the following fields and click Find:
 - Payroll ID
 - Company
 - Union Code
 - Business Unit
 - Tax to apply
 - Employee Number
 - Effective Date
 The system displays tax history information that matches the criteria that you entered.
2. When you have reviewed tax history, click Close.

Savings Funds

In Mexico, companies can administer two general types of savings funds for their employees: savings funds and mutual savings funds.

For savings funds, the company and the employee agree to contribute matching amounts to the savings fund. The total amount is invested. Savings funds are administered for one year,

but the dates of the fund do not necessarily correspond to a fiscal or calendar year. Six months after the beginning of the savings fund, employees are allowed-- but are not required-- to withdraw all or part of the employee contribution to the fund to that point. This withdrawal is called a partial liquidation. At the end of the year, all money contributed by the employee, all money contributed by the company on the employee's behalf, and all interest generated on the investment is given to the employee. This year-end payment is called the final liquidation.

Mutual savings funds are organized by employees and involve only an employee contribution; the amount of the contribution is determined by the employee. No matching company contribution exists. Mutual savings funds are typically managed by unions or designated groups of employees, and the rules of the mutual savings fund are determined by this union or group of employees. The rules determine the following types of issues:

- Whether withdrawals from the fund are allowed and their frequency
- How the money will be returned to the employee
- How interest is calculated

Mutual savings funds are also administered one year at a time. However, employees are not required to withdraw their funds at the end of the year; they can choose to reinvest for the next year.

Processing Savings Funds

Savings funds and mutual savings funds are handled similarly in the J.D. Edwards system. The process for handling savings funds and mutual savings funds can be grouped in the following major categories:

- Setup
- Reports and inquiries
- Payroll calculations
- Partial and final liquidations

Setup

At the inception of a savings fund, you use Savings Fund Setup (P76M1001) to set up general guidelines about how each fund should be calculated, including which DBAs will be used for contributions, withdrawals, and liquidations. You need to complete this setup only once for each savings fund unless you need to change fundamental elements of the saving fund.

Both savings funds and mutual savings funds are administered on a yearly cycle. You use Savings Fund Setup by Year (P76M1002) to modify some aspects of the fund that might change from year to year.

Reports and Inquiries

You can use the following reports and inquiries to track the status and fund balance for each employee:

- Employee Savings Fund Setup (P76M1003)
- Employee Savings Fund Report (R76M1000)
- Savings Funds Account Balance (R76M1001)

You can also use Employee Savings Fund Setup to change the amount of specific employees' voluntary contributions and to determine whether specific employees can make withdrawals from the fund.

Payroll Calculations

During each regular payroll, the system calculates DBAs that relate to savings funds and mutual savings funds, and stores the amounts in historical and transaction files. The following DBAs can be calculated:

- Employee contribution to the fund
- Employer contribution to the fund
- Voluntary contributions to mutual savings fund
- Generated interest
- Withdrawals from mutual savings funds

Partial and Final Liquidations

Use Funds Liquidation (R76M1004) to administer both partial and final liquidations.

During a final liquidation, the system can calculate interest for the fund, pay all or a portion of the fund to the employee (depending on the fund setup), and begin a new cycle of savings funds for the next year.

Setting up Savings Funds

At the inception of either a savings fund or mutual savings fund, you set up information about how that savings fund should be handled. Each year, when a new cycle of the savings fund is about to begin, you can override some setup information to specify how the savings fund should operate in the coming year.

When you set up a savings fund, you specify the percentage of pay that all employees contribute to the savings fund. However, for mutual savings funds, you can set up different contribution percentages for each employee.

Setting Up Savings Fund Information

At the inception of either a savings fund or mutual savings fund, you set up information about how that savings fund should be handled. You need to set up this information only once unless the rules of the savings fund change.

You can override certain elements of savings fund setup on an annual basis. You can also override certain elements of savings fund setup for specific employees.

Before You Begin

- Set up DBAs for the employee and company contributions, interest, and liquidations, including withdrawal of the employee contribution, withdrawal of the employer contribution, withdrawal of the interest, and partial withdrawals. See *Setting Up Deductions, Benefits, and Accruals*.

► **To set up savings fund information**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup.

1. On Work With Saving Funds Setup, click Add.

The screenshot shows the PeopleSoft interface with the title bar "PeopleSoft". Below it is a toolbar with icons for Portal, iWay, Intranet, Training, and Help. A dropdown menu "Select Workspace: Active Foundation" is open. The main area displays the "Active Foundation" workspace. A dialog box titled "Saving Funds Setup Revisions" is open, containing two tabs: "Header" and "Calculation Information". The "Header" tab is active, showing fields for Home Company (00801, Mexican Company), Union Code (10500, Empleados), Cost Center (empty), and Process Code (FA, Savings Fund). The "Calculation Information" tab shows fields for DBA Employee Fee (3770, Fondo Ahorro), DBA Company Fee (3775, FA Cia), Interests DBA (3760, Ent FA Int), Loan Factor (20.00), Pay Cycle Code (M, Monthly), Pay Period Count (12), and Allow Withdrawals (1).

2. On Saving Funds Setup Revisions, complete the following fields in the header area:

- Home Company
- Union Code
- Cost Center
- Process Code

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. On the Calculation Information tab, complete the following fields to specify the DBAs for the savings fund:

- DBA Employee Fee
- DBA Company Fee
- Interests DBA

Complete the Interests DBA field only if you are calculating estimated interest each pay period. If you will distribute actual interest amounts at the time of liquidation and do not wish to calculate interest amounts before liquidation, you do not need to complete this field.

4. Complete the following fields to define the length of the savings fund, based on pay frequency:

- Pay Cycle Code
- Pay Period Count

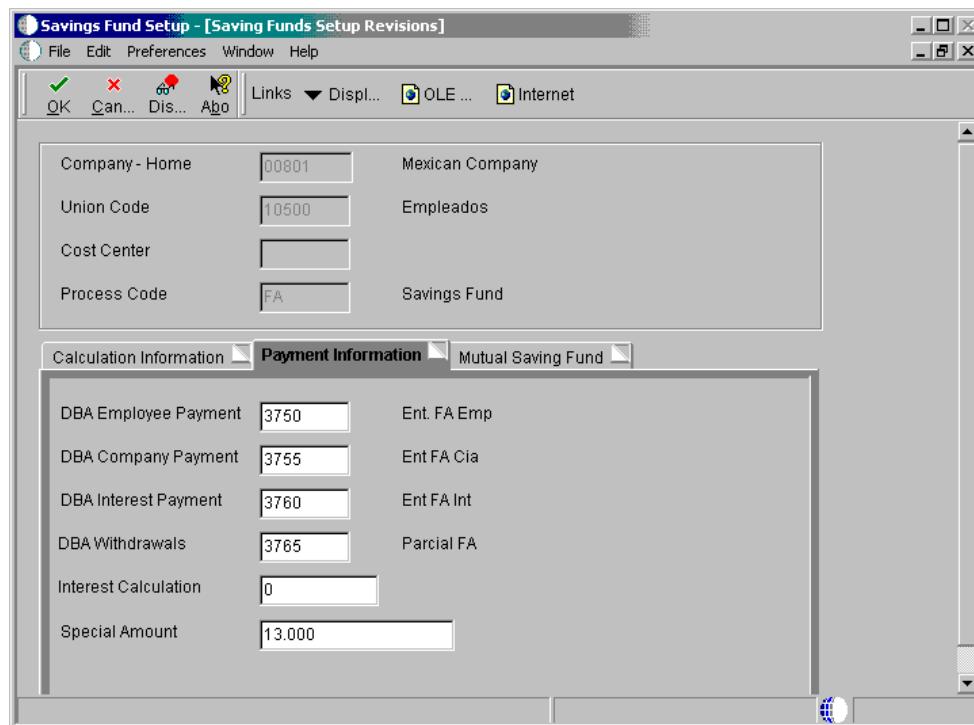
For example, if you use a semi-monthly pay cycle, enter 24 in the Pay Period Count to define a period of one year because you would process 24 pay cycles in a year.

5. If you are going to allow partial liquidations, complete the following field:

- Allow Withdrawals

6. If you want to use a portion of the savings fund to repay employee loans during savings fund liquidation, complete the following field:

- Loan Factor



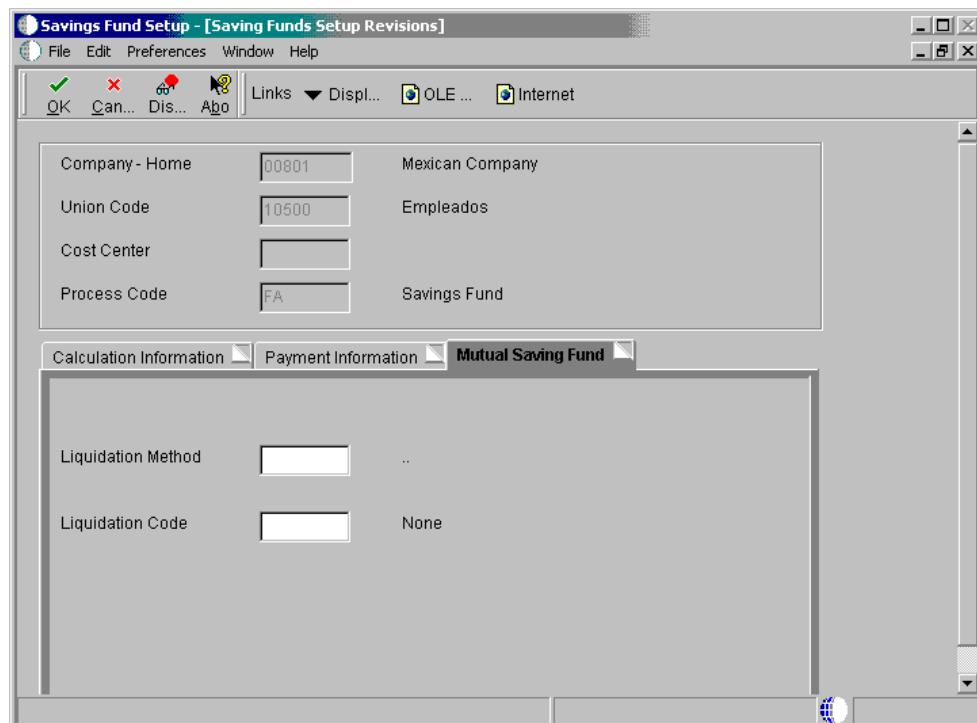
7. On the Payment Information tab, complete the following fields for final liquidations:

- DBA Employee Payment
- DBA Company Payment

- DBA Interest Payment

The Employee Payment, Company Payment, and Interest Payment DBAs are all benefits with gross and net effect that are used to pay employees during final liquidations.

8. Complete the following field for partial liquidations:
 - DBA Withdrawals
9. To determine whether the system should calculate savings fund interest during every pay cycle or distribute interest amounts at the time of final liquidation, complete the following field:
 - Interest Calculation
10. Complete the following field to determine the amount of the employee contribution to the savings fund, and the matching employer contribution, if applicable:
 - Special Amount



11. On the Mutual Saving Fund tab, complete the following fields for mutual savings funds:
 - Liquidation Method
 - Liquidation Code

You can override the Liquidation Code for specific employees using Employee Savings Fund Setup (P76M1003).

12. Click OK.

Setting Up Savings Funds by Year

Each year, when a new cycle of the savings fund is about to begin, you can override some setup information to specify how the savings fund should operate in the coming year.

► To set up savings funds by year

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, click Add.

The screenshot shows the 'Saving Funds Setup by Year Revisions' dialog box within a PeopleSoft application window. The window title is 'PeopleSoft'. The top navigation bar includes links for Portal, WWW, Intranet, Training, and Home. A dropdown menu 'Select Workspace' is set to 'Active Foundation'. The main toolbar has buttons for OK, Cancel, Form, Tools, and a red X. The dialog box has tabs for Active Foundation and Personalize, Change Role, and Sign Out. The 'Active Foundation' tab is selected. The 'Saving Funds Setup by Year Revisions' tab is active. The dialog contains two main sections: 'Home Company' and 'Beginning Date'.

Field	Value
Home Company	00801 Mexican Company
Union Code	10500 Empleados
Cost Center	
Process Code	FA Savings Fund
Century/Year	2000
Beginning Date	01/01/00
Ending Date	12/31/00
Pay Period Number	1
Processing Type	Inhibited From Processing
Count Withdrawals	0
Saving Fund Process	R Withdrawl
Special Amount	0.000
Process Status	Unprocessed
Version	

2. On Saving Funds Setup by Year Revisions, complete the following fields with the same values that you used when you set up the savings fund:
 - Home Company
 - Union Code
 - Cost Center
 - Process Status
3. Complete the following fields to set up the savings fund for a new year:
 - Century/Year

- Beginning Date
- Ending Date

4. Enter 1 in the following field to indicate that the savings fund cycle is beginning:

- Pay Period Number

The system updates the value in the Pay Period Number field each time that you process a pay cycle.

The other fields on the Saving Funds Setup by Year Revisions form are either updated by the system or used for liquidations.

5. Click OK.

Setting Up Employee Contributions to Mutual Savings Funds

When you set up a savings fund, you specify the percentage of pay that all employees contribute to the savings fund. For the savings fund, all employees contribute the same percentage, which is agreed upon by the employees and the company. However, mutual savings funds allow employees to contribute different percentages. You can set up different contribution percentages for each employee by using Employee Savings Fund Setup.

When you set up an employee contribution percentage, the system creates a record in the Employee Savings Fund Setup table (F76M1003). If you do not manually set up employee records in this table, the system creates records for participating employees when you run the first payroll cycle for the savings fund.

Note

If you want to use the contribution percentage from the mutual savings fund setup for a specific employee, you do not need to set up that employee's contribution manually.

► To set up employee contributions to mutual savings funds

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, click Add if you are entering a contribution percentage for an employee who is beginning participation in the mutual savings fund.
2. If you are changing a contribution percentage for an employee who is already participating in the mutual savings fund, locate that employee's record on Work With Employee Saving Funds Setup and click Select.

The screenshot shows the 'Employee Saving Funds Setup Revisions' window in PeopleSoft. The window title is 'Employee Saving Funds Setup Revisions'. It contains several groups of input fields:

- Personal Information:** Address Number (106200), Process Code (FA), Century/Year (2000). Associated label: Lopez Pérez, José Luis Savings Fund.
- Employment Details:** Home Company (00801), Union Code (10500), Home Business Unit (80180101). Associated label: Mexican Company Empleados CC Empleados.
- Financial Data:** Pay Period Number (001), Start Effective Date (01/31/00), Processed Code (Unprocessed), Liquidation Type (None), Withdrawal Percentage (0.00).
- Contribution Summary:** Found Contribution (3575.00), Company Contribution (3575.00), Interests (0.00), Withdrawals (0.00), Voluntary Contribution (0.00).

3. On Employee Saving Funds Setup Revisions, complete the following fields if you are adding a new employee record:
 - Address Number
 - Process Code
 - Century/Year
4. Whether you are adding a new employee record or revising an existing record, complete the following field to enter a new contribution percentage for the employee, and then click OK:
 - Voluntary Contribution

The other fields on the Employee Saving Funds Setup Revisions form are either updated by the system or used for liquidations.

Reviewing Savings Fund Information

You can inquire about conditions that are associated with the current savings fund cycle, such as the number of pay periods that have been processed. You can also review information about each employee who is participating in the savings fund, such as the amount saved, the amount withdrawn, employee contributions, company contributions, and earned interest.

Reviewing Savings Fund Cycle Information

You can use Savings Fund Setup by Year (P76M1002) to inquire about conditions that are associated with the current savings fund cycle, such as the number of pay periods that have been processed.

► To review savings fund cycle information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record that you want to review and click Select.

The screenshot shows the PeopleSoft interface with the title bar "PeopleSoft". Below it is a toolbar with icons for Portal, WWW, Intranet, Training, and other navigation links. The main window has a header "Select Workspace: Active Foundation". The workspace is set to "Active Foundation". At the top right of the window are buttons for Personalize, Change Role, and Sign Out. The main content area is titled "Saving Funds Setup by Year Revisions". It contains two stacked panels. The top panel has fields for Home Company (00801, Mexican Company), Union Code (10500, Empleados), Cost Center (empty), Process Code (FA, Savings Fund), and CenturyYear (2000). The bottom panel has fields for Beginning Date (01/01/00), Ending Date (12/31/00), Pay Period Number (1), Processing Type (I, Inhibited From Processing), Count Withdrawals (0), Saving Fund Process (R, Withdrawl), Special Amount (0.000), Process Status (Unprocessed), and Version (empty).

3. On Saving Funds Setup by Year Revisions, review the information in the following fields and click OK:

- Pay Period Number
- Count Withdrawals
- Process Status

The system updates the values in these fields when you process payrolls or liquidations.

Reviewing Employee Savings Fund Information

When you process the first payroll cycle for a savings fund, the system creates a record for each participating employee in the Employee Savings Fund Setup table (F76M1003). As you process additional payroll cycles for the savings fund, the system updates information for each employee, such as contribution and withdrawal amounts.

You can use Employee Savings Fund Setup to review information in the Employee Savings Fund Setup table online.

► To review employee savings fund information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:
 - Process Code
 - Home Company
 - Union Code
 - Cost Center
 - Employee Number
 - Century/Year
2. Choose the record that you want to review and click Select.

The screenshot shows the PeopleSoft Employee Saving Funds Setup Revisions window. At the top, there's a toolbar with icons for Home, WWWW, Intranet, Training, and Help. Below the toolbar, a menu bar has options like Select Workspace, Active Foundation, Personalize, Change Role, and Sign Out. The main window title is "Employee Saving Funds Setup Revisions". It contains several groups of input fields:

- Address Information:** Address Number (106200), Lopez Pérez, José Luis; Process Code (FA), Savings Fund; CenturyYear (2000).
- Company Information:** Home Company (00801), Mexican Company; Union Code (10500), Empleados; Home Business Unit (80180101), CC Empleados; Pay Period Number (001); Start Effective Date (01/31/00); Processed Code (Unprocessed); Liquidation Type (None); Withdrawal Percentage (0.00).
- Financial Details:** Found Contribution (3575.00); Company Contribution (3575.00); Interests (0.00); Withdrawals (0.00); Voluntary Contribution (0.00).

3. On Employee Saving Funds Setup Revisions, review the information in the following fields and then click OK:
 - Found Contribution
 - Company Contribution
 - Interests
 - Withdrawals

Reviewing the Employee Savings Funds Report

From the Mexico Savings Funds menu (G07BMXPSP1), choose Employee Savings Funds Report.

Use the Employee Savings Funds Report (R76M1000) to review the amount that each employee has saved and the amount that each employee has withdrawn. These amounts include employee contributions, company contributions, and earned interest.

The Employee Savings Funds Report is based on the Employee Savings Fund Setup table (F76M1003).

See Also

- ❑ R76M1000 *Employee Savings Funds Report* in the *Report Guide* for a report sample

Processing Options for Employee Savings Funds Report (R76M1000)

Defaults Tab

1. Enter the format to use for the name :

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing Savings Fund Account Balances

From the Mexico Savings Funds menu (G07BMXPSP1), choose Savings Fund Account Balance.

Use the Savings Fund Account Balance report (R76M1001) to review summary information for an employee's savings fund for a given year, as well as detailed information about contributions and withdrawals. The report lists all transactions for an employee's savings fund, including employee or company contributions, earned interest, and withdrawals.

The Savings Fund Account Balance is based on the Employee Savings Fund Setup table (F76M1003).

See Also

- R76M1001 *Savings Fund Account Balance* in the *Report Guide* for a report sample

Processing Options for Savings Fund Account Balance (R76M1001)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Working with Savings Funds

You liquidate savings funds to generate payment amounts for employees. Before you run either a partial or full liquidation of a savings fund, you must set up specific information to control the liquidation.

Setting Up Savings Fund Liquidations

Before you run either a partial or full liquidation of a savings fund, you set up specific information to control the liquidation.

You can run a liquidation in test mode to review withdrawal amounts and then run the liquidation in final mode.

► To set up general liquidation information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search, and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record for the savings fund that you are liquidating and click Select.

The screenshot shows the 'Saving Funds Setup by Year Revisions' dialog box. At the top, there are buttons for OK, Cancel, Form, and Tools. Below these are several input fields:

Home Company	00801	Mexican Company
Union Code	10500	Empleados
Cost Center		
Process Code	FA	Savings Fund
CenturyYear	2000	

Below these are more fields:

Beginning Date	01/01/00	
Ending Date	12/31/00	
Pay Period Number	1	
Processing Type	T	Test Mode
Count Withdrawals	0	
Saving Fund Process	R	Withdrawl
Special Amount	100.000	
Process Status		Unprocessed
Version		

3. On Saving Funds Setup by Year Revisions, complete the following fields:

- Processing Type
- Saving Fund Process

4. If you are running a final liquidation, complete the following field:

- Special Amount

5. Click OK.

► **To set up liquidation information for an employee**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:
 - Process Code
 - Home Company
 - Union Code
 - Cost Center
 - Employee Number
 - Century/Year
2. Choose the record for the employee for whom you are setting up liquidation information and click Select.

Employee Savings Fund Setup - [Employee Saving Funds Setup Revisions]

Address Number	106200	Lopez Pérez, José Luis
Process Code	FA	Savings Fund
Century/Year	2000	
Company - Home	00801	Mexican Company
Union Code	10500	Empleados
Home Business Unit	80180101	CC Empleados
Pay Period Number	001	
Date - Beginning Effect	1/31/2000	
Processed Code		Unprocessed
Liquidation Type	E	Employee Contribution
Withdrawal Percentage	25.00	
Found Contribution	3575.00	
Company Contribution	3575.00	
Interests	0.00	
Withdrawals	0.00	

3. On Employee Saving Funds Setup Revisions, complete the following field if you are liquidating a mutual savings fund and want to override the liquidation type for the selected employee:

- Liquidation Type

If you do not enter a liquidation type for a specific employee, the system uses the liquidation type that you set up on Savings Fund Setup (P76M1001).

4. If you are running a partial liquidation, complete the following field:

- Withdrawal Percentage

Caution

You must set up a withdrawal percentage for each employee who is participating in the partial liquidation.

5. Click OK.

Liquidating Savings Funds

You use Funds Liquidation (R76M1004) to generate payment amounts for employees during partial and final liquidations of savings funds and mutual savings funds. The system stores these payment amounts in the DBAs that are set up on Savings Fund Setup (P76M1001).

The amount of the payment that each employee receives is determined by the employee's savings fund setup.

For final liquidations, the system runs Savings Funds Interest Generation (R76M1003) to calculate the amount of interest that each employee should receive. The amount of interest for each employee is proportional to the amount that employee contributed to the fund.

To identify the savings funds that you are liquidating, specify the Home Company, Union Code, and Home Business Unit of the funds in the data selection of Funds Liquidation (R76M1004). You can omit one or more of these fields from the data selection, depending on the setup of the funds. The data selection that you set up should match the setup of the fund.

When you process a final liquidation, the system runs Saving Funds Cycles Update (R76M1002) to set up the savings funds for the next year in the following tables:

- Saving Funds Setup by Year (F76M1002)
- Employee Saving Funds Setup (F76M1003)

After you run final liquidation for a savings fund, you should review savings fund setup for the coming year.

See Also

- R76M1004 Funds Liquidation* in the *Reports Guide* for a report sample

Before You Begin

- Set up information for the savings fund liquidation. See *Setting Up Savings Fund Liquidations*.
- Set up a version of Funds Liquidation (R76M1004) to select the employees for whom you are liquidating funds. See *Working with Batch Versions* in the *OneWorld Foundation Guide*.

► To liquidate a savings fund

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search, and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record for the savings fund that you are liquidating and click Select.

Savings Fund Setup by Year - [Saving Funds Setup by Year Revisions]

File Edit Preferences Form Window Help

OK Cancel Discard Abort Links Fund... OLE... Internet

Company - Home	00801	Mexican Company
Union Code	10500	Empleados
Cost Center		
Process Code	FA	Savings Fund
Century/Year	2000	
Beginning Date	1/1/2000	
Ending Date	12/31/2000	
Pay Period Number	1	
Processing Type	T	Test Mode
Count Withdrawals	0	
Saving Fund Process	R	Withdrawl
Special Amount	100.000	
Process Status		Unprocessed

3. On Saving Funds Setup by Year Revisions, verify the information in the following fields:
 - Processing Type
 - Saving Fund Process
 - Special Amount
4. Complete the following field:
 - Version
5. Choose Fund Liquidation from the Form menu.

Processing Options for Funds Liquidation (R76M1004)

Defaults Tab

1. Enter the format to use for the name :

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Vacations

In Mexico, employees receive both vacation pay and vacation bonuses. Vacation pay is for the vacation days that an employee takes. In some situations, employees can receive vacation pay without actually taking the vacation days off work. Vacation bonuses are annual payments that employees receive in conjunction with vacation pay.

Mexican companies are required by law to pay an employee both vacation pay and a vacation bonus on a yearly basis after the employee has completed one year of employment for a company. Employees are not eligible for vacation pay or vacation bonuses during the first year of employment. However, some employers allow employees to take vacation pay during the first year as an advance on future pay.

Vacation pay and vacation bonuses are given to employees in proportion to the employee's seniority-- the number of years that the employee has worked for the company. You set up vacation pay and vacation bonus rates in the Vacation and Christmas Bonus Setup table (F76M0008).

While vacation pay and vacation bonuses are based primarily on the seniority table, companies can control certain elements of payment calculations, such as which salary the payment is based on, the number of days to be paid, whether vacations will be paid all at once, whether advance payments will be allowed, and so on.

Setting Up Vacation Criteria

You set up vacation criteria to control certain elements of vacation pay and vacation bonuses, such as the rules for payment and the salary on which the payment is based. You define different criteria for vacation pay and vacation bonuses.

You set up vacation criteria by company. You can also set up vacation criteria by union, business unit, or both.

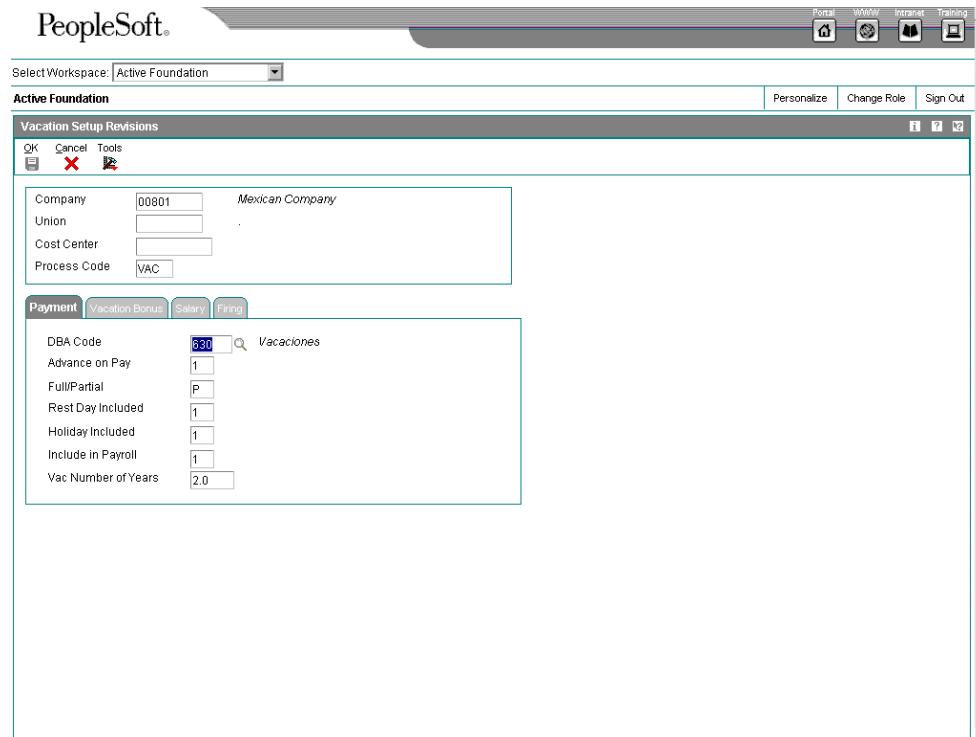
Before You Begin

- ❑ Set up vacation tables. See *Setting Up Calculation Tables for Vacations and Christmas Bonuses*.

► To set up vacation criteria

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Vacation Control Setup.

1. On Work With Vacation Setup, click Add.



2. On Vacation Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center
- Process Code

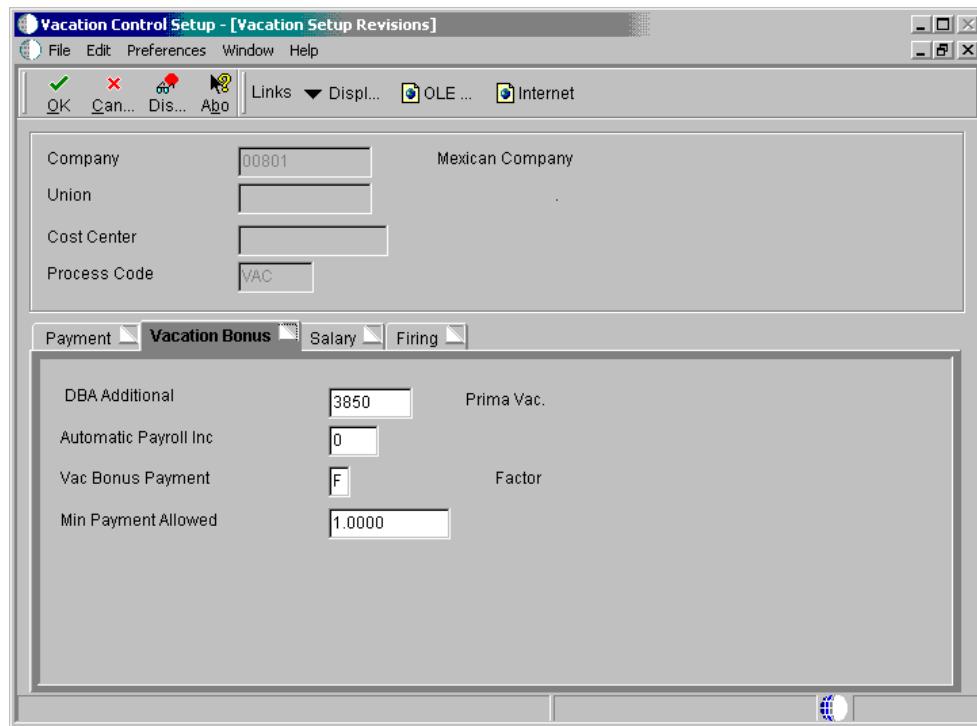
You need to complete the Union and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

The options on the Payment tab control vacation payments.

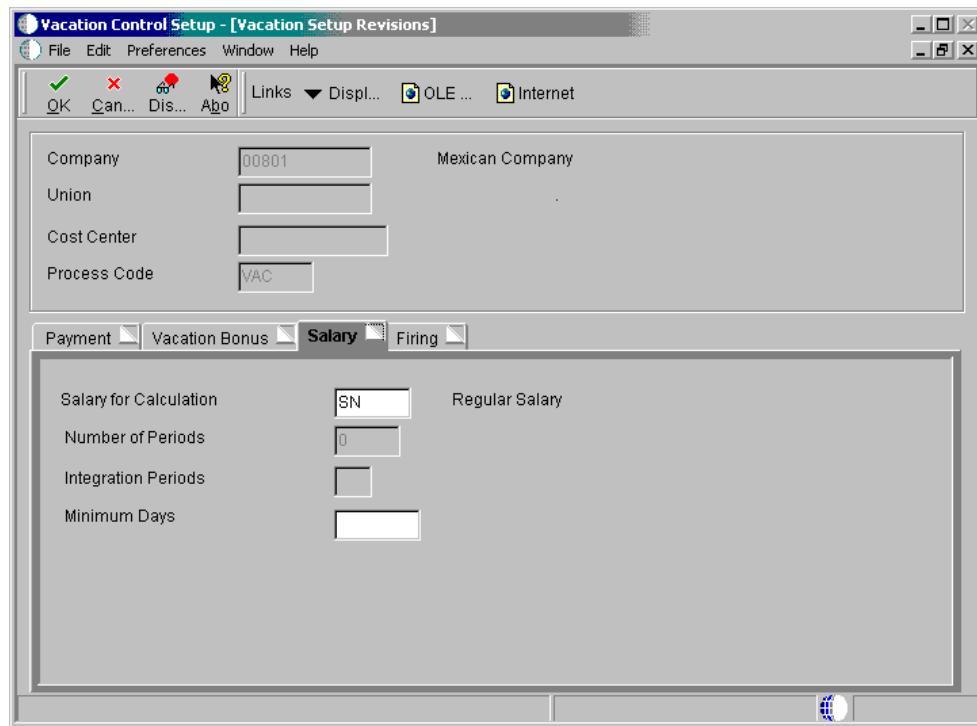
3. Complete the following required field:
 - DBA Code
4. If you allow employees to take vacation pay that is not yet available to them as an advance on their future vacation pay, enter Y in the following field:
 - Advance on Pay

If you enter Y, the system issues a warning when you enter a request for more vacation pay than an employee has available, but it allows you to enter the request. If you enter N, the system issues a warning and does not allow you to enter a request for more vacation pay than an employee has available.
5. Complete the following field to indicate whether you allow employees to take only a portion of available vacation at a given time or require employees to use all available vacation at once:
 - Full/Partial
6. Complete the following fields to indicate whether rest days or holidays that occur during an employee's vacation are counted as vacation days:
 - Rest Day Included
 - Holiday Included

Whether or not you include rest days and holidays affects the calculation of the ending date for the vacation. The system calculates the ending date when you generate vacation payments.
- See *Paying Vacations and Vacation Bonuses*.
7. Complete the following field to indicate whether you want to process vacation payments during regular payroll cycles or during special payroll cycles:
 - Include in Payroll
8. If you require employees to forfeit vacation pay that is not used within a specific length of time, complete the following field:
 - Vac Number of Years

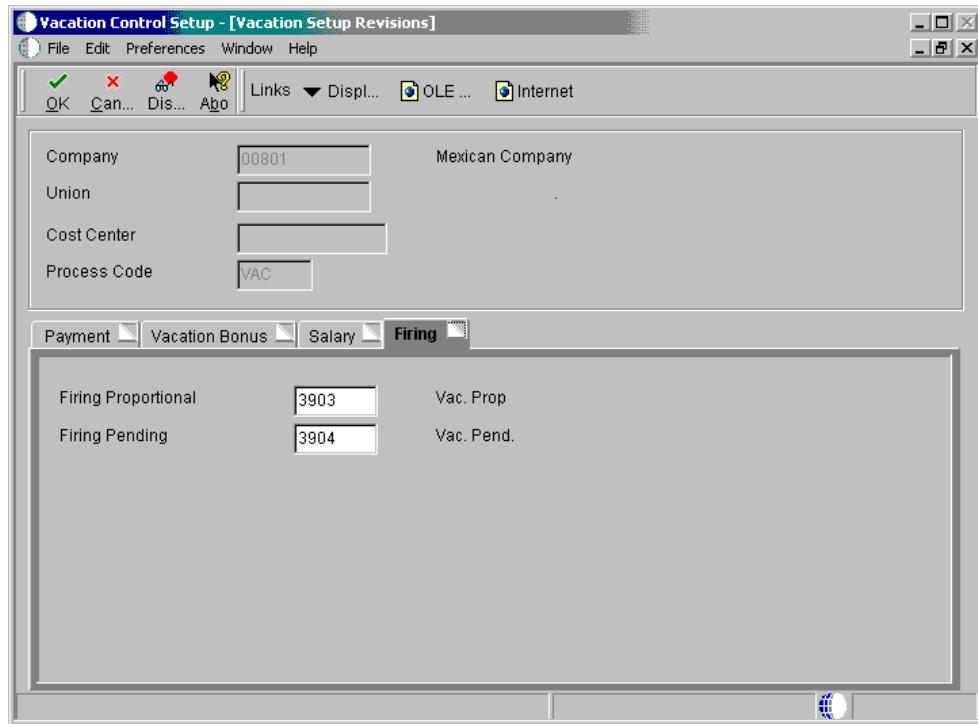


9. On the Vacation Bonus tab, complete the following required field:
 - DBA Additional
10. Complete the following field to indicate whether you want the system to pay vacation bonuses automatically during the regular payroll cycle that includes the employee's anniversary date:
 - Automatic Payroll IncIf you do not process vacation bonuses automatically, you must run special payrolls to pay vacation bonuses. Many companies pay vacation bonuses on employees' anniversary dates to avoid paying vacation bonuses based on a higher salary later on.
11. If you are paying vacation bonuses upon request rather than paying them automatically on anniversary dates, complete the following field:
 - Vac Bonus Payment
12. If you entered F (Factor) in the Vac Bonus Payment field, complete the following field:
 - Min Payment Allowed



13. On the Salary tab, complete the following field:
 - Salary for Calculation
14. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary for Calculation field, complete the following fields to specify the time period over which the salary will be calculated:
 - Number of Periods
 - Integration Periods
15. If you entered Frequently used salary (SMF) in the Salary for Calculation field, complete the following field to indicate the minimum number of days that an employee must have worked in a specific job for that salary to be included in the calculation:
 - Minimum Days

If none of the jobs that the worker had during the period that you specified meets the minimum days requirement, the system uses the employee's base salary to calculate vacation pay.



16. On the Firing tab, complete the following fields to specify the PDBAs that are used to pay outstanding vacation pay and vacation bonus amounts to employees upon termination:
 - Firing Proportional
 - Firing Pending
17. Click OK.

Paying Vacations and Vacation Bonuses

When an employee requests vacation time, you run the vacation payment process to calculate vacation pay amounts and generate a time card for each vacation day that the employee is taking. You must then run a payroll cycle to generate the payment for those time cards.

You can use the vacation payment process to calculate vacation pay without requiring that the employee actually take the vacation days off work. In this situation, the system creates one timecard record for the vacation pay, rather than creating a separate time card for each vacation day.

When you enter a vacation request for an employee, you enter the number of days that the employee is requesting and the beginning date of the vacation. You can also enter a different salary to be used for calculation of the vacation payment if you do not want to use the salary from the vacation setup. However, you cannot modify other vacation setup criteria. For example, you cannot give an employee an advance on vacation pay if you have set up vacation criteria to not allow advances.

You also run the vacation payment calculation process to pay vacation bonuses if you have not set up vacation bonuses to be paid automatically on an employee's anniversary date. The vacation payment calculation process calculates the value for the vacation bonus DBA. You must then run a payroll cycle to generate the bonus payment.

Before You Begin

- Set up vacations and vacation bonuses. See *Setting Up Vacation Criteria*.

► To pay vacations and vacation bonuses

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.
The system lists all of the employees from the Employee Master table (F060116).
2. Choose the employee who is requesting a vacation and click Select.

The screenshot shows the PeopleSoft Employee Vacations Detail screen. At the top, there is a toolbar with icons for Home, WWW, Intranet, and Training. Below the toolbar, the workspace is set to "Active Foundation". The main title is "Employee Vacations Detail" for employee "Martinez Montemayor, Jaime" with address number "106202". The detail area contains fields for Date of Original Employment (01/15/00), Date Terminated (blank), Date Started (01/15/00), and Seniority (Year/Months) (3 / 7). Below the detail area is a grid titled "Customize Grid" showing vacation data for the year 2001. The grid has columns: Century Year, Contract Number, Days Earned, Days Taken, Accrued Days Not Available, Available Days, and Vacation Bonus Paid. The data in the grid is as follows:

Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid
2001	1	0.00	0.00	0.00	0	0.00
2001	2	2.79	0.00	0.00	3	0.00
2001	3	2.79	0.00	2.79	3	0.00

3. On Employee Vacations Detail, review the information in the detail area to see how many vacation days are available to the employee.
4. Choose Payment Generation from the Form menu.
5. On Confirmation, click OK.

The screenshot shows the 'Vacation Payment Revisions' window in the PeopleSoft application. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. The main area contains the following information:

- Employee Number:** 106202, **Employee Name:** Martinez Montemayor, Jaime
- Company:** 00801, **Company Name:** Mexican Company
- Union:** 10500, **Union Name:** Empleados
- Business Unit:** 80180101, **Business Unit Name:** CC Empleados
- Seniority (Year/Months):** 3 / 7, **Available Vacation Days:** 0

Vacations

- Days Asked:** 2, **Pay Days Only:**
- Start Effective Date:** 2/15/01, **Ending Effective Date:** [empty]
- Rest Day:** 1, **Monday**
- Job Type / Step:** MX804, **Supervisor:** [empty]
- Payment Salary:** [empty]

Vacation Bonus

- Pay Vacation Bonus:**
- Amount to Pay:** [empty]

- On Vacation Payment Revisions, complete the following fields if the employee is requesting time off for a vacation:

- Days Asked
- Start Effective Date

The system calculates the Ending Effective Date based on the start date and number of days that you entered.

If the number of requested vacation days exceeds the number of vacation days that the employee has available, the system produces either a warning or an error, depending on the vacation setup. If you are allowing advance vacation payments, you receive a warning and are allowed to continue. If you have set up vacations to prohibit advance vacation payments, you receive an error and cannot continue.

- Review the information in the following field to determine how the employee's regularly scheduled rest day affects the employee's vacation:
- Rest Day
- The Rest Day is provided primarily for information. Whether the employee's rest day is counted as a vacation day depends on the vacation setup.
- If the employee is requesting vacation pay but is not taking the vacation days off work, click the Pay Days Only option.
 - To override the salary that the system generates, based on the vacation setup for the vacation pay calculation, complete either of the following fields:

- Job Type / Step
- Payment Salary

You can either calculate the vacation pay based on the salary that is associated with a specific job type and step, or you can enter a specific daily salary. You might want to enter a salary that you have negotiated with the employee if the employee is requesting vacation pay but is not taking the vacation time off.

10. If you are calculating a vacation bonus payment, select the Pay Vacation Bonus option.
11. If you specified the factor method of vacation bonus calculation on vacation setup, complete the following field:
 - Amount to Pay

Caution

Clicking OK on the Vacation Payment Revisions form does not calculate vacation payments or generate time cards. You must use the Payment Calculation option on the Form menu.

12. To calculate the vacation payment and generate time cards, choose Payment Calculation from the Form menu.
13. On Confirmation, click OK.
The system generates time cards for the vacation payment and then displays a message.
14. On Payment Generation, click OK.
15. Click Cancel to close the Vacation Payment Revisions form.

You can review the vacation payment transaction on the vacation log.

See *Reviewing Vacation Information for an Employee* for information on the vacation log.

Cancelling a Vacation

Occasionally, an employee might request a vacation and then decide not to take the vacation. For example, an employee's manager might ask the employee to change the date of the vacation, or an employee might cancel for personal reasons. Or you might have calculated a vacation in error. If you have entered the vacation request on the Vacation Payment Revisions form and calculated the payment, you must cancel the vacation to cancel the payment and prevent the vacation days from being deducted from the employee's available vacation balance.

Caution

You cannot cancel a vacation if the vacation payment has already been processed through a payroll cycle. Instead, you must make some arrangement such as collecting the vacation payment from the employee and manually adjusting the employee's vacation balances.

Before You Begin

- ❑ Set up UDC 76M/CV to specify the reasons for vacation cancellations. See *Setting Up User Defined Codes*.

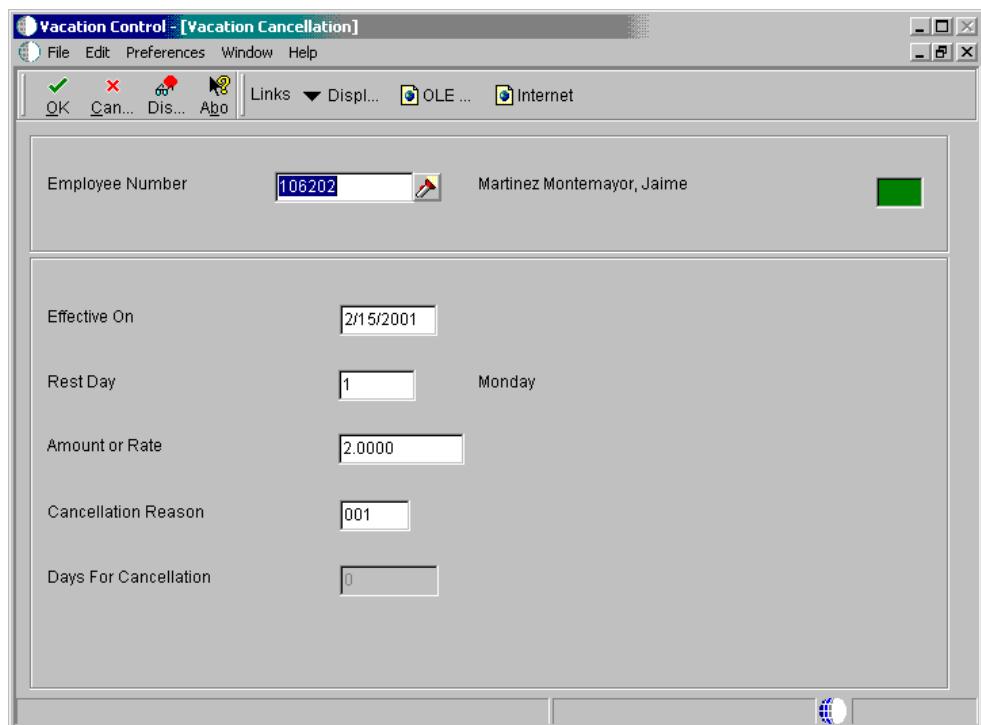
► To cancel a vacation

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system lists all of the employees from the Employee Master table (F060116).

2. Choose the employee who is cancelling a vacation and click Select.
3. On Employee Vacations Detail, choose Cancellation from the Form menu.
4. Click OK to confirm the cancellation.



5. On Vacation Cancellation, complete the following fields and click OK:

- Effective On
- Rest Day
- Amount or Rate
- Cancellation Reason

Cancelling Unused Vacations

From the Mexico Vacation Control menu (G07BMXPSP3), choose Old Vacation Cancellation.

Some companies require employees to use vacation days or collect payment for those vacation days within a certain period of time. Use Old Vacation Cancellation (R76M0701) to cancel any vacation not used within the time limit.

You set up the time limit within which vacation days must be used on Vacation Control Setup (P76M0701). Old Vacation Cancellation cancels any vacation days that the employee earned more than the specified number of years prior to the employee's last employment anniversary date. For example, if you specify that vacation days must be used or paid within two years and an employee's last employment anniversary is March 1, 2000, the system cancels any unused vacation days that the employee earned before March 1, 1998.

You should use the data selection on Old Vacation Cancellation to select the employees for whom you are cancelling old vacation days.

See Also

- Setting Up Vacation Criteria* for information on setting up the time limit for vacation days.

Reviewing Vacation Information

You can review vacation and vacation bonus payment information for each employee or for all employees online. You can also use the following reports to review vacation information:

- Vacation Log Information (R76M0702)
- Available Vacations To Be Paid (R76M0703)

Reviewing Vacation Information for an Employee

You can review vacation and vacation bonus payment information for an employee for each year since the employee was hired. This information includes the number of vacation days that the employee has earned, the number of days that have been paid, and the number of days pending.

You can also review a log of all the vacation transactions that have been done for an employee. Vacation transactions include the use or cancellation of vacations, payment of vacation bonuses, and so on.

► To review vacation information for an employee

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system retrieves all information on the Work With Employee Information form from the Employee Master table (F060116).

2. Choose the employee whose vacation information you want to review and click Select.

Vacation Control - [Employee Vacations Detail]

File Edit Preferences Form Window Help

OK Find Can... New... Dis... Abo Links Paym... OLE... Internet

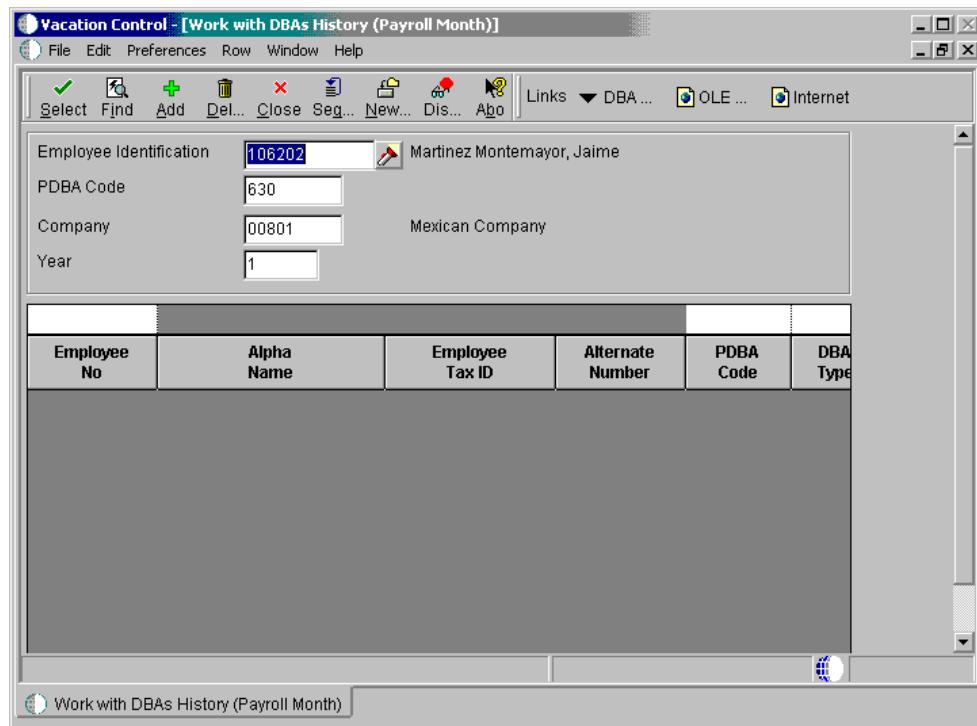
Address Number	106202	Martinez Montemayor, Jaime				
Date of Original Employment	1/15/2000	Date Terminated				
Date Started	1/15/2000					
Seniority (Year/Months)	2	/	3			
Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid
2001	1	0.00	0.00	0.00	0	0.00
2001	2	2.79	2.79	0.00	0	0.00
2001	3	2.79	1.21	2.79	2	0.00

Row:1

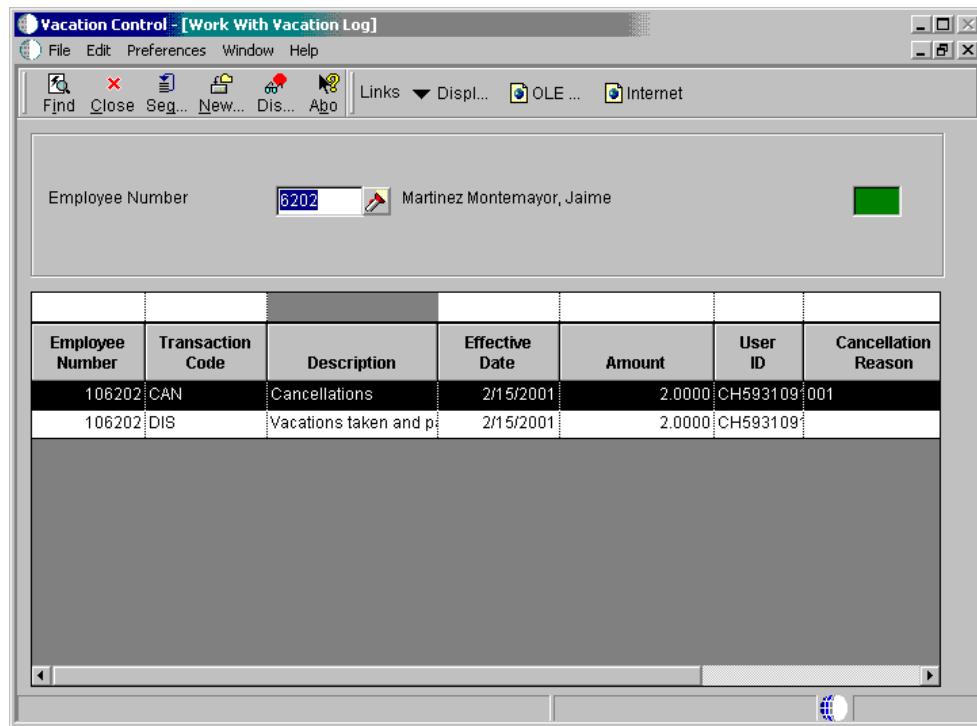
3. On Employee Vacations Detail, review the information in the detail area.

The system displays a separate record for year of employment as well as each for each contract within a given year. For example, if an employee has had two short-term contracts within the same year with the company, the system lists a separate record for each contract.

4. To review PDBA history for the employee's vacation payments, choose History Payment Info from the Form menu.



5. Review the information on the Work with DBAs History (Payroll Month) form.
See *Reviewing PDBA History* in the *Payroll Guide* for more information on this form.
6. Click Close to return to the Employee Vacations Detail form.
7. Choose Log Info from the Form menu.
8. Click Find.



The Work With Vacation Log form displays information almost every vacation transaction that has taken place for the selected employee, including vacations taken and vacations cancelled.

The information on the Work With Vacation Log form is the same information that is included on the Vacation Log Information report (R76M0702)

9. Click Close.

Reviewing Vacation Information for Multiple Employees

You can review vacation and vacation bonus payment information for all employees on one form. Reviewing vacation information in this way is useful if you need to review vacation information for a group of employees, such as all employees in a specific business unit or union. You can also review vacation information that meets certain criteria, such as all vacation bonuses that have not been paid fully.

► To review vacation information for multiple employees

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

Vacation Control - [Work With Employee Information]

File Edit Preferences Form Window Help

Select Find Close Seg... New... Dis... Abo Links Year I... OLE... Internet

Company	00801	Mexican Company	<input checked="" type="radio"/> All
Union	*		<input type="radio"/> Active
Business Unit	*		<input type="radio"/> Terminated

Union	Business Unit	Employee Number	Alpha Name	Job Code	Job Step
10500	80180101	106200	Lopez Pérez, José Luis	MX801	
10500	80180101	106201	Morales Martinez, Jesús Antonio	MX802	
10500	80180101	106202	Martinez Montemayor, Jaime	MX804	
10500	80180101	106203	Lozano Gonzalez, Ana María	MX803	
10500	80180101	106204	Rodriguez Treviño, María Guadalupe	MX804	
11500	80180103	106211	Lopez Hernández, José Carlos	MX820	
11500	80180103	106212	Lopez Rodriguez, José Luis	MX820	
11500	80180103	106213	Leal Sosa, José Luis	MX820	
11500	80180103	106214	Martinez Gonzalez, Rogelio	MX820	
12500	80180102	106205	Garza García, Ernesto	MX810	M

The system retrieves all information on the Work With Employee Information form from the Employee Master table (F060116).

