

PeopleSoft®

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EnterpriseOne JDE5  
Payroll  
PeopleBook

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**May 2002**



EnterpriseOne JDE5  
Payroll PeopleBook  
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## Overviews

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

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

### Industry Overview

To understand how payroll affects your organization and the reasoning that underlies the tasks that you perform, you need to be aware of the critical role that payroll plays in the business environment.

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

### Industry Environment and Concepts for Payroll

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

- Comply with federal, state, and local withholding, depositing, and reporting requirements. The J.D. Edwards solution is Quantum by Vertex, which calculates tax-withholding amounts for each payment, based on the current tax tables provided by each taxing authority.
- Issue timely and accurate paychecks, direct deposits, and other disbursements. With J.D. Edwards, you can define the pay dates for employees, calculate numerous voluntary deductions (such as life insurance deductions), and calculate involuntary deductions such as tax levies, child support, and other garnishments. In addition, you can set up the J.D. Edwards Payroll system to calculate bonus and commission pay, overtime pay, and numerous other types of pay.
- Maintain adequate records of all data and transactions. With the J.D. Edwards Payroll system, you can retrieve information on gross-to-net payment calculations and tax calculations to be used for depositing taxes and reporting, and you can set up history tracking on any field in the system.
- Prepare reports based on company policy and management requirements. A number of standard payroll reports contained in the Payroll system can be set up to be generated automatically during any step in the payroll cycle. In addition, with the J.D. Edwards Report Writing tool, you can easily create custom reports to meet your reporting needs, based on the data stored in the Payroll system.
- Be secure. Payroll-related data is company proprietary information that should be viewed by only authorized personnel. The Payroll system must prevent unauthorized personnel from viewing payroll data. J.D. Edwards provides a variety of security options such as field-level or form-level security to prevent unauthorized users from viewing or changing payroll data. In addition, security can be set up to specify those

users who are allowed to perform the various steps in the payroll cycle, including a reset of the cycle. The security features of J.D. Edwards ensure privacy of records.

## Idea to Action: The Competitive Advantage

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

<b>Submitting paper timecards is time-consuming and prone to error.</b>	Employee Self-Service allows employees to complete timecards and submit them electronically. These electronic timecards are held in a temporary workfile pending review or approval before they are posted to the payroll system for processing. Employees and supervisors can review previous timecards for reference. The system relieves HR and payroll representatives of the tasks of manually compiling and entering timecards.
<b>Ensuring employee compliance with timecard deadlines is difficult.</b>	
<b>Companies often need to provide employees with copies of previous paystubs to verify income.</b>	Employee Self-Service allows you to view previous paystubs online. Employees can then print the paystubs for their own reference or forward copies to their loan processor. Using online paychecks results in cost savings. Time and material costs are saved when employees can view and print the information that they need through Self-Service instead of using HR and payroll representatives to copy and mail the paystub.
<b>When consolidating payroll systems, most companies want to convert payroll to a new system.</b>	When you implement the J.D. Edwards Payroll system, you can import historical payroll information from your legacy system. You can then use the interim payment feature to convert this historical information into the appropriate format for the payroll history tables. You typically need this information to process year-end forms for employees. The Payroll system creates journal entries and merges the journal entry information into payroll history when you complete the next payroll cycle. Because data entry of payroll history is eliminated, the electronic conversion ensures greater accuracy. Cost savings result from eliminating data entry employees to enter this data.
<b>Employees in the current workforce have diverse skill sets and frequently work multiple jobs with different shifts and different types of equipment. These diverse aspects require different rates of pay.</b>	Time Entry by Equipment enables you to set up employees for differing pay rates based on the type of equipment they use during a pay period. The Shift Differentials feature allows you to assign the appropriate shift and associated pay rate to each employee. If an employee is under a different pay rate than usual, you can use Time Entry to override the usual rate with the new rate. Time Entry by Individual with Rate Overrides will override any rate that is set up through the employee master, occupational pay rate, shift differential, or union rate. For example, you can use this feature if a rate increase was not entered in time or if a rate table is incorrect. The Payroll system increases the accuracy of payroll processing and reduces time and effort spent correcting errors.