2. Review the values in the following fields:

- Original Date
- Date Started
- Seniority Years
- Seniority Months

Seniority is calculated from the Original Date. Accrual of vacation days begins with the Date Started.

The color of an employee's record indicates that employee's status. Red indicates that the employee has been terminated. Fuchsia indicates that the employee is included in the current payroll cycle.

3. Choose Year Info from the Form menu.

PeopleSoft.

Company	Union	Business Unit	Employee Number	Alpha Name	Century Year	Contract Number	Days Earned	Days Taken	
00801		80180102	106208	Moreno Diaz, Pablo	2000		1	0.00	0.00
00801	10500	80180101	106201	Morales Martinez, Jesús Antoni	2000		1	0.00	0.00
00801	10500	80180101	106202	Martinez Montemayor, Jaime	2001		1	0.00	0.00
00801	10500	80180101	106202	Martinez Montemayor, Jaime	2001		2	2.79	2.00
00801	10500	80180101	106202	Martinez Montemayor, Jaime	2001		3	2.79	0.00
00801	10500	80180101	106204	Rodriguez Treviño, María Guada	2001		1	0.00	0.00
00801	11500	80180103	106212	Lopez Rodriguez, José Luis	2001		1	0.00	0.00
00801	11500	80180103	106213	Leal Sosa, José Luis	2001		1	0.00	0.00
00801	11500	80180103	106214	Martinez Gonzalez, Rogelio	2001		1	0.00	0.00
00801	12500	80180102	106209	Escalante Jimenez, Jorge Alber	2001		1	0.00	0.00

- On Work With Vacations By Year, complete any of the following fields to narrow your search and click Find:
 - Company
 - Union Code
 - Business Unit
 - Century/Year

The system displays vacation information for all employees who match the criteria that you entered.

You can also use the query-by-example line to select employees. For example, you might select all employees whose bonus is less than 100 percent paid by entering <100 in the query-by-example field above Vacation Bonus Paid.

You can use the options on the Row menu to review more detailed vacation information about specific employees. The forms that you access in this way are the same forms that you access when you review vacation information for a single employee.

See *Reviewing Vacation Information for an Employee*.

- Click Close.

Reviewing the Vacation Log Information Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Log Information.

The Vacation Log Information report (R76M0702) displays information about every vacation transaction that has taken place for the employees who meet the data selection criteria. Vacation information includes vacations taken and vacations cancelled.

The information on the Vacation Log Information report is the same information that is included on the Work With Vacation Log form.

See Also

- R76M0702 Vacation Log Information* in the *Reports Guide* for a report sample
- Reviewing Vacation Information for an Employee* for information about review vacation log information online.

Processing Options for Vacation Log Information (R76M0702)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose

-
- 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.

2. Code - Vacation Movement

Blanks = All movements

Use this processing option to indicate the vacation movement that will be displayed on the report. If you leave this processing option left blank, the report will display all the available codes. Vacation movement codes are

stored in UDC 76M/TV.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Reviewing the Available Vacations to be Paid Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Available Vacation to be Paid.

Use the Available Vacations To Be Paid report (R76M0703) to show the company's current vacation liability, which is the amount that the company would have to pay for unused vacations for each employee if those employees were to terminate employment.

You can use data selection to include specific groups of employees on the report, such as all employees in a specific company or union.

The report lists vacation information for each selected employee as well as vacation pay totals by cost center, union, and company. The report does not include information on vacation bonuses because companies do not have to pay vacation bonuses for terminating employees.

See Also

- R76M0703 Available Vacations to be Paid in the Reports Guide for a report sample

Processing Options for Available Vacations to be Paid (R76M0703)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Special Processes

You use special processes to generate various types of payments outside of the regular payroll cycle, such as bonuses.

The Mexican payroll system uses special processes to calculate payments amounts that are calculated outside of the normal payroll cycle, such as bonuses. You set up and calculate the following special processes using the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

To generate payments for special processes using the Special Process Engine, you should complete the following general steps:

1. Set up calculation tables for the special process. This step is necessary only for Christmas bonuses and vacation bonuses, which do not use the Special Process Engine.

See *Setting Up Calculation Tables for Vacations and Christmas Bonuses*.

2. Set up the special process.

See *Setting Up Special Process Parameters*.

3. Set up the basis of calculation for the special process.

See *Setting Up the Basis of Calculation for a Special Process*.

4. Set up special process reports.

See *Setting Up a Special Process Reports Model* and *Setting Up Special Process Reports*.

5. Set up a special process version.

See *Creating a Special Process Version*.

6. Generate special process amounts in test mode.

See *Generating Special Process Amounts*.

7. Review and revise special process amounts, if necessary.

See *Reviewing Special Process Amounts by Employee*.

8. Reset the special process, if necessary.

See *Resetting Special Processes*.

9. Generate special process amounts in live mode.

See *Generating Special Process Amounts*.

10. Process a payroll cycle that includes the special process or process a special payroll that pays only the special process.

See *Processing Pre-Payroll*.

Setting Up Special Processes

Before you can use the Special Process Engine (P76M0027) to run special processes, you must set up special process parameters to determine how the system calculates special process amounts. In addition, some special processes require that you define the basis of calculation as part of determining how the process will be calculated.

You can also set up suggested reports for each special process by setting up a reports model.

Setting Up Special Process Parameters

You set up special process parameters to process the following types of payments in the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

Special process parameters determine how the system calculates special process amounts. Some elements of special process setup are determined by legal requirements. Other elements of special process setup are at the company's discretion.

The following tables describe the minimum legal requirements for each special process:

Attendance Bonus

Process Code (CMXPR)	ABS
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Table (TTPPE)	AB (Non-absence premium)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Christmas Bonus

Process Code (CMXPR)	AG
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	P (Partial)
Calculation Table (TTPPE)	AG (Christmas bonus)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Food Bonus

Process Code (CMXPR)	BD
Calc. Type (TCALP)	% (Percentage)
Special Amount (EXTRTAM)	15
Payment Type (CODPAGO)	B (Bonus - coupons)
Full/Partial (CODPROP)	F (full)
Maximum Limit Basis (FLBSON)	SMZ (Zone minimum salary)
Maximum Limit Period (FLPDOA)	M (Monthly)
Maximum Limit Percentage (FLPERC)	1.00
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	M (Monthly)

Production Bonus

Process Code (CMXPR)	PBS
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Salary (TSALCAL)	SN
Salary Period (TPOPER)	D (Daily)

Profit Sharing

Process Code (CMXPR)	PTU
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Min. Days Being Elect (ELGM)	60
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Before You Begin

- Set up DBAs to store the amounts that are generated by the special processes. These DBAs are applied during pre-payroll processing. See *Setting Up Deductions, Benefits, and Accruals*.
- For attendance and Christmas bonuses, set up calculation tables. See *Setting Up Calculation Tables for Vacation and Christmas Bonuses*.

► To set up special process parameters

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Other Processes Setup.

1. On Work With Other Process Setup, click Add.

2. On Other Processes Setup Revisions, complete the following required fields in the header area:
 - Company
 - Process Code
 - Century/Year

You must set up all special processes each year.

3. To set up the current special process for a specific business unit or union, complete either or both of the following fields:
 - Business Unit
 - Union

If you do not specify a business unit or union, the special process applies to all business units or unions within the company that you specified. Business unit- or union-specific setups override non-specific setups. For example, if you set up one version of the Christmas bonus process without specifying a union and they set up another version for the same year with a union, the union-specific version overrides the non-specific version for that union only. All other unions within the company use the non-specific version.

4. Complete the following fields to specify the time period over which the special process will be calculated:

- Date Beginning
- Date Ending
- Date Processed

5. On the Process Info tab, complete the following fields for all special processes:

- DBA Proces Code
- Payment Type
- Full/Partial

The tax type to apply to the special process is taken from the PDBA setup. You need to apply taxes only to Christmas bonuses and profit sharing.

6. If you are setting up a special process for profit sharing (PTU), complete the following field:

- Additional PDBA

For profit sharing, the system stores the special process amount that is calculated from the employee's salary in the DBA Process Code field (PDBA). The system stores the special process amount that is calculated from the number of days worked in the Additional PDBA field (PDBAAADD).

7. If you gave employees an advance payment on the special process amount, complete the following fields:

- Advance on Payment
- DBA Advance on Payment

8. If a portion of the special process amount is used to repay employee loans, enter the percentage of the special process amount that should be used for loan repayment in the following field:

- Loan Deduction

9. To determine how the special process amount is calculated, complete the following field:

- Calculation Type

10. If you entered \$ in the Calculation Type field, complete the following field to indicate the special process amount:

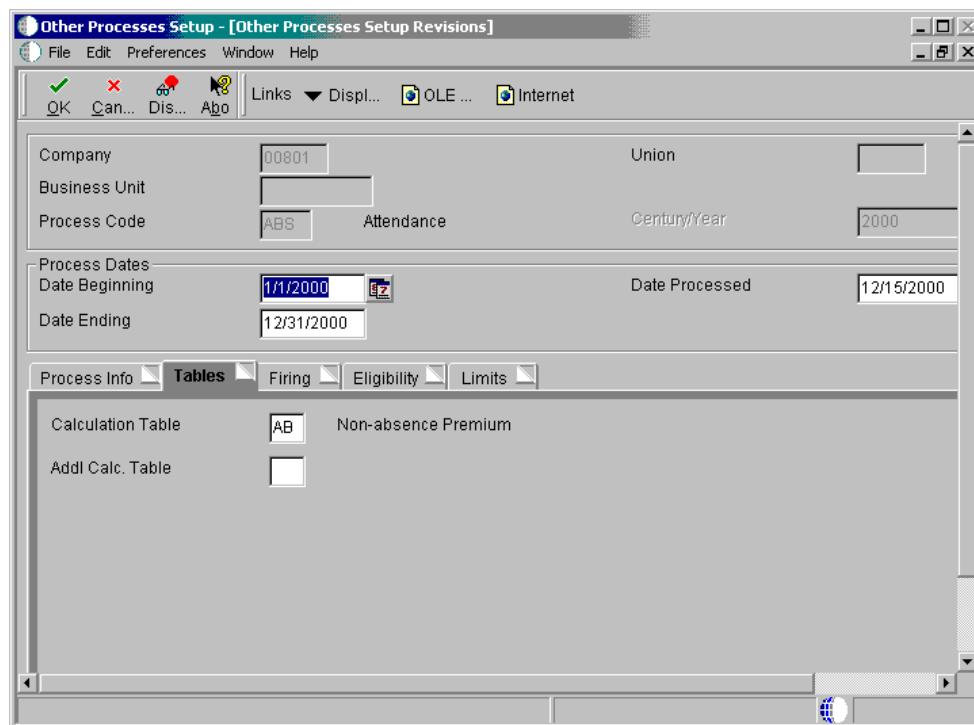
- Special Amount

11. If you entered % in the Calculation Type field, complete the following fields to specify the basis of calculation for the special process:

- Calculation Salary
- Salary Period

12. If you entered SMF (Frequently used salary) or SP (Average salary) in the Calculation Salary field, complete the following fields to determine how the salary amount will be calculated:

- Period Type
- No. Of Periods



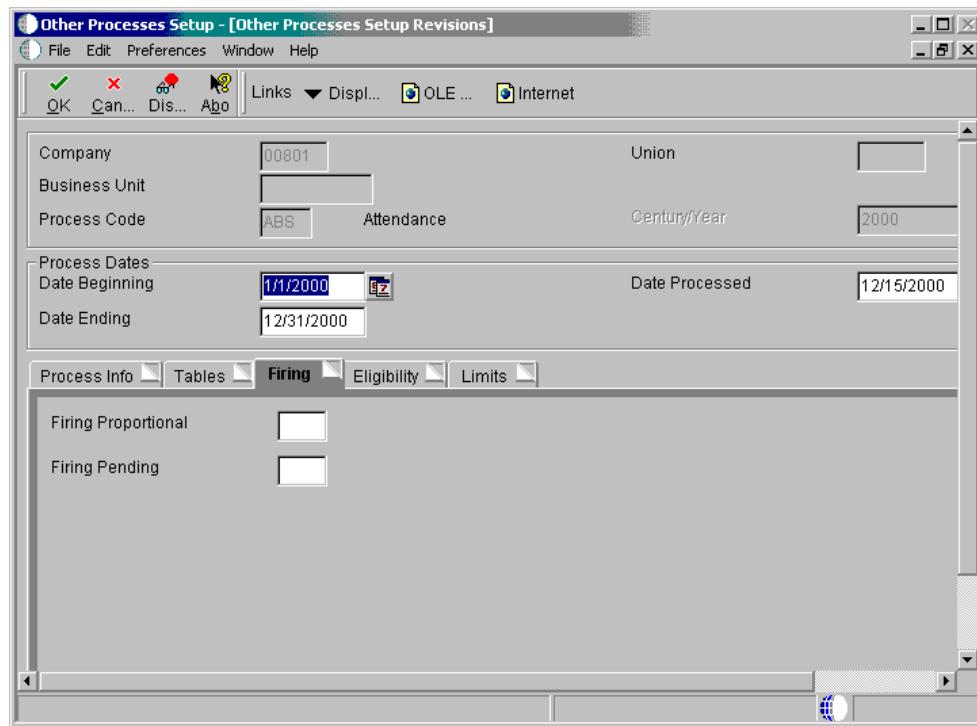
13. On the Table tab, complete the following field if you are calculating the special process amount based on a calculation table:

- Calculation Table

Calculation tables are used to calculate attendance and Christmas bonuses.

14. If you are deducting absence days in the calculation of the special process amount, complete the following field:

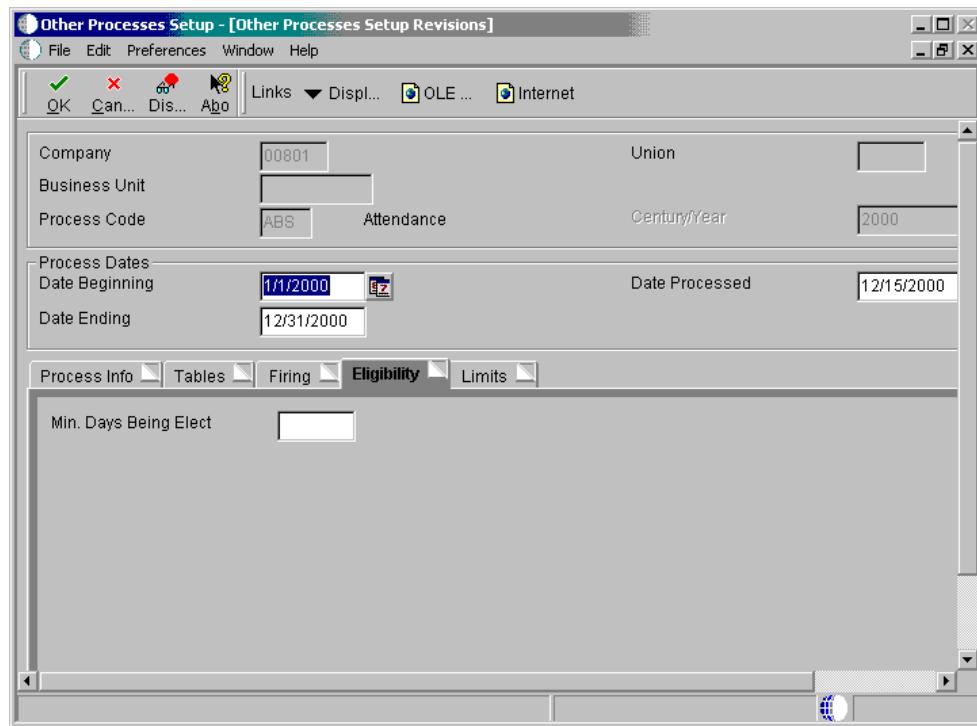
- Addl Calc. Table



15. On the Firing tab, complete the following fields if you want to award a proportional amount of the special process to employees who ended employment during the period of the special process:

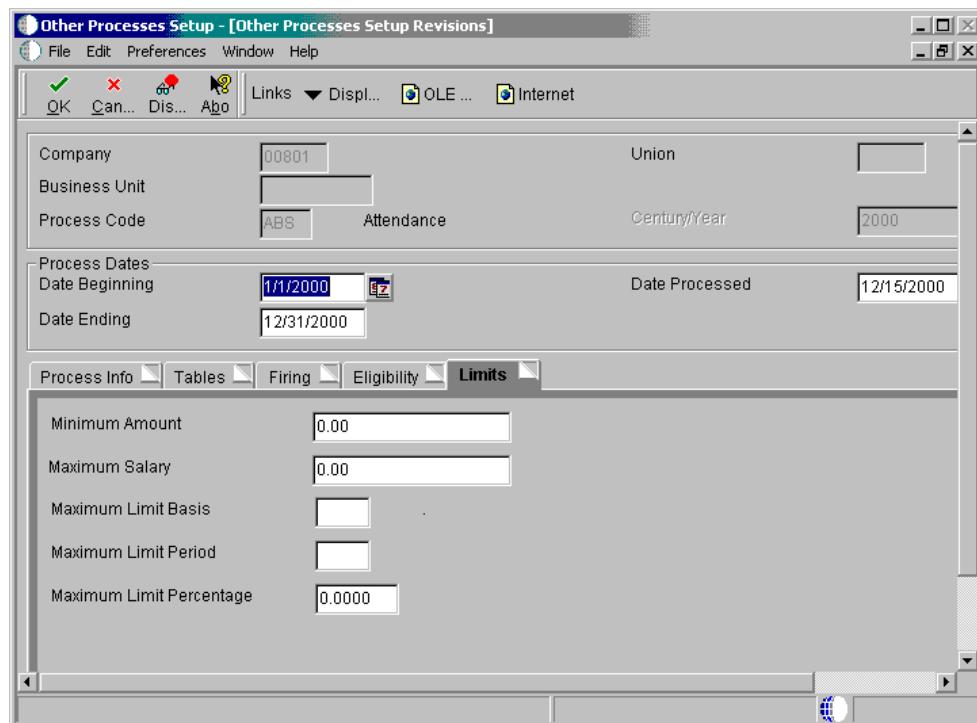
- Firing Proportional
- Firing Pending

Proportional payments are required for Christmas bonuses.



16. On the Eligibility tab, complete the following field if you require that employees work a minimum number of days before becoming eligible for the special process payment:

- Min. Days Being Elect



17. On the Limits tab, complete the following field to specify a minimum for the special process amount:

- Minimum Amount

If the special process amount that is calculated for a specific employee is less than the amount that you specify, that employee receives this amount rather than the calculated special process amount.

18. To specify a maximum salary that will be used in the calculation of the special process amount, complete the following field:

- Maximum Salary

If an employee's calculation salary for the special process is less than the amount that you specify, the amount you specify is used in the calculation of the special process.

The Maximum Salary field is important for profit sharing (PTU).

19. To specify a maximum limit for the special process amount, complete the following fields:

- Maximum Limit Basis
- Maximum Limit Period
- Maximum Limit Percentage

To calculate the maximum limit, the system calculates a salary amount that is based on the Limit Basis and Limit period, then multiplies that salary by the value in the Limit percentage field.

20. Click OK.

Setting Up the Basis of Calculation for a Special Process

Some special processes require that you define the basis of calculation as part of determining how the process will be calculated. For example, for the profit sharing special process (PTU), you need to set up the basis of calculation for the following PDBAs:

DBA Process Code (PDBA) Basis List - PN (Normal Income)

Additional PDBA (PDBAADD) Basis List - DT (Days Worked)

You set up both of these PDBAs on Other Processes Setup (P76M0011).

When you set up the basis of calculation for a special process, you list each PDBA on which the special process is based rather than entering a range of PDBAs.

Note

For special process PDBAs, set up the basis calculation using Special Process Engine Setup (P76M0026) rather than using the standard Basis of Calculations program (P059116).

See Also

- ❑ *Setting Up Special Process Parameters* for information on setting up special processes

Before You Begin

- ❑ Set up PDBAs to store the amounts that are generated by the special processes. These are the PDBAs for which you are setting up the basis of calculation. See *Setting Up Deductions, Benefits, and Accruals*.
- ❑ If you are defining a new special process, set up UDC 76/BP to specify the basis lists for your special process. See *Setting Up User Defined Codes*.

► To set up the basis of calculation for a special process

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Special Process Engine Setup.

1. On Work With Special Process Basis of Calculation, click Add.

The screenshot shows the PeopleSoft interface with the title bar "PeopleSoft." and a top navigation bar with links for Portal, WebMail, Intranet, Training, and other system icons. The main window is titled "Special Process Basis of Calculation Detail". It contains a toolbar with OK, Delete, Cancel, Tools, and a red X button. Below the toolbar is a form with the following fields:

Home Company	00801	Mexican Company
Union Code		
Process Code	PTU	Profit Sharing
PDBA Code	861	Ptu Pesos
Basis List	PN	Normal Salary

Below the form is a grid titled "Customize Grid" with two rows of data:

	From Trans	From Trans Description	
<input checked="" type="radio"/>	550	Hrs. Normal	<input checked="" type="checkbox"/>
<input type="radio"/>		560 Comp. Sdo	<input type="checkbox"/>
<input type="radio"/>			<input type="checkbox"/>

2. On Special Process Basis of Calculation Detail, complete the following fields:

- Home Company
- Union Code
- Process Code

The Home Company, Union Code, and Process Code that you enter should match the values that you entered when you set up the special process using Other Processes Setup (P76M0011).

3. For each PDBA that requires a basis of calculation, complete the following fields in the header area:
 - PDBA Code
 - Basis List
4. Complete the following field in the detail area for the PDBA that you entered in the previous step, and then click OK:
 - From Trans

Setting Up a Special Process Reports Model

You might want to print reports to verify special process information. You set up reports separately for each special process version. However, you can set up a reports model to facilitate setting up reports for each special process version.

You should set up suggested reports for each special process. Then, when you create a special process version, you can select reports from the reports model and specify additional other reports.

See Also

- Reviewing Special Process Reports* for information on available reports

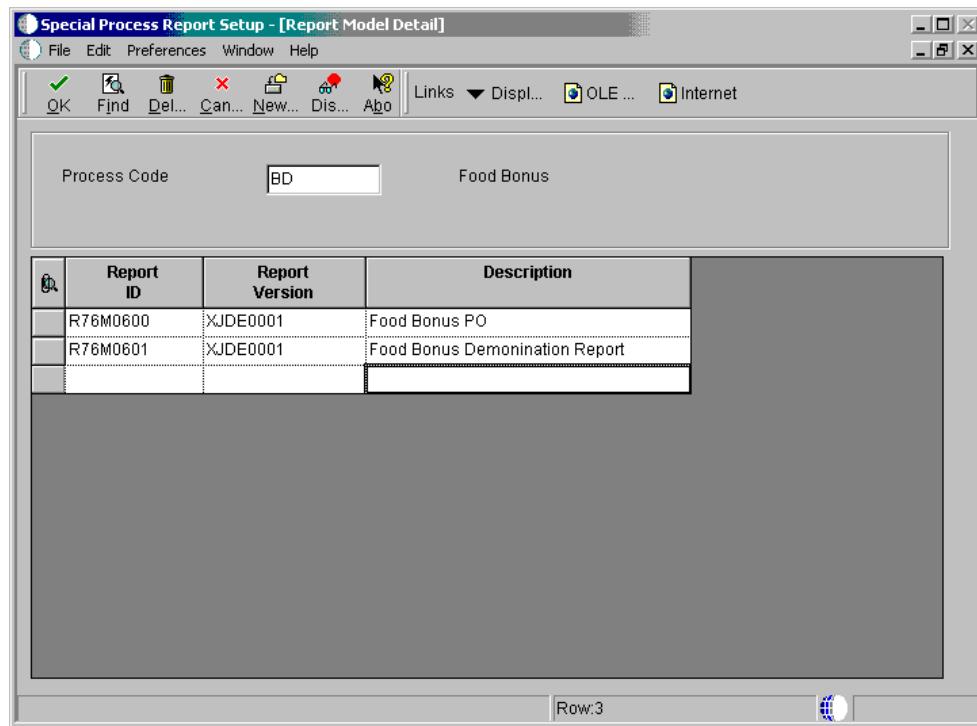
Before You Begin

- Set up versions of your special process reports. See *Creating a Batch Version* in the *OneWorld Foundation Guide*.
- Set up UDC 76/PE to specify the special process reports that you are using. See *Setting Up User Defined Codes*.

► To set up special process reports

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Special Process Report Setup.

1. On Work With Report Model, click Add.



2. On Report Model Detail, complete the following field:
 - Process Code
3. Complete the following fields for each report that you want to run as part of the special process, and then click OK:
 - Report ID
 - Report Version

Working with the Special Process Engine

The first step in working with the Special Process Engine (P76M0027) is to create a special process version. After you create a special process version, you can run any of the following processes from the Special Process Engine:

- Setting up special process parameters
- Revising the special process version
- Setting up special process reports
- Submitting the special process for calculation
- Running special process reports
- Resetting a special process version

You calculate the special process in test mode to verify its accuracy. You must calculate the special process in production mode to generate payments. You generate payments of the

special process amounts when you run either a special payroll or a regular payroll that includes the special process.

Creating a Special Process Version

You must create a special process version before you run a special process for the first time. You create special process versions using the Special Process Engine (P76M0027).

See Also

- Setting Up Special Process Parameters* for information on setting up a special process
- Setting Up Special Process Reports* for information on setting up reports to run when you submit the special process

Before You Begin

- Create a version of the Pre-Payroll Driver (R07200) to select the employees who should be considered for the special process. See *Creating a Batch Version* in the *OneWorld Foundation Guide*.
- Set up UDC 76M/PM to specify a code for the special process. See *Setting Up User Defined Codes..*

► To create a special process version

From the Mexico Special Processes Menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, click Add.

The screenshot shows the PeopleSoft Special Process Revisions window. At the top, there are tabs for 'OK', 'Cancel', 'Form', and 'Tools'. The main area contains the following data:

Process Code	PTU	Profit Sharing
Version	XJDE0001	Pre-Payroll - Bi-Weekly
Pay Cycle Code	M	Monthly
Date Pay Starts	05/01/05	Date Pay Stops 05/31/05
Check Date	05/31/05	Century/Year 2005

Below this, there are three tabs: 'Payment Information' (selected), 'Payroll Information', and 'Process Information'. The 'Payment Information' tab displays:

- Batch Processing Mode: T
- Options for payroll inclusion:
 - Include in Regular Payroll
 - Include in Special Payroll

2. On Special Process Revisions, complete the following fields in the header area:
 - Process Code
 - Version
 - Pay Cycle Code
3. Choose Pay Cycle from the Form menu.

Special Process Engine - [Pay Period Constants Revisions]

File Edit Preferences Row Window Help

OK Find Del... Can... New... Dis... Abo Links Clear... OLE... Internet

Pay Cycle Code	M	Monthly									
Year	05										
Q	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	F
	001	01	January	1/31/2005	1/31/2005				1		
	002	02	February	2/28/2005	2/28/2005				1		
	003	03	March	3/31/2005	3/31/2005				1		
	004	04	April	4/30/2005	4/30/2005				1		
	005	05	May	5/31/2005	5/31/2005				1		
	006	06	June	6/30/2005	6/30/2005				1		
	007	07	July	7/31/2005	7/31/2005				1		
	008	08	August	8/31/2005	8/31/2005				1		
	009	09	September	9/30/2005	9/30/2005				1		
	010	10	October	10/31/2005	10/31/2005				1		
	011	11	November	11/30/2005	11/30/2005				1		
	012	12	December	12/31/2005	12/31/2005				1		

- On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle during which you will pay the special process amount.

On Special Process Revisions, the system displays the dates that correspond to the pay period that you chose.

- On the Payment Information tab, complete the following field:

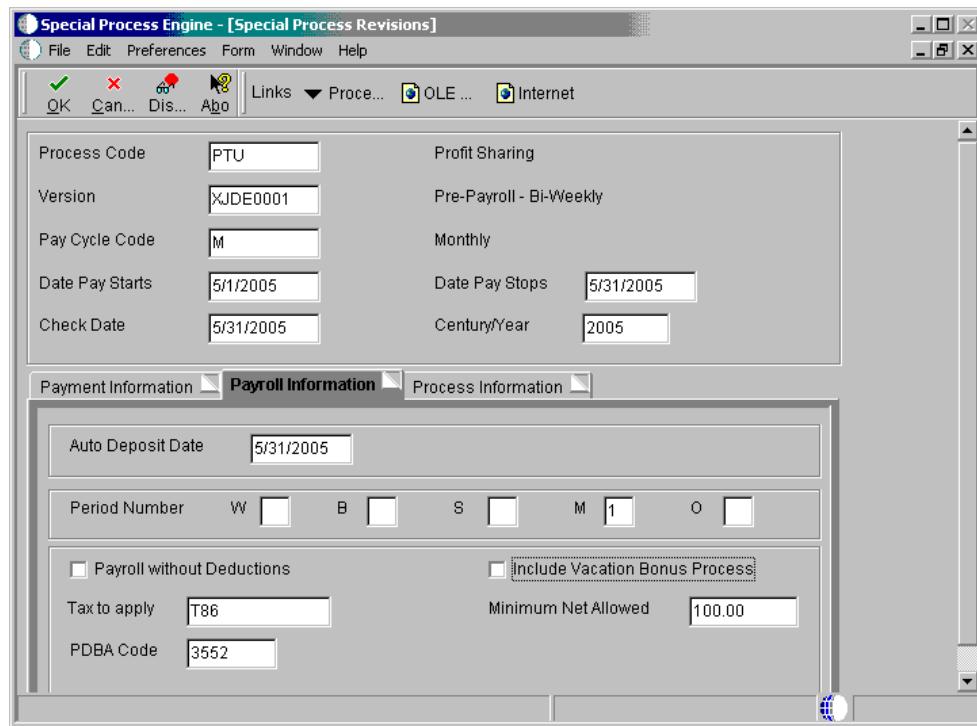
- Batch Processing Mode

When you set up a special process version, you should specify T (test) as the Batch Processing Mode. After you have generated special process amounts in test mode and verified their accuracy, you change the Batch Process Mode to P (production) and generate special process amounts again.

Note

You must submit the special process in production mode to generate special process payments. Submitting a special process in production mode records special process amounts in the Employee Transaction Detail table (F06116) and the DBA Transaction Detail History table (F0719). These special process amounts are paid through a pay cycle.

- If you are paying special process amounts as part of a regular pay cycle, click the Include in Regular Payroll option.
- If you are running a special pay cycle to pay special process amounts, click the Include in Special Payroll option.



8. On the Payroll Information tab, review the default information in the following fields and change it, if necessary:
 - Auto Deposit Date
9. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:
 - W
 - B
 - S
 - M
 - O
10. If you are including the special process in a regular payroll, complete the following field:
 - Tax to apply

The tax type that you enter is applied to regular payments that are generated during the regular payroll that is associated with the special process. Whether taxes are calculated on special process amounts depends on the setup of the special process parameters.

11. To specify a minimum amount of net pay that the employee should receive, complete the following fields:

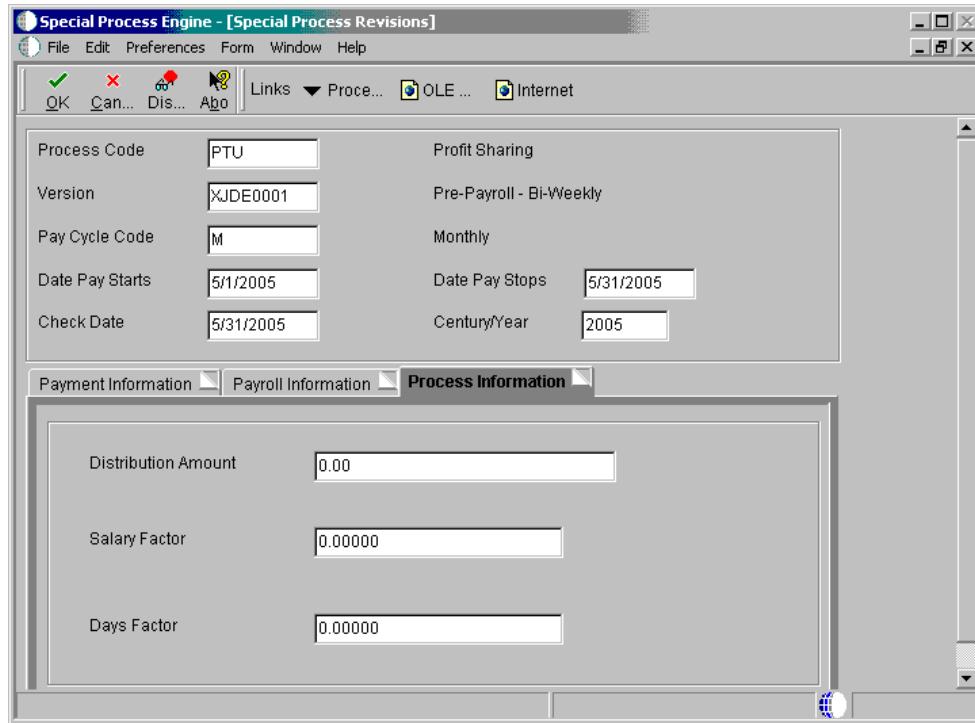
- Minimum Net Allowed
- PDBA Code

The system determines the minimum net pay amount by calculating the percentage that you specify in the Minimum Net Allowed field of the amount that is generated by the PDBA which you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates the minimum net pay as a percentage of the gross pay amount.

12. If you do not want to calculate voluntary or mandatory deductions during this payroll cycle, select the Payroll without Deductions option.
13. To generate a report of employees who will receive a vacation bonus during the next pay period, select the Include Vacation Bonus Process option.

If you select the Vacation Bonus option, the Vacation Bonus for Next Period report (R76M0308) prints during Final Update.



For profit sharing or production bonuses, complete either of the following two steps, but not both, depending on how you distribute the bonus.

14. If the special process involves the even distribution of a bonus amount among employees, complete the following field on the Process Information tab:

- Distribution Amount

Completing the Distribution Amount field deactivates the Salary Factor and Days Factor fields.

15. To distribute the special process amount proportionally, based on salary or length of employment, complete either or both of the following fields:

- Salary Factor
- Days Factor

Completing either the Salary Factor or the Days Factor field deactivates the Distribution Amount field.

16. Click OK.

Setting Up Special Process Reports

You might want to print special process reports to verify special process information and review the results of special process calculations. You set up reports for each special process. After you set up reports, they automatically print at the end of the calculation of the special process. You can also print special process reports from the Special Process Engine.

See Also

- *Reviewing Special Process Reports* for information on available reports

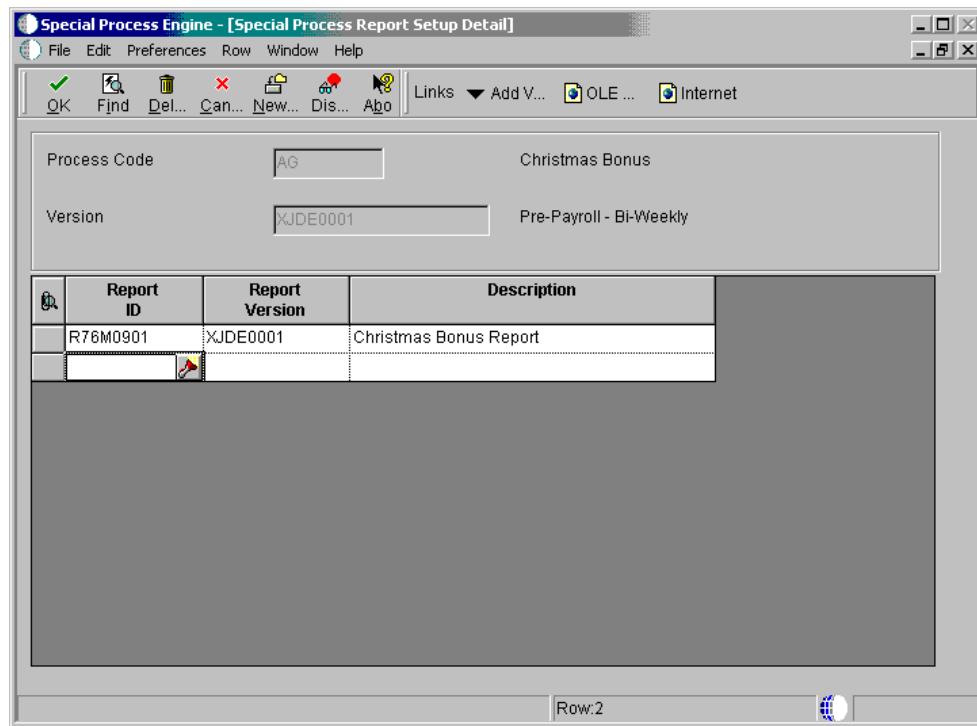
Before You Begin

- Create a special process version. See *Creating a Special Process Version*.
- Set up a special process reports model. This step is not required, but it might facilitate setting up special process reports if you have many special process reports from which to select. See *Setting Up a Special Process Reports Model*.

► To set up special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - User ID
 - Version
 - Process Code
2. Choose a special process version in the detail area, and then choose Report Setup from the Row menu.



3. On Special Process Report Setup Detail, complete the following fields for each report that you want to run as part of the special process:
 - Report ID
 - Report Version
4. To use the Reports Model, choose a blank row in the detail area, and then choose Reports Model from the Row menu.
5. On name of form, choose a report and click Select.
The system inserts the report ID and version in the blank row that you selected on the Special Process Report Setup Detail form.
6. Click OK.

Generating Special Process Amounts

When you generate special process amounts, the system calculates special process amounts for the selected employees and stores those amounts in the appropriate PDBAs. You then run a payroll cycle to pay the special process amounts that are stored in the PDBAs.

The system also prints any reports that you have set up for the special process version. You can use the reports to review information about how the special process was calculated.

Before You Begin

- Create a special process version. See *Creating a Special Process Version*.

► **To generate special process amounts**

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Submit Process from the Row menu.
3. On Confirmation, click OK.

Reviewing Special Process Amounts by Employee

After you generate special process amounts, you can review the amount that each employee will receive to verify its accuracy. The system lists each PDBA that is involved in the special process as well as a total special process amount for each employee.

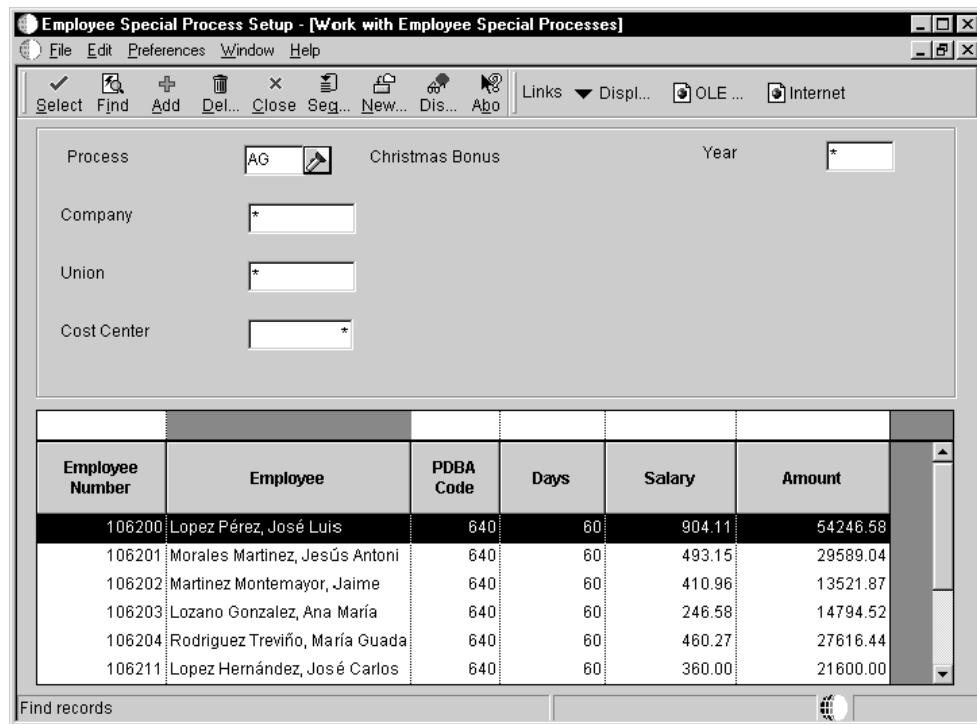
You can also revise individual amounts if necessary. If you change or override a special process amounts and then regenerate the special process, the system saves the revised special process amounts. However, if you reset the special process, both original and revised special process amounts are deleted.

Before You Begin

- Generate special process amounts. See *Generating Special Process Amounts*.

► To review special process amounts by employee

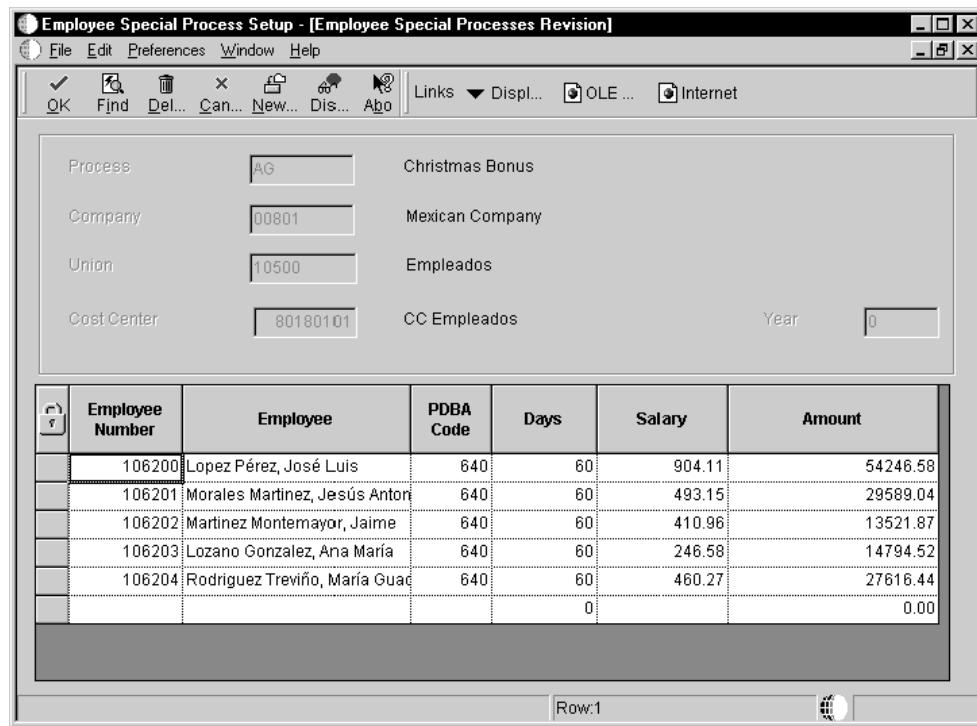
From the Mexico Special Processes menu (G07BMXPSP), choose Employee Special Process Setup.



1. On Work with Employee Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process
 - Year
 - Company
 - Union
 - Cost Center

The system lists special process PDBAs and amounts by employee.

2. To revise a special process amount, choose a row in the detail area, and then click Select.



3. On Employee Special Processes Revision, you can revise information in any of the following fields in the detail area:

- Days
- Salary

When you change the value in either the Days field or the Salary field, the system recalculates the value in the Amount field.

4. To save your changes, click OK.

Printing Special Process Reports

You can print special process reports when you generate special process amounts, or you can print special process reports independently. You must submit a special process before you print reports for that process.

When you print special process reports, the system prints all of the reports that are associated with the special process version that you selected.

This task describes how to print special process reports from the Special Process Engine.

Before You Begin

- Set up special process reports for your special process version. See *Setting Up Special Process Reports*.

► To print special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Reports Execution from the Row menu.
3. On Confirmation, click OK to continue.

Resetting Special Processes

If you discover errors in your special process when you review special process amounts, you might need to reset the special process. Resetting the special process returns your data to the way it was before you submitting the special process.

You must reset the special process before you resubmit it when you do any of the following:

- Submit the special process for the wrong employees
- Omit a group of employees who should have been included in the special process
- Change the setup of the special process
- Change the setup of a DBA that affects one or more employees in the special process

If you resubmit a special process without first resetting it, the system replaces the original records. However, the system does not replace any records that you manually modified. Also, the system does not delete any records that were created in the first submission and not in the second.

Note

When you reset a special process, the system deletes all of the special process amounts, including those that you modified manually.

You cannot reset a special process in the following situations:

- Final payments for the special process are already processed in the payroll cycle.
- The system encounters errors during the reset process.

The system creates a report of any errors that it encounters during the reset process.

► To reset a special process

From the Mexico Special Processes menu (G07BMPXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Process Reset from the Row menu.
3. On Confirmation, click OK to continue.

Reviewing Special Process Reports

J.D. Edwards provides the following special process reports to help you review amounts paid to employees through special processes:

- Food Bonus (R76M0600)
- Food Bonus Denomination (R76M0601)
- Attendance Bonus (R76M0602)
- Productivity Bonus (R76M0603)
- Profit Sharing (R76M0900)
- Profit Sharing Review (R76M0902)
- Christmas Bonus (R76M0901)

You can print these special process reports when you generate special process amounts, or you can print special process reports independently. You must submit a special process before you print reports for that process.

Reviewing the Food Bonus Report

Use the Food Bonus report (R76M0600) to review the amount being paid to each employee as a food bonus. This report lists food bonus amounts for each employee as well as totals by cost center, union, and company.

Running the Food Bonus report also runs a table conversion program (R8976M0600), which creates a text file that you can submit to the store that prints the food bonus coupons.

Note

The system stores the text file in a folder called Export. This folder can be on the server or on the user's machine, depending on whether the Food Bonus report is run on the server or locally. J.D. Edwards recommends that you run the report locally. If the Export folder is not present, the system does not create the text file.

You should set up the Food Bonus report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus report from the Special Process engine after you have calculated food bonus amounts.

See Also

- Submitting a Table Conversion* in the *Table Conversions Guide* for more information on running table conversion programs
- R76M0600 Food Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Food Bonus Report (R76M0600)

Output Tab

1. Output type

Blanks = Printed Report

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

- 0 Printed report
- 1 File
- 2 Printed report and file

If you leave this processing option blank, the system will produce a printed report.

1. Name Format Code

1 = Lopez Perez, Jose Luis

2 = Lopez Perez, Jose

3 = Jose Luis Lopez Perez

4 = Jose Lopez Perez

5 = Ing. Jose Luis Lopez Perez

6 = Lopez, Jose

7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Defaults Tab

Reviewing the Food Bonus Denomination Report

Use the Food Bonus Denomination report (R76M0601) to review the denominations of the food bonus coupons that are being paid to each employee.

You should set up the Food Bonus Denomination report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus Denomination report from the Special Process engine after you calculate food bonus amounts.

Before You Begin

- Set up food bonus coupon denominations in the denomination table. See *Setting Up the Denomination Table*.

Processing Options for Food Bonus Denomination Report (R76M0601)

Defaults Tab

1. Name Format Code

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio**
- 2 Lopez Garcia, Jose**
- 3 Jose Antonio Lopez Garcia**
- 4 Jose Lopez Garcia**
- 5 Ing. Jose Antonio Lopez Garcia**
- 6 Lopez, Jose**
- 7 Lopez, Jose A.**

Reviewing the Attendance Bonus Report

Use the Attendance Bonus report (R76M0602) to review the amount that is being paid to each employee as an attendance bonus. The report also lists the number of days of absence for each employee who is receiving an attendance bonus. The report lists attendance bonus totals by cost center, union, and company.

You should set up the Attendance Bonus report to print when you submit the special process that calculates attendance bonuses. You can also print the Attendance Bonus report from the Special Process engine after you have calculated attendance bonus amounts.

See Also

- R76M0602 *Attendance Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Attendance Bonus Report (R76M0602)

Defaults Tab

1. Name Format Code

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Productivity Bonus Report

Use the Productivity Bonus report (R76M0603) to review the amount that is being paid to each employee as a productivity bonus. The report lists the following information, in addition to the total amount of the productivity bonus:

- Job code
- Basis of calculation
- Amount or rate
- Advance payment

The report also lists basis of calculation, advance payment, and productivity bonus totals by cost center, union, and company.

You should set up the Productivity Bonus report to print when you submit the special process that calculates productivity bonuses. You can also print the Productivity Bonus report from the Special Process engine after you have calculated productivity bonus amounts.

See Also

- R76M0603 *Productivity Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Productivity Bonus Report (R76M0603)

Process Tab

1. Enter the format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia

-
- 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Profit Sharing Report

Use the Profit Sharing report (R76M0900) to review the amount that is being paid to each employee as profit sharing. The report lists the following amounts for each employee, in addition to the total profit sharing amount:

- Salary
- Profit sharing amount based on salary
- Days worked
- Profit sharing amount based on days worked

The report lists profit sharing amounts totaled by cost center, union, and company.

You should set up the Profit Sharing report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing report from the Special Process Engine after you calculate profit sharing amounts.

See Also

- R76M0900 *Profit Sharing Report* in the *Reports Guide* for a report sample

Processing Options for Profit Sharing Report (R76M0900)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Profit Sharing Review Report

Use the Profit Sharing Review report (R76M0902) to review the basis of calculation for the profit sharing process. The report lists the number of days worked and salary that were used to calculate the profit sharing bonus for each employee.

The report totals amounts by cost center, union, and company.

You should set up the Profit Sharing Review report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing Review report from the Special Process Engine after you have calculated profit sharing amounts.

See Also

- R76M0902 *Profit Sharing Review Report* in the *Reports Guide* for a report sample

Processing Options for Profit Sharing Review Report (R76M0902)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis**
 - 2 = Lopez Perez, Jose**
 - 3 = Jose Luis Lopez Perez**
 - 4 = Jose Lopez Perez**
 - 5 = Ing. Jose Luis Lopez Perez**
 - 6 = Lopez, Jose**
 - 7 = Lopez, Jose L.**
-

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Reviewing the Christmas Bonus Report

Use the Christmas Bonus report (R76M0901) to review the amount that is being paid to each employee as a Christmas bonus. The report lists the number of days worked and salary earned by each employee because the Christmas bonus amount is proportional to these amounts. The report also lists the employee's start date and the amount of Christmas bonus that was paid in advance.

The report lists Christmas bonus amounts totaled by cost center, union, and company.

You should set up the Christmas Bonus report to print when you submit the special process that calculates Christmas bonuses. You can also print the Christmas Bonus report from the Special Process Engine after you have calculated Christmas bonus amounts.

See Also

- ❑ R76M0901 *Christmas Bonus Report* in the *Reports Guide* for a report sample

Processing Options for Christmas Bonus Report (R76M0901)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio**
 - 2 Lopez Garcia, Jose**
 - 3 Jose Antonio Lopez Garcia**
 - 4 Jose Lopez Garcia**
 - 5 Ing. Jose Antonio Lopez Garcia**
 - 6 Lopez, Jose**
 - 7 Lopez, Jose A.**
-

Terminations

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document states that all financial obligations between the company and the employee have been resolved. Financial obligations that must be resolved include:

Termination payments	Bonuses that are based on the employee's length of service
Pending and proportional payments	Vacation, vacation bonus, and Christmas bonuses that were not paid previously as well as the portion of those bonuses that corresponds to the employee's length of service since the last bonus payment
Funds liquidation	The company contribution, employee contribution, and interest for savings funds and mutual savings funds
Employee obligations	All deductions that the employee owes the company or external entities, such as loan amounts and wage attachments

In the Mexican payroll system, you use the Terminations process to calculate financial obligations between the company and the employee, and to create a legal discharge document.

If you are providing indemnification payments for terminating employees, you must set up information, such as the salary, for calculating the payment amount, limits, and eligibility criteria.

The system uses setup information from the following modules to determine the amount that must be paid to or deducted from the employee:

- Vacation and Vacation Bonus
- Savings Funds
- Christmas Bonus

The termination process produces the following reports:

- Termination Report (R76M0801) - Lists pay amounts for each PDBA that is included in the termination process
- Termination Payment Notification (R76M0802) - Produces a special check for the final payment to the employee as well as a discharge document that the employee must sign

Setting Up Indemnification Payments

In Mexico, legislation requires guidelines regarding pay that should be given to terminated employees. Different guidelines apply, depending on whether the employee is quitting voluntarily or being fired, and whether the employee or company gives significant notice of the termination. The payments covered under these rules are called "indemnification" payments.

You must set up each type of indemnification payment separately. You must also set up calculations to determine the amount of indemnification pay that is tax-exempt.

You set up indemnification payments by company. You can also set up indemnification payments by union or cost center if you want to handle indemnification payments differently for different groups of employees.

The following tables describe the minimum legal requirements for each indemnification payment:

Seniority Bonus

Termination Payment (TERMPAY)	PA
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	12
Multiplier (MULTIP)	A (Years)
Eligibility Period (ELGPER)	A (Years)
Eligibility Minimum (ELGM)	1
Limit Basis (FLBSON)	SMZ (Zone Minimum Salary)
Limit Period Type	G (days)
Amount (FLPERC)	2
Applied Limit (FLATO)	B
<ul style="list-style-type: none">• Calculation Information - The employee receives 12 days of regular salary for each year of employment.• Eligibility Information - The employee must have been employed for at least one year to receive the bonus.• Limit Information - The salary that is used to calculate the seniority bonus cannot be more than twice the daily minimum salary for the employee's geographic zone.	

Gratification by Service Year

Termination Payment (TERMPAY)	GA
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	20
Multiplier (MULTIP)	A (Years)
<ul style="list-style-type: none">• Calculation Information - The employee receives 20 days of regular salary for each year of service.	
You can set up eligibility information and limit information for the Gratification by Service Year, but they are not required.	

Indemnification Fixed Part

Termination Payment (TERMPAY)	PF
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	90
Multiplier (MULTIP)	1 (use Number of Days)
• Calculation Information - The employee receives 90 days of regular salary.	

Indemnification Exempt

Termination Payment (TERMPAY)	PX
Salary Type (TSALCAL)	SMZ (Zone Minimum Salary)
Number of Days (NDPPE)	90
Multiplier (MULTIP)	A (Years)
• Calculation Information - An amount equal to 90 days of the Zone Minimum Salary is deducted from the sum of the indemnification payment (gratification, bonus, and fixed part) for each year of employment before tax is calculated on the indemnification payment.	

Indemnification Tax

Termination Payment (TERMPAY)	99
• Calculation Information - The system uses the tax percentage that the employee paid on taxable incomes during the previous month as the tax percentage for the indemnification payment.	

Before You Begin

- Set up UDC 76M/TE to specify types of indemnification payments. You can use the predefined codes (GA, PA, PF, and PX) or add new codes. However, the code for Indemnification Tax (99) is hard-coded and should not be changed. See *Setting Up User Defined Codes*.

► To set up indemnification payments

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Termination Setup.

1. On Work With Terminations Setup, click Add.

The screenshot shows the 'Terminations Setup Revisions' window in the PeopleSoft interface. The 'Company' field is populated with '00801'. The 'Union' and 'Cost Center' fields are empty. The 'Termination Payment' field contains 'PA'. Below this, the 'Calculation Information' tab is selected, showing the following data:

DBA Code	3500
Salary Type	SN
Period Type	
Number of Periods	
Number of Days	12
Multiplier	A

2. On Terminations Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. Complete the following required fields:

- Termination Payment
- DBA Code

4. If you entered 99 (Indemnification Tax) in the Termination Payment field, click OK.

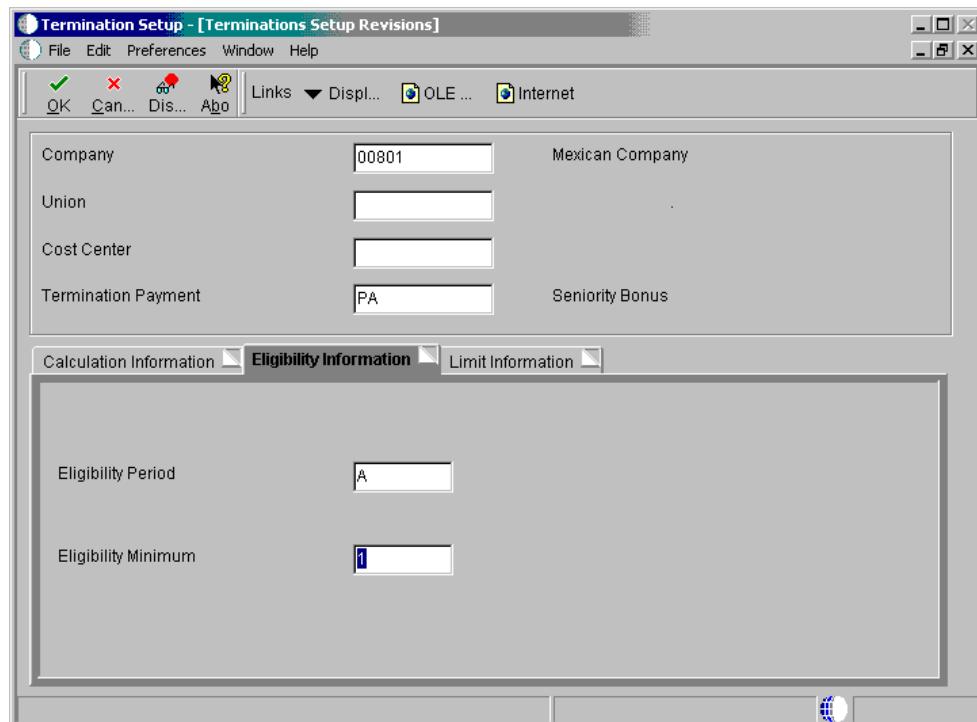
The only information needed to set up Indemnification Tax is the DBA code for the DBA that stores the tax amount for termination payments. The system calculates the tax percentage for indemnification based on the tax percentage that the employee paid on taxable incomes during the previous month.

5. If you entered any value other than 99 (Indemnification Tax) in the Termination Payment field, complete the following field:

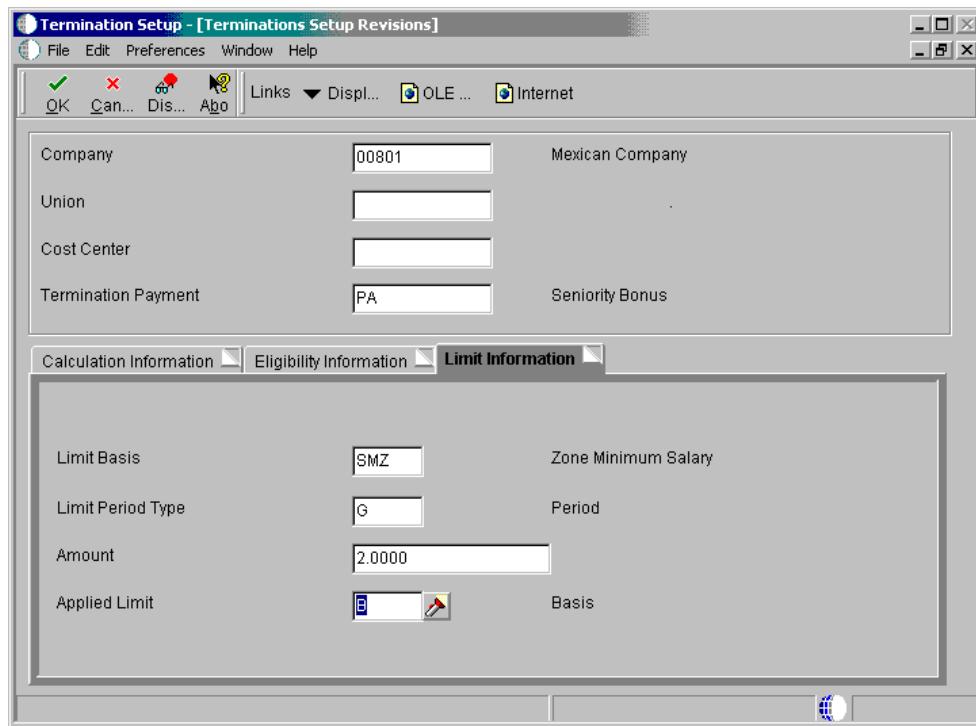
- Salary Type

6. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary Type field, complete the following fields to specify the time period over which the salary will be calculated:
 - Period Type
 - Number of Periods

7. Complete the following fields:
 - Number of Days
 - Multiplier



8. If employees must have been employed for a specific length of time in order to be eligible for the termination payment, complete the following fields on the Eligibility Information tab:
 - Eligibility Period
 - Eligibility Minimum



9. To limit the amount of the termination payment, complete the following fields on the Limit Information tab:
 - Limit Basis
 - Limit Period Type
 - Amount
 - Applied Limit

To calculate a maximum limit, the system calculates a salary amount that is based on the Limit Basis and Limit Period Type, and then multiplies that salary by the value in the Amount percentage field. Depending on the value that you enter in the Applied Limit field, the system either applies the maximum limit to the salary that is used as the basis for calculating the termination payment, or applies the maximum limit to the final termination payment.

10. Click OK.

Entering an Employee's Termination Date

When an employee ends employment for any reason, you must enter the date of the termination so that the system can process termination pay for the employee and create a Termination Payment Notification.

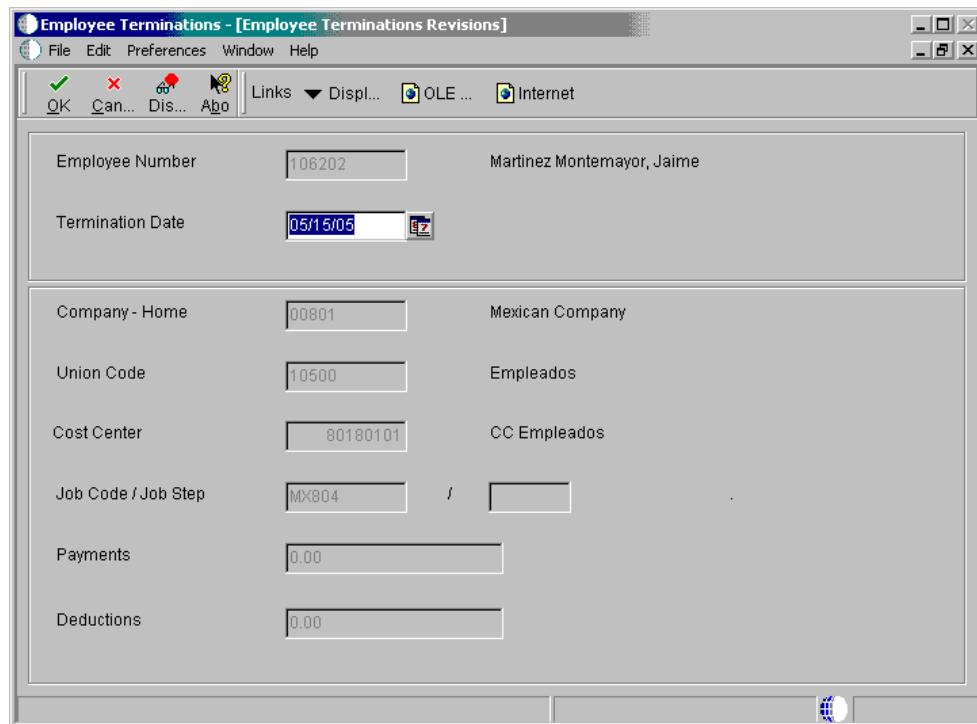
You enter termination dates on Employee Terminations (P76M0803) to enable the system to calculate termination pay. After you generate the final payment for the terminated employee,

you should also enter the termination date on Employee Information (P0801) to prevent the employee from receiving additional payroll payments.

► To enter an employee's termination date

From the Employee Terminations menu (G07BMXPSP5), choose Employee Terminations.

1. On Work with Employee Terminations, complete any of the following fields to narrow your search, and then click Find:
 - Company
 - Union
 - Cost Center
2. Choose the terminating employee and click Select.



If you have already calculated termination pay for the selected employee, the system displays the results of those calculations in the Payments and Deductions fields of Employee Termination Revisions.

3. On Employee Terminations Revisions, complete the following field and click OK:
 - Termination Date

Calculating Termination Pay

From the Employee Terminations menu (G07BMXPSP5), choose Termination Process Calculation.

You use Termination Process Calculation (R76M0800) to calculate all of the deductions and benefits that are included in the employee's last paycheck. The system calculates the following amounts due to the employee or owed by the employee:

- Indemnification pay
- Pending and proportional vacations
- Pending and proportional vacation bonuses
- Proportional Christmas bonuses
- Pending salaries
- Outstanding deductions
- Savings funds
- Mutual savings funds
- Taxes on indemnification pay

When you run Termination Process Calculation, the system also runs the Termination Report (R76M0801), which lists the amounts paid to terminating employees.

You can calculate termination pay in test mode to review the payments made to a terminating employee so that you can adjust the payment amount, if necessary. You can also simulate a termination to determine the cost of layoffs or going out of business.

When you calculate termination pay in production mode, the system updates all of the files that are needed to generate a final payment for the employee, and terminate the relationship between the employee and the company.

Processing Options for Termination Process Calculation (R76M0800)

Select Tab

1. Date to be selected

Enter a date.

Use this processing option to enter a date which will be used to:

- o Select data from the Termination Control File (F76M0801). Employees with a matching termination date are included in the termination pay calculation.
- o Calculate the employee's seniority.
- o Calculate the indemnification and the indemnification's tax.
- o Calculate the pending vacation and Christmas bonus.

1. Termination Reason Code

DH = Death

DS = Permanent Disability

FR = Furlough

For more valid values click on the field's visual assist

Use this processing option to specify why the employees who are included in the current termination were terminated. Valid values are stored in UDC 06/T. You must run the calculate termination pay separately for each group of employees with a different termination reason.

2. Type of Saving Fund to be processed

1 = No calculation

2 = Automatic

3 = Manually

Use this processing option to specify how the system should calculate saving funds during the termination process. Valid values are:

- 1 No calculation
- 2 Manual calculation
- 3 Automatic calculation

Choose No Calculation (1) if you are not liquidating the savings funds. This option allows you to roll over savings funds for employees who will be rehired under a new contract.

Choose Manual Calculation (2) if you have made an arrangement with the employee to withdraw only part of the savings fund for the employee. You must manually enter the PDBA for the employee's withdrawal using Termination Transactions (P76M0804).

Choose Automatic Calculation (3) to liquidate the savings funds.

3. Type of Mutual Saving Fund to be processed

1 = No calculation

2 = Automatic

3 = Manually

Use this processing option to specify how the system should calculate mutual saving funds during the termination process. Valid values are:

- 1 No calculation
- 2 Manual calculation
- 3 Automatic calculation

Choose No Calculation (1) if you are not liquidating the mutual savings funds.

This option allows you to roll over mutual savings funds for employees who will be rehired under a new contract.

Choose Manual Calculation (2) if you have made an arrangement with the employee to withdraw only part of the mutual savings fund for the employee.

You must manually enter the PDVA for the employee's withdrawal using Termination Transactions (P76M0804).

Choose Automatic Calculation (3) to liquidate the mutual savings funds.

4. Process Indemnification for Employees Y/N?

Default = 'Y'

Use this processing option to indicate whether the process should be run in test mode or final mode. In final mode, the system updates the following tables:

- o Employee Transaction Detail File (F06116)
- o Pay Cycle Parameters File (F07210)

Valid values are:

Blank Test mode

P Final mode

If the processing option value equals P, the system updates the tables. Any other value prevents the system from updating the tables.

Process Tab

Adjusting Termination Pay Amounts

When you calculate termination pay for an employee, the system calculates all pending transactions that are needed for the employee to terminate his or her relationship with the company. In some situations, you might need to adjust the amounts that the system calculates. For example, you might adjust the calculated amounts in the following situations:

- The employee pays some deductions directly to an external entity after termination.
- The employee will be rehired, and the pending transactions between this employee and the company should remain in the system.
- The company and the employee have negotiated changes in the termination payments.

You can use Termination Transactions (P76M0804) to adjust the PDBAs that are included in the employee's final check.

Termination Transactions groups PDBAs in the following categories:

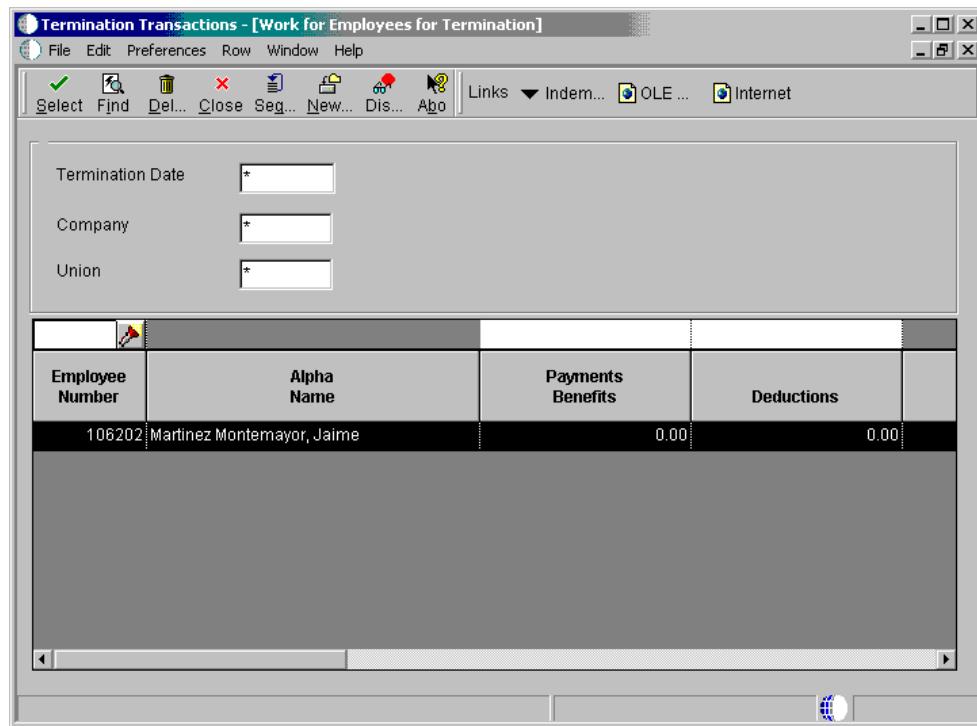
- Indemnifications - Includes special termination bonuses
- Pending Payments - Includes regular wages as well as vacations, the vacation bonus, and the Christmas bonus
- Deductions - Includes amounts that the employee owes the employer
- Other Income - Includes any pay not included under indemnifications or pending payments, such as savings fund amounts

Before You Begin

- Calculate termination payments in test mode. See *Calculating Termination Pay*.

► To adjust termination pay amounts

From the Employee Terminations menu (G07BMXPSP5), choose Termination Transactions.



1. On Work for Employees for Termination, complete any of the following fields to narrow your search, and then click Find:

- Termination Date
- Company
- Union

The system displays summary information about all of the terminated employees who match the criteria that you entered. This information includes total payments and deductions for the employees, as well as seniority information.

2. Choose an employee record and click Select.

Employee Number: 106202
Company: 00801
Union: 10500
Job Type / Job Step: MX804
Termination Date: 05/15/05
Original Employment: 01/15/00
Seniority (Yrs/Months): 5 4
Termination Code: IND

Status	PDBA Code	Description	DBA Type	Units	Amount Rate	Base	Gross Pay
<input type="radio"/>		3500 Días Trab.	B	12.00	4.8333	0.00	
<input type="radio"/>		3502 Premio Asist	B	20.00	4.8333	0.00	
<input type="radio"/>		3504 Premio Prod.	B	90.00	1.0000	0.00	
<input type="radio"/>		3510 Séptimo Día	B	90.00	4.8333	0.00	
<input checked="" type="radio"/>	3620	ISPT %	D		0.00		
<input type="radio"/>							

3. On Termination Transaction Details, choose the employee whose termination amounts you want to adjust and choose an option from the Row menu.
The option that you choose depends on which PDBAs you want to adjust. The same form appears, regardless of which option you choose. The only difference between the options is the PDBAs that the system lists on the form.
4. On Termination Transaction Details, enter C (Cancelled) in the following field for any row in the detail area that you do not want to include in the termination payment calculation:
 - Status
5. To change the value of a PDBA, enter O in the status field for that PDBA and change the value in the following field:
 - Gross Pay
6. To enter a new PDBA, complete the following fields in the detail area:
 - PDBA Code
 - Units
 - Amount Rate
 - Base

- Gross Pay
7. If an individual or entity other than the employee should receive the payment associated with a specific PDBA, complete the following field for that PDBA:
 - Payee
 8. Click OK.
 9. On Work for Employees for Termination, click Find to display the adjusted payment or deduction total.

Reviewing the Termination Report

From the Employee Terminations menu (G07BMXPSP5), choose Termination Report.

The Termination Report (R76M0801) lists the amounts that are due to terminating employees. You can use this report to verify termination pay amounts for specific employees or to determine the cost of terminating a group of employees.

The system runs the Termination Report when you calculate termination pay in either test or final mode. You can also run the Termination Report from the menu. If you run the report from the menu, the report lists amounts from the last calculation of termination pay.

See Also

- R76M0801 *Termination Report* in the *Reports Guide* for a report sample

Before You Begin

- Calculate termination payments in either test or final mode. See *Calculating Termination Pay*.

Processing Options for Termination Report (R76M0801)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Generating Termination Payment Notifications

From the Employee Terminations menu (G07BMXPSP5), choose Termination Payment Notification.

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document lists the amount of termination pay and states that all of the financial obligations between the company and the employee have been resolved.

Use Termination Payment Notification (R76M0802) to print discharge documents for terminating employees.

See Also

- R76M0802 *Termination Payment Notification* in the *Reports Guide* for a report sample

Before You Begin

- Calculate termination payments in final mode. See *Calculating Termination Pay*.

Payroll History

Each time that 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.

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 certain 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 payment 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 File table (F06145).

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

See Also

- *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide* for information about how the system maintains calendar-month balances

Reviewing Payroll History Information Online

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

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

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

Employee Transaction History Summary (F06146)	Employee Transaction History (F0618) DBA Transaction Detail History (F0719)
Calendar Month DBA Summary History File (F06145)	DBA Transaction Detail History (F0719)
Pay Check 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 errors that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the errors.

Caution

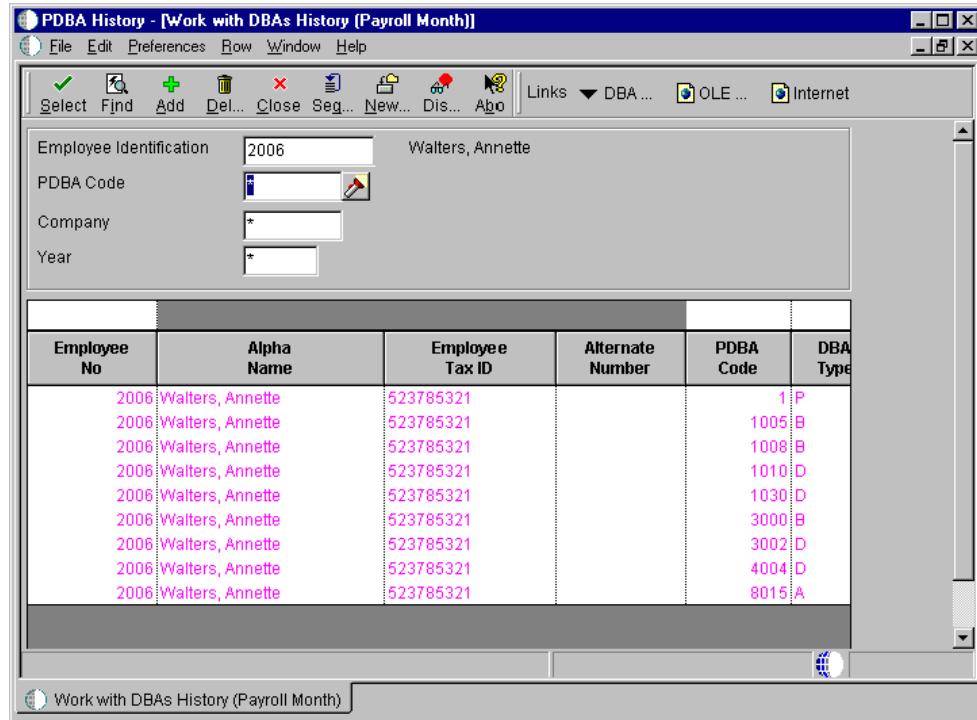
Payroll history programs should have the highest possible level of system security. Be aware of the following when you manually revise payroll history:

- 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 ensure an audit trail, J.D. Edwards recommends revising payroll history through interim payments.

► To review PDBA history by payroll month

From the U.S. History Inquiries menu (G07BUSH14), 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.

PDBA History - [PDBAs by Payroll Month]

Employee No.		Walters, Annette	Year
PDBA Code	1	Regular	Tax History Type
Company	00001	Financial/Distribution Compa	Tax ID
Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,834.66	176.00	
May	2,705.81	168.00	
June	2,834.66	176.00	
July			
August			
September			
October			
November			
December			

4. On PDBAs by Payroll Month, review the information in the following columns:
 - Gross Pay
 - Hours
 - Pieces

If your user account has the necessary security, you can revise the information.

► To review DBA history by calendar month

From the U.S. History Inquiries menu (G07BUSH14), choose Calendar Month DBA's History.

1. On Work With DBA's History (Calendar Month), complete the following field:
 - 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.

Calendar Month DBA's History - [DBAs By Calendar Month]

Employee No. 2006 Walters, Annette Year 5			
DBA Code 1005 B Health/Co Tax ID 840782700			
Company 00001 Financial/Distribution Company			
Month	Amount	Pay Basis	Pieces
January			
February			
March			
April	90.00		
May	90.00		
June	90.00		
July			
August			
September			
October			
November			

4. On DBAs By Calendar Month, review the information in the following columns:
 - Amount
 - Pay Basis
 - Pieces

If your user account has the necessary security, you can revise the information.

► To review detail history for pay types

From the U.S. History Inquiries menu (G07BUSB14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:
 - 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.

PDBA History - [Pay Detail]

File Edit Preferences Window Help

OK Find Can... New... Dis... Abo Links Disp... OLE... Internet

Employee No.	2006	Walters, Annette																																																																																								
Business Unit	*																																																																																									
Pay Type	1	Regular																																																																																								
Work Dates - From	1/1/05	Thru 12/31/05																																																																																								
<table border="1"> <thead> <tr> <th>Work Date</th> <th>Pay Type</th> <th>Hours Worked</th> <th>Rate</th> <th>Gross Pay</th> <th>Business Unit</th> <th>Job Type</th> <th>Job Step</th> <th>Sub Ledger</th> <th>Sub Type</th> <th>Check Control</th> </tr> </thead> <tbody> <tr><td>4/15/05</td><td>1</td><td>88.00</td><td>16.106</td><td>1,417.33</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>4/30/05</td><td>1</td><td>88.00</td><td>16.106</td><td>1,417.33</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>5/15/05</td><td>1</td><td>88.00</td><td>16.106</td><td>1,417.33</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>5/31/05</td><td>1</td><td>80.00</td><td>16.106</td><td>1,288.48</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>6/15/05</td><td>1</td><td>88.00</td><td>16.106</td><td>1,417.33</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>6/30/05</td><td>1</td><td>88.00</td><td>16.106</td><td>1,417.33</td><td>9</td><td>2H-2</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Σ</td><td></td><td>520.00</td><td></td><td>8,375.13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	Job Step	Sub Ledger	Sub Type	Check Control	4/15/05	1	88.00	16.106	1,417.33	9	2H-2					4/30/05	1	88.00	16.106	1,417.33	9	2H-2					5/15/05	1	88.00	16.106	1,417.33	9	2H-2					5/31/05	1	80.00	16.106	1,288.48	9	2H-2					6/15/05	1	88.00	16.106	1,417.33	9	2H-2					6/30/05	1	88.00	16.106	1,417.33	9	2H-2					Σ		520.00		8,375.13						
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Σ		520.00		8,375.13																																																																																						

Row:7

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

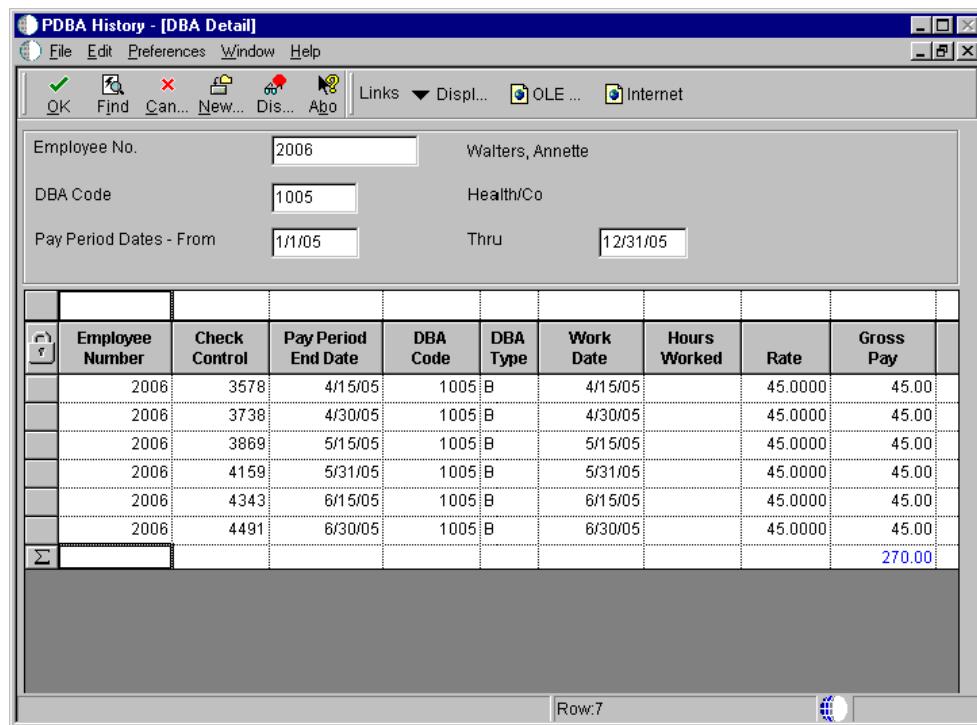
- Item No.
- Shift
- Union Code
- Units
- Pieces

If your user account has the necessary security, you can revise the information.

► To review detail history for DBAs

From the U.S. History Inquiries menu (G07BUSH14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a DBA record in the detail area, and then choose DBA Detail from the Row menu.



The screenshot shows a Windows application window titled "PDBA History - [DBA Detail]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with OK, Find, Can..., New..., Dis..., Abo, Links, Disp..., OLE..., and Internet buttons. The main area has three input fields: "Employee No." with value "2006", "Walters, Annette"; "DBA Code" with value "1005", "Health/Co"; and "Pay Period Dates - From" with value "1/1/05" and "Thru" with value "12/31/05". Below these is a grid table with columns: Employee Number, Check Control, Pay Period End Date, DBA Code, DBA Type, Work Date, Hours Worked, Rate, and Gross Pay. The grid contains six rows of data, each with an employee number from 2006 to 4491, a check control number, a pay period end date, a DBA code of 1005, a DBA type of B, a work date, hours worked of 45.0000, a rate of 45.00, and a gross pay of 45.00. The last row is a summary with a sum of 270.00.

	Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay
	2006	3578	4/15/05	1005	B	4/15/05		45.0000	45.00
	2006	3738	4/30/05	1005	B	4/30/05		45.0000	45.00
	2006	3869	5/15/05	1005	B	5/15/05		45.0000	45.00
	2006	4159	5/31/05	1005	B	5/31/05		45.0000	45.00
	2006	4343	6/15/05	1005	B	6/15/05		45.0000	45.00
	2006	4491	6/30/05	1005	B	6/30/05		45.0000	45.00
Σ									270.00

4. On DBA Detail, review the information in the following fields:

- Employee 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 revise the information.

Reviewing Earnings History

To provide information 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.

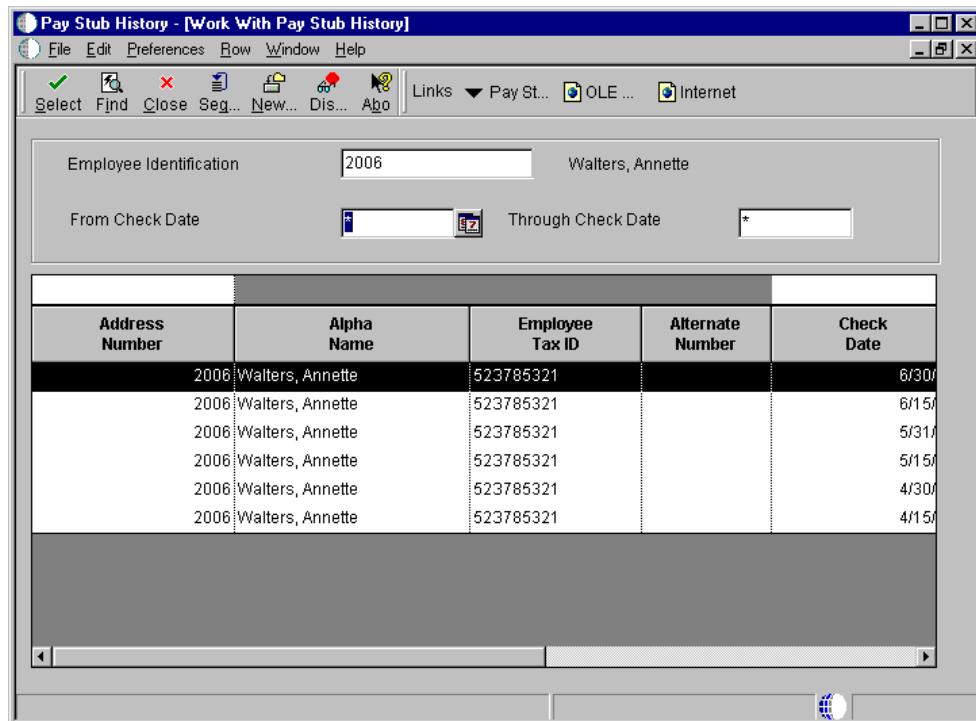
Caution

Payroll history programs should have the highest possible level of system security. Be aware of the following when you manually revise payroll history:

- 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 manually revise payroll history.
 - The summary totals do not equal the detail totals.
-

► **To review earnings history**

From the U.S. History Inquiries menu (G07BUSP14), choose Pay Stub History.



1. On Work With Pay Stub History, complete the following field:
 - 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.

Pay Stub History - [Pay Stub History Information]

File Edit Preferences Form Window Help

Links Print OLE ... Internet

Address Number Walters, Annette Route

Check Date Pay Period Ending Date Check No.

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	De Des
1	P	Regular	88.00	16.106	1,417.33	15,332.93		Gross Wage
2	A	Vac Accrual			10.00	60.00		Federal Inc
3		* Sick Taken/Available *						Federal FIC
4		* Vacation Taken/Available *						Federal Vac
5								CO Departm
6								Dental EE
7								1010 Dental EE
8								1030 Dental EE+R
9								3002 Life Ins.
								4004 Med-EE+Fa

Gross Pay - Deductions = Net Pay

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

Reviewing Benefit and Accrual History

To provide information about an employee's benefit and accrual balances, you can review benefit and accrual history online. For example, you 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 U.S. History Inquiries menu (G07BUSH14), choose Benefit/Accrual Inquiry.

Address Number	Alpha Name	Hours Begin Bal	Hours Additions	Hours Taken	Hour Availa
2006\\Walters, Annette					

1. On Work With Benefits/Accruals, complete the following field:
 - 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
 - Company - Home
 - Available DBA
 - Accrued DBA
3. Click 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
- Days Begin Bal
- Days Additions
- Days Taken
- Days Available
- Days Accrued
- Dollars Begin Bal
- Dollars Additions
- Dollars Taken
- Dollars Available
- Dollars Accrued

Processing Options for Benefit/Accrual Inquiry (P070931)

Display Tab

Use these processing options to specify whether accrued information and monetary amounts appear on the form.

1. Display Accrued

0 = No

1 = Yes

Use this processing option to specify whether accrued information appears on

the form.

Valid values are:

0 No

1 Yes

2. Display Dollars

0 = No

1 = Yes

Use this processing option to specify whether monetary amounts appear on the form.

Valid values are:

0 No

1 Yes

Process Tab

Use this processing option to specify the type of history that the system retrieves.

1. History Source File

0 = Employee Transaction History Summary

1 = Fiscal and Anniversary Year History

Use this processing option to specify the table from which the system retrieves history information. Valid values are:

0 or Blank

Payroll or Calendar Month History tables (F06146 or F06145)

1

Fiscal/Anniversary History table (F06147)

Reviewing the Historical Payroll Register

From the U.S. History Reports menu (G07BUP15), choose U.S. Historical Payroll Register.

You use the Historical Payroll Register (R07345) to review detailed or summarized payment information for individual employees. The payment information includes pay types, deductions, benefits, accruals, and taxes, along with current year-to-date totals for each PDRA and tax. You can produce the report using any of the following formats:

- Full detail by payment
- Summarized by pay period
- Summarized by month
- Summarized by quarter
- Summarized by year

When you produce the Historical Payroll Register, you use data selection to specify the date ranges and the employees that you want to include in the report. You can cross payroll cycle dates and include employees from different payroll cycles when you produce this report. However, you cannot cross years when you produce this report; you can process only one year at a time.

Processing Options for the Historical Payroll Register (R07345)

Processing

1. Canadian or Other Payroll

Blank = Other Payroll

1 = Canadian Payroll

2. Processing Mode

0 = Detail by Check

1 = Summary per Pay Period

2 = Summary per Month

3 = Summary per Quarter

4 = Summary per Year

5 = Summary per Check Date

3. Master Pay Cycle Code

4. Date From

5. Date Thru

Working with Payment History

You can review detailed payment history for an employee to verify that the information is correct. If you discover errors, you can void a payment and issue a replacement for it.

Reviewing Payment History Information

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detail information regarding the

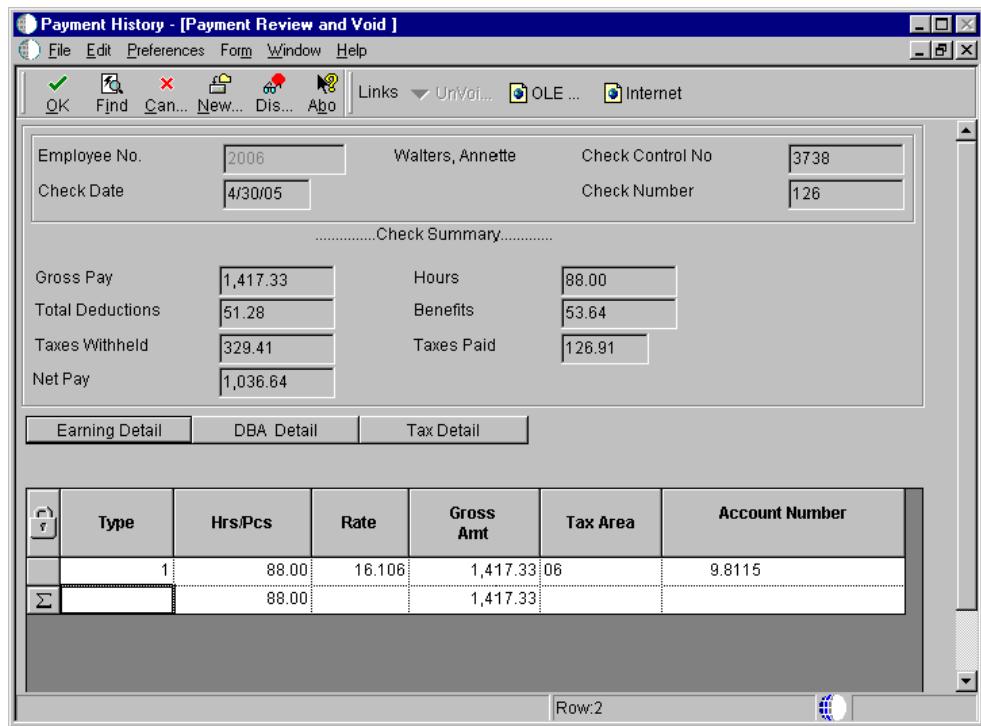
employee's earnings, taxes, and deductions. If you discover errors in the employee's payment history, you can void a payment and issue a replacement.

► To review payment history information

From the U.S. History Inquiries menu (G07BUSB14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.

Address Number	Alpha Name	Check Date	Payment/ Item	Pay Per Date	Total Benefits	W
2006	Walters, Annette	4/15/05	109	4/15/05		
2006	Walters, Annette	4/30/05	126	4/30/05		
2006	Walters, Annette	5/15/05	137	5/15/05		
2006	Walters, Annette	5/31/05	152	5/31/05		
2006	Walters, Annette	6/15/05	166	6/15/05		

1. On Work With Payment History, to locate the payment that you need to review, complete any of the following fields, and then click Find:
 - Employee Identification
 - Payment/ Item
 - Date - Beginning Effective
 - Date - Ending Effective
 - Home Business Unit
 - G/L Bank Account
2. Choose a record, 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. Click 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 and review the information in the detail area.
7. To review detailed information about the pay types associated with the payment, click the Earning Detail button and review the information in the detail area.

See Also

- Voiding Payments*

Voiding Payments

You might need to void a payment and issue a replacement payment for it. For example, during the process of printing the reports for a payroll cycle, you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all associated transactions in the payroll history, including employee- and employer-associated transactions. The check date is the general ledger date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities. The time entry date is the general ledger date for reversing entries associated with timecards, such as labor distribution. The time entry date is also the work date on the reversing timecard.

When you void a check, you can choose to reissue (reprint) the check. You should choose the reissue option only if the replacement check contains the same information as the original check. For example, if an employee fails to receive a check in the mail, or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled.

Note

When you void an automatic deposit, the system does not update the automatic deposit tape, nor does it create an accounts receivable entry for the employee.

The system stores the void as an interim payment; therefore, an interim payroll ID must exist before you void the payment. You can use an existing interim payroll ID or create a new one. After you void a payment, you must process it during a payroll cycle so that the system updates the reversing entries.

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

Before You Begin

- Verify that an interim payroll ID exists. You can create a new interim payroll ID or use an existing one. See [Creating an Interim Payroll ID](#).

► To void a payment

From the U.S. History Inquiries menu (G07BUSB14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.

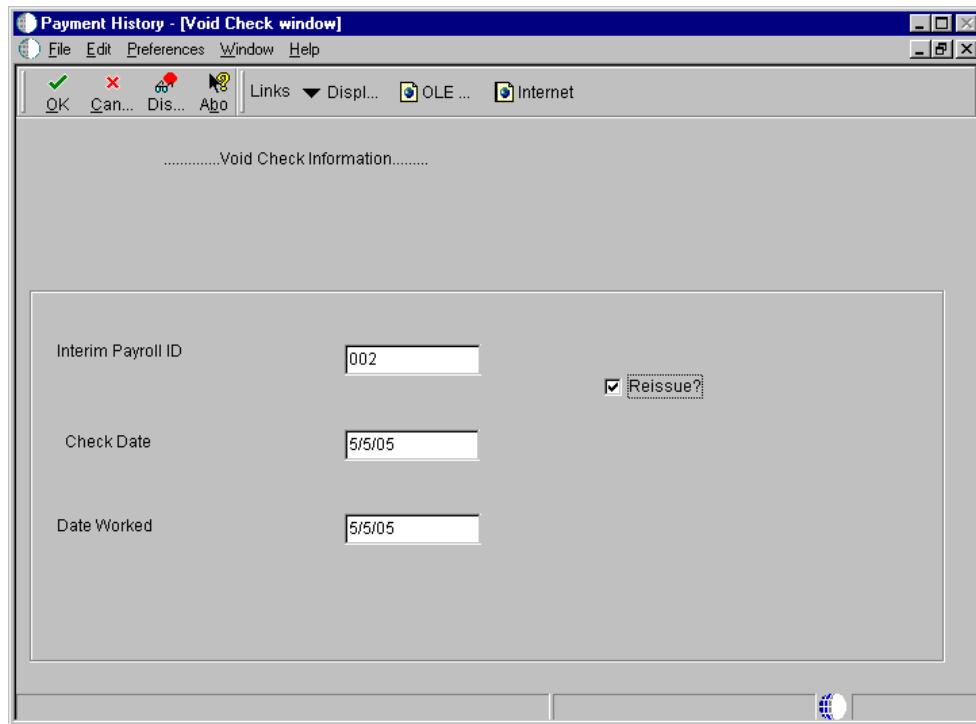
1. On Work With Payment History, to locate the payments that you need to void, complete one or more of the following fields, and then click Find:

- Employee Identification
- Payment/ Item
- Date - Beginning Effective
- Date - Ending Effective
- Home Business Unit
- G/L Bank Account

- Double-click a payment in the detail area to choose it, and then choose Void and Reissue from the Form menu.

If any of the payments that you are voiding are automatic deposits, the system displays a warning message.

- If applicable, review the message, and then click OK.



- On Void Check window, complete the following fields:

- Interim Payroll ID
- Check Date
- Date Worked

- To reissue checks with the same information as the voided checks, click 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 (except the check numbers and check dates) as the voided checks.

- Click OK.

After you void the payment, the system updates the following fields on the Work With Payment History form:

- IC
- IS
- Void CKCN
- Void/Reissue Date

After you complete the steps to void a payment, the system creates an interim payment for the void. To process the void, complete the steps for *Processing Interim Payments*.

Related Tasks

Unvoiding a payment	If you inadvertently void a payment that should not be voided, you can choose Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information entered in the following fields on the Work With Payment History form: <ul style="list-style-type: none"> • IC • Void CKCN • Void/ReissueDate
Voiding part of a payment	You might need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called a manual void. To enter a manual void, use the Interim Entry form. You cannot use the Void Check window to enter a manual void. See <i>Entering Interim Payments</i> .

Reviewing the PDBA History By Company Report

From the U.S. History Reports menu (G07BUSHP15), choose PDBA History by Company.

You print the PDBA History By Company report to review a monthly list of pay types, deductions, benefits, and accruals (PDBAs) for each company in your organization. You can review both monetary amounts and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or by company.

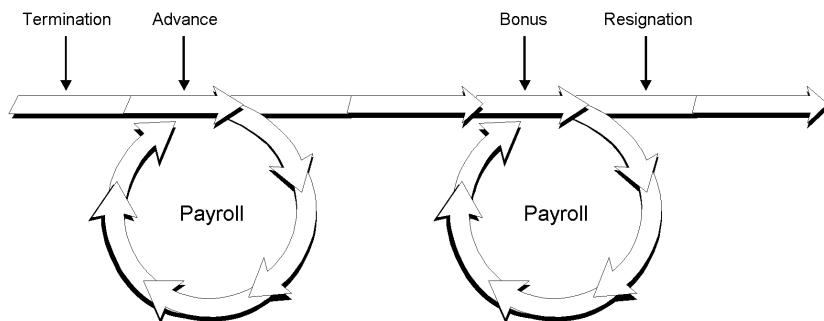
To compile the report, the system retrieves information from the Employee Transaction History Summary table (F06146).

Periodic

Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle. Examples of interim payments include advance payments, termination payments, bonus payments, records of manual payments, gross-up payments, adjustments to historical data, reissued payments of voided paychecks, or advanced 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, enter new timecard information specifically relating to the current interim payment, or you can enter amounts into the interim entry form without using timecards. The system uses this information to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment. You can enter interim payments individually or, in some cases, you can automatically create interim payments for selected groups of employees.

When you enter interim payments, you can override tax and DBA information in order to create a payment that includes predefined amounts. The system creates workfiles that store all tax and DBA amounts, whether calculated or overridden, for interim payments.

You can use the Interims Workbench to create printed payments, automatic deposit information, and reports for interims. The Interims Workbench is useful when you need to create payments quickly and you do not have time to process a complete payroll cycle. You can also create printed payments, automatic deposit information, and reports for interims during the regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must run all interim payments through a complete payroll cycle to create journal entries and to update employee payroll history.

Note

Depending on the number of interim payments that you enter, creating printed payments using the Interims Workbench might significantly shorten the processing time of the print payments step of your regular payroll cycle. You might also consider processing interim payments through a separate "interims only" payroll cycle to shorten the processing time of your regular payroll cycle.

Purposes of Interim Payments

The following table lists some typical purposes of interim payments:

Enter information from manual payments (typed or handwritten)	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when the interim is processed through a payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee. For example, if an employee was taxed incorrectly, you can enter an interim payment to adjust the tax amounts. Using interim payments to adjust historical data allows you to enter negative payments into the system and provides an audit trail for future reference.
Enter a flat dollar advance on pay	You can create a flat-dollar advance payment for an employee. For example, if an employee requests a 500 USD advance on earnings, you can generate a flat-dollar advance interim payment for 500 USD. This advance interim creates a deduction for 500 USD, which is subtracted from the employee's pay in future payroll-cycle processing.
Enter a calculated advance on pay	You can create a calculated advance interim to pay an employee their net pay amount in advance. For example, if an employee requests an advance for the full amount of their next payroll check, you can create a calculated advance. The system calculates the amount of taxes and deductions that would normally be withheld from the employee's gross earnings, and creates a flat-amount interim payment for the calculated net pay amount. This creates a deduction for the same amount, which is deducted from the employee's earnings in future payroll-cycle processing.
Convert payroll history	You can use interim payments to load historical data for conversion purposes and to provide an audit trail for future reference.
Calculate gross-up amounts	You can use interim payments to calculate gross-up amounts. For example, if you want to give an employee a 100 USD bonus, the interim payment process can "gross up" the calculation so that the employee receives 100 USD after taxes and deductions are withheld. You can also create a group of gross-up payments. For example, if you wanted to give each employee in a department a 100 USD bonus, you can create an employee group and allow the system to automatically generate the interim payments.

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

Computer	The system performs the tax and earnings calculations and generates the bank file or printed payment.
Hand Manual	The payment is calculated manually and typed or written outside of the payroll system. The amounts on the manual interim are then entered into the system and processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.
Auto Manual	The system calculates the payment using the data in the system (deduction amounts and tax history determine the appropriate amounts to withhold from the payment), and the payment can be typed or manually written outside of the system. The interim is then processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.

Examples of Interim Payments

You can use interim payments for a variety of situations. Typically, you create interim payments when you need to create a payment outside of the regular payroll processing cycle. You can also use the Interim Payment Workbench to perform calculations such as gross-up payments and calculated advance payments. The following examples illustrate how you might use interim payments in your organization.

Advance Payment

You might allow employees to request and receive advance payment of their payroll check. For example, you might advance pay to a newly hired employee if waiting until the next regular payroll cycle places a financial strain on the employee.

You can also grant an advance on vacation pay to an employee who is going to be on vacation during the time that a payment would normally be generated. You can indicate the number of pay periods that the advance is to replace; the system does not generate those future payments for the employee. In addition, you can use a calculation factor to indicate 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 of the 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.

You can create flat-dollar advances, or you can create calculated advances. Flat-dollar advances are used to advance a specified sum of money to an employee. For example, if an employee asked for a 500 USD advance, you can enter a flat-dollar advance. Calculated advances are used to advance an entire paycheck to an employee or to advance pay for a certain number of hours that an employee may already have worked. To create a calculated advance, you enter the gross amount of the employee's earnings that you are going to advance to the employee. The system then calculates what the taxes and deductions would

be and generates an interim payment for the net amount. In either case, the amount of the advance is deducted from the employee's earnings during future payroll cycles. Typically, amounts associated with flat-dollar and calculated advances are deducted from the employee's net pay during future payroll cycles.

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. The way that the system collects money that is advanced to an employee is controlled by the setup of the Advance DBA. You must enter this DBA code in the processing options for the Work With Interims Workbench program (P07210I) for advance interims to calculate correctly.

Bonus Payment

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

You can use the interim process to specify that no deductions other than taxes be withheld from the payment. You can also use the interim process to specify that you want to create printed checks regardless of whether employees have automatic deposit instructions. This might be useful if you want to distribute bonus checks in person (for example, during a company meeting).

Termination Payment

When an employee is terminated, most states require that the final paycheck be disbursed 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 to account for severance pay and vacation or sick leave pay that an employee has earned, and current timecards that would normally be processed during the next regular payroll cycle can be used to generate the termination paycheck.

Using the Interim Payment Workbench, you can print the payment immediately, and then process the interim payment through the next regular payroll cycle to create reports and journal entries, and to update employee payroll history. You can also generate a printed check regardless of whether the employee is set up to receive payroll payments as automatic deposits.

Adjustment to Historical Information

You might need to correct historical data when employees change their personal information and do not update the payroll department in a timely manner. For example, if employees change their resident or work state without notifying the payroll office, you need to adjust year-to-date state tax withholdings and taxable earnings. When you use the interim payment process to do this, the system creates an audit trail, but does not generate a printed 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.

In addition, 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. Doing so correctly updates the history files in the Payroll system without creating a payment for the employee. See *Payroll History Conversion* for more information.

Record of Manual Payment

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

Reissue of a Voided Payment

If a payment created during the regular payroll cycle is incorrect after it has been processed through final update, you can void the payment and generate a corrected payment using interim processing. You would process this interim payment through a full payroll cycle to ensure that the corrected information is updated in historical records. See *Voiding Payments* for additional information.

Gross-Up Payments

The gross-up process allows you to enter a desired net amount for an employee and have the system calculate the gross amount for the payment to cover taxes and deductions and achieve the desired net amount.

For example, you might want to gross up payments to reimburse employees for moving expenses. If an employee incurs 5,000 USD in moving expenses, you want to create a payment with a net amount of 5,000 USD. If you entered a regular interim payment for 5,000 USD, the employee would receive less than 5,000 USD after taxes and deductions are withheld. Using the gross-up process, the system determines what the gross amount of the payment must be so that the net amount, after taxes and deductions are calculated, is 5,000 USD.

You can also create gross-up interim payments for a group of employees. For example, if you wanted to give each employee in a specified department a 100 USD bonus for achieving a departmental goal, you can create an employee group and allow the system to create gross-up interim payments for all employees in the group automatically.

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.

You can create interim payments using the Interims Workbench. The Interim Payment Workbench allows you to do all of the following:

- Prevent all DBAs from calculating for an interim payment
- Override employee auto deposit instructions
- Override tax and DBA information
- Create advance payments
- Calculate and create gross-up payments
- Enter negative amounts to adjust employee payroll history
- Print checks and automatic deposit advices
- Create automatic deposit information to send to the bank
- Create reports for interim payments

To create an interim payment, you must first set up an interim payroll ID. Each interim payment that you enter must be associated with an interim payroll ID. After you enter interim payments, you can print payments, create automatic deposit files, and create reports using the Interim Payment Workbench; however, you must process those interim payments in a payroll cycle to update history and create journal entries.

You can process interim payments at the same time that you process regular payments, or you can process interim payments separately. If you process interim payments during your regular payroll cycle, the system generates reports, journal entries, and payroll history for the interim payments and the regular payroll payments at the same time. In addition, if you have not printed payments or created bank files using the interim payment workbench, the system prints payments and creates bank files for interim payments and regular payments during the payroll process. The system does not re-create printed payments or bank file information during regular payroll processing if those steps were completed using the Interim Payment Workbench. Alternatively, you can process a separate payroll cycle for interim payments.

Whether you choose to process interim payments separately or with your regular payroll cycle, all interim payments must be processed through a payroll cycle to create journal entries and to update payroll history.

Note

Depending on the number of interim payments you enter, processing interim payments along with your regular payroll might significantly increase the processing time for your payroll cycle.

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 includes the associated pay cycle code, country code, date information, and the number of the bank account from which the interim payments will be paid. The system uses this information to create the interim payments that are associated with the interim ID.

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 the Interim ID through a payroll cycle. Instead, you include the interim payments that you enter through the Interim Payment Workbench with a regular payroll ID.

To do this, you must select the Merge Interims or Interim Only option when processing your regular payroll.

Note

If you are using the Time Entry Interim Generator, you must set up at least one default interim ID. If you do not set up the appropriate default interim IDs, the Time Entry Interim Generator will not function properly. You can set up one default interim ID for each Pay Cycle and Country Code combination that your organization uses. You must also enter a Pay Cycle and Country Code in the Time Entry MBF Processing Options (P050002A) in order to use the Time Entry Interim Generator. The system uses the default interim ID that is associated with the information in those processing options to create interim records using the Time Entry Interim Generator. See *Creating Interims with the Time Entry Interim Generator* in this guide and *Setting Up MBF Processing Options for Time Entry* in the *Workforce Management Foundation Guide* for more information.

When you create the interim ID, you can determine the method that the system uses to derive payment dates for interim payments that are entered using that ID. The system can derive the date using Master Pay Cycle, or the system can override the Master Pay Cycle dates by using an offset date.

Master Pay Cycle Dates

If you use the dates from Master Pay Cycle, the system automatically populates the date information for the interim ID with the dates from the Master Pay Cycle. These dates are then used to create the interim payments that you create using the interim ID. When you use Master Pay Cycle dates, you must ensure that those dates are updated to reflect the correct pay cycle. You can assign current pay cycle dates using the Roll Dates function from the Interim Payment Workbench, or you can allow the system to roll the pay cycle dates forward automatically when you process your regular payroll cycle. You must set up the processing options for the Payroll Cycle Workbench program (P07210) if you want the system to automatically roll the pay cycle dates during payroll processing. See *Processing Options for Payroll Cycle Workbench* for additional information.

Caution

If you specify that the system automatically roll the pay cycle dates for your interim IDs forward, you must consider the following:

- The system rolls dates forward for all interim IDs that have the same pay frequency as the payroll ID that is processed and that have a payment date that is less than or equal to the payment date of the payroll ID. For example, if you are processing a weekly payroll cycle, the system automatically rolls the dates forward for all interim IDs that are set up using a weekly Master Pay Cycle.
- The system changes the dates of all interim IDs that are rolled to match the dates that are used for the payroll ID. The following example illustrates how the dates for interim IDs are changed when using this functionality:
 - A semi-monthly interim ID is currently set up with work dates from 01/01/05 through 01/15/05.
 - The semi-monthly payroll that you are processing is set up to process work dates from 01/16/05 through 01/31/05.

During the final update step of the payroll cycle, the system rolls the dates forward for the payroll ID and for all valid interim IDs, using the dates from

the next Master Pay Cycle record associated with the payroll ID. Therefore, the work dates for the payroll ID and for all interim IDs for which the system rolls dates forward would be 02/01/05 through 02/15/05. Therefore, you should only use this option if you always want pay cycle dates for interim IDs and payroll IDs to match.

- The system attaches the user ID of the person that processes the payroll ID to all interim IDs that are rolled. Therefore, when you search on interim IDs using the Interim Payment Workbench, you must either enter the user ID of the person that processed payroll or leave the User ID field blank to locate interim IDs.
 - The system only rolls interim ID dates during payroll processing if the Interim Only or Merge Interims options are selected for the payroll ID. If you process payroll and do not include interim payments, the system does not roll the dates forward for any interim IDs.
-

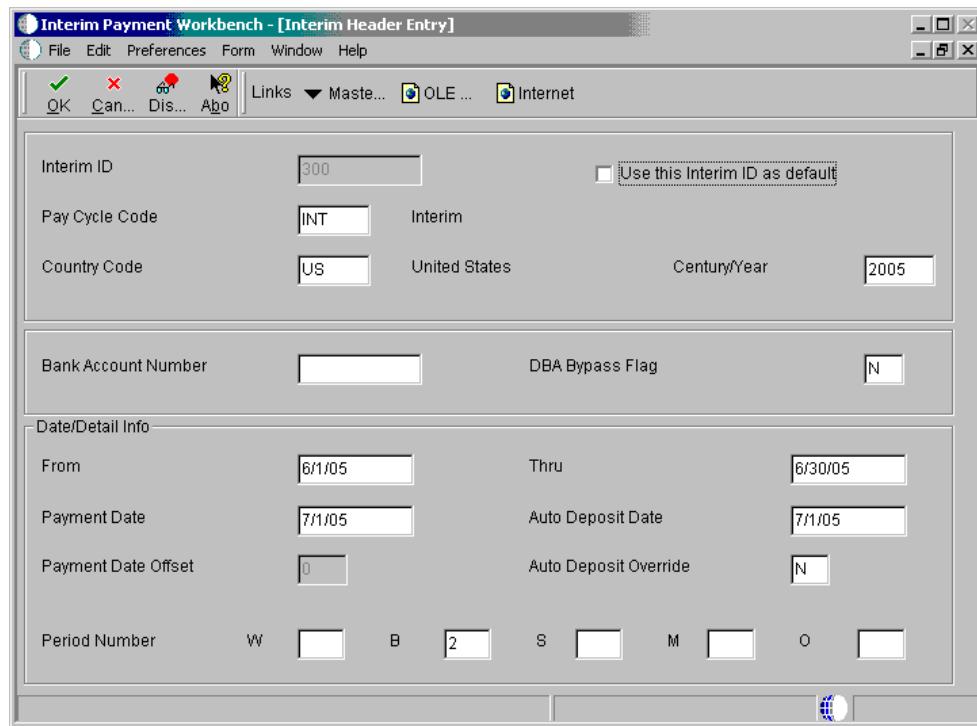
Offset Dates

If you choose to override the Master Pay Cycle dates, you must enter an offset number in the Payment Date Offset field. You can enter a 0 in this field if you want to use the system date. The system adds the number in this field to the system date to determine the payment date. In addition, you must set the company options for Company 0 (zero) to allow the system to derive payment dates using the offset method. If you use the offset method, the Payment Date and Auto Deposit Date fields are disabled. Also, if you use the offset method, it is not necessary to roll dates forward for the interim ID. See *Setting Up Company Options* in the *Workforce Management Foundation Guide* for more information.

► To create an interim payroll ID

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Add.



2. On Interim Header Entry, complete the following fields:
 - Interim ID
 - Pay Cycle Code
 - Country Code
 - Century/Year
 - Bank Account Number
 - DBA Bypass Flag
3. To choose payment dates using the Master Pay Cycles, choose Master Pay Cycle from the Form menu.
4. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.
5. On Interim Header Entry, review the following fields:
 - From
 - Thru
 - Payment Date
 - Auto Deposit Date

6. To derive payment dates using the offset formula, complete the following field:
 - Payment Date Offset

This field is enabled only if you have set the Company Options to use the offset date.
7. To override the automatic deposit instructions for all interim payments associated with the interim ID, complete the following field:
 - Auto Deposit Override
8. If you entered N in the DBA Bypass Flag field, complete one of the following fields, depending on the pay frequency associated with the pay cycle code 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 value in the Pay Cycle Code field. This field can be populated using values from the Master Pay Cycles. If necessary, you can override the value in this field.

9. To mark the ID as a default ID, click the following option:
 - Use this Interim ID as default
10. Click OK.

► **To roll pay period dates forward for an interim ID**

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Find.
2. Choose a record in the detail area and then choose Roll Dates from the Row menu.

Note

To roll the dates forward for multiple interim IDs, hold the shift button down and click all of the interim IDs in the detail area that you want to choose.

3. On Roll Forward Interim ID Dates, complete the following fields to manually change the dates:
 - From
 - Thru
4. To choose dates from the Master Pay Cycle that is associated with the Interim ID, choose Master Pay Cycles from the Form Menu.

5. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.
6. On Roll Forward Interim ID Dates, review the following fields and click OK:
 - From
 - Thru

Processing Options for the Interims Workbench program (P07210I)

Defaults Tab

Use these processing options to specify the default information that is used to create interim payments.

1. Pay Advances PDBA Code

Blank = 9000

Use this processing option to specify the PDBA code that the system uses to create deductions when an advance interim payment is created. The PDBA that you enter must have a Y in the Declining Balance field in order for advances to calculate correctly. If you leave this option blank, the system uses PDBA code 9000

3. Reports Setup Model

Blank = JDE

Use this processing option to specify the default pay type that the system uses when calculating interim payments for gross up calculations. If you leave this option blank, the system uses Pay Type 1

Use this processing option to specify the report model that the system uses when processing interim payments. Using the report model, you can set up reports to print during each step of the interim payment process. If you leave this option blank, the system uses report model JDE

Process Tab

Use these processing options to specify how interim payments are processed and whether the system produces a tax report when the interim payments are processed.

1. Mode

Blank = Interactive

1 = Batch

Use this processing option to determine which method the system uses to calculate interim payments. If you use interactive processing, the system performs all interim payment calculations when you press the OK button during interim payment entry. If you use batch processing, you must complete an additional step to allow the system to perform interim payment calculations for all payments that are included in a specified interim ID. If you enter a large number of interim payments, you might want to use the batch method, as it might shorten processing time. Valid values are:

Blank

Interactive processing

1

Batch processin

2. Print Before/After Tax Report

Blank = Do not print report

Y = Print the report

Use this processing option to determine whether the system prints the Vertex Before/After Tax report for each interim payment, or batch of interim payments, that is processed. Valid values are:

Blank

Do not print the report.

1

Print the report

3. Reset Calculations

Blank = Reset all payments

1 = Reset only payments with no checks printed

Use this processing option to designate how you want the Reset Calculations to work. If you want the Reset Calculations to reset all interim payments regardless if they have been printed or not, leave this option blank. If you want only the interim payments that have not been printed to be reset, enter a 1 in this option. If you choose to only reset payments where no checks have been printed, you can reset the checks first and then perform the Reset Calculations. Valid values are:

Blank

Reset all payments

1

Reset only payments with no checks printed

Versions Tab

Use these processing options to indicate the versions that are used during interim payment processing.

1. Time Entry Version (P050002A)

Blank = ZJDE0001

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

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. You enter a standard interim payment, also known as an off-cycle interim, for payments such as bonuses or terminations that occur outside of the normal payroll cycle. You can also enter interim payments to allow employees to receive flat-amount or calculated advances on their earnings. You can enter interim payments to record manual payments that were given to employees. You can enter interim payments to calculate gross-up amounts for individuals or groups of employees. You can also use interim payments to convert or adjust employee payroll history.

You can enter interim payments using one of the following methods:

- Interactive processing
- Batch processing

When you use interactive processing, the system automatically calculates the interim payments and updates the interim payment workfiles when the payment is entered into the system. Interactive processing allows you to print payments from the Interims Workbench immediately after they are entered into the system.

When you use batch processing, you must enter the interim payments and then run the Interim Calculations program (R07280) to process the interims. You can run a single version of the calculation program to process all interim payments associated with an interim ID or you can run multiple versions of the calculation program at once to process all interim payments associated with an interim ID.

Note

To enter interim payments for calculated advances, you must use interactive processing. Because the system needs to calculate deduction and tax amounts before the net payment amount is determined, calculated advance interims cannot be entered using batch processing.

If you process a large number of interim payments, you might want to use multiple versions of the calculation program to process interim payments. To use the multiple versions functionality, you must create multiple versions of the Interim Calculations program and set up those versions to run during Step I (Interims Multiple Processing) of the reports setup that you are using for interim payments. Each version that you enter in the reports setup should have unique data selection. When you run the calculation programs, each version is launched simultaneously, calculating the interim payments that meet the data selection criteria entered on that version, which can significantly speed up processing time.

Note

J.D. Edwards recommends setting up data selection for multiple interim payment processing by address book number. Be sure that your data selection includes all employees for which you have entered interim payments, and also be sure that your data selection is set so that employees can only be included in one of the versions. For example, you might want to set up a version to process employees 1000 through 250000, another version to process employees 250001 through 500000, and another version to process employees 500001 through 800000. Do not set up one version to process employees 1000 through 500000, and another version to process employees 300000 through 700000.

Also, if you decide to process multiple versions of interim calculation processing, J.D. Edwards recommends creating one version for each processor that your system has. Contact your system administrator to determine whether running multiple versions is an acceptable option for your organization.

For example, if you enter interim payments for employees who work in three different companies, you might want to set up three different versions of the Interim Calculations program. You might set up the data selection for each version to select employees from one of the three companies. After you enter the interim payments, you can process them using the multiple versions functionality, launching all three versions of the Interim Calculations

program simultaneously. Each version would process interim payments for one of the companies. Depending on how your system is set up, each of these versions might be able to run at the same time. Therefore, processing the three smaller jobs might be significantly faster than processing one job to calculate all of the interim payments for all three companies.

After you run the batch processor(s), you can print the interim payments from the Interims Workbench. The processing options for the Interim Payment Workbench determine whether interim payments are created using interactive or batch processing.

Note

If you are processing interim payments using the batch method, you cannot override the information on the Employee Tax Information tab during interim entry. This tab includes the following fields:

- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source
- Residency Status
- Source of SUI Reporting
- DOB
- EIC Status
- Tax Method

In addition, you must use the Tax Overrides option from the Form menu to enter tax override information. The tax override tabs are disabled when you process interim payments using the batch method.

Before You Begin

- Create an interim payroll ID. See [Creating an Interim Payroll ID](#).
- Verify that the processing options for the Interim Payment Workbench are set up correctly.
- Set up a report model that includes all of the reports that you want to generate during the interim process. See [Creating Reports for Interim Payments](#).

Entering a Standard Interim Payment

You can use standard interim payments, also known as off-cycle interims, to create payroll payments outside of the regular payroll cycle. You might need to create termination, bonus, or other payroll payments at a time when it is not convenient to process an entire payroll cycle.

For example, when an employee is terminated between payroll cycles, you might need to create the employee's last payment immediately. If you are using Enterprise Workflow Management, you can automate some of the processes involved in creating a termination payment. If you are not using the termination workflow, you can enter an off-cycle interim

payment for the employee using the Interims Workbench. See *Completing a Termination Using Workflow* in the *Workforce Management Foundation Guide* for more information.

You can enter new timecards, use timecards that are already in the system, or use a combination of both to create the interim payment. You can also override employee automatic deposit instructions, tax information, and DBA calculations on an interim payment.

Caution

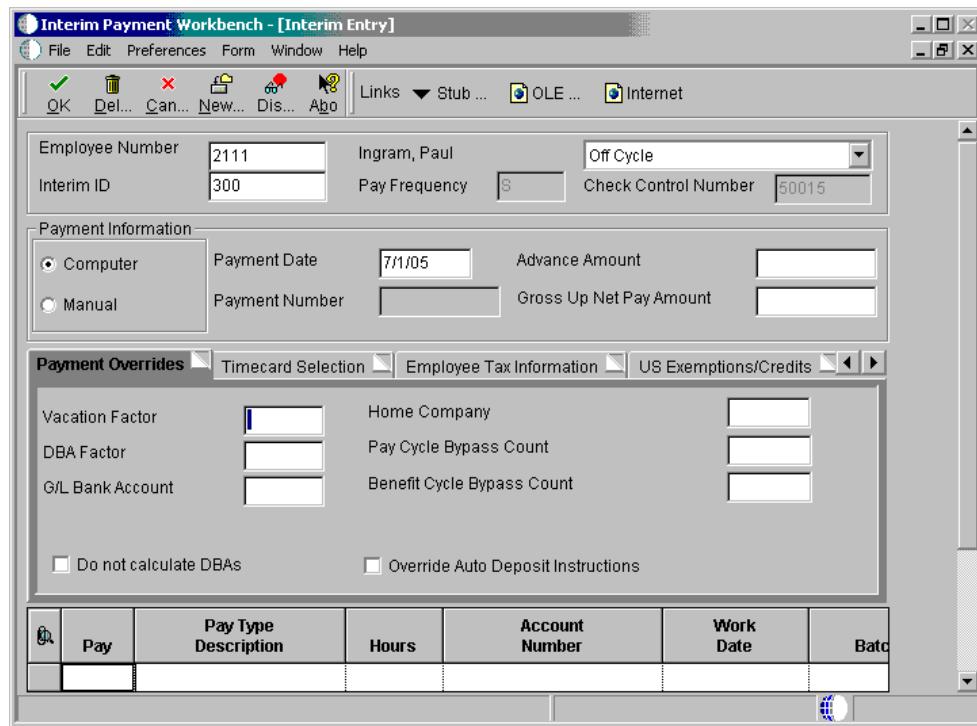
When you enter interim payments using the Interim Entry form, the system overrides the home company on all of the timecards that are associated with that interim payment with the home company from the employee's Employee Master Information table (F060116) record. The Interim Entry process does not use the Company Options setting to determine whether to override the home company.

To override the home company on the timecards that are associated with an interim payment with a value other than the home company in the Employee Master Information table, you must enter the override value in the Home Company field on the Payment Override tab on the Interim Entry form. This value will be used on all of the timecards that are associated with the interim payment.

► To enter a standard interim payment

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

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



3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.
5. Click one of the following options:
 - Computer Payment
 - Manual Payment
6. Complete the following field:
 - Payment Date

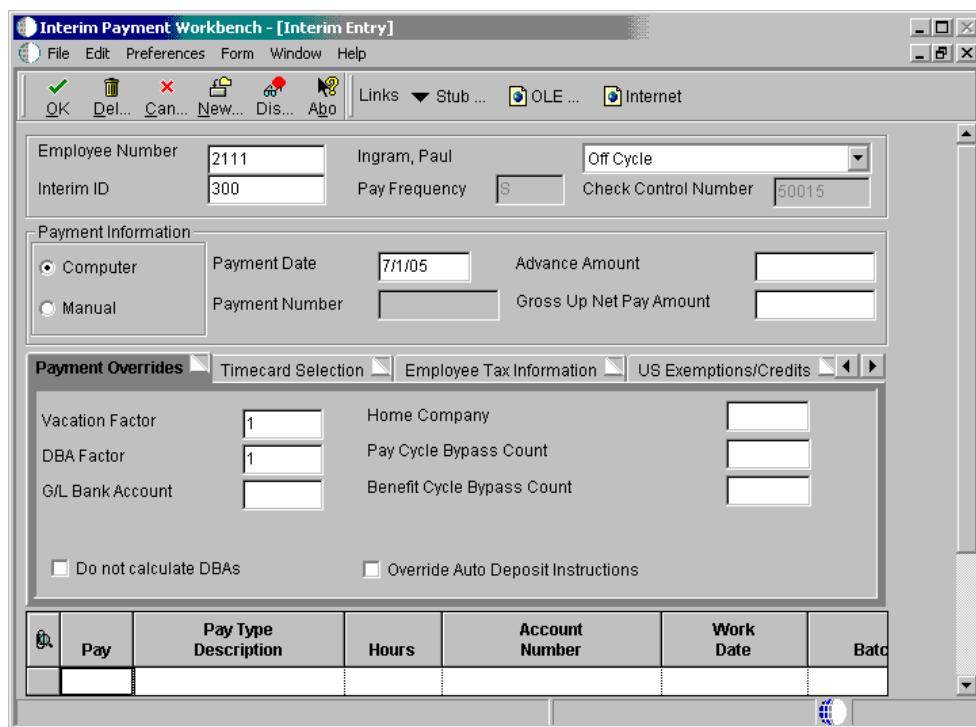
Note

This field is automatically populated with the system date or with the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:
 - Payment Number

8. To override payment information, click on the Payment Overrides tab and complete any of the following fields:

- Tax Factor
- DBA Factor
- G/L Bank Account
- Home Company / Home Business Unit
- Pay Cycle Bypass Count
- Benefit Cycle Bypass Count



9. To prevent all DBAs from calculating for this interim payment, click the following option:
- Do not calculate DBAs
10. To create a check for this interim, regardless of the employee's automatic deposit instructions, click the following option:
- Override Auto Deposit

Note

If you override the automatic deposit instructions at the Interim ID level, this option is disabled.

11. To include existing timecards in the interim payment, click the Timecard Selection tab and complete the following fields:

- From Date
- Thru Date
- Pay Cycle Group Code
- Home Business Unit
- Home Company

Q	Pay	Pay Type Description	Hours	Account Number	Work Date	Batch
1	Regular		8.00	9.8115	6/6/05	

12. To load or unload existing timecards from the grid, click one of the following options:

- Load existing timecards to grid
- Unload existing timecards from grid

13. To override employee tax information for the interim payment, click the Employee Tax Information tab and complete the following fields:

- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source

- Residency Status
- Source of SUI Reporting
- DOB
- EIC Status
- Tax Method
- Federal
- Work
- Resident
- Local

Note

This tab is disabled if you are processing interim payments using the batch method. The method of processing is determined by the processing options for the Work With Interims Workbench (P07210I).

The screenshot shows the 'Interim Payment Workbench - [Interim Entry]' application window. The interface includes a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar with icons for OK, Del., Can..., New..., Dis..., Abo, Links, Stub..., OLE..., and Internet.

Employee Number: 2111, Name: Ingram, Paul, Off Cycle:

Interim ID: 300, Pay Frequency: 8, Check Control Number: 50015

Payment Information:

- Computer: Payment Date: 7/1/05, Advance Amount:
- Manual: Payment Number: , Gross Up Net Pay Amount:

Payment Overrides: Timecard Selection: Employee Tax Information: US Exemptions/Credits:

Employee Tax Information section:

Work Tax Area	Residency Status	DOB
Resident Tax Area	EIC Status	<input type="checkbox"/>
School District Code	Source of SUI Reporting	Tax Method

Filing Status:

Federal	Work	Resident	Local
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Pay Type Description Table:

Q	Pay	Pay Type Description	Hours	Account Number	Work Date	Batch
1	<input checked="" type="checkbox"/>	Regular	8.00	9.8115	6/6/05	

Row:1

14. To override tax exemption and credit information for the interim payment, complete the steps for entering country-specific tax overrides for interim payments, and then complete the remaining steps of this task.

See *Entering Country-Specific Tax Overrides for an Interim Payment* for instructions.

15. To enter new timecard records for the interim payment, complete the time entry grid that appears on the Interim Entry form.

See *Entering Timecards for Employees* in the *Workforce Management Foundation Guide* for more information.

Note

If you do not want to override DBA information, skip to step 20.

16. To override employee DBA information, choose DBA Instructions from the Form menu.

PDBA Code	PDBA Description	DBA Type	Method of Calc	Amount or Rate	O/R Method of Calc	O/R Amount or Rate	Calc Level
1005	Health/Co	B	\$	45.0000			E
1008	Dental/Co	B	\$	8.6400			E
1011	LTD Coverage	B	%	1.2500			E
1016	LTD Coverage	D	\$	4.9000			E
1017	STD Coverage	D	\$	3.6400			E
1030	Dental EE+Fm	D	\$	13.0000			E
3000	Life Ins/Co	B	3	2.0000			E
3002	Life Ins.	D	3	1.0000			E

17. On Review/Revise Employee DBA Override Instructions, choose the DBAs that you want to calculate for this interim payment.

Note

All DBAs that are marked with a check mark will calculate for the interim payment. When you enter this form, all DBAs are marked with a check mark. You can double-click a DBA record to deselect it, or you can deselect all DBAs. Additionally, you can double-click a DBA record to select it.

18. To override DBA methods, amounts or rates, complete the following optional fields in the detail area:

- O/R Method of Calc

- O/R Amount or Rate
19. To override additional information for a DBA, complete any of the remaining optional fields in the detail area and then click OK.
- For additional information about DBA information, see *Entering Employee Instructions* in the *Workforce Management Foundation Guide*.
20. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is required only if you are entering a calculated advance interim payment. Also, this option is enabled only if you are processing interim payments using interactive processing. If you do not want to review the calculations when you enter the interim payment, you do not need to complete this step. You can change information on the Interim Entry form and click the Calculate Interim Details button as many times as you want before you proceed to the next step.

21. On Interim Entry, click OK.
22. To enter additional interim payments, repeat steps 1 through 21.
23. If you are using batch processing to enter interim payments, On Work With Interims Workbench, select the Interim ID in the detail area, choose Process Interims from the Row menu and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.
24. On Process Interims Confirmation, click OK.

Entering Country-Specific Tax Overrides for an Interim Payment

When you enter interim payments, you can override employee tax information so that the interim payment includes the amounts that you want on the payment. You can override tax information on the Interim Entry form, or you can access the employee's current tax exemption and credit information from the Interim Workbench and override that information to calculate the interim payment.

Note

When you override tax information from the Interims Workbench, the employee's permanent tax information does not change. The overridden information is only used for the calculation of the interim payment that you are entering for the employee.

Also, if you are using the batch method to process interim payments, you must enter tax overrides using the Tax Overrides option from the Form menu, because the tax tabs on the Interim Entry form are disabled for batch processing.

To enter tax overrides, you must first complete the initial steps to enter an interim payment.

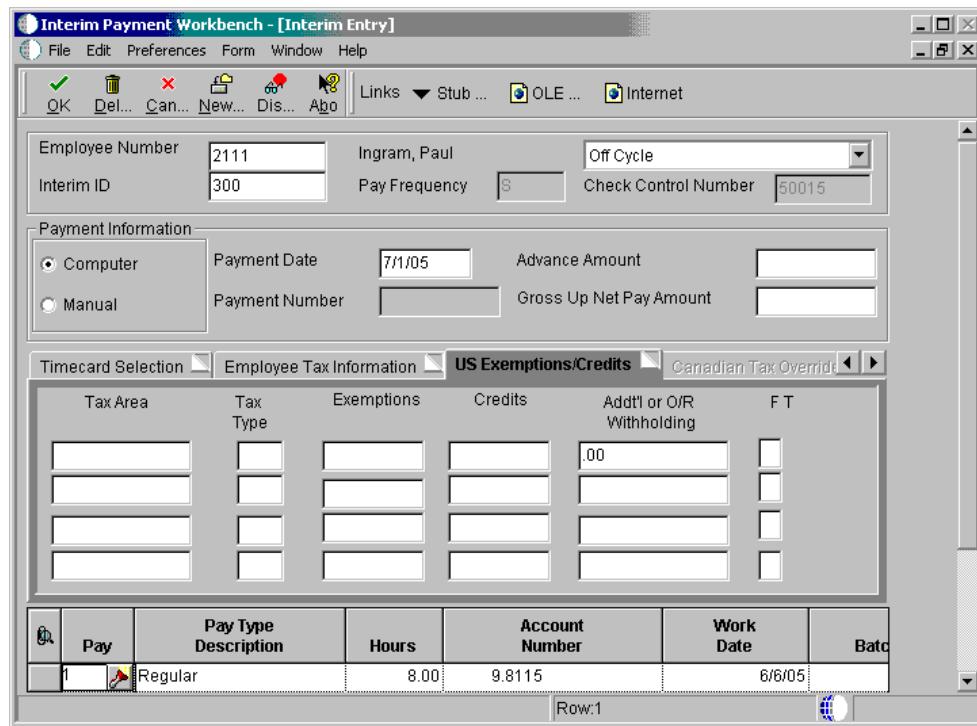
► **To enter country-specific tax overrides for an interim payment**

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area and then choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the interim payment for which you want to enter tax overrides, and then click Select.
4. If you use interactive processing for interim payments, go to step 5. If you use batch processing, go to step 6.
5. To override tax exemption and credit information for an interim payment, on Interim Entry, click the US Exemptions/Credits tab, complete the following fields for each tax area and tax type combination that you want to override, and then click OK:
 - Tax Area
 - Tax Type
 - Exemptions
 - Credits
 - Add'l or O/R Withholding
 - FT

Note

You can enter up to four tax overrides on the US Exemptions/Credits tab. To enter additional tax overrides for the interim payment, proceed to step 6.



6. Choose Tax Overrides from the Form menu.
7. On Work With Tax Overrides, complete the following fields and then click OK:
 - Work Tax Area
 - T T
 - Current Tax Amount
 - Override Type
 - Override Amt or Rate
 - C E
 - Gross Pay
 - Taxable Gross
 - Residence Tax
 - Excess Gross
 - Tax Override
8. On Interim Entry, click OK.

9. If you are using batch processing to enter interim payments, on Work With Interims Workbench, select the Interim ID in the detail area, choose Process Interims from the Row menu and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

10. On Process Interims Confirmation, click OK.

Entering an Interim Payment to Record Manual Calculations

If you have created a payment manually, for example, by typing or writing 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 payroll history is accurate, which ensures that year-end tax information is accurate. You can either enter the tax amounts that you calculated manually and prevent the system from recalculating the taxes, or you can omit the tax information and let the system, using tax withholding information from the Employee Master Information table (F060116), calculate the taxes automatically. You can enter a maximum of eight tax overrides. You can also override the employee's DBA instructions on the interim payment to ensure that payroll history exactly reflects the information that was included on the manual payment.

► To enter an interim payment to record manual calculations

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.
5. Click the following option:
 - Manual Payment

The screenshot shows the 'Interim Payment Workbench - [Interim Entry]' application window. At the top, there's a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with icons for OK, Del., Can..., New..., Dis..., Abo, Links, Stub..., OLE..., and Internet. The main area contains several input fields and dropdowns:

- Employee Number:** 2111
- Name:** Ingram, Paul
- Pay Frequency:** S
- Check Control Number:** 50016
- Off Cycle:** checked
- Payment Information:**
 - Computer:** selected
 - Payment Date:** 7/1/05
 - Advance Amount:** [empty field]
 - Manual:** selected
 - Payment Number:** 115
 - Gross Up Net Pay Amount:** [empty field]
- Payment Overrides:**
 - Vacation Factor:** [empty field]
 - Home Company:** [empty field]
 - DBA Factor:** [empty field]
 - Pay Cycle Bypass Count:** [empty field]
 - G/L Bank Account:** [empty field]
 - Benefit Cycle Bypass Count:** [empty field]
- Processing Options:**
 - Do not calculate DBAs
 - Override Auto Deposit Instructions
- Pay Grid:** A table with columns for Pay, Pay Type Description, Hours, Account Number, Work Date, and Batch. One row is visible with a blank Pay Type Description.

6. Complete the remaining steps for entering a standard interim payment.

See *Entering a Standard Interim Payment* for more information..

Entering Interim Payments for Calculated Advances

You might want to allow employees to receive their regular payroll payment before the payment is regularly created. For example, 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 more than one pay period, you must enter a vacation or taxation factor so that the system accurately calculates the taxes for the advance payment. The system also uses this information to calculate DBA information accurately for the period covered by the payment. In addition, if you enter values in the Pay Cycle Bypass Count and the Benefit Cycle Bypass Count fields, the system will not create payroll payments for the employee during the periods covered by this advance payment.

When you create a calculated advance interim payment, you enter information into the Interim Entry form just as you would for a standard interim payment; however, you must click the Calculate Interim Details button for the system to determine the net amount of the interim payment. When the interim payment is processed, the system creates a record in the employee's DBA instructions using the Advance DBA that you enter in the processing options of the Work With Interims Workbench program. The amount of the Advance DBA is the same as the net amount of the interim payment. No tax or PDBA history other than the Advance DBA is updated for this interim payment. During subsequent payrolls, the amount associated with the Advance DBA is deducted from the employee's pay according to the rules that are set up on the Advance DBA.

Note

You must use the interactive mode to process interim payments to enter calculated advance interims. Because the system must perform calculations to determine what the amount of the payment is before the payment is entered, you cannot enter calculated advance interim payments if you use batch processing.

► **To enter an interim payment for a calculated advance**

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a calculated advance, choose Calculated Advance from the drop-down menu in the Interim Payment Code field.
5. Complete the remaining steps for entering a standard interim payment.

See *Entering a Standard Interim Payment* for more information.

See Also

- Setting Up an Advance Deduction* in the *Workforce Management Foundation Guide*

Entering Interim Payments for Flat-Amount Advances

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 from the advance payment. With the default process, the system deducts the entire advance in one lump sum from the net amount of the employee's next payment. If the employee does not have enough earnings to cover the deduction, the system will try to collect any remaining balance during future payrolls. If you do not want to recover the full amount of the advance at once, you can change the amount that the system deducts per pay period using the employee's DBA instructions.

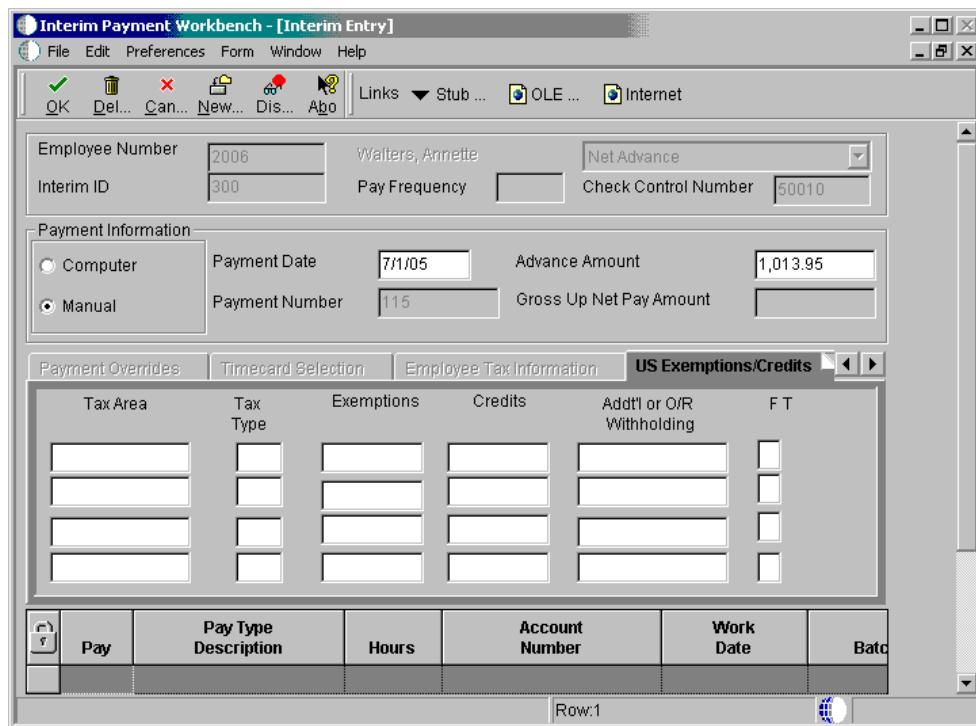
Note

You can change the way that the advance is recovered from the employee by changing the way that the Advance DBA is set up. See *Setting Up an Advance Deduction* in the *Workforce Management Foundation Guide* for more information.

► **To enter an interim payment for a flat-amount advance**

From the Payroll Workbench menu (G07BUP11), choose *Interim Payment Workbench*.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a net advance interim payment, choose Net Advance from the drop-down menu in the Interim Payment Code field.



5. Click one of the following options:
 - Computer Payment
 - Manual Payment

6. Complete the following fields:
 - Payment Date
 - Advance Amount

Note

The default value in the Payment Date field is either the system date or the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:
 - Payment Number
 8. To calculate and view the interim payment, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.
-

Note

This step is not required if you do not want to review the calculations when you enter the interim payment.

9. On Interim Entry, click OK.
10. To enter additional flat-amount advances, complete steps 1 through 9.
11. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.
12. On Process Interims Confirmation, click OK.

Entering Interim Payments to Adjust Historical Information

You enter an interim payment to adjust historical information 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 remainder of the payment in an automatic deposit. If the check is lost, but the automatic deposit occurs as usual, you can use the adjustment feature to manually void the part of the payment that was lost without affecting the automatic deposit. To create the manual void, you enter an adjustment interim payment for negative 500 USD. To issue a replacement check, you create a standard interim payment.

When you create an adjustment interim payment, the system automatically specifies that the interim is a manual interim. Therefore, the system does not automatically create a printed payment for adjustments.

► To enter an interim payment to adjust historical information

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

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

3. On Interim Entry, complete the following field:
 - Employee Number

4. To create an interim payment to adjust historical information, choose Adjustment from the drop-down menu in the Interim Payment Code field.

The screenshot shows the 'Interim Payment Workbench - [Interim Entry]' application window. The interface includes a toolbar with icons for OK, Delete, Cancel, New, Dis..., and Abort, along with links for Stub..., OLE..., and Internet. The main area contains several input fields and dropdown menus:

- Employee Number:** 2111, **Ingram, Paul**
- Interim ID:** 300, **Pay Frequency:** S, **Check Control Number:** 50018
- Payment Information:** Computer, **Payment Date:** 7/1/05, **Advance Amount:** [empty]
- Manual, **Payment Number:** 9991, **Gross Up Net Pay Amount:** [empty]
- Payment Overrides:** [button], **Timecard Selection:** [button], **Employee Tax Information:** [button], **US Exemptions/Credits:** [button]
- Defaults:**
 - Work Tax Area:** [empty], **Resident Tax Area:** [empty], **School District Code:** [empty]
 - Work Tax Area Source:** [empty], **Residency Status:** [empty], **Source of SUI Reporting:** [empty]
 - DOB:** [empty], **EIC Status:** [empty], **Tax Method:** [empty]
- Filing Status:**
 - Federal:** [empty], **Work:** [empty], **Resident:** [empty], **Local:** [empty]

A table at the bottom lists payment details:

	Pay	Pay Type Description	Hours	Account Number	Work Date	Batch
	1	Regular	40.00-	9.8192	7/1/05	[checkbox]

Row:1

5. Verify that the following option is selected:
 - Manual

6. Complete the remaining steps for entering a standard interim payment.

See *Entering a Standard Interim Payment* for more information.

Entering Interims for Gross-Up Payments

You can enter a desired net amount and allow the system to calculate taxes and deductions and determine what the gross amount of the payment needs to be. This calculation is called a gross-up. You might want to create gross-up interim payments if you want your employees to receive payments for a specified net amount. For example, if you want employees to receive interim payments for 100 USD after taxes and deductions are withheld, you would enter these payments as gross-up interims. The system calculates for each employee what the gross amount must be to ensure that, after taxes and deductions are withheld, the employees receive payments for 100 USD.

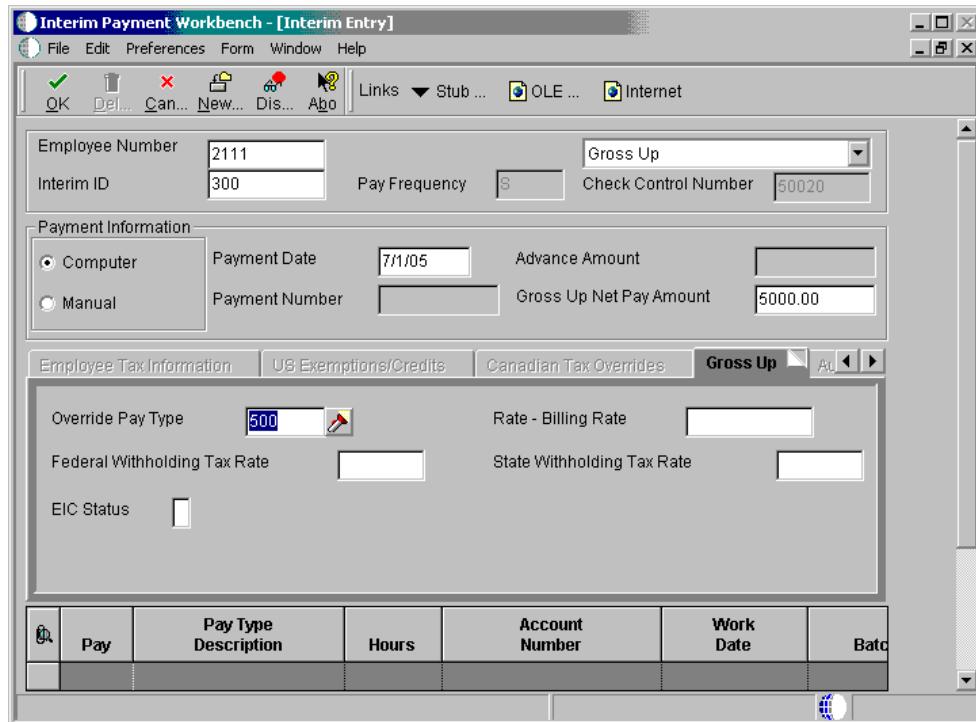
You can enter individual gross-up payments, or the system can automatically create similar gross-up payments for a selected group of employees. For example, if you wanted to give every employee in a specified department a 100 USD bonus for meeting a departmental goal, you could use the group gross-up feature. To create a group of gross up payments, you must

first create an employee group. Also, all of the employees in the group must receive the same net pay amount. See *Working with Employee Groups* for more information.

► To enter individual gross-up payments

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create an individual gross up interim payment, choose Gross Up from the drop-down menu in the Interim Payment Code field.



5. Click one of the following options:
 - Computer Payment
 - Manual Payment

6. Complete the following fields:
 - Gross Up Net Pay Amount

- Payment Date
-

Note

The default value in the Payment Date field is either the system date or the date that the system calculates according to the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:

- Payment Number

8. On the Gross Up tab, complete the following fields:

- Gross Up Pay Type
-

Note

If you leave this field blank, the system uses the pay type that is in the processing options for the Interims Workbench to calculate gross-up information. If that processing option is also left blank, the system uses pay type 1.

In addition, the remaining tabs on the Interim Entry form are disabled during the entry of a gross-up interim payment.

- Federal Withholding Tax Rate
- State Withholding Tax Rate

9. On the Payment Overrides tab, complete the following optional field:

- G/L Bank Account

10. To prevent all DBAs from calculating for this interim payment, click the following option:

- Do not calculate DBAs

11. To create a check for this interim regardless of the employee's automatic deposit instructions, click the following option:

- Override Auto Deposit

12. To override additional information for a DBA, complete any of the remaining optional fields in the detail area. For additional information about DBA information, see *Entering Employee Instructions* in the *Workforce Management Foundation Guide*.

13. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is not required if you do not want to review the calculations when you enter the interim payment.

14. On Interim Entry, click OK.
15. To enter additional interim payments, complete steps 1 through 14.
16. If you are using batch processing to enter interim payments, select the Interim ID in the detail area on Work With Interims Workbench, choose Process Interims from the Row menu, and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.
17. On Process Interims Confirmation, click OK.

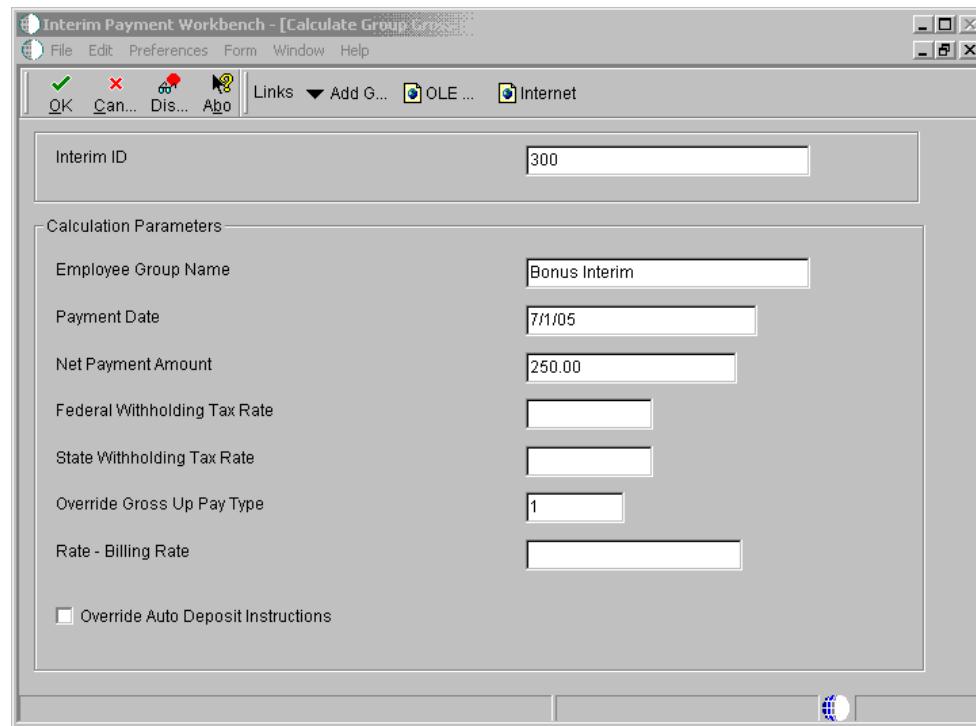
► **To create a group of gross up payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Group Gross Up from the Row menu.
3. On Calculate Group Gross Up, choose Add Group from the Form menu to create an employee group.

Complete the steps for creating an employee group. See *Creating Employee Groups* for more information.

4. On Calculate Group Gross Up, complete the following fields:
 - Employee Group Name
 - Payment Date
 - Net Payment Amount
 - Federal Withholding Tax Rate
 - State Withholding Tax Rate
 - Override Gross Up Pay Type



5. To create printed payments for the gross-up payments, regardless of whether any of the employees that are included in the employee group have automatic deposit instructions, click the following option:
 - Override Auto Deposit Instructions
6. Click OK.

Note

Regardless of whether you use batch or interactive processing for interim payments, when you click OK, the system automatically creates interim gross-up payments for the employee group.

Creating Interims with the Time Entry Interim Generator

You can use the Time Entry Interim Generator functionality to associate all timecards entered into the system with a default interim payroll ID. Organizations that process large numbers of timecards and create payments multiple times during a single pay period might use this functionality on an ongoing basis. Other organizations might use this functionality periodically to streamline the creation of special interim payments. When you enter timecards using the Time Entry Interim Generator, the system generates interim header records for each timecard. After you enter the timecards, you must process the interim header records using the Interim Payment Workbench to create the actual interim payments.

When you use the Time Entry Interim Generator, the default interim ID that will be assigned to the timecards is displayed on the time entry form that you use to enter timecards. This interim ID will be used for each timecard that is entered unless it is overridden on the individual timecard.

Note

You can also create interim payments for timecards that are entered while the Time Entry Interim Generator functionality is disabled. To do so, you must first activate the Time Entry Interim Generator functionality. Then, using the Speed Time Entry Revisions form, you can assign the default Interim ID to all of the timecards that appear on the form by clicking the Assign Timecards Default Interims button. See *Entering Timecards for Employees Using Speed Time Entry* in the *Workforce Management Foundation Guide* for more information.

The following example illustrates how an organization might use this functionality on an ongoing basis:

Company A receives over 100,000 timecards during each weekly pay period. These timecards are received on a continuous basis throughout the period, and are entered into the system as they are received. Many of the employees in this organization do not work during all of the days in the pay period. The company chooses to print payments several times during the pay period. By doing this, the processing time associated with printing payments at the end of the pay period is dramatically decreased.

To process payments in this way, you use the Time Entry Interim Generator functionality on a continuous basis. All timecards that are entered into the system generate interim payment records that are associated with a default interim payroll ID. Using the Interim Payment Workbench, you can process payments for this interim payroll ID several times during the period, and then process a complete payroll at the end of the period.

The following example illustrates how an organization might use this functionality on a periodic basis:

Company B wants to give each of its 2,000 employees a merit bonus at the annual company party. The amount of the bonus is different for each employee. To generate these bonus payments as separate payments from the regular payroll payments, interim payments must be generated for the bonuses. Due to the large number of employees, it might be easier for the payroll clerk to enter bonus information using the Speed Time Entry program (P051121) rather than to enter individual interim payments for each employee.

To create interim bonus payments using the Speed Time Entry program, you can activate the Time Entry Interim Generator functionality for a certain period of time. The system automatically creates interim payment records for each timecard that is entered during that period. These timecards are associated with a default interim payroll ID. You can then process the interim payroll ID to process the interim payments. After all bonus timecards are entered into the system, you can turn off this functionality and enter timecards without generating interim payment records.

To use the Time Entry Interim Generator functionality, you must first set up the processing options for the Time Entry MBF (P050002A). After you set those processing options, you must specify the version of the Time Entry Master Business Function that you want to use in the processing options for the time entry programs that you use. Using the information in the

processing options of the Time Entry Master Business Function, the system determines which default interim ID to use to create interim payments during time entry. When the Time Entry Interim Generator is functioning correctly, the default interim payroll ID appears on the time entry forms.

You can also generate interim payments when you upload timecards using the batch timecard process. To do so, you must set up a version of the Time Entry Master Business Function (P050002A) that enables the Time Entry Interim Generator functionality. Then you must enter that version in the processing options for the Time Entry Batch Processing program (R05116Z1I). After you upload the timecards, you can review them to verify that they are attached to the correct interim ID.

Note

The Time Entry Interim Generator program can only be used to create standard computer interim payments. To create advance, gross-up, or manual interim payments, you must use the Interim Payment Workbench.

Also, whether you are using batch processing or interactive processing for interim payments, you must use the Interim Payment Workbench to process interims that are created using the Time Entry Interim Generator. The processing method for interim payments is defined by the processing option settings for the Interim Payment Workbench.

Caution

If you use the Time Entry Interim Generator to create multiple payments for employees during a single pay period, verify that company options and DBA setup information is set up correctly to ensure that DBA limits and arrearages are calculated correctly. See *Setting Up Company Options and Setting up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide* for additional information.

Before You Begin

- Set up a default interim payroll ID. See *Creating an Interim Payroll ID*.
- Set the Time Entry MBF Processing Options (P050002A) to allow time entry to generate interim payments.

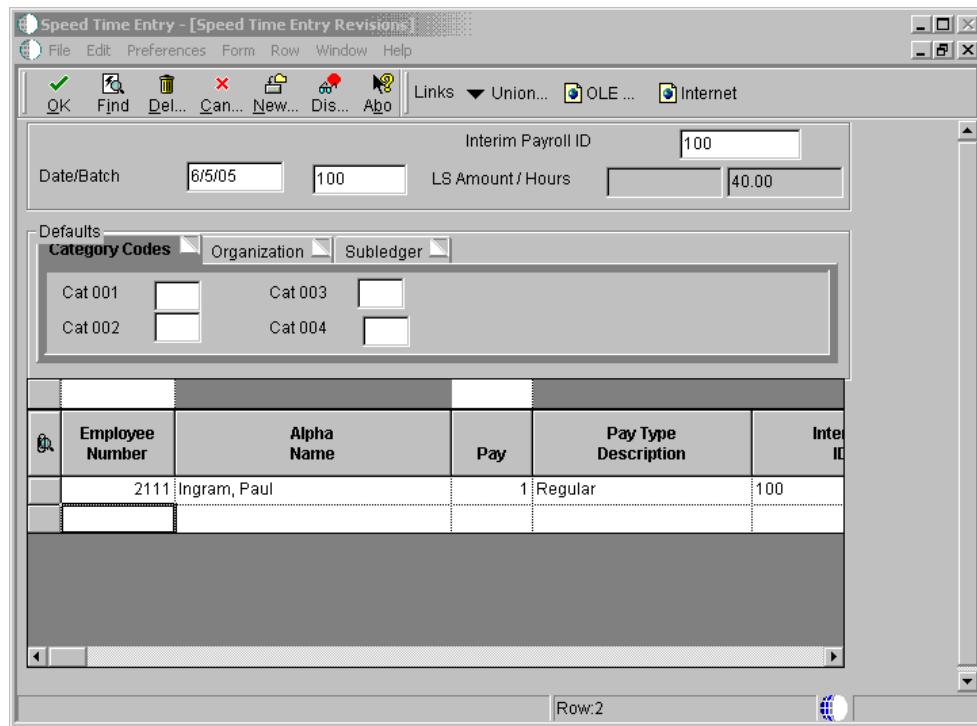
► To create interims with the Time Entry Interim Generator

From the Time Entry menu (G05BT1), choose the time entry program that you use to enter timecards.

Alternatively, from the Payroll Workbench menu (G07BUSH11), choose Interim Payment Workbench, select the Interim ID that you want to use and then choose Interim Generator. When you use this navigation, you access the Time Entry by Individual form.

1. On the time entry form that you are using, verify that the correct Interim ID is displayed in the following field:

- Interim ID



2. Complete the steps to enter timecard records.

See *Entering Timecards for Employees* in the *Workforce Management Foundation Guide* for more information.

3. From the Payroll Workbench menu (G07BUSB11), choose Interim Payment Workbench.
4. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
5. Choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.
6. On Process Interims Confirmation, click OK.

See Also

- Working with Employee Timecards* in the *Workforce Management Foundation Guide*
- Working with Time Entry Batch Processing* in the *Workforce Management Foundation Guide*
- Setting Up MBF Processing Options for Time Entry* in the *Workforce Management Foundation Guide* for information about setting up processing options for time entry programs

Reviewing and Revising Interim Payments

You can review interim payments before you create payments and reports, and before you process them in a payroll cycle. If you find an error in an interim payment before you process the payment in a payroll cycle, you can correct the information. After you correct and process the interim payment, the system recalculates the gross amount, taxes, and DBAs. You can make unlimited changes to the interim payment until you process it through a payroll cycle. If you find mistakes on the interim payment after you process it through a payroll cycle, you can void it and then enter a new interim payment with the correct information.

You can review individual interim payments or you can review all interims that are associated with a specified interim payment ID.

Note

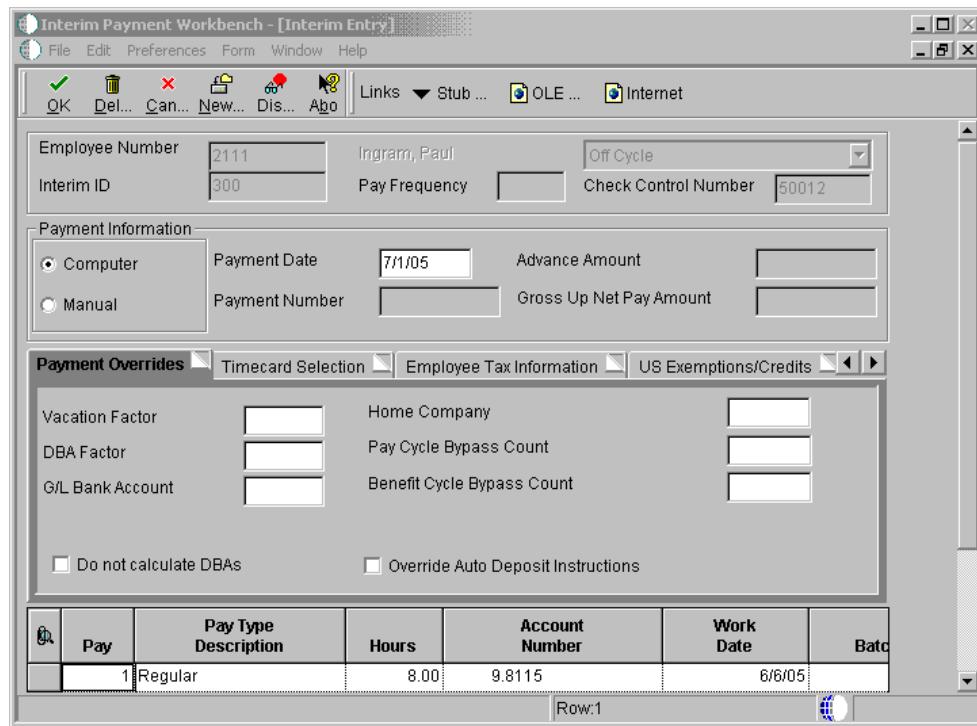
You cannot change the type of interim payment after you have entered the payment into the system. If an interim payment was entered using the wrong payment type, you must delete the interim and then enter another interim with the correct payment type.

► To review and revise interim payments

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, review information for all of the interim payments associated with the selected interim ID.
4. To review a single interim payment, choose the payment that you want to review in the detail area, and then choose Interim Entry from the Row menu.
5. On Interim Entry, review, revise, or delete any of the information for the interim payment.

See *Entering a Standard Interim Payment* for additional information about the fields, tabs, and menu exits on the Interim Entry form.



6. Click OK To accept any revisions that you make to the interim payment.,.
7. On Work With Interim Payments, click Close.
8. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.
9. On Process Interims Confirmation, click OK.

Printing Interim Payments

You typically print interim payments when you process those payments in a payroll cycle. However, in some cases, you might need to issue an interim check to one or more employees, or generate their automatic deposit advice and bank information, before you are ready to process the interims in a payroll cycle. In these cases, you can create checks, advices, and automatic deposit information for the bank using the Interim Payment Workbench, and then process the interims in a payroll cycle at a later date. You can create payments for all of the interim checks associated with an interim ID, or you can create payments for selected interims only.

For example, if an employee's regular payroll payment is incorrect, you can void the payment and create an interim payment for the employee with the correct information. To reduce the inconvenience to the employee, you might choose to print an interim check immediately, instead of when you process the payroll cycle that includes interim payments. If the employee typically receives payroll payments via automatic deposit, you can use the Interim Payment

Workbench to print the advice slip and create the automatic deposit information to send to the bank.

When you process a full payroll cycle that includes these interim payments, the system does not create the payments again, either for printed payments or for automatic deposit information.

If an incident such as a printer failure prevents one or more interim payments from printing, or if you determine that the information on a printed payment is incorrect, you can reset the print status for a payment and then reprint it.

Before you can print payments from the Interim Payment Workbench, you must set up payment information. This information is used to identify which versions of the payment programs the system uses to create interim payments.

Note

If you print interim payments using the Interim Payment Workbench, the system uses the dates that are attached to the interim payment when it updates employee history. When you print interim payments during the regular payroll cycle, the system uses the dates associated with the payroll process to update employee history.

If you create manual interim payments, which are not printed during the payroll process or when you use the Interim Payment Workbench, the system updates employee history using the dates associated with the interim payment.

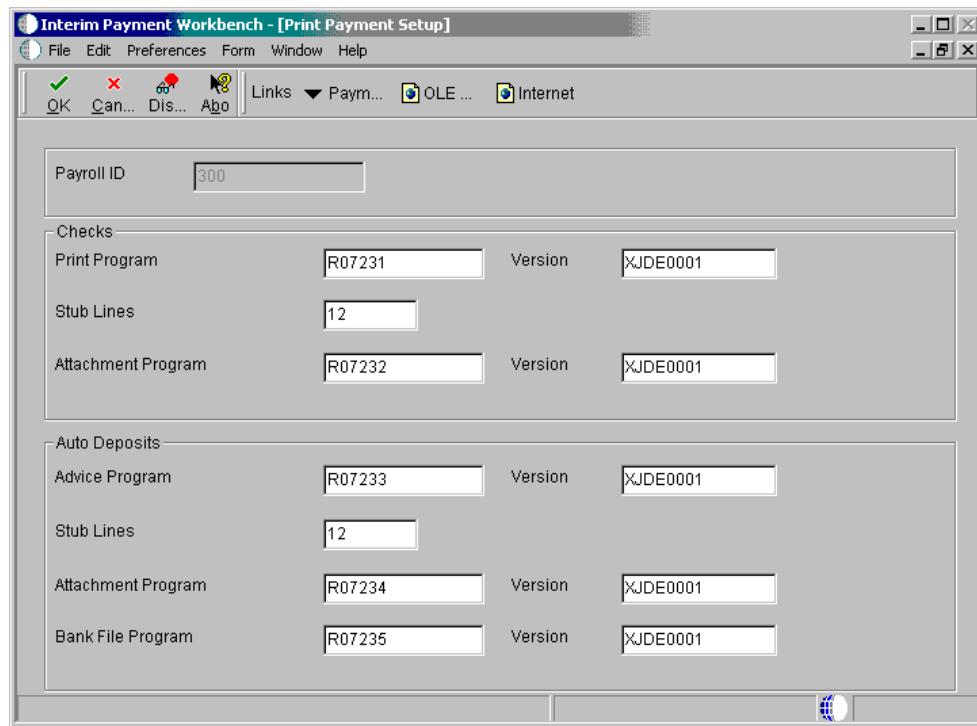
Before You Begin

- Enter the interim payments. See [Entering Interim Payments](#).
- Set up a report model for interim payments if you want to produce reports during the printing process. See [Creating Reports for Interim Payments](#).

► To set up payment information

From the Payroll Workbench menu (G07BUSB11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Select the interim ID for which you want to set up payment information, choose Print from the Row menu, and then choose Setup Payments.
3. On Print Payment Setup, complete the following fields in the Checks area of the form:
 - Print Program
 - Version
 - Stub Lines

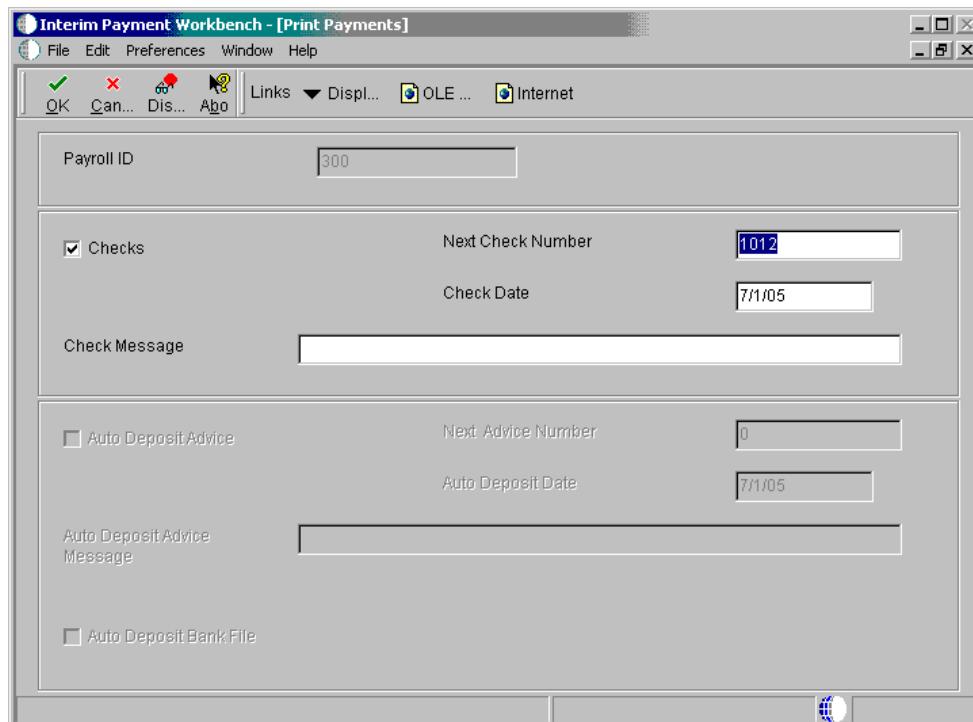


4. Complete the following optional fields for checks:
 - Attachment Program
 - Version
5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:
 - Advice Program
 - Version
 - Stub Lines
 - Bank File Program
 - Version
6. Complete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

► **To print interim payments by Interim ID**

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Select the Interim ID that includes the payments that you want to print, choose Print from the Row menu, and then choose Print All.
3. On Print Payments, to print paychecks, click the following option:
 - Checks



4. Complete the following fields:
 - Next Check Number
 - Check Message
 - Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

5. To print auto deposit advices, click the following option:
 - Auto Deposit Advice
6. Complete the following fields:

- Next Advice Number
- Auto Deposit Advice Message
- Auto Deposit Date

Note

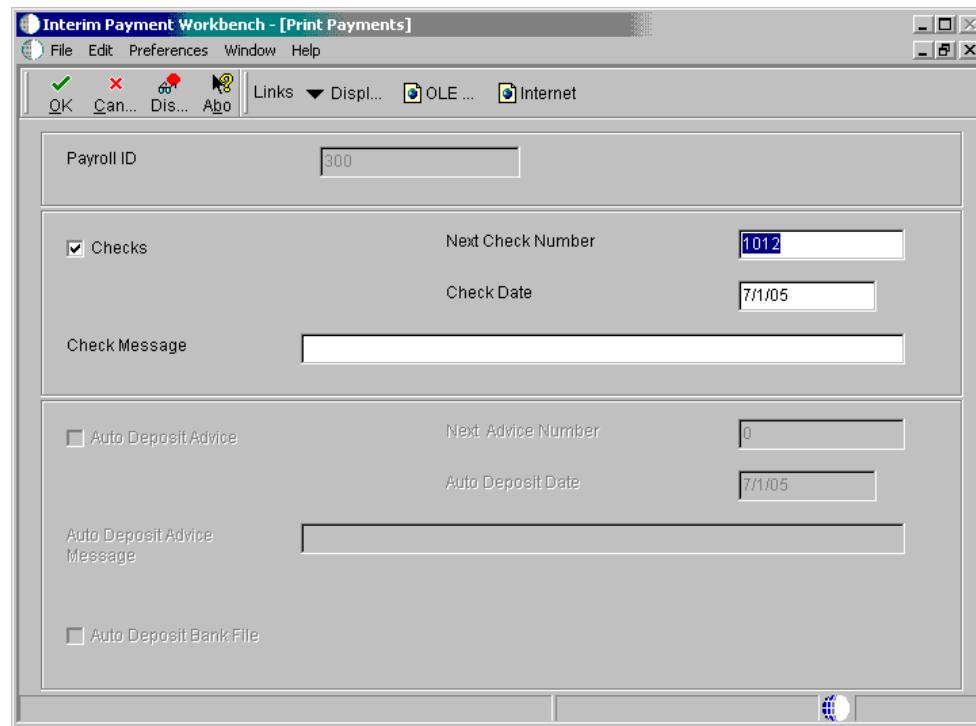
The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To create the auto deposit bank file, click the following option:
 - Auto Deposit Bank File
8. Click OK.
9. On Print Payment Confirmation, click OK.

► To print selected interim payments

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payment that you want to print and choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the interim payment that you want to print and choose Print Payment from the Row menu.
4. On Print Selected Interim Payments, click OK.
5. On Print Payments, click the following option to print a check:
 - Checks



6. Complete the following fields:

- Next Check Number
- Check Message
- Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To print an auto deposit advice, click the following option:

- Auto Deposit Advice

8. Complete the following fields:

- Next Advice Number
- Auto Deposit Advice Message
- Auto Deposit Date

Note

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

9. To create the auto deposit bank file, click the following option:

- Auto Deposit Bank File

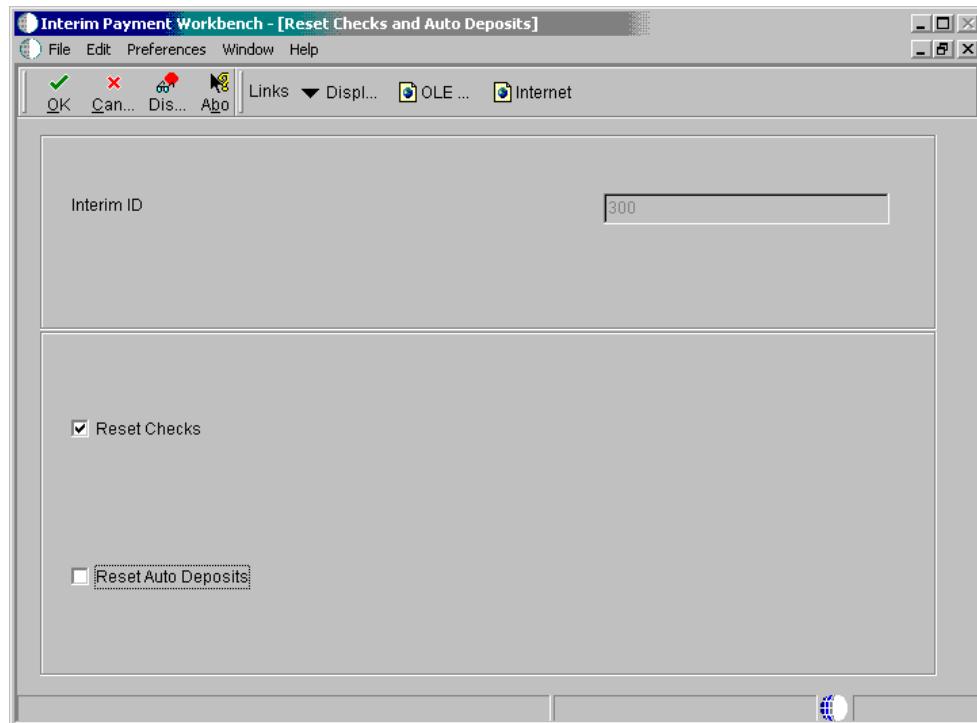
10. Click OK.

11. On Print Payment Confirmation, click OK.

► To reset the print status for interim payments by interim ID

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payments that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.



3. On Reset Checks and Auto Deposits, click any of the following options and then click OK:

- Reset Checks

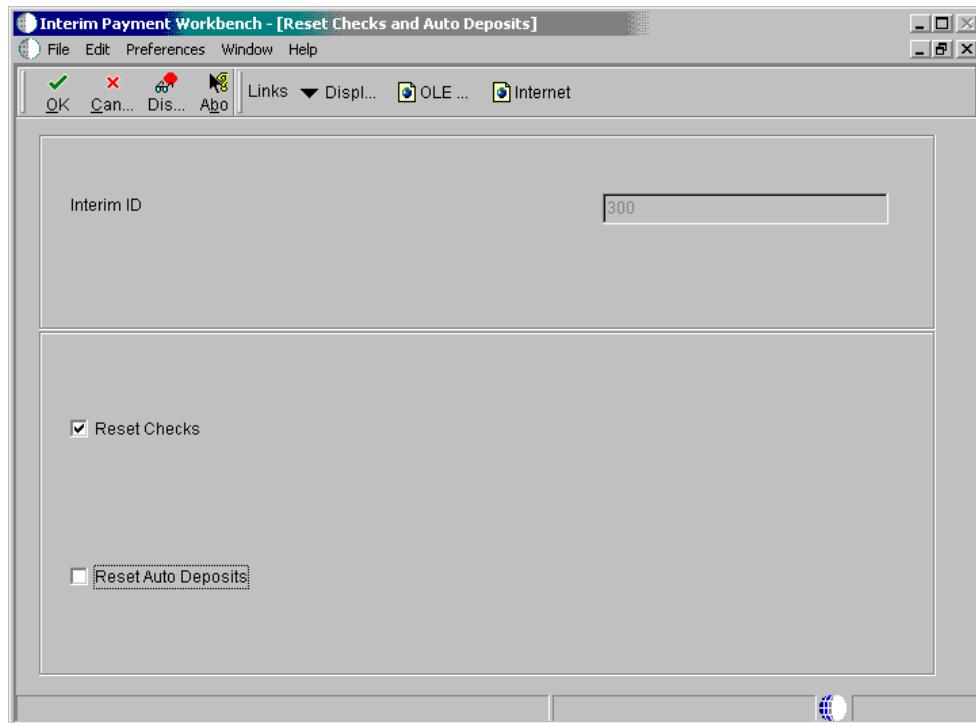
- Reset Auto Deposits

4. On Reset Interim Checks/Auto Deposits Confirmation, click OK.

► To reset the print status for selected interim payments

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payment that you want to reset, and choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the interim payment that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.



4. On Reset Checks and Auto Deposits, click one of the following options, and then click OK:
 - Reset Checks
 - Reset Auto Deposits
5. On Reset Checks and Auto Deposits Confirmation, click OK.

Resetting and Reassigning Interim Payments

After you enter interim payments, you might find that the information on the interim payments is incorrect. If you do not want to delete and re-enter the interim payments, you can reset the calculations associated with the payments instead. After you reset the calculations for the payments, you can revise the incorrect information and then recalculate the payments. You can reset all interim payments associated with a specified interim ID or you can reset the calculations for a specified payment individually. When you reset the calculations associated with an interim payment, you delete from the system all of the calculated amounts, such as taxes and DBAs, that are associated with that interim. Therefore, after you reset an interim ID and correct the information for the associated payments, you must recalculate the payments to restore all calculated values in the system.

You can also reset interim header records. When you do this, the system deletes the interim payment header information, but keeps the timecards that are associated with the interim payments. You might use this option if you have created interim payments using the Time Entry Interim Generator, but then decide that you do not want to process those timecards as interim payments. By resetting the interim header records, you delete the interim payments but keep the timecard records intact. Those timecards can then be processed within a regular payroll cycle.

In addition, you can reassign interim payments from one interim ID to another. You might do this if you want to print all interim payments that are currently in the system, but you only want to complete the steps for printing payments once. In this scenario, you can reassign interim payments from several interim IDs to one interim ID. After you have reassigned all interim payments to one interim ID, you can complete the steps to print payments using that ID.

Note

When you reset calculations for interim payments, you can choose to reset all payments associated with an interim ID, or you can choose to reset only those payments that have not been printed already. The system uses the processing options for the Work With Interim Workbench program (P07210I) to determine whether to reset printed payments.

You would typically reset interim header records and reassign interim payments to another interim ID using the Interim Payment Workbench. However, if you are creating interim payments using the Time Entry Interim Generator, you might want to select the interim payments to reset or reassign (or both) using data selection other than interim ID. To do this, you can process these reset and reassign options by running the Reset Interim Payment Header Records program (R07350I). You can access this program by choosing Reset/Reassign Payment Headers from the Advanced and Technical operations menu (G07BUP3).

Note

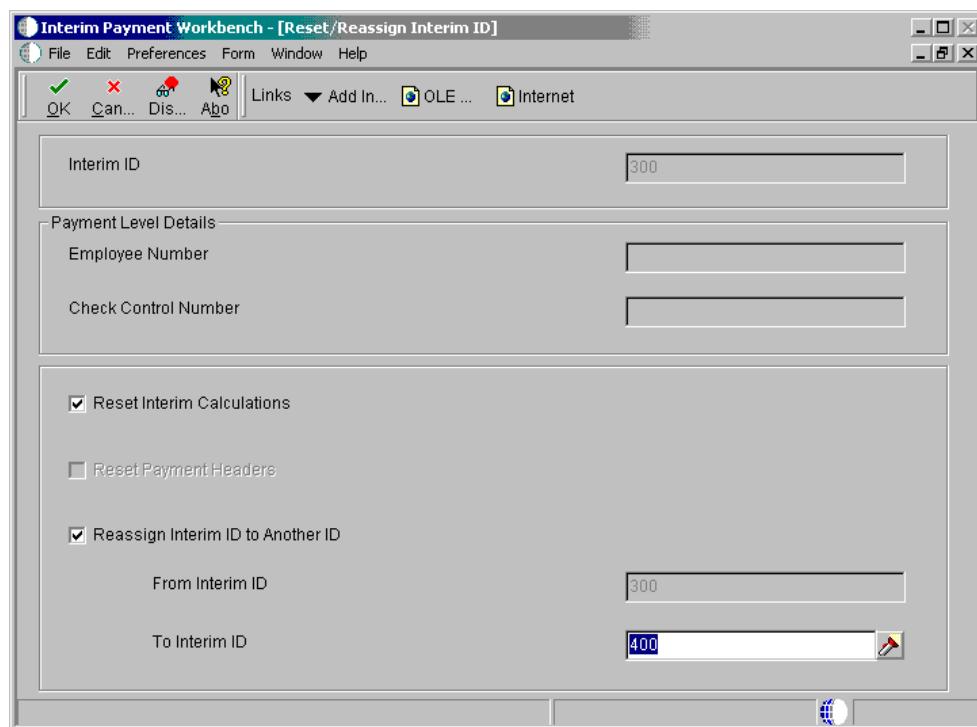
You can only reassign interim payments to a different interim ID or reset interim header records for unprocessed interim payments. Therefore, if you enter interim payments using the interactive method, or if you have already selected the Process option from the Work With Interims Workbench menu, you must reset the calculations of the interim payments before you can reassign them to a different interim ID or reset the interim header records.

After you reassign interim payments to an interim ID, you must reprocess those payments to restore the payment calculations in the system.

► To reset or reassign interim payments by interim ID

From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Find.
2. Choose the interim ID that you want to reset or reassign, choose Reset Functions from the Row menu, and then choose Reset/Reassign ID.



3. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:
 - Reset Interim Calculations

Note

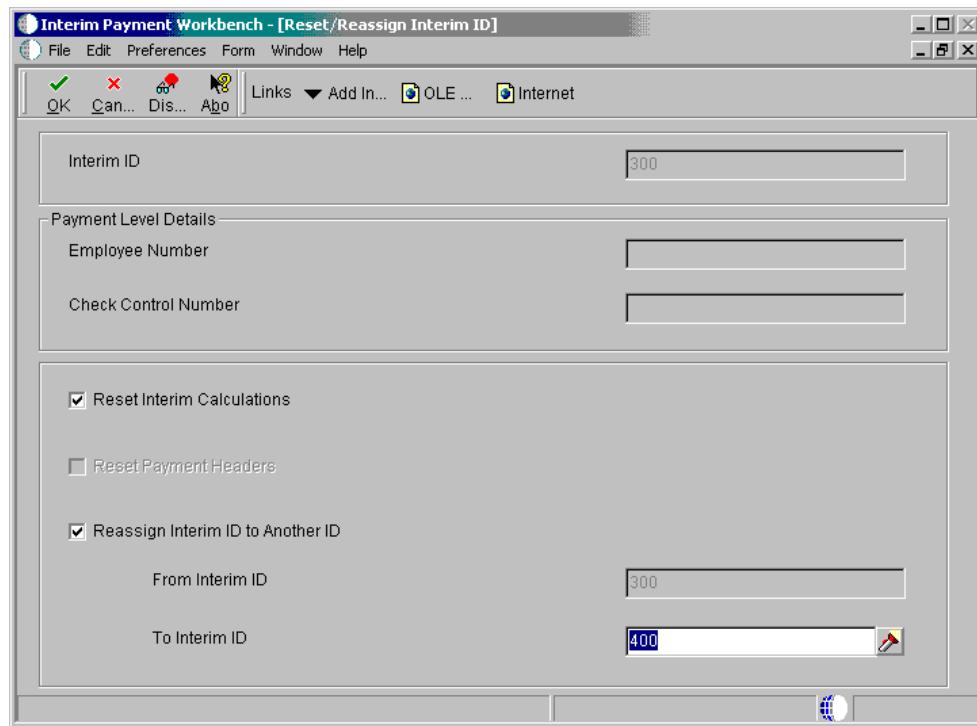
You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the calculations for the interims, or if the interims have not yet been processed, you do not need to choose the Reset Interim Calculations option.

4. To reset interim header records, click the following option:
 - Reset Payment Headers
 5. To reassign interim payments to another interim ID, click the following option:
 - Reassign Interim ID to Another ID
 6. If you have selected the Reassign Interim ID to Another ID option, complete the following field:
 - To Interim ID
 7. Click OK.
 8. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.
 9. Make any necessary revisions to the interim payments, employee information, or system information.
- See *Reviewing and Revising Interim Payments* for instructions.
10. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu, and then choose Process Single.
If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple. See *Entering Interim Payments* for more information about running multiple versions.
 11. On Process Interims Confirmation, click OK.

► **To reset or reassign selected interim payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Find.
2. Choose the interim ID that contains the payments that you want to reset, and then choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the payments that you want to reset in the detail area, choose Reset Functions from the Row menu, and then choose Reset/Reassign.



4. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:
 - Reset Interim Calculations

Note

You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the calculations for the interims, or if the interims have not yet been processed, you do not need to choose the Reset Interim Calculations option.

5. To reset interim header records, click the following option:
 - Reset Payment Headers
6. To reassign interim payments to another interim ID, click the following option:
 - Reassign Interim ID to Another ID
7. If you have selected the Reassign Interim ID to Another ID option, complete the following field:
 - To Interim ID
8. Click OK.

9. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.
10. Make any necessary revisions to the interim payments, employee information, or system information.

See *Reviewing and Revising Interim Payments* for more information.

11. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple. See *Entering Interim Payments* for more information about running multiple versions.

12. On Process Interims Confirmation, click OK.

Creating Reports for Interim Payments

Using the Interim Payment Workbench, you can create reports for all interim payments that are included in a specified interim ID. You might want to create reports to verify that the information included in the interim payments is correct before you process them through a payroll cycle.

You can generate reports using the Interim Payment Workbench in three different ways. If you are creating interim payments using batch processing, you can set up reports to print when you choose Process from the Work With Interims Workbench. You can also set up reports to print when you print interim payments from the Work With Interims Workbench. Lastly, you can set up reports to print when you launch reports from the Interim Payment Workbench.

To create reports using the Work With Interims Workbench, you set up a report model that specifies which reports the system creates for interim payments. You must enter this report model in the processing options for the Work With Interims Workbench program (P07210I). You can then set up the reports that you want to print for each interim ID by selecting reports from the report model that you have entered in the processing options. If you leave this processing option blank, the system uses the JDE report model, which includes the following reports for interim payment processing:

When the report is produced	Report Name
Process Interims (Step 6)	R073012 - Payroll Register
Process Interims (Step 6)	R073013 - Summary Payroll Register
Process Interims (Step 6)	R073051 - Time and Pay Entry Journal
Process Interims (Step 6)	R053191 - Payroll Exception Report
Interim Print Payments (Step 7)	R07238 - Payroll Payment Register
Interim Reports Only (Step 8)	R073665 - Employee Social Security Register
Interim Reports Only (Step 8)	R053001 - Time and Pay Entry Register
Interim Reports Only (Step 8)	R073012 - Payroll Register
Interim Reports Only (Step 8)	R073013 - Summary Payroll Register

Interim Reports Only (Step 8)	R073053 - Detailed DBA Transaction Audit Report
Interim Reports Only (Step 8)	R073062 - DBA Register
Interim Reports Only (Step 8)	R073170 - Federal Tax Distribution Summary Report
Interim Reports Only (Step 8)	R773162 - Provincial Tax Distribution Summary Report (Canada)
Interim Reports Only (Step 8)	R773170C - Tax Distribution Summary - Federal Report (Canada)
Interim Reports Only (Step 8)	R77323 - Employee Earnings & Tax Register (Canada)
Interim Reports Only (Step 8)	R773660 - Employee Insurance Register (Canada)

Before You Begin

- Create a report model to use for interim payment reports. See *Setting Up Pay Cycle Reports* for more information.
- Enter the report model that you create for interim payments in the processing options for the Work With Interims Workbench program (P07210I).

► To set up reports for an interim ID

From the Payroll Workbench menu (G07BUSB11), choose Interim Payment Workbench.

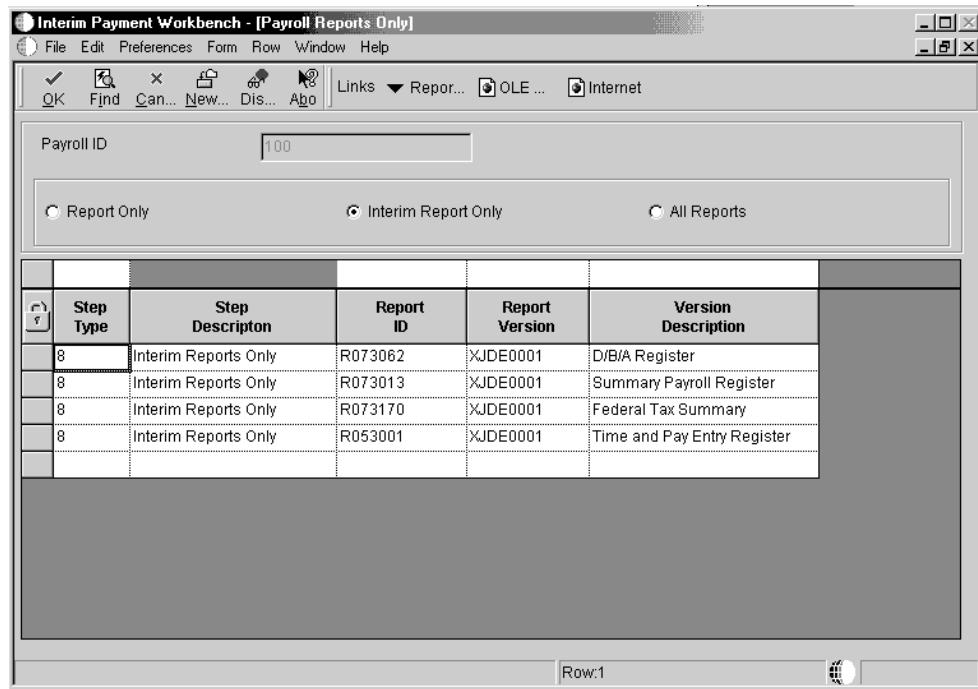
1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose the Interim ID for which you want to modify the report model and from the Row menu choose Reports, and then choose Setup Reports.
3. On Reports Setup, choose a blank line in the detail area and then choose Reports Model from the Form menu.
4. On Reports Model, choose a report in the detail area and click Select.
5. On Reports Setup, the report that you chose is displayed in the detail area. Repeat steps 3 and 4 until you have chosen all of the reports that you want to process for the interim ID.
6. To enter a different version of a report, complete the following field for each report for which you want to enter a different version:
 - Report Version
7. Click OK.

► To create reports for interim payments

From the Payroll Workbench menu (G07BUSB11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID

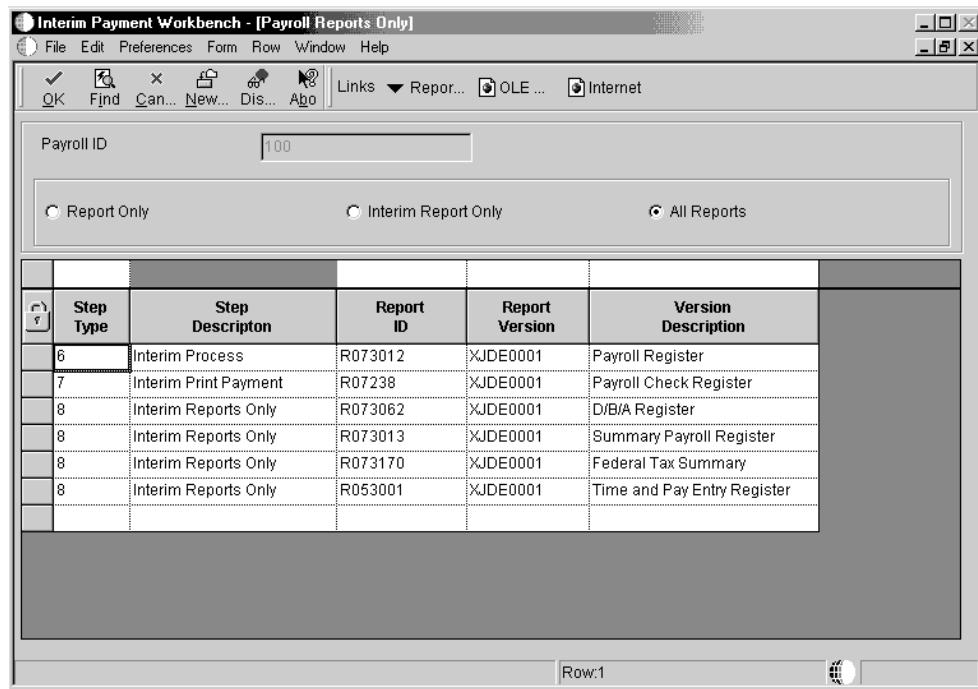
2. Choose the Interim Payroll ID for which you want to create reports and from the Row menu choose Reports, and then choose Launch Reports.



3. On Payroll Reports Only, click one of the following options, and then click Find:

- Report Only
 - Interim Report Only
 - All Reports

The All Reports option allows you to print all reports for which a valid version exists, even if that report is not set up to print during the reports step of interim payment processing.



4. To print individual reports, click the report to choose it, 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 interim payment process, choose Reports Only from the Form menu.
6. Click OK.

Deleting Interim Payments

If you have not yet processed an interim payment in 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. If you have already printed the payment, you must reset it before you can delete the payment from the system.

When you delete an interim payment, consider the following:

- If you choose to delete the timecards that are associated with the interim payment that you are deleting, 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.

Note

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.

See Also

- Resetting and Reassigning Interim Payments* for more information

► To delete selected interim payments

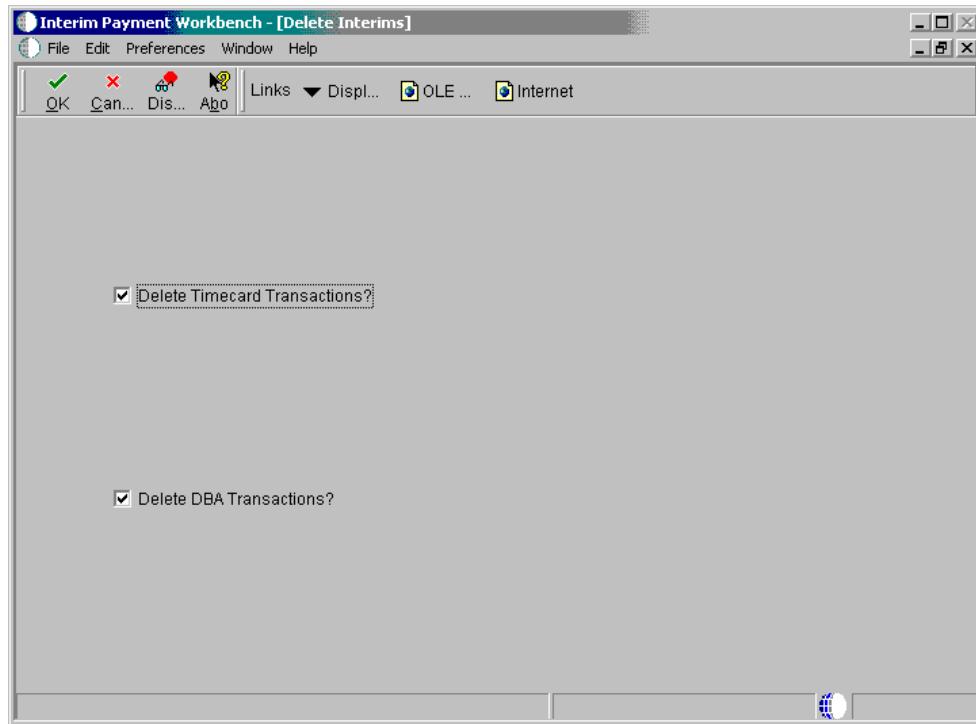
From the Payroll Workbench menu (G07BUP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose a record in the detail area and then choose Revise/Review Int from the Row menu.
3. On Work With Interim Payments, choose the record in the detail area that you want to delete.

Note

To select multiple interim payments in the detail area, hold down the Shift key and choose all of the interim payments that you want to delete.

4. If you have printed the check already, choose Reset Functions and then Reset Print Pymts from the Row menu.
5. On Reset Checks and Auto Deposits, choose one of the following options and then click OK:
 - Reset Checks
 - Reset Auto Deposits
6. On Reset Checks and Auto Deposits Confirmation, click OK.
7. On Work With Interim Payments, click the Delete button.
8. On Confirm Delete, click OK.



9. On Delete Interims, choose the following option if you want to delete all of the timecards that are associated with the interim payment:
 - Delete Timecard Transactions?
10. To delete all of the DBA records that are associated with the interim payment, choose the following option:
 - Delete DBA Transactions?
11. Click OK.

Processing Interim Payments in a Payroll Cycle

You process interim payments so that you can create payments, generate reports and journal entries, and update employee payroll history information. You can create printed payments, automatic deposit information, and reports using the Interims Workbench, or you can create this information during a regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must process interim payments in a regular payroll cycle to create journal entries and update employee payroll history.

You can process interim payments through a regular payroll cycle in the following two ways:

Merge interim payments	The system processes interim payments with the regular payroll payments. The system prints computer interim payments along with the regular 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.
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Process interim payments only The system processes interim payments only, and prints all computer interim payments that are included in the payroll cycle. 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.

Note

If you create printed payments or automatic deposit information for interims using the Interim Payment Workbench, those payments will not be generated again when the payments are included in a regular payroll process.

Before You Begin

- ❑ Create a payroll ID to use for processing interim payments. See *Creating a New Payroll ID*.

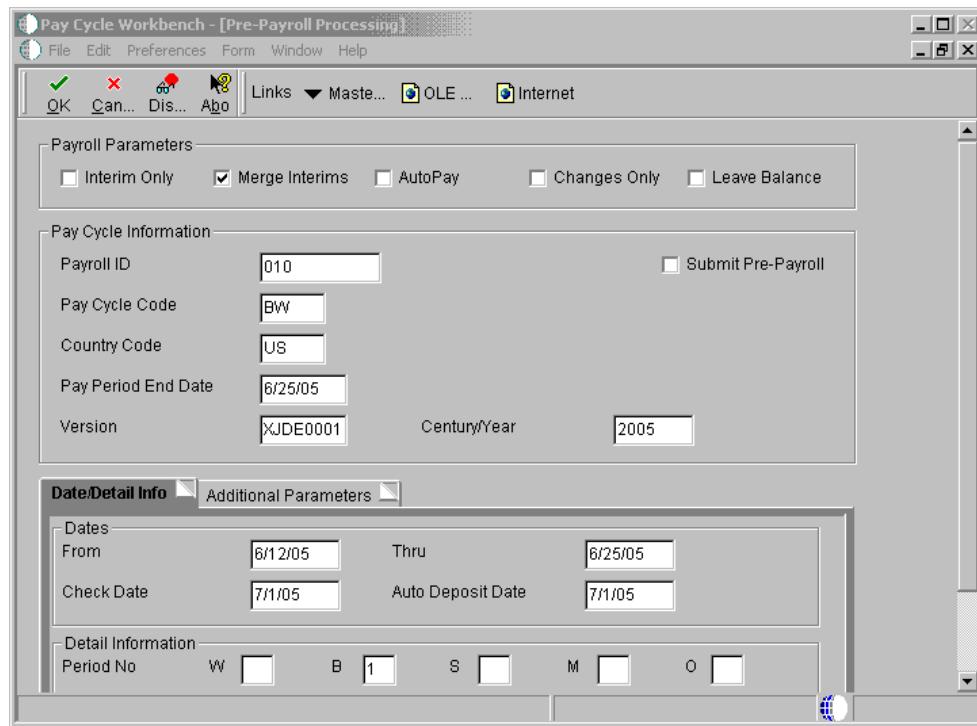
► **To process interim payments in a payroll cycle**

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

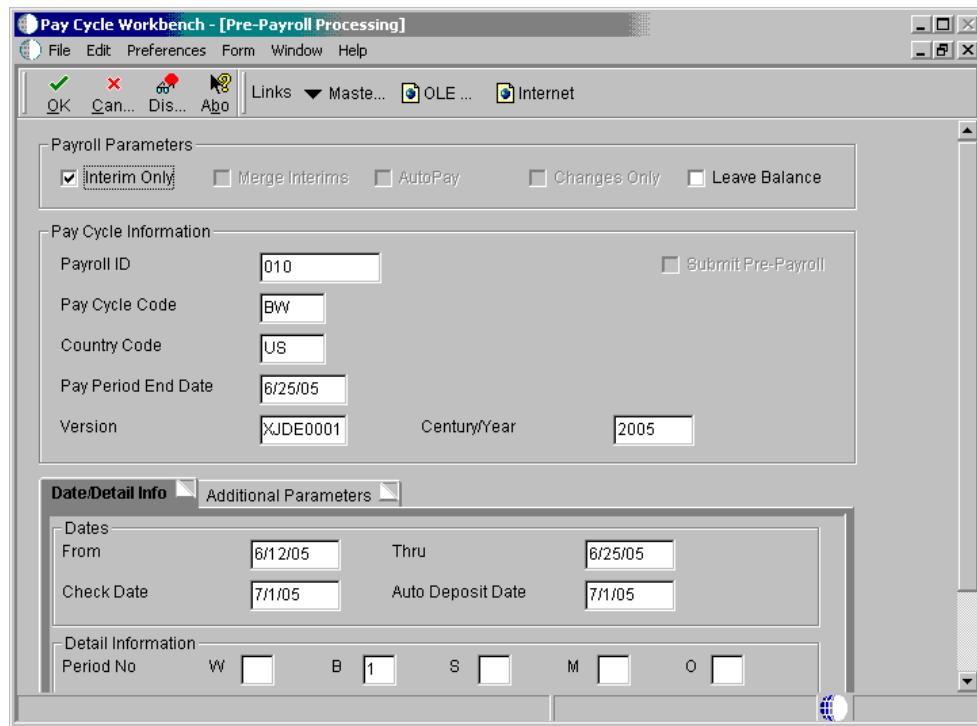
1. On Work With Pay Cycle Workbench, click one of the following options, and then click Find:
 - Both Versions
 - Pre-Payroll
 - Interims Only

To merge interim payments with regular payments, click the Pre-Payroll Version option. To process interim payments only, click the Interims Only Pre-Payroll Version option.

2. Choose the record in the detail area, and then click Select.



3. On Pre-Payroll Processing, if you want to merge interim payments with regular payments, click the following option:
 - Merge Interims
4. If you want to process interim payments only, verify that the following option is activated:
 - Interim Only



5. Click the following option, and then click OK:
 - Submit Pre-Payroll
6. Complete the remaining steps for a payroll cycle.

Note

If you printed interim payments using the Interim Payment Workbench, the system will not print those payments again during the Print Payments step of 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 Payments*.

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*

Timecard Automation

Payroll systems need the flexibility to track time for employees who have 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.

Employee Groups

You use employee groups to specify the employees for whom you want to create timecards for timecard templates, overtime pay, or retroactive pay. You can create or exclude the following types of employee groups:

- A static list of employees (List group)
- A dynamic group of employees that you choose by specifying criteria (Select group)
- A combination of two or more employee groups (Combo group)

After groups have been created, you can attach them to timecard templates, retroactive pay rules, and overtime rule sets. You can also review reports on employee groups.

Timecard Templates

The Timecard Templates program (P186301) enables you 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 to whom the timecards apply. The system generates a report that you can use to review information about the 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 the amounts that 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 File table (F06116). The system generates a report that you can use to review information about the 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. However, because the system processes the rules in the order that you specify, the order of the rules is important. Processing the rules in a different order can lead to unpredictable results. The system generates a report that you can use to review information about the 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

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 an overtime 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 recently used. 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 each of whom get the same holiday pay. Using employee groups simplifies your process because you do not have to reselect employees each time that you process a timecard template, overtime rule set, or retroactive pay rule.

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 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. 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 remain the same. Because the system generates the group based on the selection criteria, you do not need to re-create 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 also hourly employees working on a particular project (a select group).

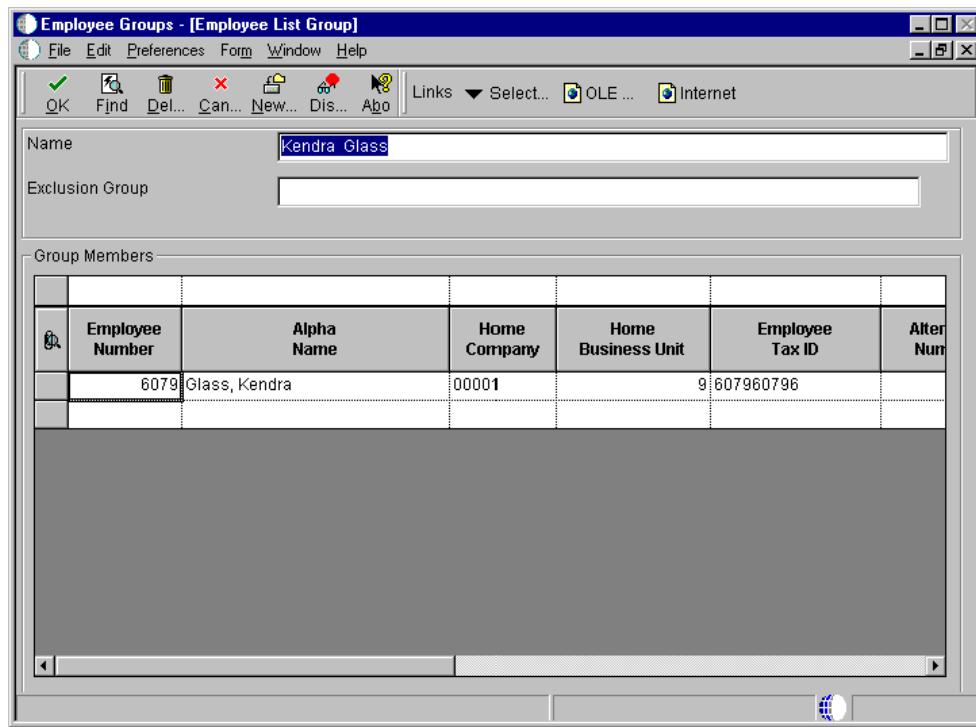
You can use an existing list, select, or combo group to exclude employees from another employee group. When you need to create multiple exclusion groups for a particular group, use a combo group as the exclusion group. For example, you might have a select group that includes all hourly employees who work on a specific project. To prevent managers and members of the welders' union from being included in this group, you could then create a combo-type exclusion group that includes managers and members of the welders' union.

You can revise employee groups from the Employee Groups program (P186201) 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 the group 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.

► To create a list group

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click List Group.



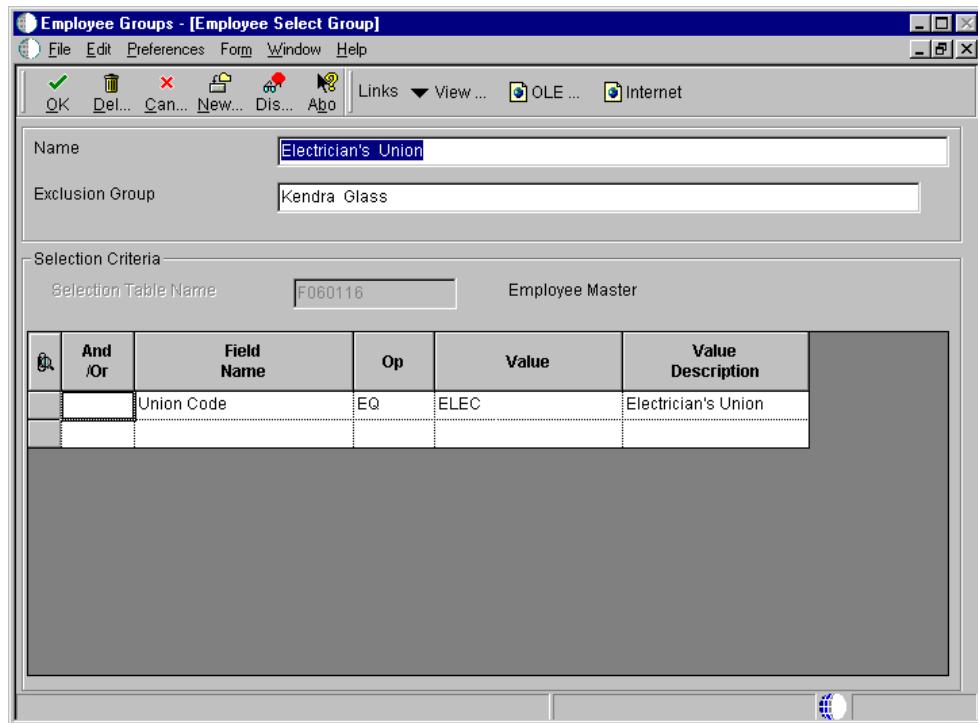
3. On Employee List Group, complete the following field:
 - Name
4. To attach an existing group for use as an exclusion group, complete the following field:
 - Exclusion Group
5. To choose employees, complete the following field, once per employee per detail line:
 - Employee Number
6. When you are finished choosing employees, click OK.
7. Click Cancel.
The system adds the new employee list group.
8. On Work With Employee Groups, click Find to view the new.
9. Choose the new employee list group and click Select.

10. On Employee List Group, choose Select Employees from the Form menu.
11. On Select Employees for List Group, complete any of the following fields, and then click Find:
 - Home Company
 - Home Business Unit
 - Country Code
 - Employee No
12. Choose one or more records in the detail area, and then click Select to add the chosen employee to the employee list group, and then click OK.

► 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 when you create the selection criteria. After you create a select group, you cannot choose a different selection table. However, you can 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 automatically completes the field name with the information that you provide.

To use Field Name (and hide Field Alias), choose Hide 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 selection criteria, choose the next line in the detail area and complete the following field:

- And /Or

9. To add additional selection criteria, repeat steps 6-8.

10. When you are finished adding selection criteria, click OK.

11. To return to Work With Employee Groups, click Cancel.

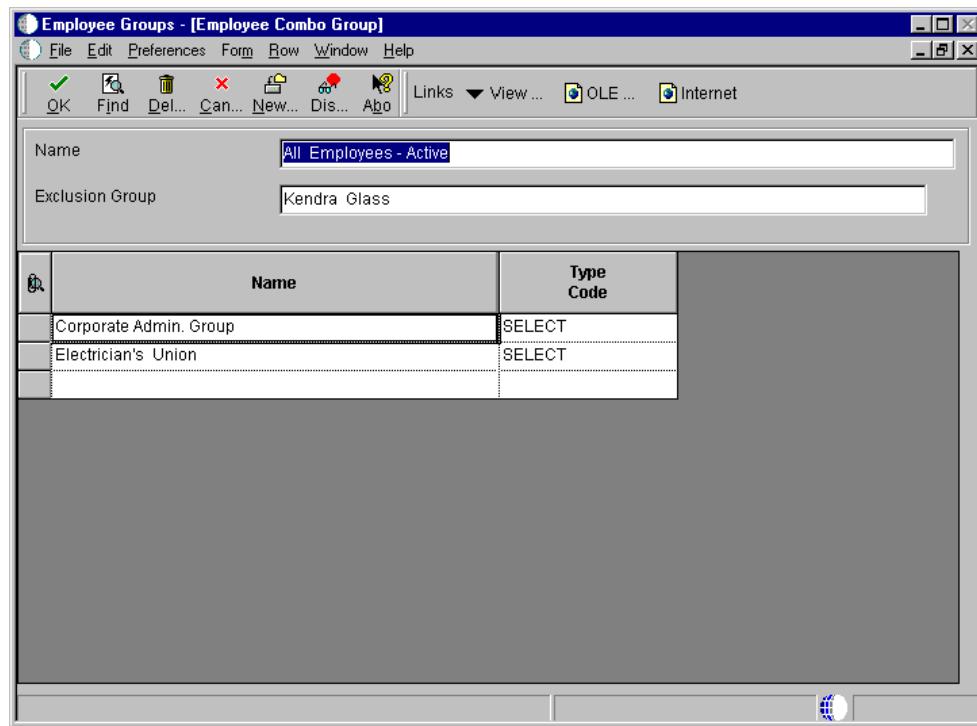
The system adds the new employee select group.

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

► **To create a combo group**

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee 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 Exclusion Group ID
 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. On Work With Employee Groups, click Find to view the new employee combo group.

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. On Employees In Group, choose the employee for whom you want to review employee information.
4. From the Row menu, choose Employee Info.

See Adding Employee Records One at a Time in the Workforce Management Foundation guide for more information about reviewing employee information.

5. On Work With Employee Information, review employee information.
6. To return to Work With Employee Groups, click Close and then 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 Group 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. For all types of employee groups, the report displays the following information about the group and the employees included in it:

- Group name
- Group type
- Associated exclusion group (if any)
- Names and address book numbers of employees
- Number of members

You typically print this report before you process a timecard template, overtime rule set, or retroactive pay rule that uses the employee group. 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. 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 (such as all warehouse employees, for example) for whom the system creates timecards. 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, assume that you want to pay a certain rate to all employees that work on a holiday. A timecard template allows you to create one timecard pattern and associate an employee group with the pattern instead of manually creating a timecard for each employee. The timecard automation feature 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 program (P186601) for review, approval, or cancellation. 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

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 (P186301), 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 also provide the information that the system uses to complete timecards in a batch of timecards.

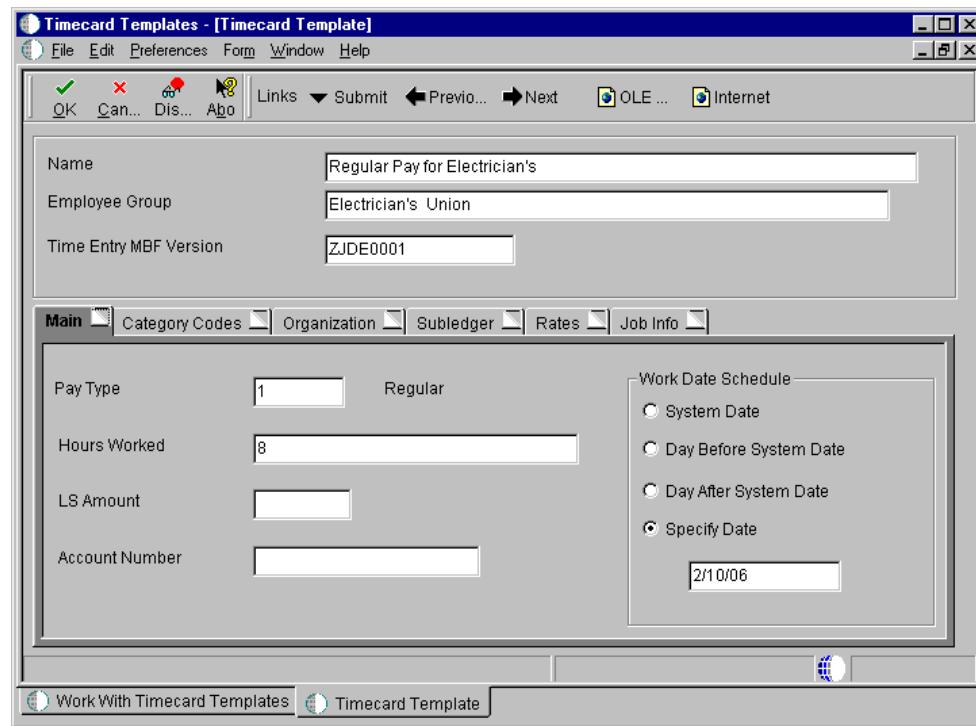
Before You Begin

- 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:

- Name
- Employee Group
- Time Entry MBF Version

The Time Entry Master Business Function (MBF) version is a set of user-defined specifications that controls 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 want. If you leave this 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 more information.

6. Complete the following optional field:
 - Account Number
7. Click 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 more information.
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.

Related Tasks

Revising timecard templates	You can change any original option, including the employee group assigned to the template. Changes made to timecard templates affect all batches of timecards processed after the change, but changes do not affect batches of timecards already processed.
Deleting timecard templates	You can delete a timecard template from the Timecard Templates program, provided that the timecard template has no batches of timecards that are pending approval. Before you can delete a timecard template, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the timecard template has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

Submitting Timecard Templates for Processing

When you submit a timecard template for processing, the system creates a batch of timecards for the employee group associated with the timecard template. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit a timecard template, the system also generates the following reports, which you can use to verify the timecards:

- Timecard Template Processing (R186303)
- Timecard Template Batch Review (R186304)

► To submit a timecard template for processing

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. On Work With Timecard Templates, choose the timecard template that you want to submit.
2. Click Select.
3. On Timecard Template, choose Submit from the Form menu.

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 that shows the processing details. After you have submitted the timecard template, review the timecards to verify that they are correct.

See Also

- Reviewing the Timecard Template Processing Report*
- Reviewing the Timecard Template Batch Review Report*
- Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards

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 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 the 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 (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 Row 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 that are currently awaiting approval or cancellation. 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 employees retroactively.

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 program (P186601).

After you submit a retroactive pay rule for processing, you can use the Reviewing and Approving program to review, approve, or cancel the batch. You can also review the submission report from within the Retroactive Pay Rules program.

Creating Retroactive Pay Rules

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 that you have to retroactively pay employees, you can create a retroactive pay rule once and reuse it as needed.

Before using the Retroactive Pay Rules program, you should identify the retroactive pay rules that 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

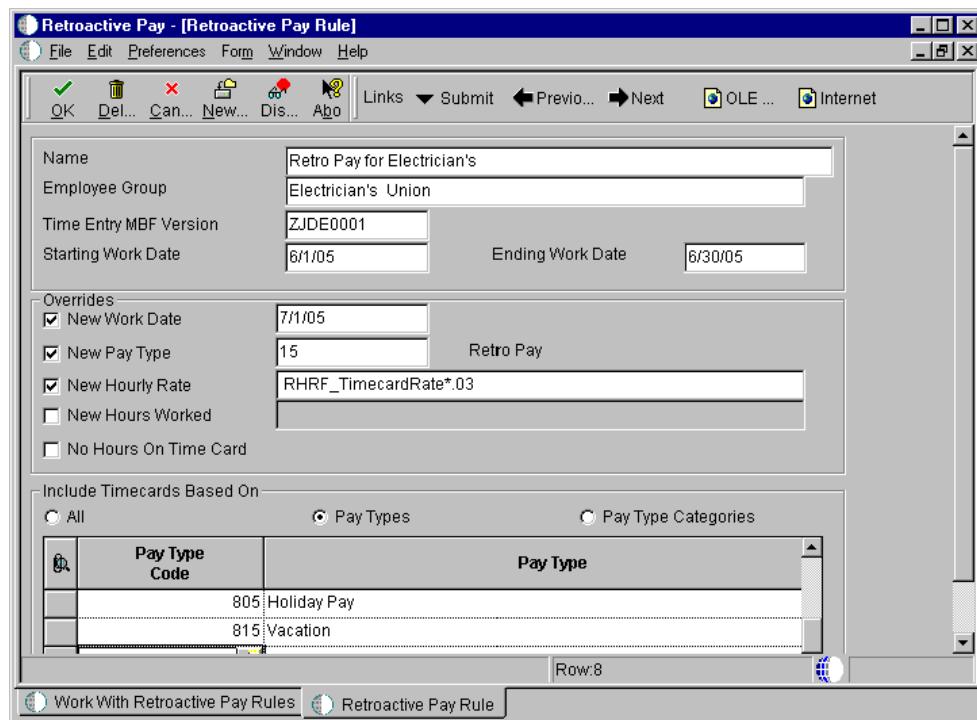
Before You Begin

- 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 Rule, complete the following fields:

- Name
- Employee Group
- Time Entry MBF Version

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.

- Starting Work Date
- Ending Work Date

3. Click one or more of the following options 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. Click one of the following options to enter inclusion criteria:

- All
- Pay Types
- Pay Type Categories

5. To return to Work With Retroactive Pay Rules, click OK, and then click Cancel.

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 if 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.

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. On Retroactive Pay Rule, choose Submit from the Form menu.

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 generates a report that shows the processing details.

See Also

- Reviewing the Retroactive Pay Rule Processing Report*
- Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards

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 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 (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 Rules program (P186401) to assist you. You can create an overtime rule set, which is a group of overtime rules that manage overtime. The system uses overtime rule sets to:

- Determine which employees in an employee group are eligible for overtime pay
- Create timecards
- Calculate the overtime pay that each employee earns

Using overtime rule sets simplifies and automates paying overtime to employees.

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 ensure that employees are paid correctly for time worked. Because you can use the same overtime rule set repeatedly, it also simplifies the process of creating timecards for employees who receive overtime. 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 manually determining which employees have worked the appropriate number of hours and calculating the correct pay for each employee, you can create an overtime rule set to choose the employees and calculate the pay automatically.

You create an overtime rule set and then create and add the overtime rules to the overtime rule set. The Overtime Rules 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 Rules 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 the following types of timecards:

- Posted timecards
- Interim, nonvoided timecards
- Printed check timecards

After you submit the overtime rule set for processing, you can use the Reviewing and Approving 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

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.

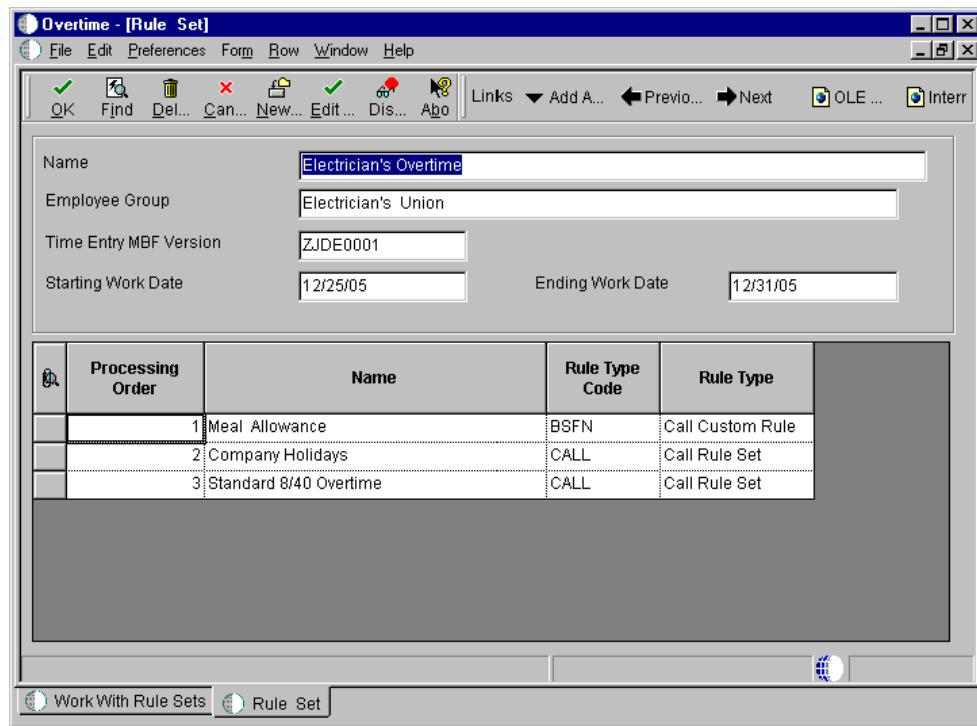
Before You Begin

- 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

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.

- Starting Work Date

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.

- Ending Work Date

3. To save the Overtime Rule Set, click OK.

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 if 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 the overtime rule set.

Creating Overtime Rules

After creating an overtime rule set, you need to create the overtime rule that provides 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 rules at any time. Changes in order or included overtime rules do not affect current or past batches of timecards.

Creating a Timecard Change Rule

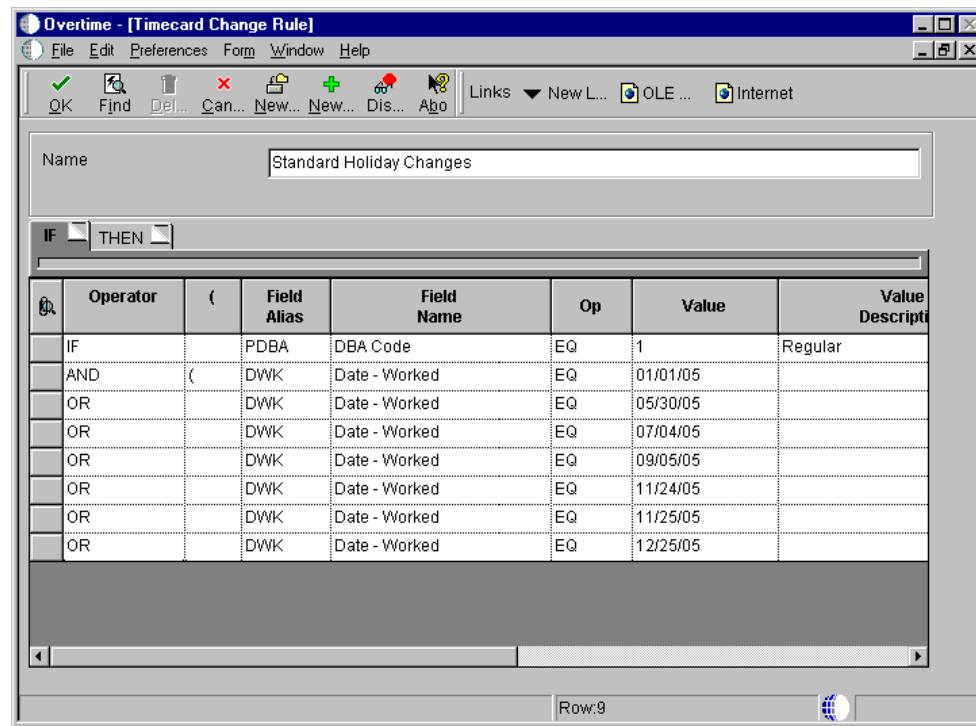
You can use a timecard change rule to pay overtime and to change timecard information based on criteria that you enter. A timecard change rule changes original timecards based on criteria that you enter; it does not create new timecards. You can change values in one field in a timecard, based on the 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.

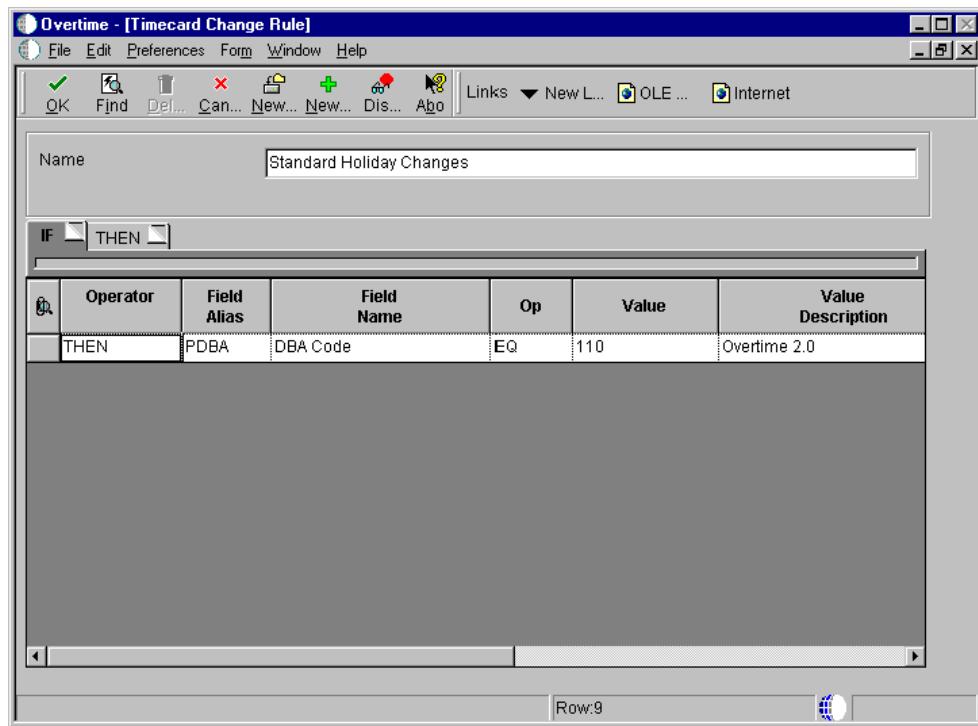
1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and then click Select.
2. On Rule Set, choose Add Change Rule from the Form menu.



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 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 use Field Name and want to 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
 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

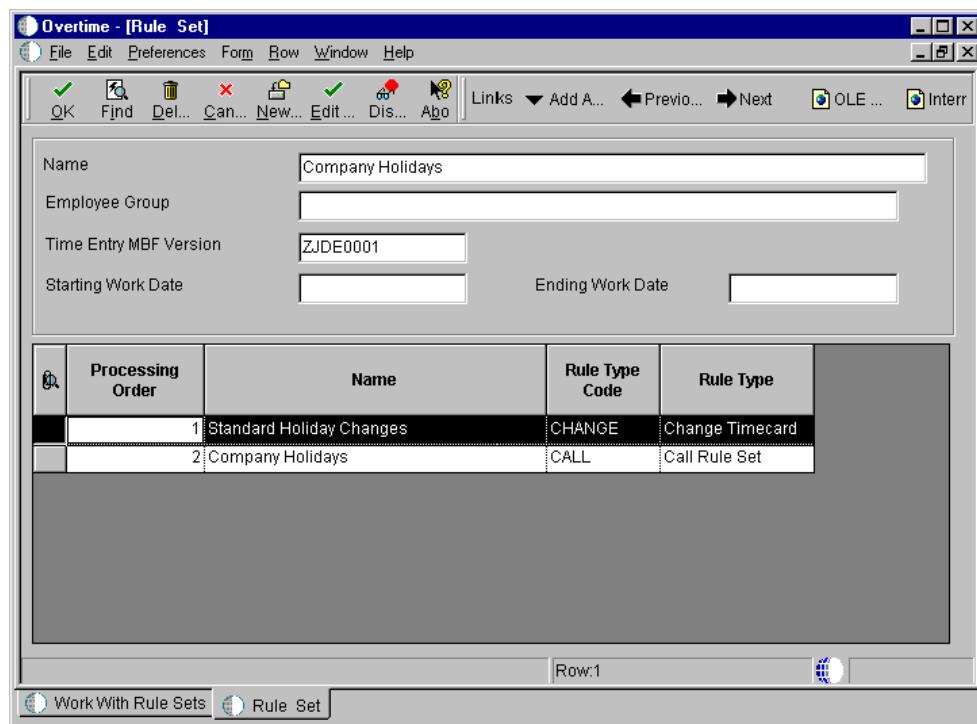
You can use a call rule set rule to nest an overtime rule set within another overtime rule set. You typically use a call rule set rule with an overtime rule that you use regularly. The system can create timecards or change existing timecards based on the overtime rules. If you include

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 re-create the holiday overtime rule set every time that you want to use it.

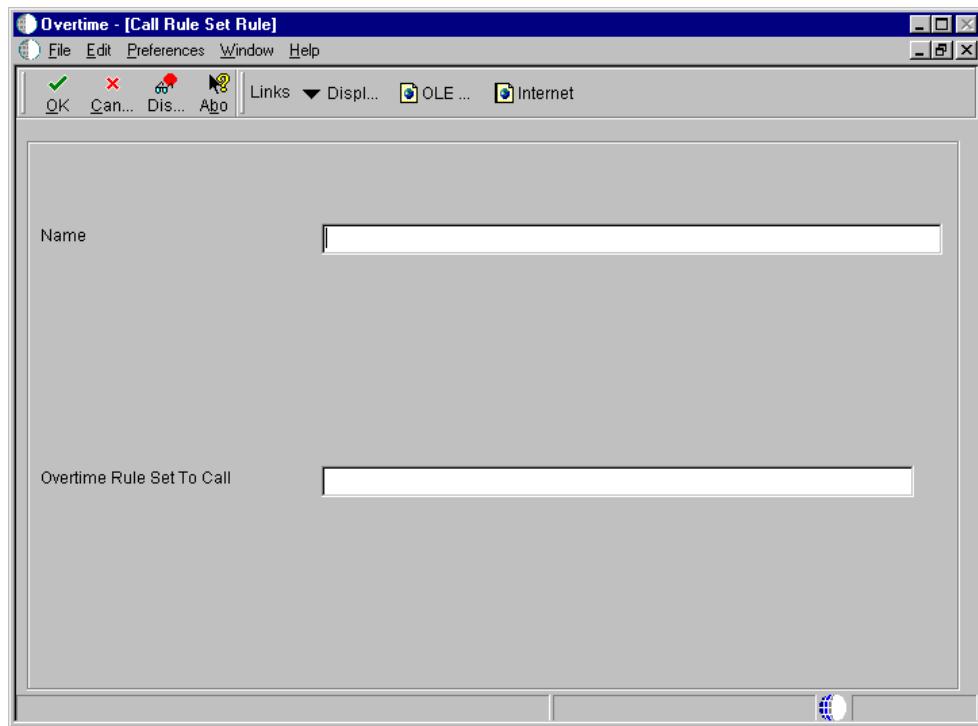
► To create a call rule set rule

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, choose Add Call Rule Set R (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. Click Cancel.
7. On Rule Set, 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.
8. To return to Work With Rule Sets, click Cancel.

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.

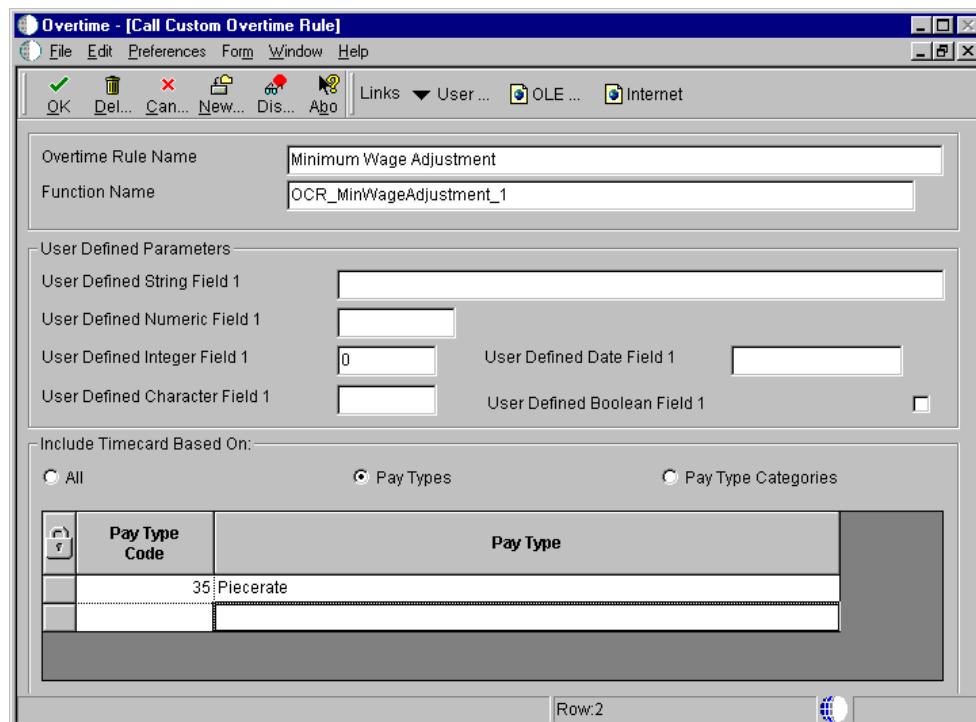
Defining a Call Custom Rule

When you define a call custom rule, you can specify a user-defined business function that the system uses for calculating the overtime rule. You can also specify the timecards for which the system performs the calculations that are based on criteria such as pay types or pay type categories.

► To define 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 then click Select.
2. On Rule Set, choose Add Call Custom Rule from the Form menu.



3. On Call Custom Overtime Rule, complete the following field:
 - Name
4. To specify a user-defined business function, complete the following field:
 - Function Name
5. To specify criteria for the timecards to be included when the system processes this rule, click one of the following options:
 - All

- Pay Types
 - Pay Type Categories
6. If you chose the Pay Types option in the previous step, complete the following field for every pay type that you want to include:
 - Pay Type Code
 7. If you chose the Pay Type Categories option in the previous step, complete the following field for every pay type category that you want to include:
 - P C
 8. Click OK to save the rule.
- The system adds the new call custom rule to the overtime rule set.
9. Repeat steps 1-8 to define additional call custom rules, and then click Cancel when you finish.
 10. On Rule Set, 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.
11. To return to Work With Rule Sets, click Cancel.

If you want to specify static values to pass into the business function, you must define the user parameters after you define the call custom rule. See *Defining the User Parameters*.

Defining the User Parameters

After you define the call custom rule, you can define user parameters to specify static values that the system passes to the business function. The user parameters allow you to choose specific string, numeric, integer, character, date, and boolean fields into which you can enter the value that you want to pass into the function.

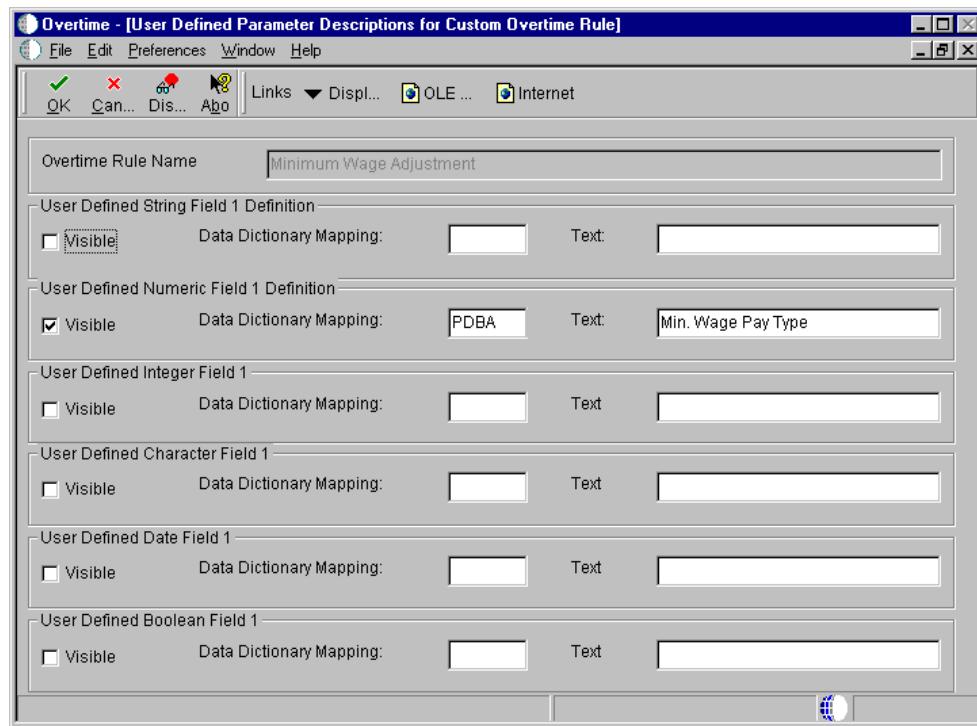
Before You Begin

- Define a call custom rule. See *Defining a Call Custom Rule*.

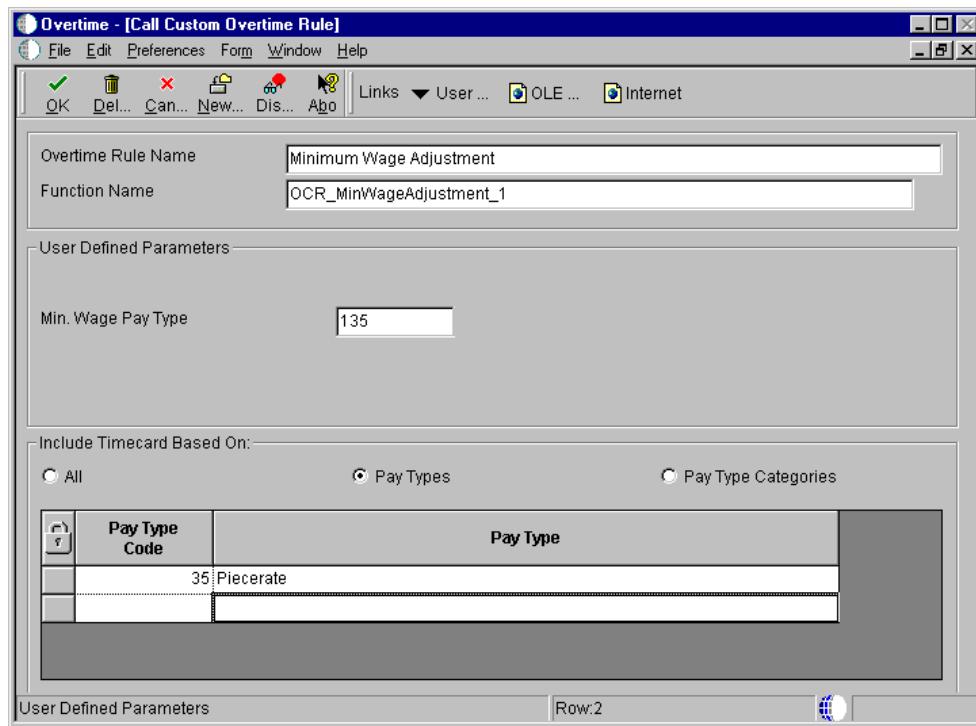
► To define the user parameters

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set that contains the call custom rule for which you want to define user parameters, and then click Select.
2. On Rule Set, choose the call custom rule for which you want to define user parameters, and then click Edit Rule from the Row menu.
3. On Call Custom Overtime Rule, click User Params from the Form menu.



4. On User Defined Parameter Descriptions for Custom Overtime Rule, click the Visible option for the user-defined fields that you want to use.
5. For the user-defined fields that you want to use, complete the following fields, and then click OK:
 - Data Dictionary Mapping
 - Text



6. On Call Custom Overtime Rule, complete the User-Defined Parameters fields that you defined.
7. Click OK to save the rule, and then click Cancel to return to Rule Set.
8. 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 direct the system to 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 (for example all timecards with regular time but not sick time) based on pay type or pay type category. The overtime limit is the point above which any additional hours are considered overtime, such as 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 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, but charges the 10 hours of overtime to a single timecard.

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.

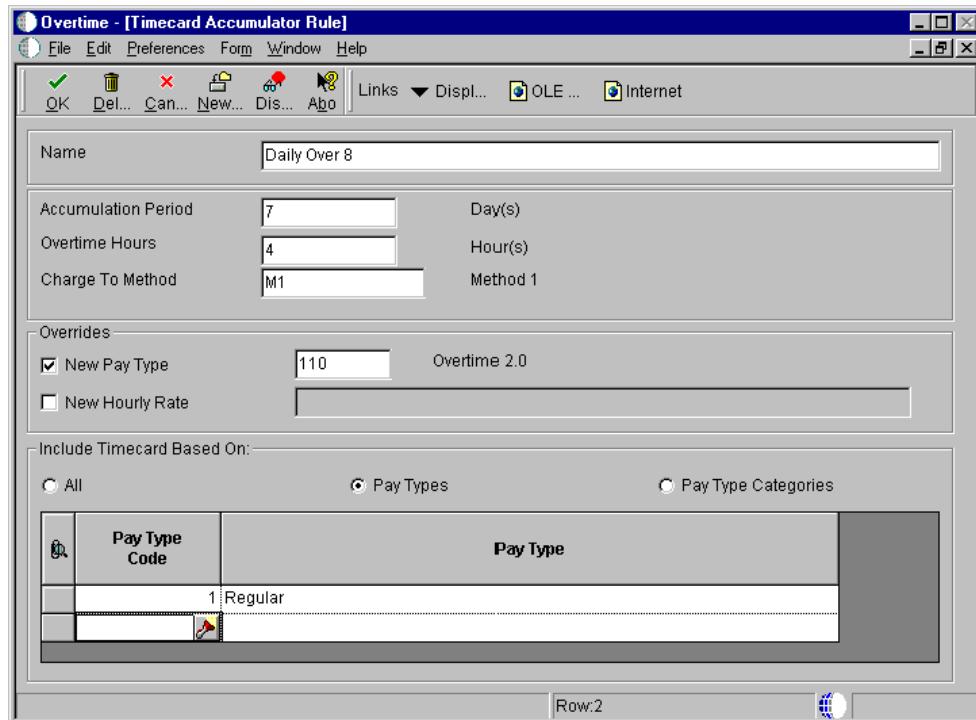
Method 4 The system removes time from and changes timecards as in Method 3. The system charges time to timecards differently, however. All overtime is charged to a single timecard using the same data as the most recent timecard, with a different pay type or rate as specified. You might use this charge-to method if you want faster system 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, but charges the 10 hours of overtime to a single timecard.

► 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, choose Add Accum Rule from the Form menu.



3. On Timecard Accumulator Rule, complete the following field:
 - Name
4. To enter timecard information, complete the following fields:
 - Accumulation Period
 - Overtime Hours
 - Charge To Method
5. To enter override information, click the options and 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 more information.

6. To choose the types of included timecards, click one of the following options:
 - All
 - Pay Types
 - Pay Type Categories
7. Click OK.

The system adds the new overtime rule to the overtime rule set.
8. Click Cancel.
9. On Rule Set, to change the processing order of overtime rules, type the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

Submitting Overtime Rule Sets for Processing

After you create an overtime rule set and attach overtime rules to it, you can submit the overtime rule set for processing. When you submit an overtime rule set for processing, the system creates a batch of timecards for the employee group that is associated with the overtime rule set. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit an overtime rule set, the system also generates the Overtime Rule Processing report (R186402), which you can use to verify the timecards.

► To submit an overtime rule set for processing

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule sets that you want to submit.
2. Click Select.
3. From the Form menu, click Submit.

The system processes the overtime rule sets, creates a new batch of timecards based on the options specified in the overtime rule set, including employee group, and generates a report showing the processing details.

See Also

- Reviewing the Overtime Rule Processing Reports*
- Working with Timecards for Timecard Automation* for information about reviewing and approving batches of timecards.

Reviewing the Overtime Rule Processing Reports

When you submit an overtime rule for processing, the system generates the Overtime Rule Set Processing report (R186405) and the Overtime Rule Set Batch Review report (R186404). Review these reports to verify that the calculations were done as expected, and that the system ran the overtime rule without any processing errors.

You should investigate any errors or warnings on these reports, 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, resubmit the batch, and then use the Reviewing and Approving Timecards program (P186601) to review the newly created timecards. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

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

Reviewing the Overtime Rule Set Processing Report

Use the Overtime Rule Set Processing report (R186405) to verify that the system ran the overtime rule without any processing errors.

The Exceptions section of the report lists the employees for whom one of the following conditions is true:

- An error prevents the system from creating the timecard.
- The system created the timecard, but an error or warning exists.

In addition to the exceptions, the report also includes totals of the following:

- Employees processed
- Timecards created
- Timecards processed
- Timecards changed

Reviewing the Overtime Rule Set Batch Review Report

Use the Overtime Rule Set Batch Review report (R186404) to verify that the system performed the calculations as expected and charged any adjustments to the correct pay codes for each employee. The report lists detailed information about the overtime rules that the system ran for each employee, including the hourly rate that the system calculated for overtime and the gross pay amounts for any adjustments. The report also includes totals of the following:

- Original hours worked
- Original gross pay
- New hours worked
- New gross pay

If the calculations are not correct, make any necessary corrections before you process a payroll cycle that includes these timecards.

Processing Options for the Overtime Rule Batch Review Report (R186404)

Display Tab

Use this processing option to specify whether piecework information appears on the report.

Display Piecework information

Blank = Do not display

1 = Display

Use this processing option to determine whether the system displays piece work rates and the number of pieces that an employee completes on the report. Valid values are:

Blank

Do not display piecework information.

1

Display piecework information

Working with Timecards for Timecard Automation

You can use the Reviewing and Approving 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 Rules 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.

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 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 overtime to

your warehouse staff. 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 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 Rules 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 in 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 program (P186601) to review information about the batch before you approve it. For example, when you use a timecard template to pay quarterly bonuses to your consulting staff, 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 Rules program each manages timecards differently, affecting the view that you use to review batches of timecards. A view is the manner in which the Reviewing and Approving Timecards program displays the header information, relationships between timecards, and information that is specific to the originating program for a batch of timecards. A relationship shows the connections between originating timecards and new or changed timecards.

The views available for each program are as follows:

- Timecard Templates: Basic
- Retroactive Pay Rules: Before, After, Both
- Overtime Rule Sets: Before, After

The Timecard Templates program uses a timecard template to create new timecards. You can review new timecards using a basic view, as shown below:

Basic The batch of timecards that the system creates. No relationships exist among these timecards.

The Retroactive Pay Rules program uses a retroactive pay rule and original timecards to create new timecards. You can review original and new timecards using before, after, or both view, as shown below:

Before The batch of original timecards that the system uses. These timecards provide information for creating timecards. No relationship exists among these timecards.

- After** The batch of new timecards that the system creates. These timecards are based on the original timecards shown in the Before view. No original timecards are shown, and all timecards shown are new.
- Both** The batch of timecards, including original timecards and timecards that the system creates. These timecards include and are based on the original timecards shown in the Before view. Original timecards are shown in bold text, and new timecards are shown in text that is not bold.

The Overtime Rule Sets program uses an overtime rule set and original timecards to create new timecards and change the original timecards. You can review new and changed timecards in before or after view, as shown below:

- Before** The batch of original and unchanged timecards that the system uses. These timecards provide information for creating or changing other timecards. No relationships exist among these timecards.
- After** The batch of new and changed timecards that the system creates or changes. These timecards are based on the original timecards shown in the Before view. The original timecards are shown in bold text, and new or changed timecards are shown in text that is not bold.

► To review timecards created by Timecard Automation

From the Daily Processing menu (G18610), choose Reviewing and Approving.

1. On Work With Timecard Automation Batches, choose the batch of timecards with which you want to work.
2. Click Select.

Trans. No.	Address Number	Alpha Name	Pay Type	Pay Type Description	Work Date	Hours	Ho R
1087	7504	Meade, Jane	500	Bonus	4/11/00		
1088	7510	Moralez, Jesus	500	Bonus	4/11/00		
1089	7564	Chamberlain, Carol M.	500	Bonus	4/11/00		
1090	8011	Watkins, Joshua	500	Bonus	4/11/00		
1091	8012	Edwards, Angela	500	Bonus	4/11/00		
1092	8013	Washington, Harold	500	Bonus	4/11/00		
1093	8014	Anderson, Jeanette	500	Bonus	4/11/00		
1094	8015	Kilmer, Jessica	500	Bonus	4/11/00		

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.
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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 review 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 to 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 Cancellation 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.
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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. 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. If you want to revise a timecard with all timecards in a batch available, choose Time Entry Revs (Time Entry Revisions) from the Form menu.
4. If you want to revise a timecard with all timecards for an employee available, choose the timecard, 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 the 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, click one of the following options:
 - Yes
When you click this option, the batch of timecards is approved, and the status is changed to Approved.
 - No
When you click 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, click one of the following options:
 - Yes
When you click this option, the batch is canceled, and the status is changed to Canceled.
 - No
When you click this option, the batch is not canceled, and no changes are made.The system generates an approval or cancellation 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 Labor Rules Batch Approval/Cancellation Report*

Reviewing the Labor Rules Batch Approval/Cancellation Report

When you approve or cancel a batch of timecards, the system generates the Labor Rules Batch Approval/Cancellation 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-capable 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 specific 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.

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, assume that you need to average two different union rates to pay your warehouse employees retroactive pay. To calculate the correct rate, you enclose within parentheses the multiple of the two union rates and divide the result by two. The formula for the new rate is:

$$\text{New Rate} = (\text{RHRF_UnionRateA} * \text{RHRF_UnionRateB}) / 2$$

You cannot use a formula outside of the initial timecard template, overtime rule set, or retroactive pay rule for which it was created. You cannot save and reuse formulas; however, if you need to use a formula often, you might consider asking your IT department to create a custom function for it.

You use the Build Formula form to create custom formulas. You cannot access this form from a menu; instead, you access it from the Search button for fields that are related to hours worked and hourly rates. The following table lists the forms and fields from which you can access the Build Formula form:

Retroactive Pay Rule form	New Hourly Rate field or New Hours Worked field
Timecard Template form	Hours Worked field (Main tab) and Hourly Rate field (Rates tab)
Timecard Accumulator Rule form	New Hourly Rate field

After you create the formula, but before you begin using it, you should test it to validate its mathematical logic and to ensure that it calculates the appropriate results.

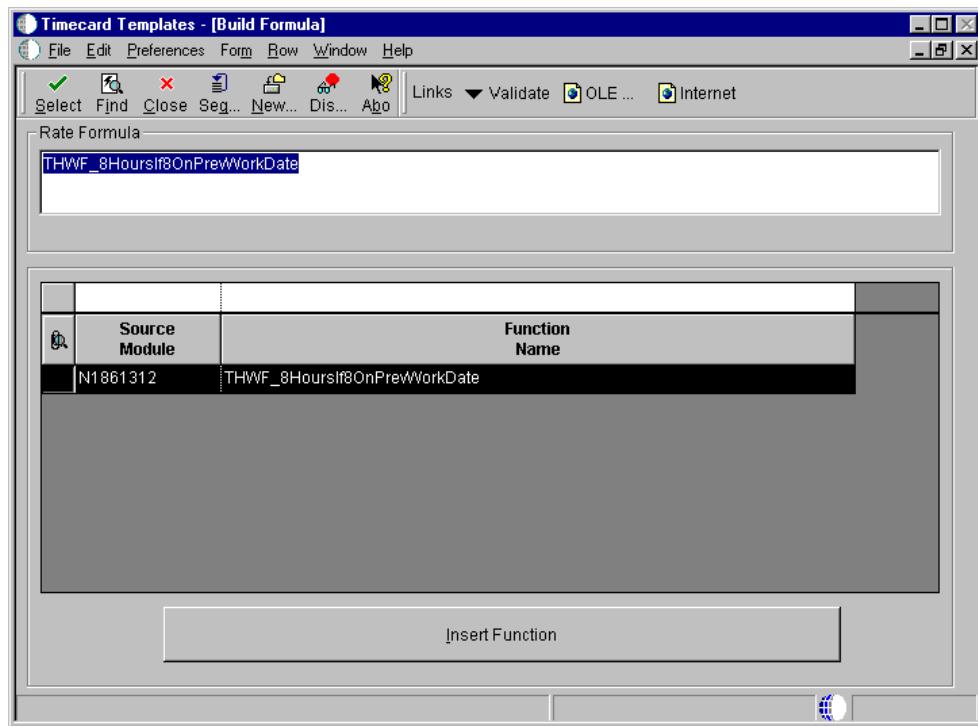
Before You Begin

- Create a timecard template, retroactive pay rule, or overtime rule set. See:
 - [*Creating Timecard Templates*](#)
 - [*Creating Retroactive Pay Rules*](#)
 - [*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 Accum Rule from the Form menu 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.



2. On Build Formula, to include a function in the formula, choose a record in the detail area, and then click the Insert Function 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 want to delete and click Backspace.
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 and ensure that the system creates accurate timecards, choose Test from the Form menu, and then complete the steps for testing formulas. See *Testing Formulas*.

Related Tasks

Revising or deleting formulas You can change or delete a formula. Changes or deletions 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.

Using the formula testing functionality in the Timecard Templates program (P186301) you can 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:

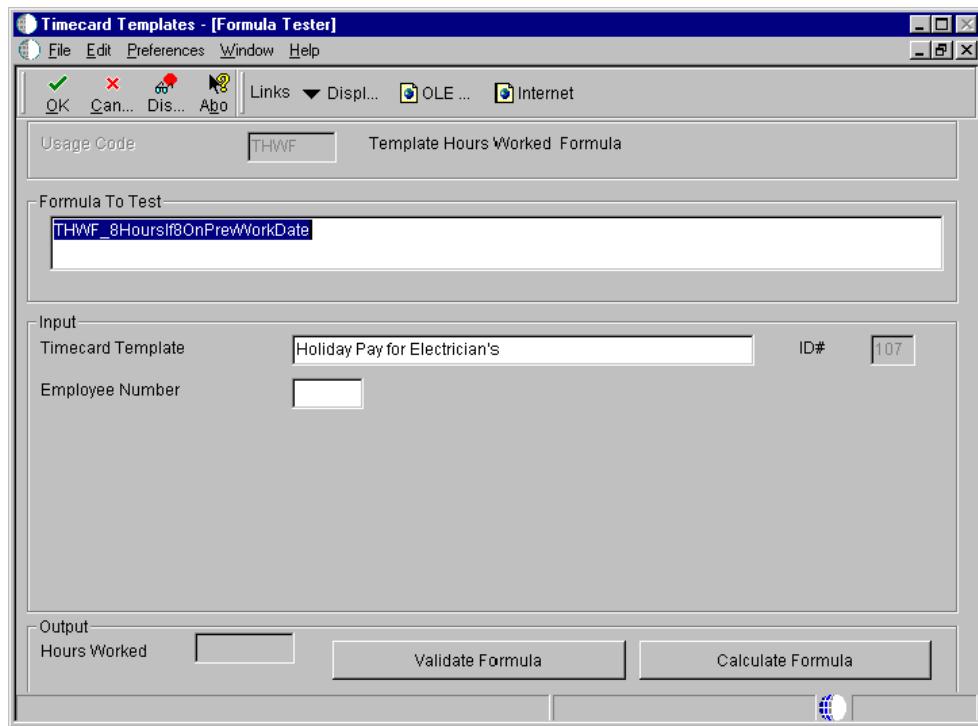
- Testing a formula for a timecard template
- Testing a formula for a retroactive pay rule
- Testing a formula for an overtime rule set

► 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 Name
 - 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, click Select to choose the formula and return to the originating program.

► **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 Name
 - Timecard Transaction No
3. Click one of the following options:
 - Current
 - History

Click the Current option to test the formula on a timecard from the Employee Transaction Detail File table (F06116). Click 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.

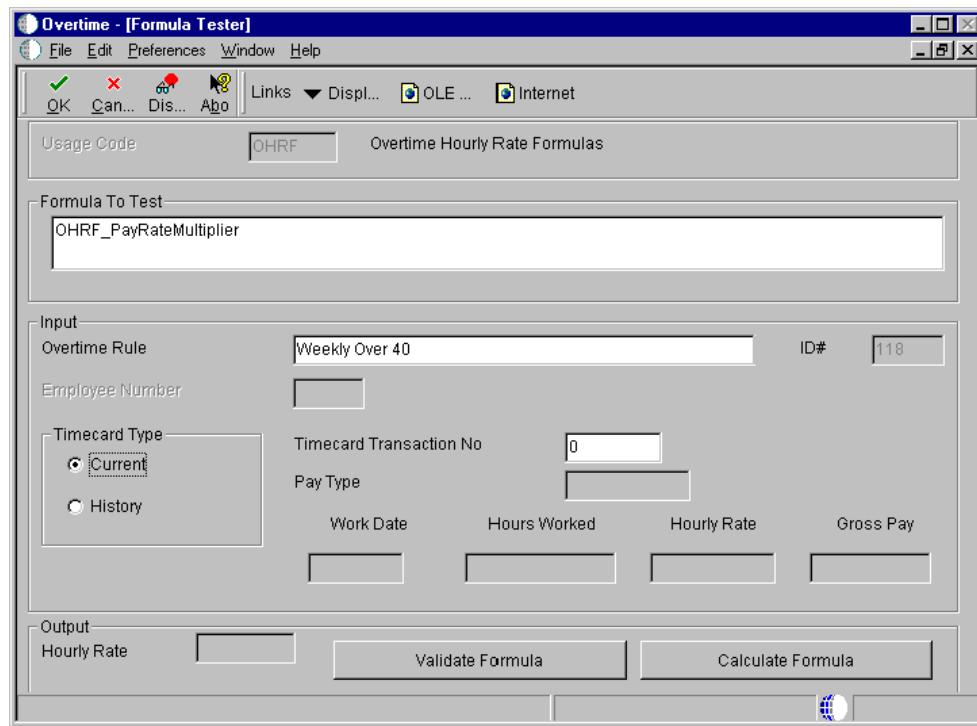
You can use the Validate Formula button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system highlights the Formula To Test area in red.
7. When the output is correct, click OK.
8. On Build Formula, click Select to choose the formula and return to the originating program.

► **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 Type
- Timecard Transaction No

3. Click one of the following options:

- Current
- History

Click the Current option to test the formula on a timecard from the Employee Transaction Detail File table (F06116). Click 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, click Select to choose the formula and return to the originating program.

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, such as 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.

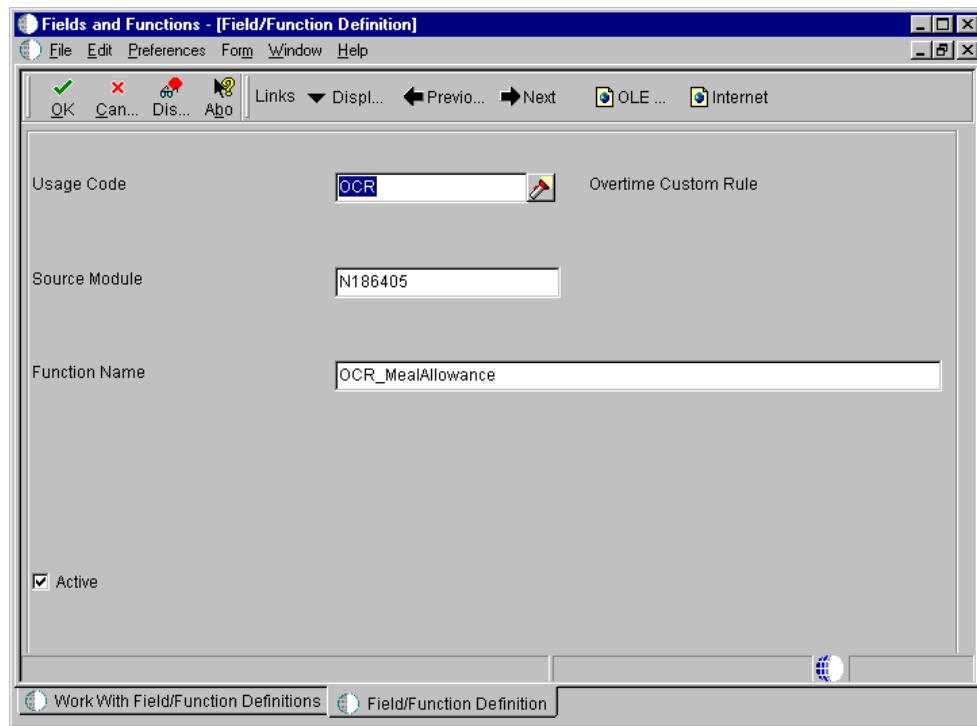
Before registering a function, you should identify certain information about it, such as:

- 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, click 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.

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.
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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 does not remove it from the system.
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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 J.D. Edwards development tools.

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 File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).
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 Information 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 established master pay rate.

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 File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).
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 Information 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 File table (F069126), 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 D1861411. 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 File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).
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 Information 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 the 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 File table (F069126), 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 reducing the hourly rate, but paying employees the same amount.

Reviewing Union Reports

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

Reviewing 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 primarily to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals

- Grand totals for the entire report

The information provided in this report is based on the Employee Transaction History table (F0618).

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability report to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that appear on the report. The report shows both actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each type of hours that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618).

Before You Begin

- Set up Union Liability Basis Tables in UDC 06/IP.

Reviewing Historical Reports

You can use six-column reports to create customized payroll history reports.

Setting Up Six-Column Report Versions

Use the Six Column Report to create a customized report that displays as many as six columns of payroll information for selected employees. You define the information for each column by specifying the PDBAs that are associated with that column. For example, you could create a report that lists bonus amounts that employees have been paid, associating bonus PDBAs with different columns.

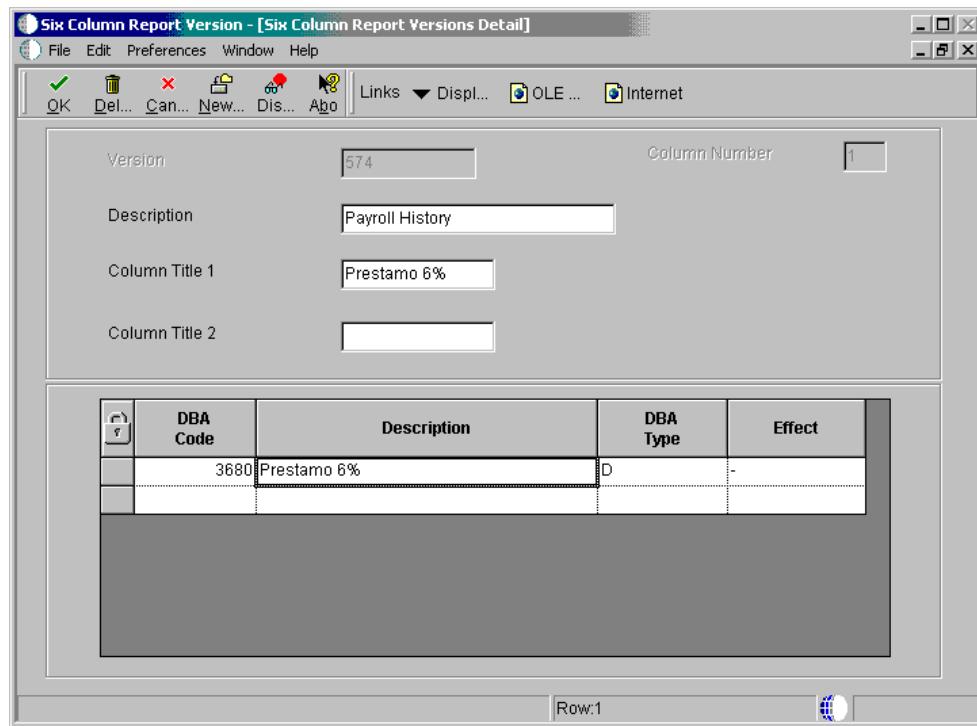
The system totals all of the PDBAs that are associated with each column for each employee. The system adds or subtracts each PDBA to the total, depending on the setup of the PDBA. Typically, pay types and benefits are added to the total, and deductions are subtracted.

You can create as many versions of the Six Column Report as you need.

► To set up six-column report versions

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report Version.

1. On Work With Six Column Report Versions, click Add.



2. On Six Column Report Versions Detail, complete the following fields:
 - Version
 - Description
 - Column Number
3. Complete the following optional fields to include column titles on the report:
 - Column Title 1
 - Column Title 2
4. Complete the following field in the detail area for each PDBA that you want to associate with the column:
 - DBA Code

The system completes the remaining fields in the detail area for the PDBA. The system indicates whether the PDBA is added to or subtracted from the total for the column by placing a + or - in the Effect field.
5. Click OK.
6. Complete these steps for each column on the report, specifying the same Version and Description for each column.

You can set up as many as six columns for each version.

Running Six Column Reports

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report.

You use the Six Column Report to run your customized payroll reports that you set up as Six Column Report versions. Use the processing options to specify which Six Column Report version to run. Enter the company, union, and business unit for the report in the data selection.

See Also

- R76M1101 Six Column Report* in the *Reports Guide* for a report sample

Before You Begin

- Set up a customized payroll report. See *Setting Up Six-Column Report Versions*.

Processing Options for Six Column Report (R76M1101)

Edit Tab

1. Date Range to Obtain Information From :

Use this processing option to specify the beginning date of the period that the report considers for the process.

2. Date Range to Obtain Information To :

Use this processing option in to specify the ending date of the period that the report considers for the process.

1. Version History

Use this processing option to specify the Six Column Report version to use for this process.

Defaults Tab

Payment Reconciliation

To ensure that the information in the Payroll system is consistent with your bank records, you must periodically reconcile payments. You can either reconcile payments manually or run a program that automatically reconciles payments.

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.

Reconciling Payments

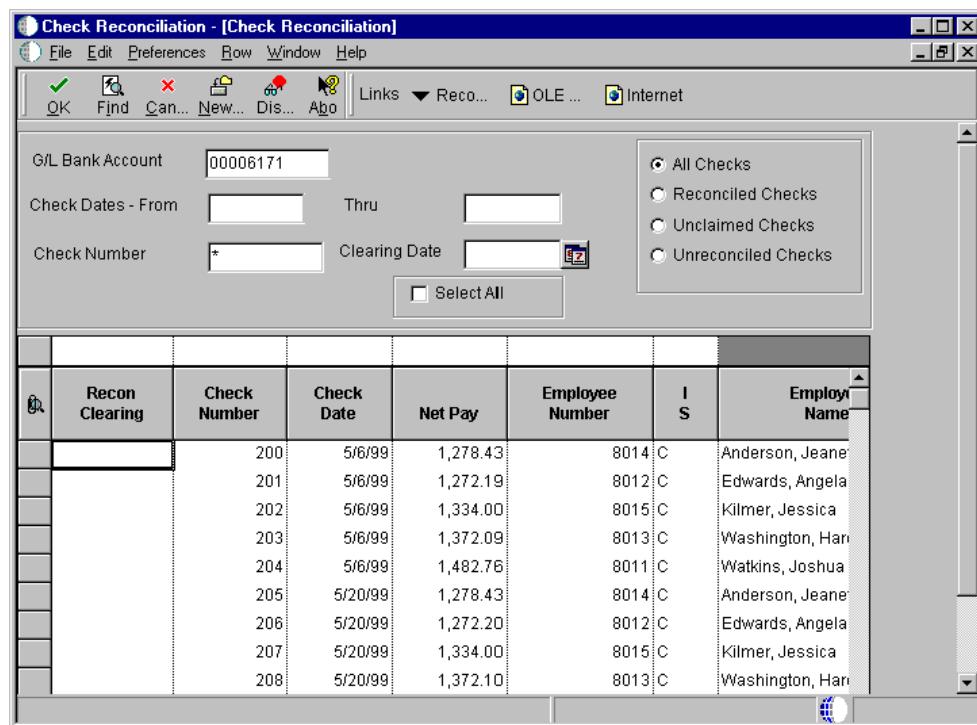
You reconcile payments to make your payment information consistent with your bank records. You can reconcile your payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether your payroll history corresponds to the bank's records.

Reconciling Payments Manually

When you reconcile payments manually, you can review the reconciliation status of the payments and change it 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. Click 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 that it cleared, complete the following field:
 - Recon Clearing
7. Click OK.

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 – Flat File OneWorld Only table (F075611). Before you can reconcile payments automatically, you must copy the bank information (the information in the F075611 table) to the Bank Reconciliation – Paid File table (F06561) in the Payroll system.

You use the Custom Reformat program (R8907561) to perform the copy process. This program 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 program 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 program to meet your specific needs.

Before You Begin

- ❑ Load the bank tape to the Bank File of Cleared Checks – Flat File OneWorld Only (F075611). The F075611 file is a fixed-width, space-delimited file that follows the

format of the Bank Reconciliation - Paid table (F06561) with regard to length and starting positions. The F075611 is left-justified with trailing blanks.

See Also

- Creating a Batch Version* in the *OneWorld Foundation Guide* for information about creating and modifying a UBE
- Setting Up a Table Conversion* in the *Table Conversions Guide*
- Running a Table Conversion* in the *Table Conversions Guide*

Reconciling Payment History Automatically

From the Paycheck Reconciliation 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 use these reports to determine whether errors have prevented any payments from being reconciled.

Before You Begin

- Copy the reconciliation information from your bank to the Bank Reconciliation - Paid table (F06561). See [*Copying Bank Information to the Payroll System*](#).
- Set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field.

See Also

- Reviewing Payment Reconciliation Reports*

Processing Options for Reconcile Check History (R075613)

Defaults Tab

Use these processing options to specify the default settings for reconciling payment history.

2. Enter valid values to reconcile Voids.

Blank = Do not reconcile Voids

1 = Reconcile Voids

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.

From Date

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.

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.

5. Print Employee Name and Number on report

Blank = Do not print employee name and number

1 = Print employee name and number

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.

The Check Reconciliation - Update History report prints automatically each time that you reconcile payments automatically. The Amounts not Equal report prints only when the

payment records from the bank do not match the records in your payroll history. The Issued but not Cleared report prints only when outstanding payments exist. The system does not automatically print the Reconciliation Register. You can print it when you need to review detailed information about outstanding payments.

Reviewing Check Reconciliation History

When you run the Check Reconciliation History program (R075613), the system prints a report that is based on the information in the Bank Reconciliation - Paid File 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 either an R (if the payment has been reconciled) or an asterisk (if the system has 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 such a case, the system prints the Paycheck Recon - Amounts Not Equal report (R075613A). This report lists payments for which discrepancies exist.

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 Paycheck Recon - Issued But Not Cleared report (R075613B). This report lists 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 Paycheck Reconciliation menu (G07PC12), choose Reconciliation Register.

After you reconcile payments, you can review the Reconciliation Register (R073241) report to identify any outstanding payments. You can run this report at any time. The report 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 Pay Check History Summary table (F06156).

See Also

- R073241, Reconciliation Register* in the *Reports Guide* for a report sample

Processing Options for Reconciliation Register (R073241)

Defaults Tab

Use this processing option to specify the information that appears on the report.

2. Enter valid values to include voided checks (negative amounts) in the grand totals:

Blank = Do not include voided checks in the grand totals.

1 = Include Voided Checks in the grand totals.

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

Advanced & Technical

Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types of 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 appears on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must correct payroll history either by revising the appropriate payroll information or by making changes to the payroll history tables. 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.

Types of Payroll History

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are: detail records and summary records.

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.

PDBA History Tables

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, 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 F06146 table and generates a report that lists 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.

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 Payroll Month PDBA 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 Payroll Month PDBA 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 multiple records.

To run the Payroll Month PDBA Integrity report in proof mode, set the processing mode to Proof in the processing options.

Before You Begin

- Set the processing mode to Proof in the processing options for the Payroll Month PDBA Integrity report to print the report without updating the table.
- Create a backup table of the Employee Transaction History Summary table (F06146). The Payroll Month PDBA 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 and sequencing for the PDBA History Integrity Report

Enter the last two digits of the current year in the data selection. Also, do not change the data sequence of the report.

Processing Options for Payroll Month PDBA Integrity Report (R077021)

Process Tab

Use these processing options to specify the mode in which you want to run the Payroll Month PDBA Integrity report. You can also specify any error types that you do not want the system to print on the report.

1. Processing Mode

0 = Proof

1 = Update

Use this processing option to specify whether you want to process the report in proof mode or update mode. Valid values are:

- 0 Proof mode. The system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in update mode.

-
- 1 Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

2. 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 appears 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 to ensure accurate quarterly reports and year-end forms.

Any of the following error codes might appear on the report. These codes are defined in UDC 06/IT.

0101 - Employee number is invalid	The employee number does not exist in the Employee Master Information table (F060116). Add the employee record to the F060116 table, and then run the PDBA History Integrity report in update mode.
0102 - Pay, deduction, or benefit type doesn't exist	The pay, deduction, benefit, or accrual number does not exist in the Payroll Transaction Constants table (F069116). Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.
0103 - Tax ID doesn't exist	The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification 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	<p>The corporate tax ID on the record does not match the corporate tax ID in the F069086 table.</p> <p>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.</p> <p>Note: Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.</p> <p>The report corrects the tax ID for a number of forms automatically. This is one of the most common errors.</p>
0105 - Amount due invalid	<p>An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction.</p> <p>Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero using the Advanced DBA Information form.</p>
0106 - Number Periods invalid	<p>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.</p> <p>Either change the Number of Periods field to allow periods or manually adjust the periods to zero using the Advanced DBA Information form.</p>

Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct the 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.

After you run an integrity report in update mode, you should run it again in proof mode to produce an error-free report. When the system finds no errors, it generates only the cover page.

If the Payroll Month PDBAs report does not generate errors, the review form does not allow you to review information. This form is used only to review and revise errors generated by the report.

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 Payroll Month PDBA 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 modify the gross pay amount for one month for a particular pay type.

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 PDBA Integrity Review program (P077002). This program updates the Employee Transaction History Summary table (F06146).

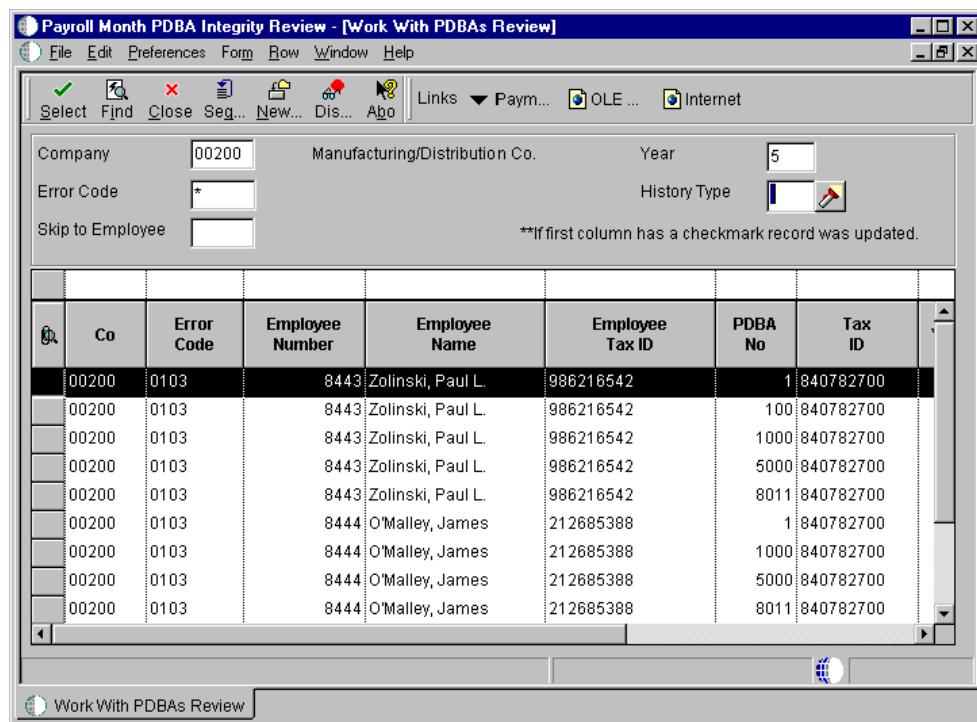
Caution

This program should have the highest possible level of system security because when you revise payroll history manually:

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

► To correct PDBA history integrity errors manually

From the Advanced and Technical Operations menu (G07BUP3), choose Payroll Month PDBA Integrity Review.



1. On Work With PDBAs Review, complete one or more of the following fields, and click Find:
 - Company

- Error Code
 - Year
 - History Type
 - Skip to Employee
2. Review the errors that appear in the detail area, and complete the following steps, as necessary.
 3. To enter or correct a corporate tax ID number, complete steps 4 and 5.
 4. On Work With PDBAs Review, choose Corp Tax ID (Corporate Tax IDs) from the Form menu.
 5. On Corporate Tax IDs, enter the necessary changes.
See *Setting Up Corporate Tax IDs* in the *Workforce Management 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 History 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

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 appear on the integrity report

Correcting PDBA History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUP3), choose Payroll Month PDBA Integrity Report.

After reviewing the Payroll Month PDBA Integrity report and making any manual corrections, you run the report in update mode to update the Employee Transaction History Summary table (F06146) 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 Payroll Month PDBA 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 mode to Update in the processing options for the Payroll Month PDBA Integrity report to print the report and update the table.

Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During the final update, a machine failure or power outage might prevent the system from updating the summary history tables.
- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. If you revised or corrected the summary history table and want to keep the changes, you should not run a repost. Except for maximum amount taxes such as FICA and Medicare, the repost will not include the revisions that you made to the history summary table.

Before You Begin

- Back up all summary tables that you need to repost.
- Contact J.D. Edwards for customer support.

Reposting the Tax Ledger to the Tax Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Tax Ledger to Tax Summary.

Repost the tax ledger to the tax summary if your Tax History table (F06136) contains corrupt data. This repost totals the tax transactions in the Pay Check History Tax Ledger table (F06166) by year, home company, tax type, tax area, tax ID, and employee number. It then posts these totals as one summary transaction to the Tax History table. The summary transaction includes the following totals by month for each year processed:

- Gross pay
- Excludable gross
- Pay in excess of annual limit for tax calculation
- Taxes withheld

The repost summarizes information by check date. It overwrites existing totals in the summary table.

Processing Options for Repost Tax Ledger to Tax Summary (R07136)

Tax Repost

Enter the Tax Area to Repost

Enter the Tax Type to Repost

Enter the Year to Repost

Enter the Month to Repost --

Blank value will Repost all months for
specified Year

If desired, enter a Specific Employee, or leave
blank to Repost all employees

Reposting Pay Types to the Payroll Month

From the Advanced and Technical Operations menu (G07BUP3), choose Repost Pay Type to Payroll Month.

Repost pay types to the payroll month if your Employee Transaction History Summary table (F06146) contains corrupt data. This repost process totals the pay type transactions in the Employee Transaction History table (F0618) and posts monthly totals for gross pay and hours to the F06146.

The repost summarizes by check date and overwrites existing totals in the F06146.

Processing Options for the Payroll Repost - F0618 to F06146 Program (R07146A)

Payroll Repost

Enter the YEAR to be reposted

Reposting DBAs to the Payroll Month

From the Advanced and Technical Operations menu (G07BUP3), choose Repost DBAs to Payroll Month.

Repost DBAs to the payroll month if the information in your Employee Transaction History Summary table (F06146) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06146.

The repost summarizes by check date and overwrites existing totals in the F06146.

Processing Options for Repost DBAs to Payroll Month (R07146B)

Payroll Repost

Enter the YEAR to be reposted

Reposting DBAs to the Calendar Month

From the Advanced and Technical Operations menu (G07BUP3), choose Repost DBAs to Calendar Month.

Repost DBAs to the calendar month if the information in your Calendar Month DBA Summary History File table (F06145) does not correspond to the detail information in the DBA

Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA Summary History File table.

The repost summarizes by work date. It overwrites existing totals in the Calendar Month DBA Summary History File table.

Reposting DBAs to the Tax Area Summary

From the Advanced and Technical Operations menu (G07BUP3), choose Repost DBA's to Tax Area Summary.

Repost DBAs to the tax area summary if the information in your Tax Area Transaction History table (F06148) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost totals the amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction History table.

The repost overwrites existing totals in the Tax Area Transaction History table.

Processing Options for Repost DBA's to Tax Area Summary (R07148)

Select

1. Year To Repost

Blank = Repost All Years

Wage Attachments

In many countries, employers are responsible for collecting and distributing child support and other wage attachments. As an employer, you might be 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 local 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 governmental taxing authority sends a notification of a levy on employee wages, salary and other income. This notification indicates the amount of the levy and specific tax information needed to calculate the levy correctly. You might need to enter exemption amounts for the levy. The Wage Attachment Workbench allows you to set up federal and local 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 allows you 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. In many cases, 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. In addition, 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 varies 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 insufficient to cover all obligations. In such cases, you 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 to 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 complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system can 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, if necessary, to set up the loan, attach agency fees, and calculate interest. 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

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage attachment processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

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.

Terms

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

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.

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. 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 tax levies, government agencies might 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 might be allowed a personal exemption and an exemption based on their marital status. Disabled employees might also be allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. 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 following:

- 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.

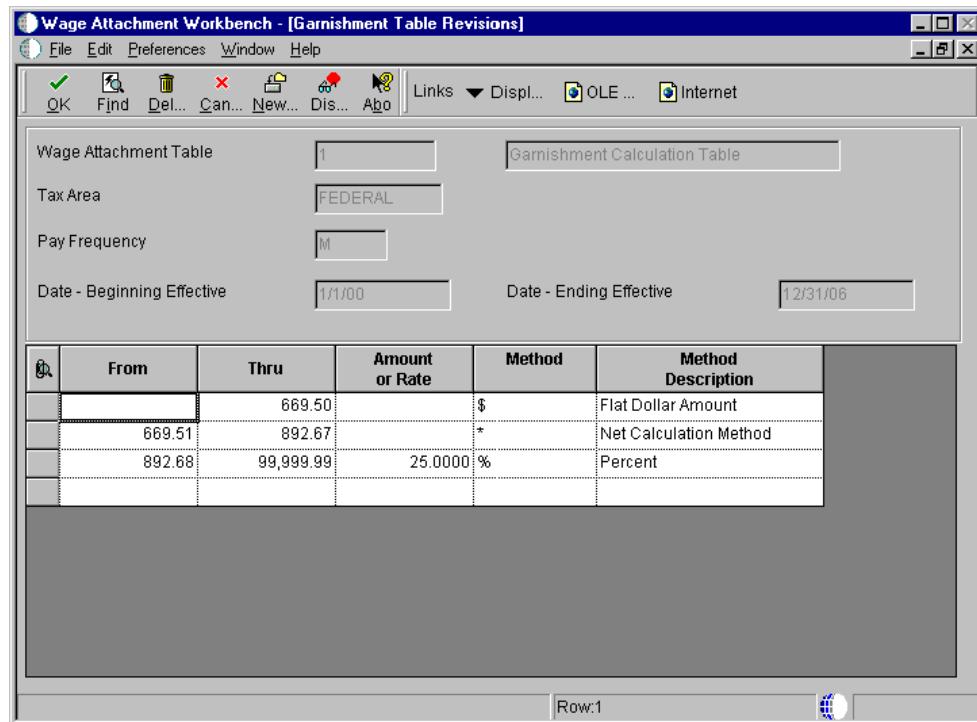
Note

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
 - Tax Area
 - Table Description
4. To enter wage ranges, complete the following fields:
 - Pay Frequency

- Date - Beginning Effective
- Date - Ending Effective
- Amount or Rate
- Method

5. Click OK.

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.

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.

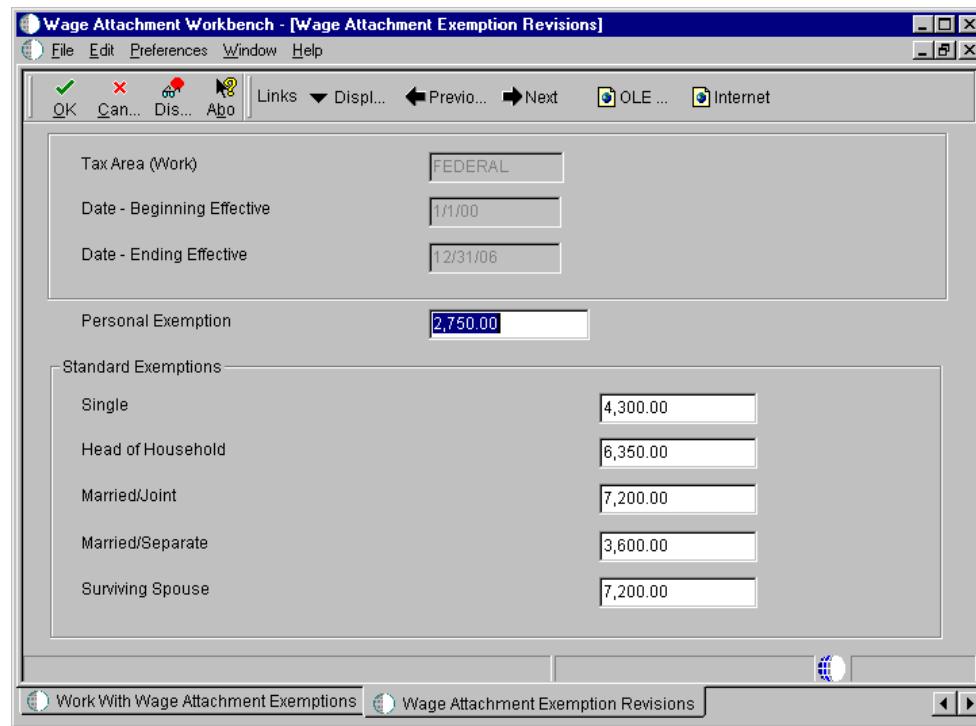
Setting Up Standard Annual Exemption Amounts

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 United States 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)
- Date - Beginning Effective
- Date - Ending Effective
- Personal Exemption

4. Complete one of the following fields, as applicable:

- Standard Ded. Single
- Standard Ded. Head Household
- Standard Ded. Married Joint
- Standard Ded. Married Separate
- Standard Ded. Survive Spouse

5. Click OK.

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.

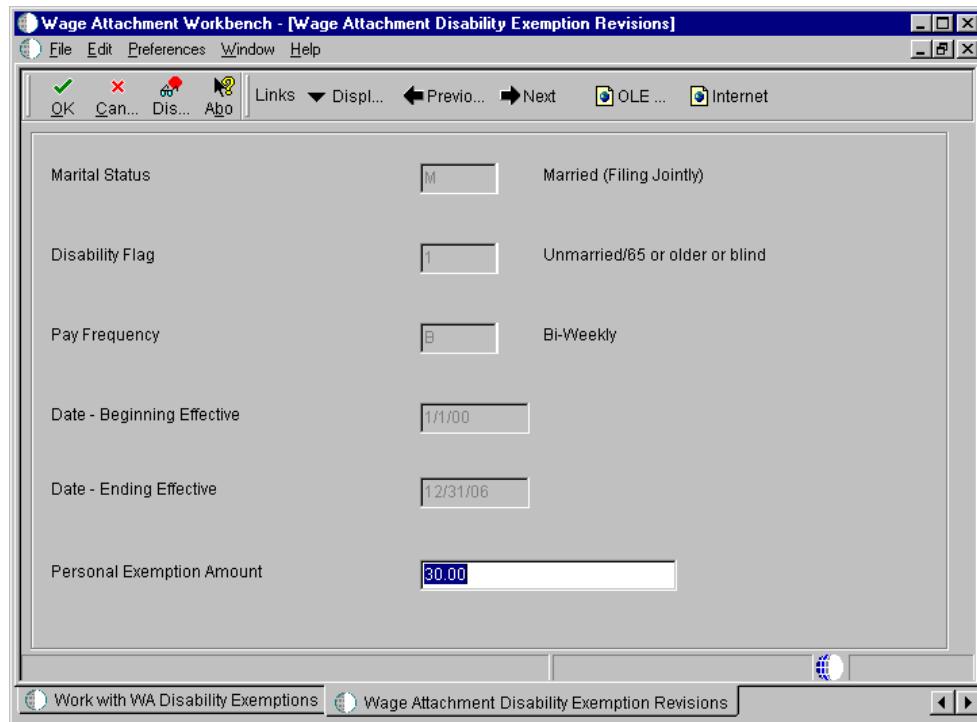
Setting Up Additional Exemption Amounts for Disabilities

When an employee or an 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
 - Date - Beginning Effective
 - Date - Ending Effective
 - Personal Exemption Amount

4. Click OK.

Entering Wage Attachments for Employees

To deduct a court-ordered payment from the employee's earnings, you can enter a wage attachment for the employee. 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.

When you enter a wage attachment for an employee, you define the specific rules for calculating the wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for each wage attachment. 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, on which 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 is likely 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 *Workforce Management 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 *Workforce Management 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 such cases, you can use the garnishment tables as the method of calculation.

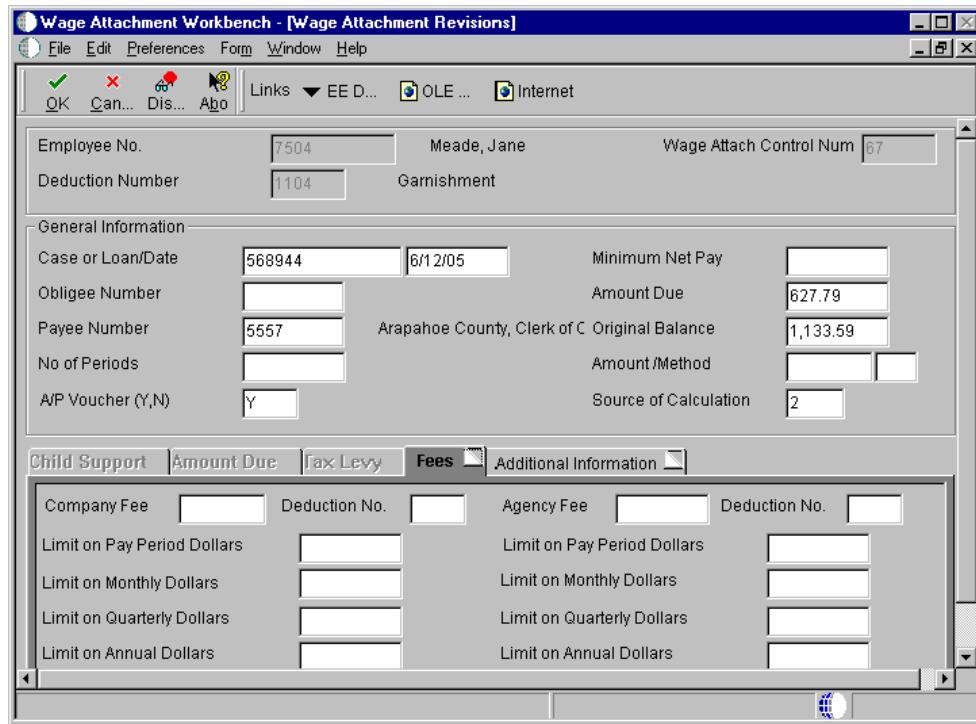
Before You Begin

- 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 Identification
- Deduction Number
- Amount Due

3. Complete the following optional fields:

- Source of Calculation
- Case or Loan/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/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.

You can associate fees with the wage attachment. See [Assigning Fees or Interest to a Wage Attachment](#).

Entering a Wage Attachment for a Loan

When your organization lends money to an employee, you can simplify the records that are 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 can 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 Identification
 - Deduction Number
 - Obligee
 - Payee
 - Amount Due
 - Amount 1/Method

3. Complete the following optional fields:
 - No. Deduction Periods
 - Minimum Wage
 - Original Balance
4. To assign a priority to this wage attachment, click the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
5. If you need to associate fees or interest with the wage attachment, complete the task [Assigning Fees and Interest to a Wage Attachment](#).
6. 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.

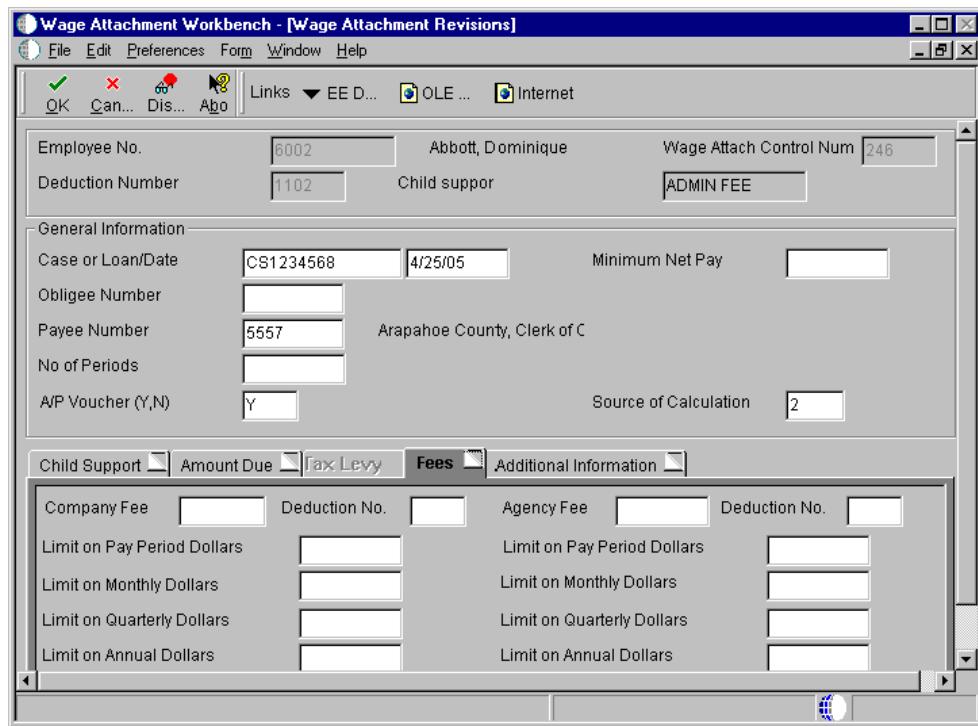
Before You Begin

- Enter the wage attachment. See the following for more information:
- [Entering a Wage Attachment for a Garnishment](#)
 - [Entering a Wage Attachment for a Loan](#)
 - [Entering a Wage Attachment for a Tax Levy](#)
 - [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 to the right of the Company Fee field:
 - Deduction No.
6. To enter a fee from an outside agency, complete the following field:
 - Agency Fee
7. Complete the following field to the right of the Agency Fee field:
 - Deduction No.
8. Complete any of the following optional fields and click OK:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - Limit on Annual Dollars

Entering a Wage Attachment for a Tax Levy

You enter a wage attachment for a tax levy when a court orders your organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a wage attachment for a tax levy, you specify the total amount that the employee owes (the amount due) and the method (determined by the court) that the system uses to calculate the payments. 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.

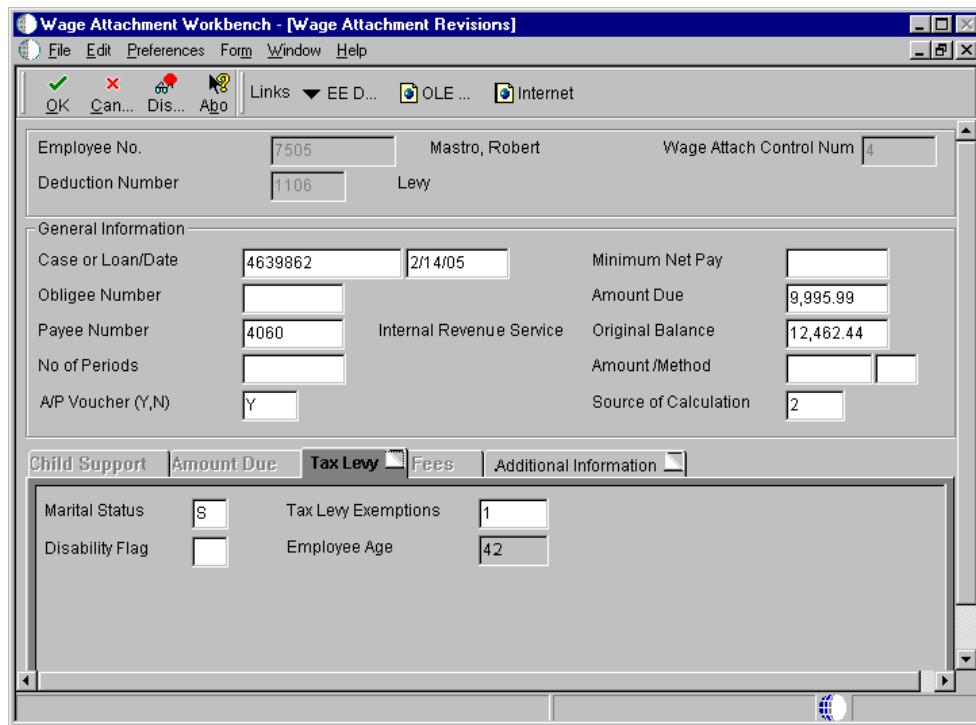
Before You Begin

- 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 Identification
- 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/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.

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.

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.

Note

Ongoing wage assignment payments always take precedence over arrearage payments.

See Also

- ❑ *Setting Up a Deduction DBA to Adjust Negative Pay in the Workforce Management Foundation Guide* for information about working with deduction arrearage amounts

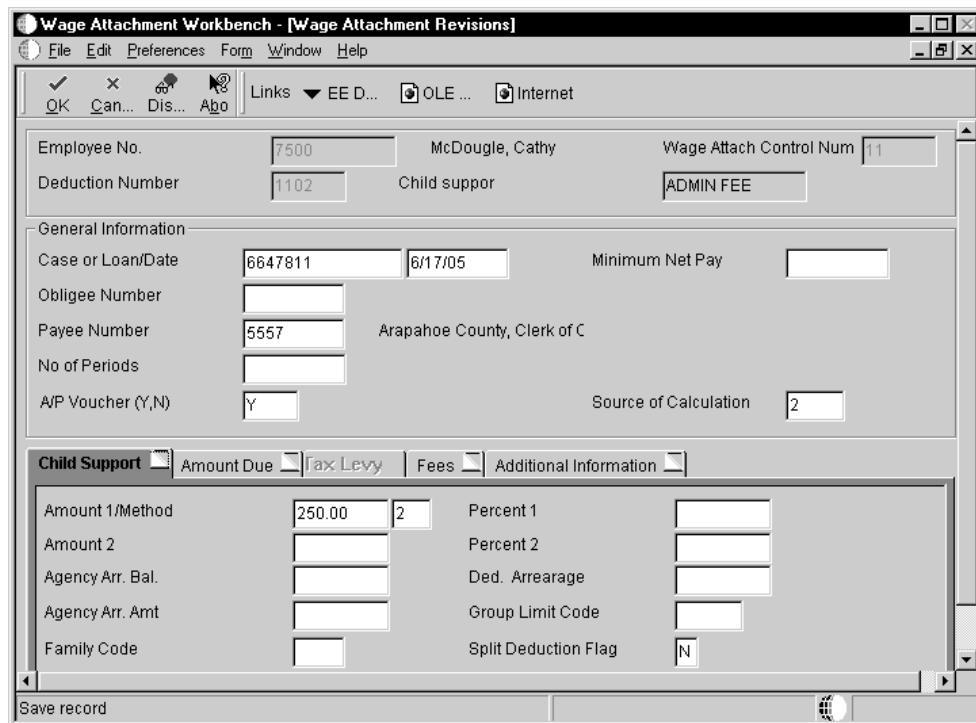
Entering an Ongoing Wage Assignment

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 only the information for the ongoing wage assignment.

► 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 Identification
- Deduction Number
- Source of Calculation

3. Complete any of the following optional fields:

- Case or Loan/Date

- Obligee
- Payee
- 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:

- Amount 1/Method
- Percent 1

To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Method field, a monetary amount in the Amount 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 Method field, (0) zero in the Amount 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.

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

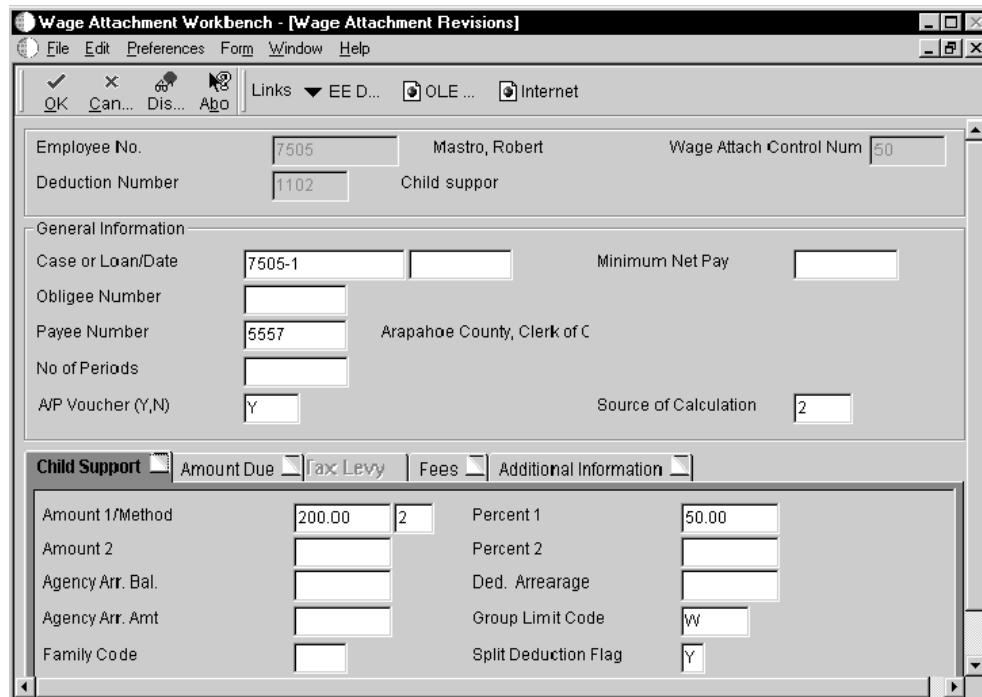
earn enough to pay both wage assignments, the amount available must be divided proportionately between the wage assignments.

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:
 - Family Code
 - Secondary Ded Flag
3. Type W in the following field:
 - Group Limit Code
4. Enter Y in the following field and then click OK:
 - Split Deduction Flag
5. On Employee Level Multiple Child Support Override, complete the following fields:
 - Amount or Rate
 - Method of Calculation
 - Source of Calculation
6. Click OK.

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 are in arrears. In these cases, the court might require that, in addition to withholding amounts 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: <ul style="list-style-type: none">• 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 one. You can review the amount that the employee paid in arrearage payments and the amount paid in current wage assignment payments. When you enter a single wage attachment to track current payments as well as 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 total amount in arrearage is paid. The ongoing wage assignment continues after the arrearage is paid.
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. You enter a separate arrearage amount, the total of which is paid 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, this setup applies either to employees who earn a commission or to employees who are paid an hourly rate and work a different number of hours each 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

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 the arrearage amount is satisfied, the system collects only 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).

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

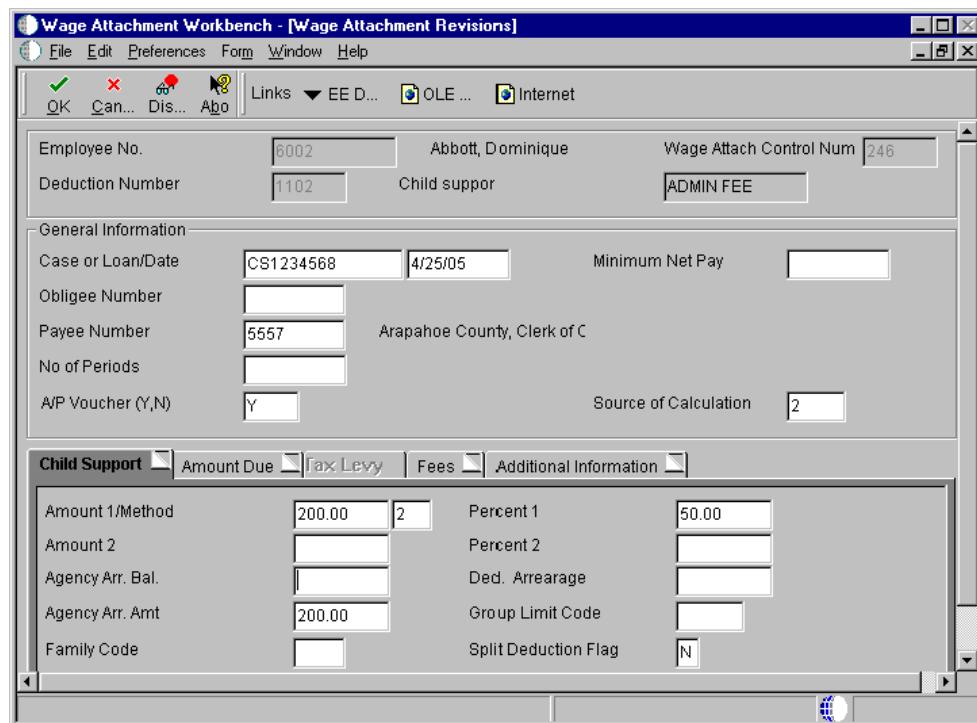
1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
See [Entering an Ongoing Wage Assignment](#).
2. Enter the number of periods for which the arrearage amount must be deducted in the following field:
 - No. Deduction Periods
3. Click the Child Support tab.
4. Enter the total of the ongoing amount and the arrearage amount in the following field:
 - Amount 1/Method
5. Enter 1 or 2 in the following field:

- WC M
6. Enter the percentage of the employee's disposable wage that must be applied to 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

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.

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. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1/Method
4. Type 1 or 2 in the following field:
 - WC M
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.

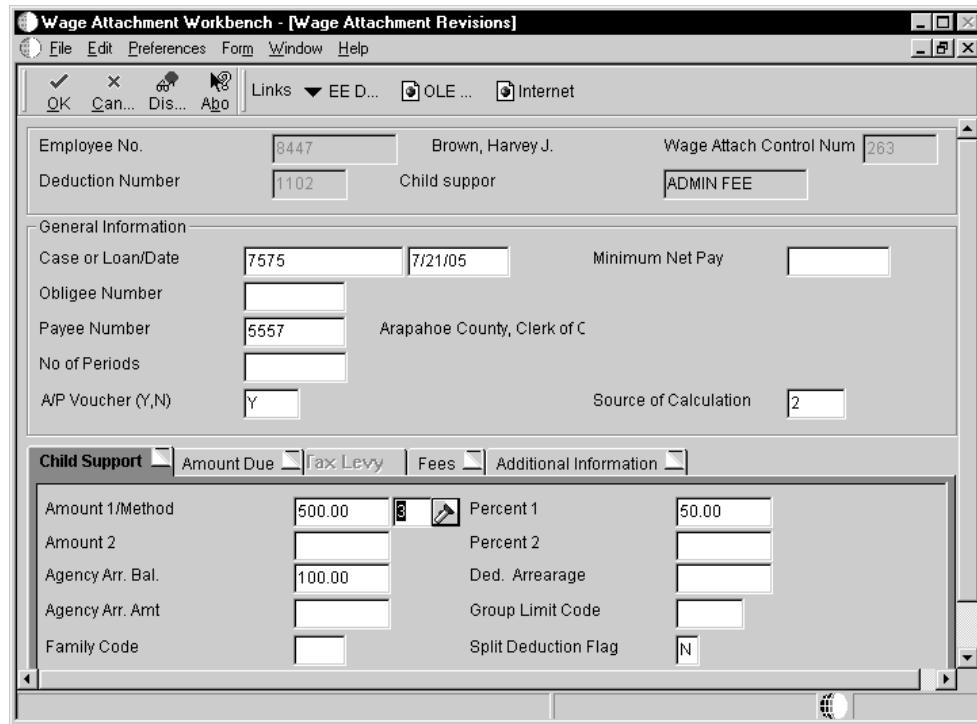
► **To enter arrearage information for variable wages**

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.

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. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1/Method
4. Type 3 in the following field:
 - WC M
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.

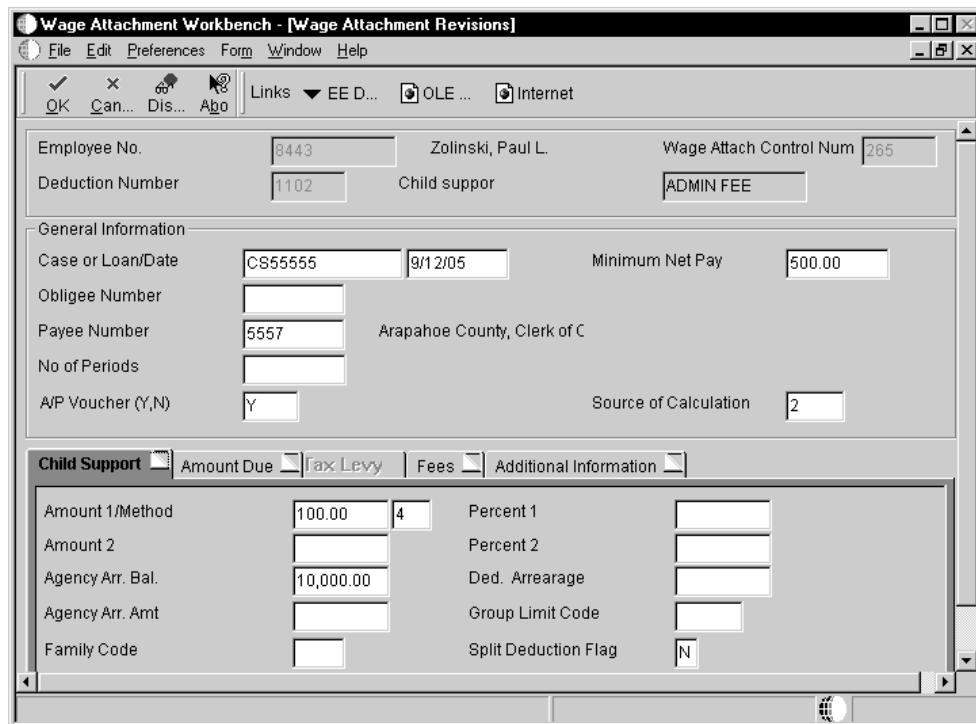
► To enter arrearage information with minimum net pay

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.

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. Click the Child Support tab.
3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1/Method
4. Type 4 in the following field:

- WC M

5. Complete the following field:

- Agency Arr. Bal.

6. Click OK.

Entering Additional Information for a Wage Attachment

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 dates on which the system should start and stop deducting the garnishment.

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 the following:
 - [Entering a Wage Attachment for a Garnishment](#)
 - [Entering a Wage Attachment for a Tax Levy](#)
 - [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:
 - File Number
 - Date Wage Attachment Received
 - Wage Attachment From Date
 - Thru Date
 - Tax Area (Work)

- Pay Frequency

5. Click the Amount Due tab and complete any of the following fields:

- Interest
- Lawyer Fee
- Service Fee
- Answer Fee
- Mailing Fee
- Other Costs
- Penalty
- Company Fine

6. Click OK.

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 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 integrity of the historical records.

► To review wage attachment history

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

1. On Work With Wage Attachments Workbench, complete the following field and click Find:

- Employee Identification

2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.

3. On Wage Attachment Ledger, review the information.

If the employee has multiple wage attachments, you can click the Previous button or the Next button to navigate among them.

Related Tasks

Deleting wage attachments	You cannot delete a wage attachment that has historical records associated with it.
----------------------------------	-------------------------------------------------------------------------------------

Rollovers

You use rollover programs to carry balances forward at the end of the year for pay types, deductions, benefits, and accruals (PDBAs) and to create the beginning balances for the next year. You need to carry these balances forward to correctly process payroll cycles in the new year.

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. For example, you might need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

You can specify the following types of years for rollovers:

Standard year	The calendar year, January through December
Fiscal year	Your organization's fiscal year
Anniversary year	Employee anniversary dates, such as birth date or hire date, in which the rollover date (year-end date) varies for each employee
User defined year	A user-defined date

The Payroll system provides two types of rollover programs:

Year-End	Use the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. You should run these programs after you process the last payroll of the year. You can roll calendar-month and payroll-month history using this program. The system maintains historical balances for the standard year in the following tables: <ul style="list-style-type: none">• Calendar Month DBA Summary History File (F06145)• Employee Transaction History Summary (F06146)
Anniversary	Use the Leave Balance Rollover program (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard year. The system maintains historical balances for fiscal and anniversary years in the Fiscal and Anniversary Year History table (F06147).

The system maintains balances in different tables because of the differences among calendar months, payroll months, calendar years, and anniversary years. For example, when a pay

cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month; but year-to-date (YTD) totals remain the same, unless the cycle also crosses calendar years.

You can use online review programs to review benefits and accruals history and year-to-date balances for anniversary history.

See *Working with Leave Balance Records* for information about anniversary history.

See *Reviewing Payroll History Information Online* for information about benefits and accruals history.

See Also

- The current year-end processing guides for the U.S. and Canadian Payroll systems for additional information about the rollovers that you run at standard year-end

Processing Rollovers

To carry PDBA balances forward at the end of the year and to create the beginning balances for the next year, you can run rollovers either during payroll cycles or between payroll cycles.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use Leave Balance Rollover (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard calendar year. Use the following guidelines to determine when to run this rollover program:

- If you have DBAs that roll over balances at the end of the fiscal year, run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.

- If you have DBAs that roll over balances on anniversary dates, run the rollover program once per pay period per payroll ID to ensure that each employee's balance is rolled over at the appropriate time.

For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. The rollover program rolls over balances for only those employees whose anniversary dates are included in the current payroll cycle.

The rollover program uses the pay-period ending date that you specify in the processing options to determine which employees' DBA balances to roll over.

You can run Leave Balance Rollover in any of the following modes: report-only mode, proof mode, and update mode. When you run the rollover program in report-only mode, the system creates the Rollover Anniversary report but does not create the Accrual Fiscal/Anniversary History Work File table (F07149). To create the workfile, you must run the rollover program in proof mode. When you run the rollover program in proof mode, it creates the Rollover Anniversary report and the Accrual Fiscal/Anniversary History Work File table. When you run the rollover program in update mode, the system uses the Accrual Fiscal/Anniversary History Work File to update the Fiscal and Anniversary Year History table (F06147). Therefore, you must run the rollover program in proof mode before you run it in update mode.

Example: Rollover on the Employee's Original Hire Date

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.
- You have an employee whose original hire date is March 5, 1996.
- Your 2005 master pay cycles for March include the following:

Payroll Number	Pay-Period Ending Date
5	February 28, 2005
6	March 14, 2005

The beginning work date for the next payroll cycle, March 15, is later than the end of the employee's anniversary year, March 5. This means that the rollover must be completed in the payroll cycle with the pay-period ending date of March 14, 2005. Therefore, one of the following happens:

- If you request the rollover program during the payroll cycle, the system processes the rollover for this employee in the payroll cycle with the pay-period ending date of March 14, 2005.
- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of March 14, 2005, and before you begin the next payroll cycle.

Processing Rollovers during the Payroll Cycle

To simplify rollover processing and to ensure that the system rolls over all DBA balances at the appropriate times, you might want to run rollovers during payroll processing. To run rollovers during the payroll cycle, you must set up pay cycle reports to include the Leave Balance Rollover program (R073910).

When you run the Leave Balance Rollover program during the payroll cycle, the system automatically runs the program in proof mode. The system processes all employees that are included in the current payroll ID, and writes a rollover record for employees whose anniversary date falls within the payroll cycle. You can run Leave Balance Rollover during any of following steps in the payroll cycle:

- Process pre-payroll
- Print payments
- Process journal entries
- Process payroll cycle reports

You specify the step during which to run Leave Balance Rollover when you set up payroll cycle reports. You cannot run Leave Balance Rollover during the final update step because during that step the system updates the Fiscal and Anniversary Year History table (F06147) using the workfile records that were created when you ran the report in proof mode.

You cannot process standard year-end rollovers during the payroll cycle. Standard year-end rollovers must be processed between payroll cycles at year-end.

Considerations

Consider the following when you process rollovers:

Pre-payroll reset	If you reset a payroll ID, the system deletes the records in the fiscal/anniversary workfile for that payroll ID.
Changes-only processing	If you need to run a changes-only pre-payroll, the system re-creates the employees' fiscal/anniversary workfile records and creates a new leave rollover report only for the employees whose records have been changed, regardless of whether their leave information has changed.
Interim payments	If you need to pay employees' leave in advance and the employees' anniversaries occur while they are on leave, you must complete the Pay Cycle Bypass Count field on the Interim Entry form to ensure that the system includes records for the employees who are on leave, although it will not generate pay for those employees.
Year-end rollover processing	You are not required to process year-end rollovers for all countries. Year-end rollovers are primarily used by countries whose tax years follow the standard calendar year (January through December).

Before You Begin

- Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Workforce Management Foundation Guide*.

See Also

- Processing Pre-Payroll*
- Reviewing the Rollover Anniversary Report*
- The current year-end processing guides for the U.S. and Canadian Payroll Systems for additional information about the rollovers you run at standard year-end
- Setting Up Payroll Cycle Reports* for further information about setting up reports to run during particular steps in the payroll cycle

Processing Options for Leave Anniversary Rollover (R073910)

Defaults Tab

These processing options allow you to specify how the system runs the rollover program, including the balances and accruals that it rolls over.)

1. Report Mode

0 = Proof Mode

1 = Update Mode

2 = Create Report Only Mode

3 = Reset Workfile Only Mode

Use this processing option to specify the mode in which the report is to be run. Note: the report must be run in proof mode before it can be run in update mode. Valid values are:

0

Proof Mode

1

Update Mode

2

Report Only Mode

3

Reset Mode - This option resets the workfile only

2. Roll Over Balances of Terminated Employees

0 = No

1 = Yes

Use this processing option to specify whether terminated employee leave balances should be rolled over. Terminated employees are identified by a pay status of T. Valid values are:

0 or Blank

Do not roll over terminated employee leave balances. (Default)

1

Roll over terminated employee leave balances

3. Employee Number to Print

A = Address Book number

B = Employee Tax Identification number

C = Other number

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

A

The address number for the employee is printed.

B

The social security number for the employee is printed.

C

The alternate employee number is printed

4. Pay Cycle Code

Use this processing option to specify the Pay Cycle Code that is to be used when creating the report

5. Pay Period End Date

Use this processing option to specify the date on which the last payroll was processed. This date is used to determine the date range that the system uses for rollover requirements

6. Last PDBA Code

Use this processing option to specify the PDBA code that the system uses to store lost leave time. If you do not enter a valid PDBA code in this option, lost leave time is not stored

7. Report Type

D= Detail

S= Summary

Use this processing option to specify the mode in which you want to process the report. You can process the report in detail mode to display all leave taken PDBA information for each employee, or you can process the report in summary mode to see the total leave taken balance for each employee. Valid values are:

D

Detail Mode

S

Summary Mod

8. Roll Over Only Sick and Vacation Accruals

0 = No, roll over all PDBA accruals

1 = Yes

Use this processing option to specify whether the system rolls over sick or vacation PDBA codes only, or whether the system rolls over all PDBA codes. Valid values are:

0 or Blank

Roll over all PDBA codes. (Default)

1

Roll over only sick and vacation PDBAs

9. Roll Over Only Current Accrual

0 = No, roll over all PDBA accruals

1 = Yes

Use this processing option to specify whether the system rolls over accrual balances only. You should choose to do this only if employees lose any accrued leave time that they have not taken. Valid values are:

0 or Blank

Roll over all information.

1

Roll over accrual balances only

Select Tab

These processing options allow you to specify the type of history that the system rolls over and whether it carries negative balances forward.

If you want to set the processing options on this tab to roll over fiscal or anniversary history, do not list any PDBAs in the processing options on the PDBA Codes tab. If you specify any PDBAs to roll over on the PDBA Codes tab, those values override your selections in the processing options on this tab to roll over fiscal or anniversary history.

1. Roll Over Fiscal History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over fiscal history type details. Valid values are:

0 or Blank

Do not roll over fiscal history type details.

1

Roll over fiscal history type details

2. Roll Over Anniversary History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over anniversary history details. Valid values are:

0 or Blank

Do not roll over anniversary history details.

1

Roll over anniversary history details

3. Carry Forward Negative Balances

0 = No

1 = Yes

Use this processing option to specify whether an employee's available leave balance can be negative when rolled over. Valid values are:

0 or Blank

Negative balances will be reset to 0. (Default)

1

Negative balances are allowed

PDBA Codes Tab

These processing options allow you to specify the available PDBA codes to roll over. If you leave them blank, the system rolls over all PDBA codes based on how you set the processing options on the Defaults tab and the Select tab.

1. PDBA Code to Roll Over

Use this processing option to identify the first PDBA code to roll over. If this option is left blank, all PDBA codes are rolled over

2. Additional PDBA Code to Roll Over

Use this processing option to identify the second PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

3. Additional PDBA Code to Roll Over

Use this processing option to identify the third PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

4. Additional PDBA Code to Roll Over

Use this processing option to identify the fourth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

5. Additional PDBA Code to Roll Over

Use this processing option to identify the fifth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

6. Additional PDBA Code to Roll Over

Use this processing option to identify the sixth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

7. Additional PDBA Code to Roll Over

Use this processing option to identify the seventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

8. Additional PDBA Code to Roll Over

Use this processing option to identify the eighth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

9. Additional PDBA Code to Roll Over

Use this processing option to identify the ninth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

10. Additional PDBA Code to Roll Over

Use this processing option to identify the tenth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

11. Additional PDBA Code to Roll Over

Use this processing option to identify the eleventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

12. Additional PDBA Code to Roll Over

Use this processing option to identify the twelfth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over

Processing Rollovers between Payroll Cycles

From the Leave Balance Rollover Functions menu (G07BUSB18), choose Leave Balance Rollover.

You can run the Leave Balance Rollover program (R073910) between payroll cycles. For example, if you process pre-payroll for a large group of employees, running the rollover program during pre-payroll might be too time-consuming. When you run the rollover program from a menu selection between payroll cycles, you can choose specific employees to process and run the program either in proof or update mode.

When you process rollovers between payroll cycles, you use a processing option to specify the pay period end date that the system uses to determine which employees' balances to roll over. Each time you run the rollover program, the system creates a rollover report.

The system maintains balances for years that begin on a date other than January 1 in the Fiscal and Anniversary Year History table (F06147).

Before You Begin

- Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Workforce Management Foundation Guide*.

Reviewing the Rollover Anniversary Report

When you run rollovers, the system automatically creates the Rollover Anniversary report, which lists the following information for each employee:

- The beginning balance from the start of the year being rolled over, for the available PDBA code
- Current-year additions for the available PDBA code
- Taken, accrual, and new available leave balances
- Actual new available balance after any limits are applied
- Any amount lost as a result of rollover rules being applied
- Negative balances

You can run the Rollover Anniversary report in detail mode or summary mode. You use the processing options for the rollover program to specify which mode you want. The detail report lists individual accrual and taken PDBA codes when more than one taken PDBA code is associated with an available PDBA code. The summary report summarizes information to the available PDBA code level and shows both hours and monetary amounts.

After you run rollovers, you should review the report to verify that the appropriate balances rolled over correctly. Before you perform the update to roll over those employees' balances, you must correct any errors in the workfile that you found on the report.

Reviewing the Fiscal/Anniversary Workfile

After you run rollovers and before you update the leave balance information to the Fiscal and Anniversary Year History table (F06147), you might want to review the information that the system stores in the Accrual Fiscal/Anniversary History Work File table (F07149). When you review the leave balance information in the workfile, you might discover an error that you

need to correct. If your account has the necessary security, you can manually revise information in the workfile to correct the error.

Caution

This program should have the highest possible level of system security because, when you revise this information manually, the system does *not* do the following:

- Create an audit trail of the changes that you enter
 - Update pay stubs and advices to reflect the changes
 - Update the records in the Employee Transaction History Summary table (F06146)
-

► To review the fiscal/anniversary workfile

From the Leave Balance Rollover Functions menu (G07BUP18), choose Work with Fiscal/Anniversary Workfile.

1. On Work With Fiscal/Anniversary Work File, complete any of the following fields to limit the information that appears in the detail area, and then click Find:
 - Payroll ID
 - Address Number
 - PDBA Code
 - Anniversary Date
 - Home Company
 - Tax ID
2. Choose a record in the detail area, and then click Select.

P07149 - [Fiscal/Anniversary Work File Revisions]

Payroll ID		
Address Number	1511	Starbuck, Jennifer
PDBA Code	8500	
Anniversary Date	07/22/0	
Tax ID	353535353	
Company - Home	00001	Financial/Distribution Company
	Hours	Amount
Year to Date	6.15	615.20
Beginning Balance		
Prior Year	49.20	4,921.60

3. On Fiscal/Anniversary Work File Revisions, review the information in the following fields:
 - Year to Date Hours
 - Year to Date Amount
 - Beginning Balance Hours
 - Beginning Balance Amount
 - Prior Year Hours
 - Prior Year Amount

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

4. Click OK.

Processing Options for Work with Fiscal/Anniversary Workfile (P07149)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave. When you run the rollover program for an employee whose hours of leave exceed the amount that can be rolled over, the excess hours are either lost completely or banked (saved) to a DBA that you specify. You might want to hold the lost and banked hours in a DBA so that you can refer to those amounts in the future, perhaps if your organization allows managers to grant back to their employees some of the lost hours.

Lost and banked hours are for informational purposes only. The amount in the lost and banked DBA is not included in any calculations during the DBA calculation process or during the rollover process. This DBA is only used to store any excess hours at the time of rollover.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time

Working with Leave Balance Records

When you first install the Payroll system, you can use the Maintain Fiscal/Anniversary History program (P07147) to add your existing information to the Fiscal and Anniversary Year History table (F06147). You might also want to use this program to work with the table directly if you encounter problems with an update or if you want to manually maintain an employee's balance.

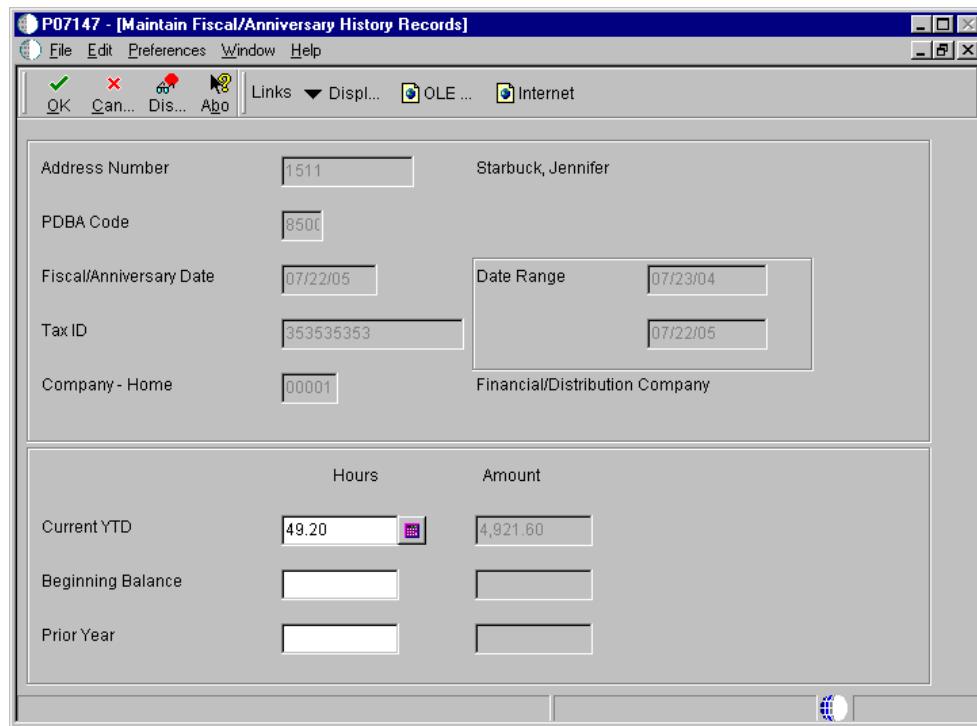
Caution

When you use this program, changes that you make directly affect the information in the table. Only experienced users who are familiar with the consequences of changing employees' accrual information should be allowed to run this program.

► To work with leave balance records

From the Leave Balance Rollover Functions menu (G07BUP18), choose Work with Fiscal/Anniversary Records.

1. On Work with Fiscal/Anniversary History Records, complete any of the following fields to limit the information that appears in the detail area, and then click Find:
 - Address Number
 - PDBA Code
 - Date
 - Tax ID
 - Company - Home
2. Choose a record in the detail area, and then click Select.



3. On Maintain Fiscal/Anniversary History Records, review the information in the following columns, and then click OK:
 - Hours
 - AmountIf your user account has the necessary security, you can correct any of the information.
4. If you need to add a record and your user account has the necessary security, on Work with Fiscal/Anniversary History Records, click Add.
5. On Maintain Fiscal/Anniversary History Records, complete the following required fields:
 - Address Number
 - PDBA Code
 - Fiscal/Anniversary Date
6. Complete the following optional fields, and then click OK:
 - Current YTD Hours
 - Current YTD Amount
 - Beginning Balance Hours
 - Beginning Balance Amount
 - Prior Year Hours
 - Prior Year Amounts

Processing Options for Maintain Fiscal/Anniversary PDBA History (P07147)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time

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.

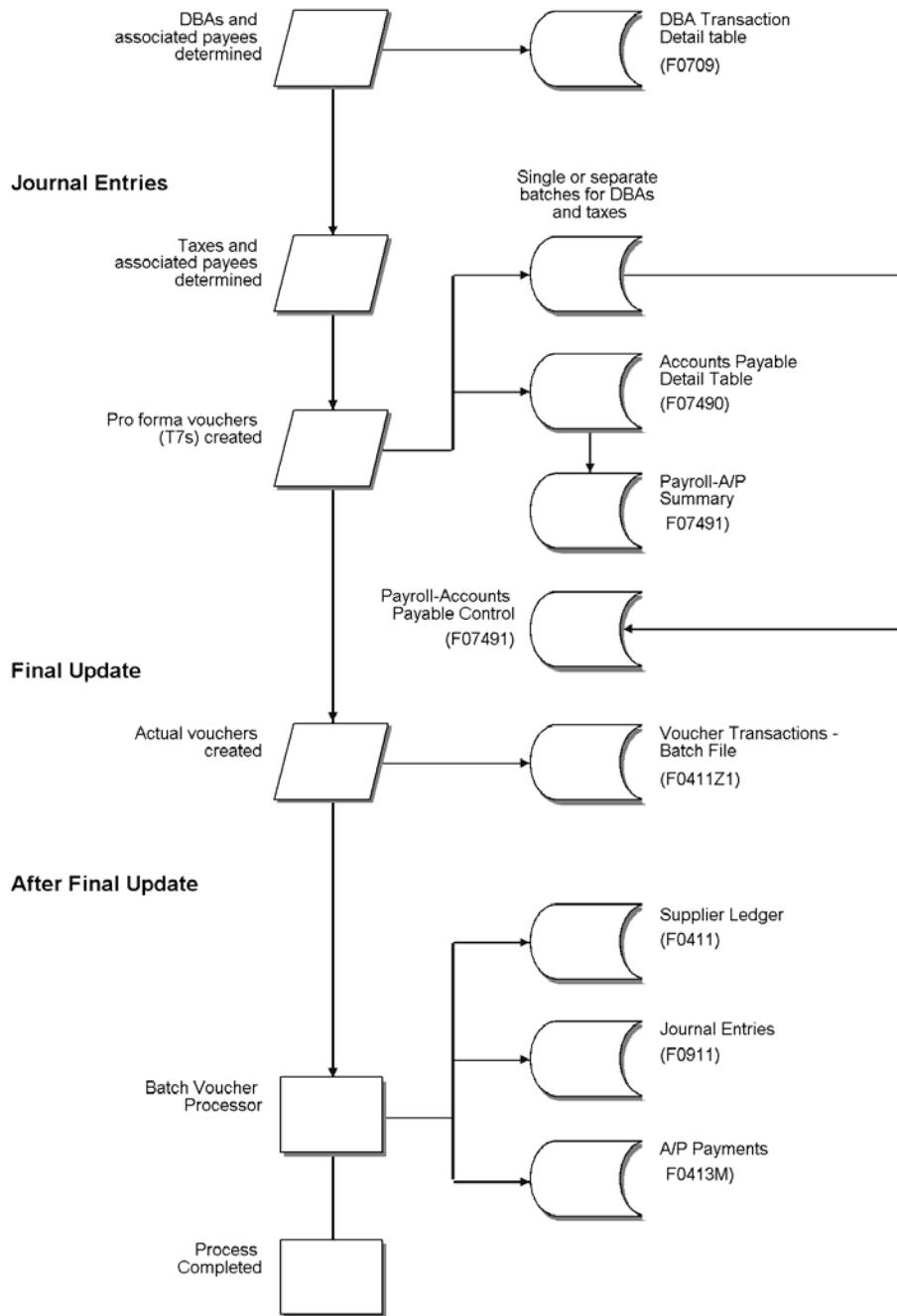
If you are using the J.D. Edwards Payroll system in conjunction with the J.D. Edwards Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and generating the associated Accounts Payable vouchers. Review-level (pro forma) vouchers are created in the 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

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

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.

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. See [Entering Supplier Records](#) in the *Accounts Payable Guide*.
- ❑ For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See [About AAIs for A/P](#) in the *Accounts Payable Guide*.

Activating Accounts Payable Integration in Company Options

Before you can use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up your company options, but you did not activate accounts payable integration at that time, complete this task. If you have not yet set up your company options, complete the task for setting up company options.

► To activate accounts payable integration in company options

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

1. On Work With Company Option, 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 the Additional Options tab, complete the following field:
 - A/P Integration
4. Click OK.

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.

See Also

- Setting Up Company Options* in the *Workforce Management 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 multicompny 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 generates an error message.

► To activate voucering for tax types

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

1. On Work With Tax Area Information, 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.

See Also

- Setting Up Tax Area Information in the Workforce Management Foundation Guide*

Entering Tax Payees by Company

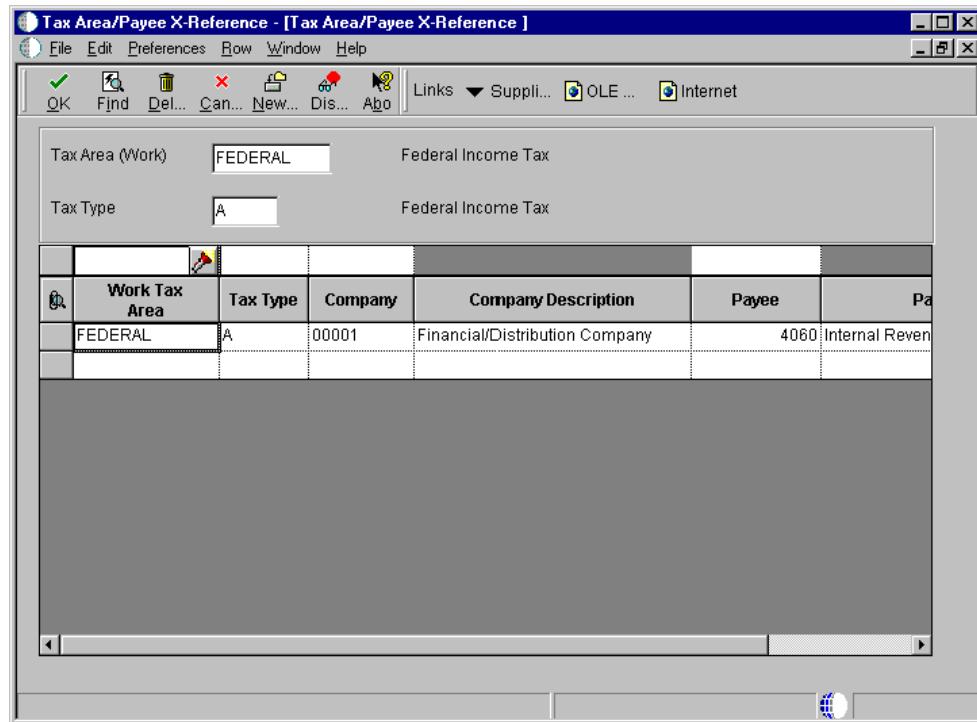
After you activate voucering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

- 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 X-Reference.



1. On Tax Area/Payee X-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

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 create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

DBA	When all or most of the companies in your organization remit payment for a DBA to the same institution, entering the payee at the DBA level is more efficient.
Group Plan	When your organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.
Employee	If a particular employee remits payment for a DBA to a different payee than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

For a wage attachment, the system stores the case number and employee name in the voucher. This information appears 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.

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, choose the following option:
 - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
 - Payee
6. Click OK.

See Also

- Setting Up Essential DBA Information in the Workforce Management 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 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 Pay/Deductions/Benefits 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:
 - Provider/Trustee
5. Click OK.

See Also

- Setting Up Group Plan DBAs in the Workforce Management 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.

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions in the Workforce Management Foundation Guide* for information about 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 One voucher per payee by tax type.
Rule 02

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:

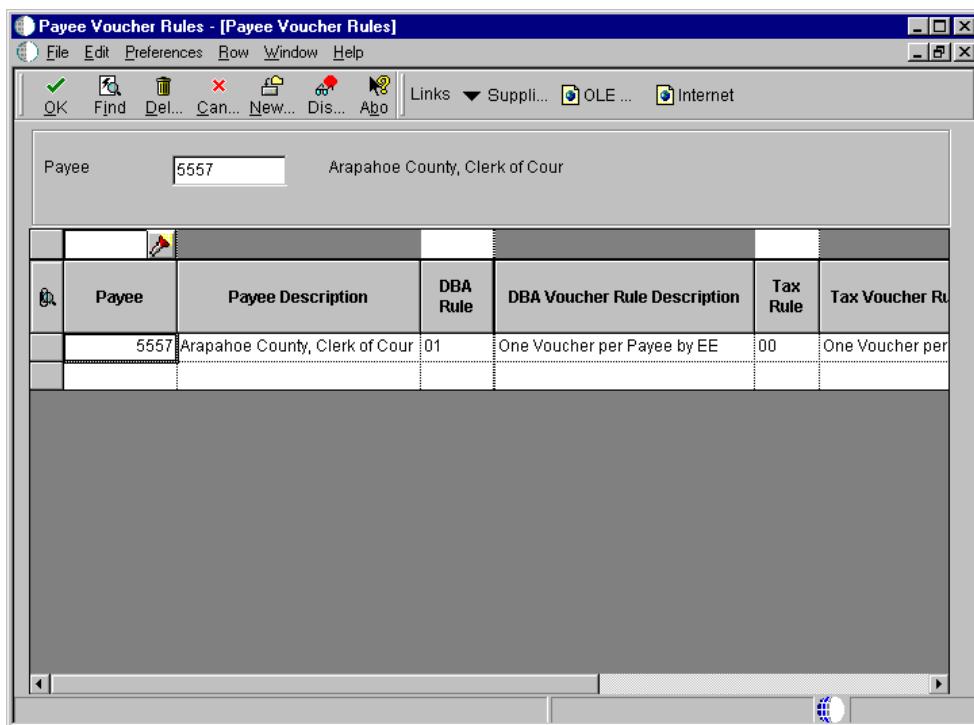
- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

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.

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 Deduction/Benefit/Accrual Ledger File 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 File (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 File (F07492) This table contains control information about the vouchers, such as the number of vouchers in the batch.

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries. The system also sends a

message to the Workcenter if errors occur when it creates the actual journal entries during final update. You must correct these errors before you can post the journal entries for vouchers.

The system does not automatically post the journal entries for vouchers. You must run a program to post them.

Before You Begin

- Process a payroll cycle that includes vouchers.

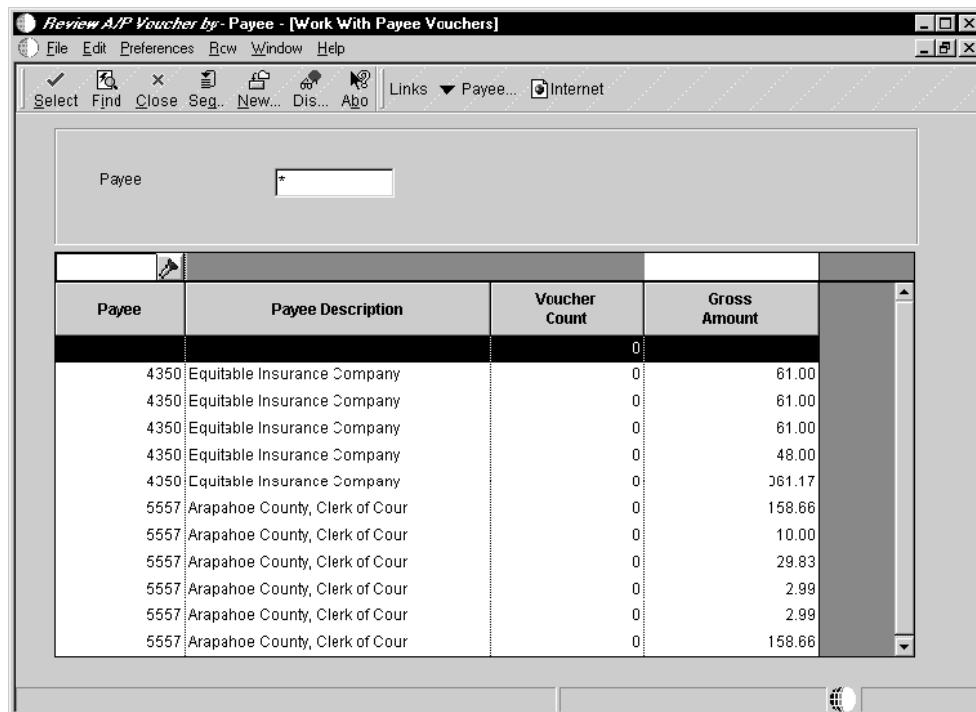
Reviewing Pro Forma Vouchers by Payee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online. When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

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.

► To review pro forma vouchers by payee

From the Payroll Workbench menu (G07BUP11), choose Review A/P Voucher by - Payee.



1. On Work With Payee Vouchers, complete the following field and click Find:

- Provider/Trustee
2. Choose a record in the detail area and click Select.

The screenshot shows a software application window titled "Review A/P Voucher by- Payee - [Work With Vouchers by Payee]". The window has a menu bar with File, Edit, Preferences, Bcw, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg., New..., Dis..., Abo, Links, Vouch..., Internet, and a magnifying glass. The main area has two input fields: "Payee" set to 5557 and "Payroll ID" set to *. Below these is a large grid table with the following columns: Payroll ID, Payee Number, Payee Name, G/L Date, Type Code, Voucher Rules, Payment Terms, and Gross Amount. The grid contains 10 rows of data, all corresponding to Payee 5557. The last row is highlighted in yellow.

Payroll ID	Payee Number	Payee Name	G/L Date	Type Code	Voucher Rules	Payment Terms	Gross Amount
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		158.66
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		29.83
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		158.66
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		29.83
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		2.99
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		150.66
003	5557	Arapahoe County, Clerk of Cour	4/15/05	D	01		10.00

3. On Work With Vouchers by Payee, complete the following optional field and click Find 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
 - A T
 - V R
 - Pymt 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.

Employee Number	Employee Name	Co	Type Code	Check Date	Gross Pay	PDBA Code	Union Code	Work Area
6002	Abbott, Dominique	00001	D	4/15/05	158.66	1108		
7500	McDougle, Cathy	00001	D	4/15/05	10.00	1102		
7504	Meade, Jane	00001	D	4/15/05	29.83	1104		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		
6002	Abbott, Dominique	00001	D	4/15/05	158.66	1108		
7500	McDougle, Cathy	00001	D	4/15/05	10.00	1102		
7504	Meade, Jane	00001	D	4/15/05	29.83	1104		
2111	Ingram, Paul	00001	D	4/15/05	2.99	1102		

6. On Work With Voucher Detail by Payee, click Find and review the information in the following fields:

- Co
- AT
- Check Date
- Gross Pay
- PDBA Code
- Union Code
- Work Tax Area
- TT
- Attach Control
- Batch Number
- Account Number
- Voucher Control

- To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Entries from the Row menu.

The screenshot shows a software interface titled "Review A/P Voucher by- Payee - [Work With Journal Line Entries]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for Find, Close, Seg..., New..., Dis..., Abo, Links, Disp..., and Internet. The main area is divided into two sections: a top header and a bottom data grid.

Co	Account Number	Check Date	Due Date	G/L Offset	Gross Amount	Batch Number	Type
UUUU1		4/15/05	5/15/05		61.LU	4684	D
00001		4/15/05	5/15/05		2.09	4684	D
00001		4/15/05	5/15/05		158.66	4684	D
00001		4/15/05	5/15/05		10.00	4684	D
00001		4/15/05	5/15/05		29.63	4684	D
00001		4/15/05	5/15/05		61.00	4697	D
00001		4/15/05	5/15/05		2.09	4697	D
00001		4/15/05	5/15/05		158.66	4697	D
00001		4/15/05	5/15/05		10.00	4697	D
00001		4/15/05	5/15/05		29.63	4697	D

- On Work With Journal Line Entries, click Find and review the following fields:

- Co
- Account Number
- Check Date
- Due Date
- G/L Offset
- Gross Amount
- Batch Number
- A T
- Voucher Control
- Remark

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it

is correct. After you process the final update, you can no longer review these pro forma vouchers online.

► To review pro forma vouchers by employee

From the Payroll Workbench menu (G07BUP11), choose Review A/P Voucher by - Employee.

The screenshot shows a software application window titled "Review A/P Voucher by - Employee - [Work With Vouchers by Employee]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for Find, Close, Seg..., New..., Dis..., Abo, Links, Disp..., and Internet. The main area has two search fields: "Employee Number" with value "7500" and "McDougle, Cathy" in the results field, and "Company" with value "*". Below these is a large grid table with columns: Employee Number, Co, Payrl ID, Payee, Payee Description, A T, Check Date, Gross Pay, PDBA Code, and DBA De. The grid contains several rows of data, mostly for payee "Equitable Insurance Comp" and some for "Arapahoe County, Clerk of". At the bottom of the grid is a scroll bar. At the very bottom of the window are buttons for "Find records" and "Row:1".

1. On Work With Vouchers by Employee, complete the following field, and click Find:
 - Address Number
2. To limit the vouchers that appear, complete the following optional field, and click Find:
 - Company
3. Review the information in the detail area.

Reviewing the Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the following reports to print during the journal entries, reports only, or final update step of the payroll cycle:

Payroll Voucher Journal Summary Use this report to verify information about tax vouchers.

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

You should review these reports before you process the final update. The system automatically prints these reports again during the final update, when it creates the actual vouchers. When the reports print during final update, they include the payment terms and pay items.

See Also

- Printing Payroll Cycle Reports* for information about printing reports during the payroll cycle

Reviewing the Wage Attachment Voucher Report

If you have set up your Payroll system to create vouchers for wage attachment DBAs, you can review the Wage Attachment Voucher report. You can print this report during the reports step of the payroll cycle. This report lists all of the amounts for wage attachments that were calculated in a payroll cycle. Listings with unspecified payees are for loans.

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 review 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 that 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 (G07BUP11), 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 Work Center. 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 Work Center if errors occur when you process the final update. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors.

See Also

- Viewing Messages in the OneWorld Foundation Guide* for information about reviewing messages in the Employee Workcenter
- Reviewing Pro Forma Vouchers by Payee* for information about reviewing pro forma vouchers online
- Reviewing Pro Forma Vouchers by Employee* for information about reviewing pro forma vouchers online
- Reviewing the Payroll Voucher Journal Reports* for information about the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports
- Revising Voucher Information* for information about correcting errors in pro forma vouchers
- Revising Vouchers in the Accounts Payable Guide*
- Reviewing Batches of Journal Entries in the Workforce Management Foundation Guide* for information about reviewing actual vouchers online in multicompny format

Transferring Voucher Information to the Accounts Payable System

From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor.

If errors occur during final update when the system creates the journal entries for actual vouchers, the system sends messages to your queue in the Employee Workcenter and stores the voucher entries in the Voucher Transactions - Batch File table (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 (G07BUPSP11), 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 Post Report program (R09801) to post the voucher entries (document type T7) to the Account Balances table (F0902). However, you cannot use this post program to post voucher entries that contain errors.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system prints the following reports:

Posting Edit report	Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch.
General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types: <ul style="list-style-type: none">• T7 - Payroll voucher entries• AE - 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 *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.

Converting Payroll History

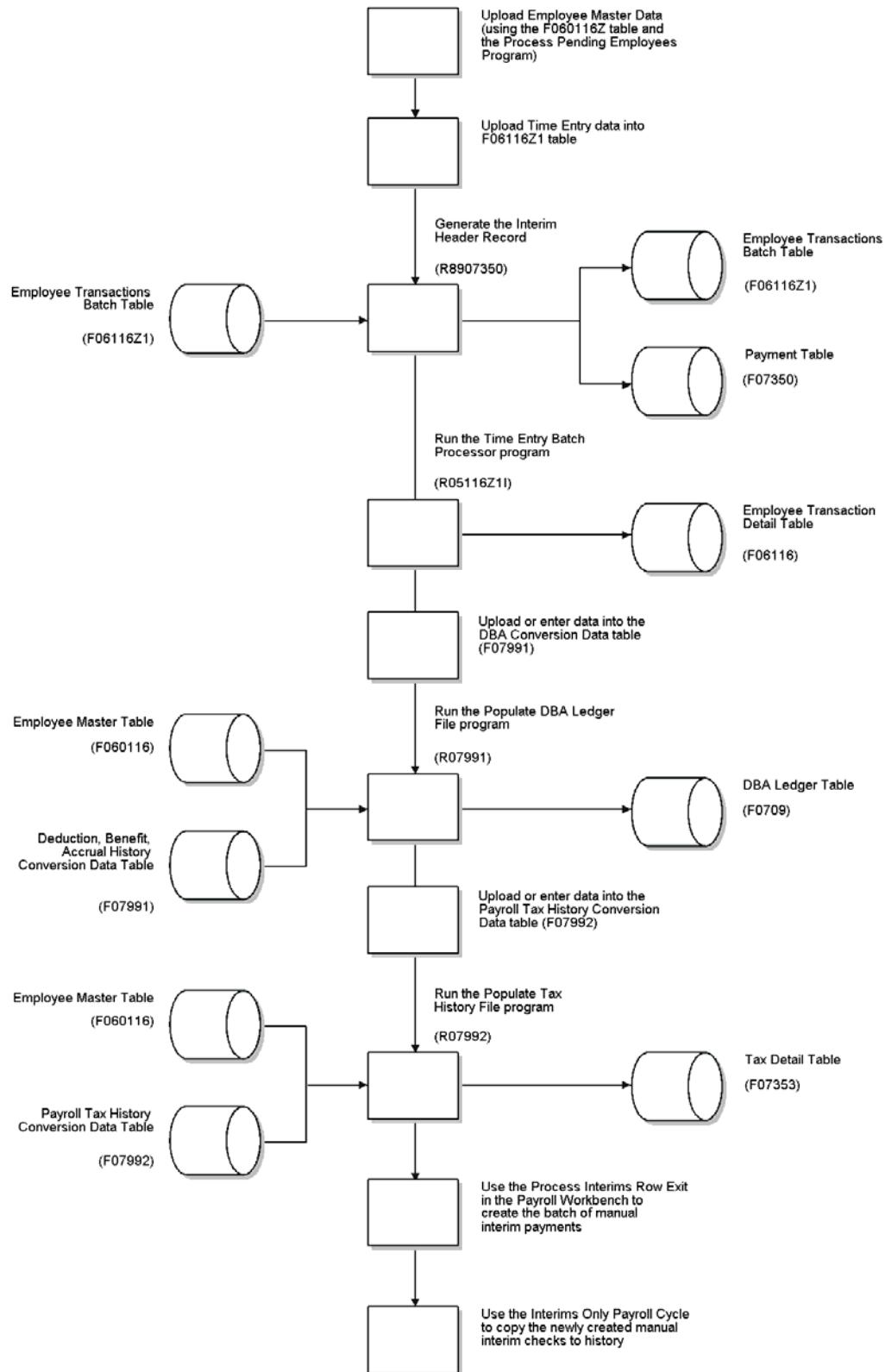
Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might need to import payroll history records from another payroll system and convert them to the format used by the J.D. Edwards Payroll system. The following situations are examples of when you might need to convert payroll history:

System implementation	During system implementation, you can import and convert the payroll history records in your legacy system to the J.D. Edwards Payroll system.
Acquisitions and mergers	When your organization acquires another company, you can import and convert the payroll history records from the new company's payroll system to the J.D. Edwards Payroll system.

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 File table (F07353) and the DBA history to the Deduction/Benefit/Accrual Ledger File table (F0709). These tables hold DBA and tax information that has not yet been processed in a payroll cycle. You use the interim payment function and an interim-only payroll ID to transfer this history information to the summary and detail tables for DBA and tax history.

The following graphic shows the process flow for the payroll history conversion:

Process Flow for Payroll History Conversion



Before You Begin

- Upload employee information to the Employee Master Information table (F060116). You can use the employee quick hire function to perform the upload. See [Adding Employee Records Using Employee Quick Hire](#) in the *Workforce Management 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 File table (F07350). The system creates one record in the Payment File 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 program (R47002C) verifies that the information entered into the Employee Transactions – Batch File table (F06116Z1) is processed correctly and updated to the Employee Transaction Detail File table (F06116).

Before You Begin

- Upload the applicable time entry information into the Employee Transactions - Batch File 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 the following topics in the *Workforce Management Foundation Guide*:
 - [Setting Up a Flat File Cross-Reference](#)
 - [Completing Required Fields for the Employee Transactions Batch Table \(F06116Z1\)](#)
- 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 and specify Y in the DBA Bypass Flag field. See [Creating an Interim Payroll ID](#).
- Enter the interim payroll ID in the Payroll ID processing option for the Interim Header Record Creation program.

► To generate interim header records

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

1. Run the Batch Time Entry Processor. Set the processing options to run the program in proof mode.

*See [Creating Timecards from Uploaded Information](#) in the *Workforce Management Foundation Guide*.*

2. Review the Transaction Errors report and ensure 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 File 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 File table.

Processing Options for Create Interim Header Records (R8907350)

Default Values Tab

These processing options determine the default settings for the history conversion process.

1. Pay Period Ending Date (Required)

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 (Required)

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 (See Help)

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 (Required)

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

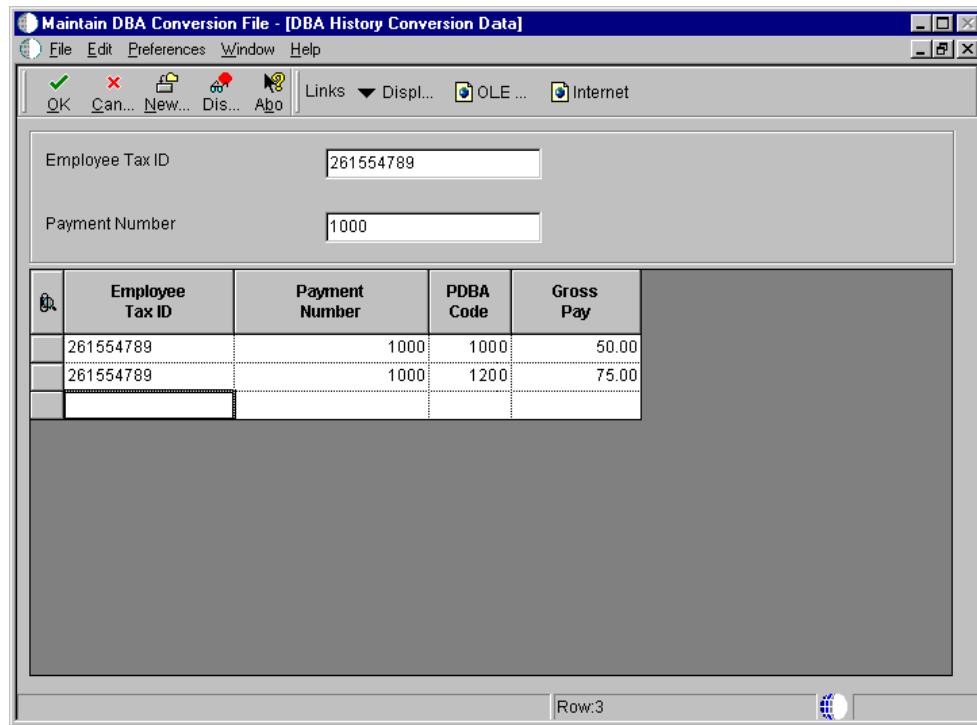
Before you can continue with the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have already imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table and before you update the Deduction/Benefit/Accrual Ledger File 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 Number
 - PDBA Code
 - Gross Pay

See Also

- Setting Up a Flat File Cross-Reference* in the *Workforce Management 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 Deduction/Benefit/Accrual Ledger File 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 Deduction/Benefit/Accrual Ledger File table with the valid information in the Deduction, Benefit, Accrual History Conversion Data table. The system does not update the Deduction/Benefit/Accrual Ledger File table with information that contains errors.

When the system updates the Deduction/Benefit/Accrual Ledger File table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)
- Payment File (F07350)
- Payroll Transaction Constants (F069116)

See Also

- Entering DBA History for Data Conversion*

Processing Options for Populate DBA Ledger Table (R07991)

Process Tab

This processing option determines the mode that is used to process the Populate DBA Ledger Table program.

1. Proof or Final Mode:

0 = Proof Mode

1 = Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

- 0 Proof mode. The system prints an error report without updating the DBA Ledger table (F0709). Use the report to review errors before you run the process in final mode.
- 1 Final mode. The system prints a report and updates the DBA Ledger table with all records that contain no errors. The system does not update the DBA Ledger table with records that contain errors. Instead, the system displays these records on the error report.

Entering Tax History for Data Conversion

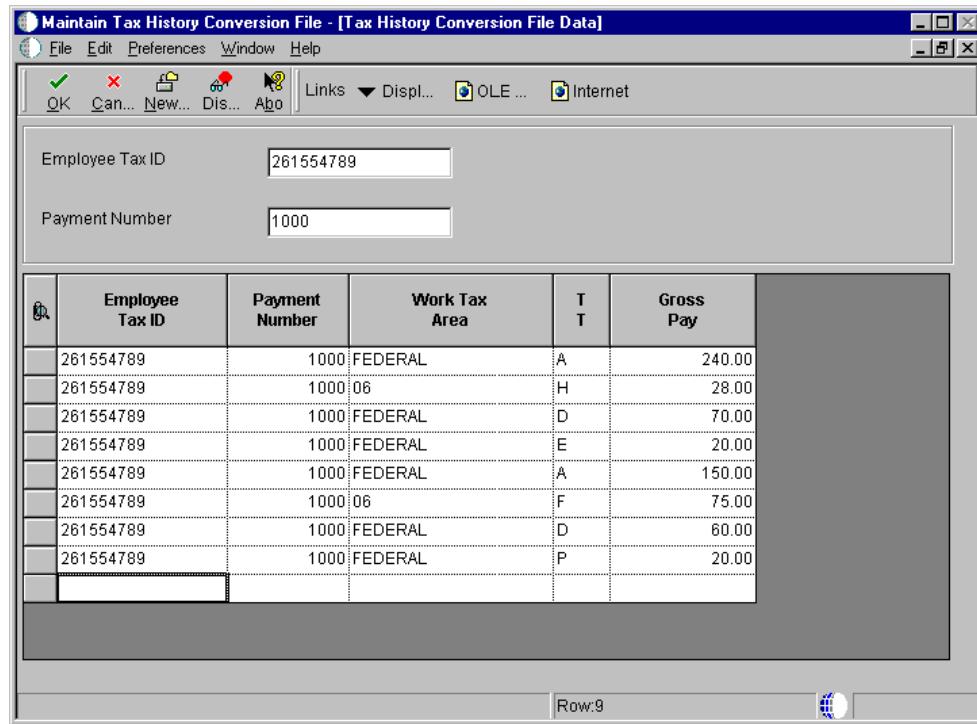
Before you can convert payroll history, you must enter or import employees' tax information into the Payroll Tax History Conversion Data table (F07992). If you have already imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table and before you update the Tax Detail File 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 Number
 - Work Tax Area
 - T T
 - Gross Pay

See Also

- Setting Up a Flat File Cross-Reference* in the *Workforce Management 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 File 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 File table with the valid information in the Tax History Conversion Data table. The system does not update the Tax Detail File 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

This processing option determines which mode is used to process the Populate Tax Detail Table program.

1. Proof or Final Mode

0 = Proof Mode

1 = Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

- 0 Proof mode. The system prints an error report without updating the Tax Detail table (F07353). Use the report to review errors before you run the process in final mode.
- 1 Final mode. The system prints a report and updates the Tax Detail table with all records that contain no errors. The system does not update the Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

Processing the Interim Payments for Payroll History Conversion

After you update the Deduction/Benefit/Accrual Ledger File table and the Tax Detail File 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. See *Generating Interim Header Records* for more information.

► To process the interim payments for payroll history conversion

From the Payroll Workbench menu (G07BUP11), choose Pay Cycle Workbench.

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

- Payroll ID

Enter the interim payroll ID that you created when you generated interim header records.

2. Choose a record in the detail area, choose Interims from the Row menu, and then choose Process Interims.
3. On Report Output Destination, click the following option to turn it on, and then click OK:
 - To Printer

After you complete the steps to enter interim payments, you must process those interim payments through a payroll cycle. See [*Processing Interim Payments*](#).

See Also

- [*Generating Interim Header Records*](#)

Annual Tax Adjustment

At the end of each fiscal year, Mexican companies must calculate annual tax amounts for employees to determine whether employees have overpaid or underpaid taxes for the year. Employees who have overpaid receive a tax refund for the overpayment amount. Employees who have underpaid must pay the underpayment amount. In addition, employees submit a tax declaration to the government. This tax declaration is called the Income and Retentions Certificate, and lists income and tax information for the employee.

If an employee has worked for the same company for the entire fiscal year, the company can submit the employee's tax declaration for the employee. The company calculates the tax amounts, and refunds employees' overpayment amounts and collects employees' underpayment amounts. The company then pays or collects the difference between the total overpayments and underpayments from the government.

Companies calculate annual tax adjustments using article 141 of the ISR law. Because the government created new tax laws in 1991 and 1994, companies should calculate taxes using both the 1991 and 1994 methods for each employee, and then use whichever method calculates the smaller tax amount.

The SHCP (Secretaría de Hacienda y Crédito Público) publishes the annual tax tables for article 141 in the Official Federation newspaper. These tax tables are usually published at the end of the year, but they can be published early in the next fiscal year.

Mexican companies must submit the following reports to the government as part of their annual tax declaration:

- Wage and Salaries Stratified Report
- Annual Tax Credit Report

Generating Annual Tax Adjustment Information

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Information.

Before you can calculate annual tax adjustments or report annual tax information, you must gather information for each employee about the income that the employee has received and the taxes that the employee has paid during the year. Annual Tax Adjustment Information (R76M0503) builds the Detail of Annual Tax Adjustment table (F76M0504) with information about employee's pay and taxes.

The Annual Tax Adjustment Information program retrieves information from the following tables:

- Employee Master Information (F060116)
- Union Information (F76M0004)
- Geographic Rates (F76M0005)
- PDBA Tax Information (F76M0014)
- Employee Transaction History Summary (F06146)

Before You Begin

- Set up annual tax information for all PDBAs that affect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs*.

Processing Options for Annual Tax Adjustment Information (R76M0503)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000)

3. Minimum Wage Type:

blank = Effective Minimum Wage during the year.

1 = Effective Minimum Wage at the end of the year.

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

Selecting Employees for Annual Tax Adjustments

All employees must submit an annual tax declaration to the government. However, in some situations, Mexican companies can submit annual tax declarations for employees. They can also collect taxes from employees who underpaid during the year or repay employees who overpaid taxes during the year.

When you generate annual tax adjustment information, the system selects all employees for annual tax adjustments and sets up all employees to receive the annual tax declaration. You use Employee Eligibility (P76M0503) to deselect any employees for whom you are not calculating and submitting annual tax adjustments. You can also deselect any employees to whom you are not giving a printed tax declaration. If you are submitting annual tax information for employees, those employees do not need to receive printed tax declarations because they do not need to submit them to the government. However, they might want to have one for their own use to verify their annual tax calculation.

Before You Begin

- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

► To determine employee eligibility for annual tax adjustments

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Employee Eligibility.

Employee Eligibility - [Work With Annual Tax Information]

File Edit Preferences Form Window Help

Select Find Del... Close Seg... New... Dis... Abo Links Del Y... OLE... Internet

Company	*	<input style="width: 20px; height: 20px;" type="button" value="..."/>				<input checked="" type="checkbox"/> Adjustment Tax Calculation
Century / Year	*				<input checked="" type="checkbox"/> Incomes Certificate	
Address Number	Tax Adjust Flag	Incomes Certif Flag	Tax apply	Paid Incomes	Exempt Annual Bonus	
105109 1		1	141	51666.90	18	
105109 1		1		601.68		
105110 1		1		600.00		
105111 1		1		584.00		
105112 1		1		584.00		
105113 1		1		664.00		
105114 1		1		680.00		
105115 1		1		664.00		
106200 1		1		109999.98		
106201 1		1		40000.00		

1. On Work With Annual Tax Information, click both of the following options:

- Adjustment Tax Calculation
- Incomes Certificate

Because the Annual Tax Adjustment Information program (R76M0503) selects all employees for tax calculations and income certificates, you must select both of these options to display employee information for the first time after running the program. If you have deselected these options for any employees, you can select the appropriate option to display the employee record for which you are looking.

2. Complete either of the following fields to narrow your search, and then click Find:
 - Company
 - Century / Year
3. Choose the record for the employee that you want to deselect, and then click Select.

Employee Eligibility - [Annual Tax Information Revision]

Home Company	00801	Cemtec S.A. de C.V.	<input checked="" type="checkbox"/> Tax Adjustment Flag
Date - YR	99		<input checked="" type="checkbox"/> Incomes Certif Flag
Address Number	105109	Villa MONTELONGO, Manuel	
Incomes and Exempt Amounts			
Exempt Annual Bonus	180.00	Exempt Profit Sharing	97.53
Exempt Vacation Bonus	1965.15	Other Exempts Incomes	220.02
Tax Amounts			
Retained Tax	119.79	Calculated Tax	11.00
Returned Taxes	55.00	Calculated Return Tax	0.00
Tax Credit	11.00	Calculated Tax Credit	11.00
Indemnification Amounts			
Indemnification	660.00	Exempt Indemnification	176.00
Last Ordinary Pay	110.00		

- On Annual Tax Information Revision, deselect either of the following options and click OK:

- Tax Adjustment Flag
- Incomes Certif Flag

You can also review income and tax information for the selected employee on the Annual Tax Information Revision form.

Calculating Annual Tax Adjustments

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Calculation.

You use Annual Tax Adjustment Calculation (R76M0504) to calculate the annual tax amounts for all of the employees in the company who are eligible to have the annual tax calculation performed by the company.

The Annual Tax Adjustment Calculation program calculates taxes for all included employees by using both Method 91 and Method 94. The system then selects the method that produces the smaller total, and calculates the difference between tax due and tax already paid for each employee. The system produces a report that includes the following information for each included employee:

- Paid income
- Exempt income
- Retained tax

- Calculated tax for Method 91
- Calculated tax for Method 94
- Method used
- Tax owed to the employee or tax to be collected from the employee

The system stores the tax owed to employees and the tax to be collected from employees in PDBAs so that the employees' pay can be adjusted appropriately in a subsequent payroll. You use the processing options to specify the date of the payroll during which tax amounts should be adjusted.

See Also

- R76M0504 Annual Tax Adjustment Calculation* in the *Reports Guide* for a report sample

Before You Begin

- Set up the company tax subsidy and legal representative for annual tax declarations. See *Setting Up Country-Specific Company Options*.
- Set up tax tables for Method 1991 and Method 1994 (Article 141). These annual tax tables are published by SHCP (Secretaría de Hacienda y Crédito Público) in the Official Federation newspaper during the last quarter of the year. You must set up the tax, subsidy, and tax credit tables for each method. See *Setting Up Tax Tables*.
- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.
- Select the employees who are eligible to have the company calculate and submit their annual tax adjustment. See *Selecting Employees for Annual Tax Adjustments*.
- Set up PDBAs to store the following amounts that result from annual tax calculations:
 - The whole tax amount
 - Tax refunds due to employees
 - Tax credits due to employees
 - Tax owed by employees, to be repaid as a percentage of pay each pay period until it is paid off or Tax owed by employees, to be repaid as a flat amount each pay period until it is paid off

See *Setting Up Pay Type Information* and *Setting Up Deductions, Benefits, and Accruals*.

Processing Options for Annual Tax Adjustment Calculation (R76M0504)

Process Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company

2. Fiscal Year

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000)

3. Batch Processing Mode

"T" = Test. Provisional.

"P" = Production. Final.

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode

In test mode, the system prints a report without updating the history tables.

Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

1. Method Code used for 1991

Use this processing option to specify the method code for 1991. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

2. Subsidy 91

Use this processing option to specify the subsidy to apply for tax calculations using method 91. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

3. Method Code used for 1994

Use this processing option to specify the method code for 1994. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

The default value is M94.

4. Subsidy 94

Use this processing option to specify the subsidy to apply for tax calculations using method 94. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

1. Annual Tax to Pay

Use this processing option to specify the DBA code for employee's total annual tax amounts. This DBA should have no effect on gross or net pay. This DBA should be used only for annual tax amounts. Use a different DBA for monthly tax calculations.

2. Annual Tax to Give Back

Use this processing option to specify the DBA code for the tax amount that is due to employees who overpaid taxes during the year. This DBA should be a non-taxable benefit.

3. Annual Tax Credit

Use this processing option to specify the DBA code for the annual tax credit to which employees are entitled. Annual tax credit amounts are inversely proportional to employees' income and are based on the annual tax credit table. This DBA should be a non-taxable benefit.

4. Debt with Balance, Percentage on Income

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA deducts a percentage of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a percentage of employees' pay, or you can use the Debt with Balance, Fixed Discount processing option to deduct a flat amount of employees' pay.

You specify the percentage that you want to deduct in the Percentage or Discount Amount processing option.

5. Debt with Balance, Fixed Discount

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA deducts a flat amount of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a flat amount of employees' pay, or you can use the Debt with Balance, Percentage on Income processing option to deduct a percentage of employees' pay.

You specify the amount that you want to deduct in the Percentage or Discount Amount processing option.

6. Percentage or Discount Amount

Use this processing option to specify the percentage or amount that you want to deduct from employee's pay for each pay period until the balance of the employee's tax due has been repaid.

If you completed the Debt with Balance, Percentage on Income processing option, enter a percentage in this processing option. Enter the percentage as a whole number. For example, 10 indicates 10 percent.

If you completed the Debt with Balance, Fixed Discount processing option, enter an amount in this processing option.

The percentage or amount that you enter applies to all employees included in the current annual tax adjustment calculation.

7. Starting Effective Date

Use this processing option to specify the date when you will begin to deduct either a percentage or flat amount from the pay of those employees who owe tax as a result of the annual tax adjustment.

The percentage or amount that you specify in the processing options will be deducted from the pay of each qualifying employee beginning with the first pay date on or after the date that you enter until the entire outstanding tax amount is paid.

1. Enter the format to use for names

- 1 = Lopez Perez, Jose Luis**
- 2 = Lopez Perez, Jose**
- 3 = Jose Luis Lopez Perez**
- 4 = Jose Lopez Perez**
- 5 = Ing. Jose Luis Lopez Perez**
- 6 = Lopez, Jose**
- 7 = Lopez, Jose L.**

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

-
- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Taxes Tab

Categories Tab

Display Tab

Generating Income and Retentions Certificates

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Incomes and Retentions Certificate.

All Mexican employees are required to submit an annual tax declaration to the SHCP (Secretaría de Hacienda y Crédito Público). The annual tax declaration includes the Income and Retentions Certificate. Companies can submit the Income and Retentions Certificate for employees who meet certain requirements.

Companies must provide the Income and Retentions Certificate for all employees who are submitting their own certificate. Employees for whom the company is submitting the certificate can use a copy of their Income and Retentions Certificate for their own records, but they do not need to submit a copy to the government.

The Incomes and Retentions Certificate program (R76M0505) generates an Income and Retentions Certificate for all employees who have records in the Detail of Annual Tax Adjustment table (F76M0504) and who have been selected to receive the certificate.

You should print the Income and Retentions Certificate on the official forms.

See Also

- ❑ *Selecting Employees for Annual Tax Adjustments* for information on selecting employees to receive an Income and Retentions Certificate

Before You Begin

- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

Processing Options for Incomes and Retentions Certificate (R76M0505)

Process Tab

1. Tax to Apply :

Use this processing option to specify the tax method that is used to calculate annual tax adjustments for the employees for whom you are generating Income and Retentions Certificates. If you have calculated annual tax adjustments using the Annual Tax Adjustment Calculation program (R76M0504), you do not need to complete this processing options because some employees might use the tax method for 1991 and some might use the tax method for 1994.

Valid values are stored in UDC 76M/TX.

2. Enter the Format to use form names :

1 = Lopez Perez, Jose Luis

2 = Lopez Perez, Jose

3 = Jose Luis Lopez Perez

4 = Jose Lopez Perez

5 = Ing. Jose Luis Lopez Perez

6 = Lopez, Jose

7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

First Given Name = Jose

Second Given Name = Antonio

Last Name = Lopez

Mother's Last Name = Garcia

Title = Ing.

Available formats:

1 Lopez Garcia, Jose Antonio

2 Lopez Garcia, Jose

3 Jose Antonio Lopez Garcia

4 Jose Lopez Garcia

5 Ing. Jose Antonio Lopez Garcia

6 Lopez, Jose

7 Lopez, Jose A.

Generating the Wages and Salaries Stratified Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Wages and Salaries Stratified.

As part of their annual tax declaration, Mexican companies must submit the Wages and Salaries Stratified report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the number of employees in each income range as well as the amount that was paid during the year to the employees in each income range in each of the following categories:

- Wages and Salaries
- Overtime
- Profit Sharing
- Annual Bonus
- Vacation Bonus
- Savings Funds
- Food Aid
- Transportation Expenses Aid
- Other Benefits

The income ranges are defined by multiples of the minimum wage. For example, the first category includes employees who earned the minimum wage. The second category includes employees who earned from 1 times the minimum wage up to 3 times the minimum wage, and so on.

See Also

- R76M0506 Wage and Salaries Stratified Report* in the *Reports Guide* for a report sample

Before You Begin

- Set up annual tax information for all PDBAs that affect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs*.
- Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information*.

Processing Options for Wages and Salaries Stratified Report (R76M0506)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing.

If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000)

3. Minimum Wage Type:

blank = Average Minimum Wage during the Year

1 = Effective Minimum Wage at the end of the year.

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

4. Salary Type:

blank = Accumulate Salaries during the process year

1 = Last Annual Salary at the end of the year or terminate date.

Use this processing option to specify the salary type used to determine in which income range employees should be included. Valid values are:

Blank Add all salaries that the employee received during the process

year.

1 Use the employee's annual salary as of the end of the year or as of the employee's termination date.

The default value is 1.

1. Until First Wage Limit

Use this processing option to specify the upper limit of the first income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 1 to indicate that the upper limit of the range is 1 times the minimum wage.

The limit that you enter also represents the lower limit of the report's second column.

If you leave this processing option blank, the system uses 1 times the minimum wage as the upper limit of the first income range.

2. Until Second Wage Limit

Use this processing option to specify the upper limit of the second income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 3 to indicate that the upper limit of the range is 3 times the minimum wage.

The limit that you enter also represents the lower limit of the report's third column.

The lower limit of the second income range is the upper limit of the first income range.

If you leave this processing option blank, the system uses 3 times the minimum wage as the upper limit of the second income range.

3. Until Third Wage Limit

Use this processing option to specify the upper limit of the third income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 5 to indicate that the upper limit of the range is 5 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fourth column.

The lower limit of the third income range is the upper limit of the second income range.

If you leave this processing option blank, the system uses 5 times the minimum wage as the upper limit of the third income range.

4. Until Fourth Wage Limit

Use this processing option to specify the upper limit of the fourth income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 10 to indicate that the upper limit of the range is 10 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fifth column. The fifth income range has no upper limit.

The lower limit of the fourth income range is the upper limit of the third income range.

If you leave this processing option blank, the system uses 10 times the minimum wage as the upper limit of the third income range.

Categories Tab

Generating the Annual Tax Credit Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Credit Report.

As part of their annual tax declaration, Mexican companies must submit the Annual Tax Credit report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the tax credit amounts paid to each employee during the year as well as various amounts used to calculate annual tax adjustments.

See Also

- R76M0507 Annual Tax Credit Report* in the *Reports Guide* for a report sample

Before You Begin

- Calculate annual tax adjustments for the employees for whom you are submitting annual tax declarations. See *Calculating Annual Tax Adjustments*.

Processing Options for Annual Tax Credit Report (R76M0507)

Process

1. Company
2. Fiscal Year

Defaults

1. Monto del credito al salario pagado en efectivo, por el que se solicito devolucion:
 2. Monto del credito al salario pagado en efectivo pendiente de disminuir
 3. Monto del credito al salario entregado al trabajador que resulta impuesto a cargo en el calculo anual:
 4. Monto total de los pagos efectuados en el ejercicio inmediato anterior:
 5. Total de las erogaciones efectuadas en el ejercicio
-

Display

1. Statement Type:

blank = Normal

1 = Complementary

2. Enter the Format to use for names:

1 = Lopez Perez, Jose Luis

2 = Lopez Perez, Jose

3 = Jose Luis Lopez Perez

4 = Jose Lopez Perez

5 = Ing. Jose Luis Lopez Perez

6 = Lopez, Jose

7 = Lopez, Jose L.

What You Should Know About Processing Options

The wording of the processing options on the Defaults tab corresponds to the wording of items on the official Annual Tax Credit report. The following is a brief description of the processing options on the Defaults tab:

1. The total amount of the tax credits that the company paid during the year and that should be reimbursed to the company. This processing option corresponds to item B on the Annual Tax Credit report.
2. The total amount of tax credits that the company has already submitted for reimbursement and has not yet received. This amount does not include the amount of the current submission. This processing option corresponds to item C on the Annual Tax Credit report.
3. The total amount of tax credits that were paid to employees in error. This processing option corresponds to item D on the Annual Tax Credit report.
4. The total amount of the company's payments to employees for the fiscal year preceding the fiscal year that is being reported. This processing option corresponds to item A on the Annual Tax Credit report.
5. The total amount of the company's payments to employees for the fiscal year that is being reported. This processing option corresponds to item F on the Annual Tax Credit report.