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

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

## Payroll Overview

Processing payroll in-house allows your organization to eliminate costly service bureau charges and to gain complete control of your payroll functions. The J.D. Edwards Payroll system offers simple yet complete solutions for 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

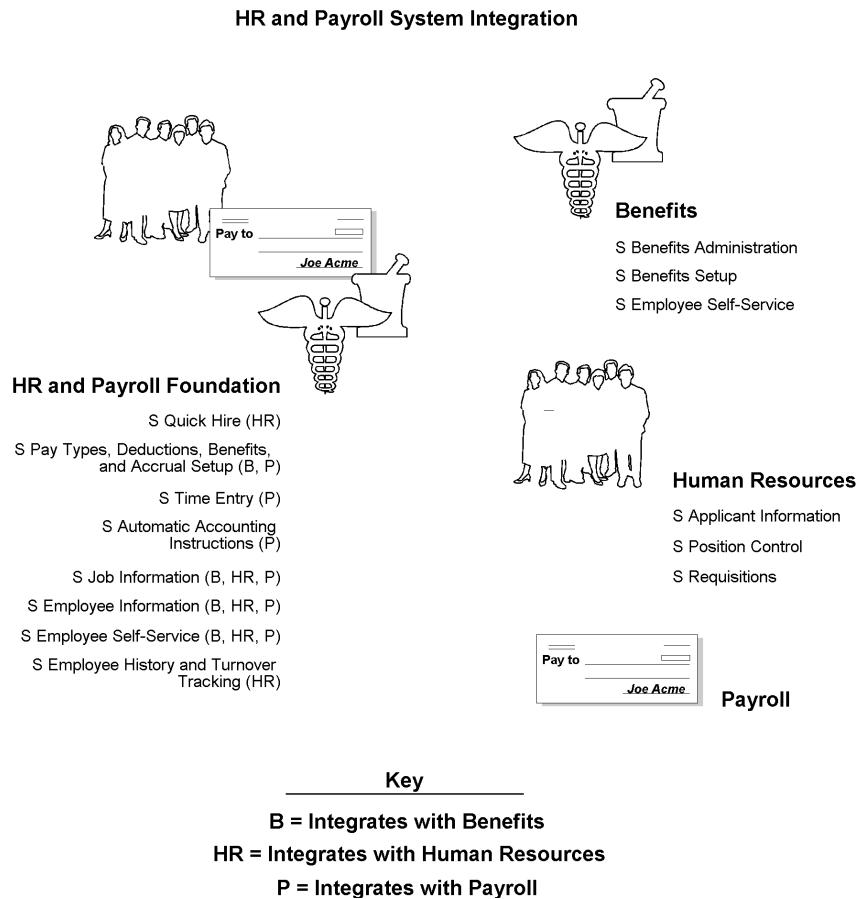
The Payroll system contains the additional functions that you need to process payroll for employees.

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:



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

<b>Address Book</b>	The Address Book system stores employee names and addresses.
<b>General Accounting</b>	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 (AAs) that you define. You can use full detail on your labor accounts and run a summary of your liabilities and cash accounts.
<b>Accounts Payable</b>	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:

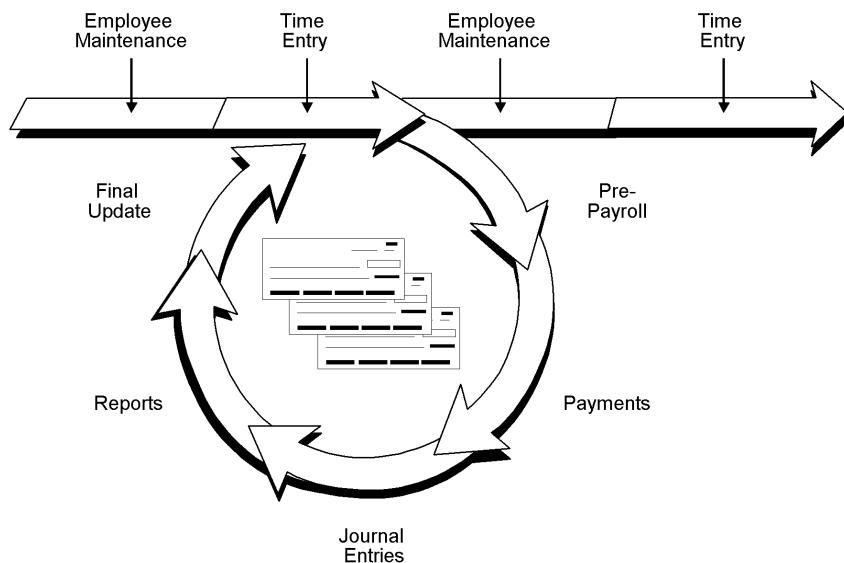
<b>Define your payroll environment</b>	You can use your Payroll system to perform the following tasks, which allow you to define your payroll environment: <ul style="list-style-type: none"><li>• Track information for an unlimited number of companies within your organization</li><li>• Keep your payroll journal entries in balance when employees work in multiple companies</li><li>• Set up default values for commonly used information and override default values if necessary</li><li>• Set up master pay cycles that define your organization's pay periods and corresponding payment dates</li><li>• Define an unlimited number of employee and employer payroll deductions, benefits, and accruals</li><li>• Restrict access to confidential information</li><li>• Process your payroll in a union environment</li></ul>
<b>Simplify tax calculations</b>	You can use your Payroll system to simplify tax calculations in the following ways: <ul style="list-style-type: none"><li>• Identify an unlimited number of taxing entities.</li><li>• 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.</li><li>• Calculate taxes for employees who work in more than one state or province during a single pay period.</li></ul>
<b>Offer various payment options to employees</b>	You can set up employees to receive their payments by check, automatic deposit, or a combination of these forms of payment.
<b>Process payroll cycles efficiently</b>	When you process payroll cycles, you can do any of the following tasks: <ul style="list-style-type: none"><li>• Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.</li><li>• 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.</li><li>• Manage the sequencing of employee payments to simplify the task of distributing payments.</li><li>• Print time entry, pay, summary, and tax reports during a payroll processing cycle.</li><li>• 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.</li></ul>

<b>Review payroll history</b>	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.
<b>Process payments outside of the payroll cycle</b>	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.

## Daily

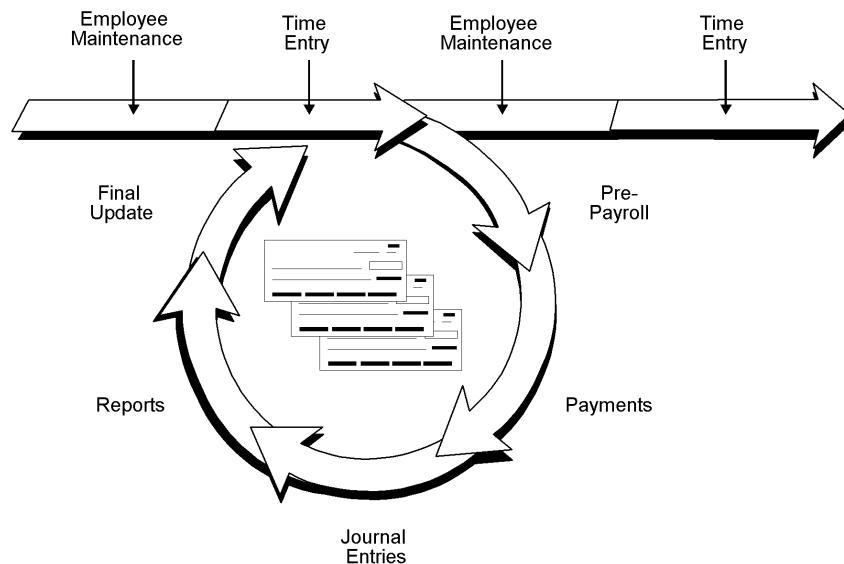
### Payroll Cycle

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*.

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#### 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.

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## **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*

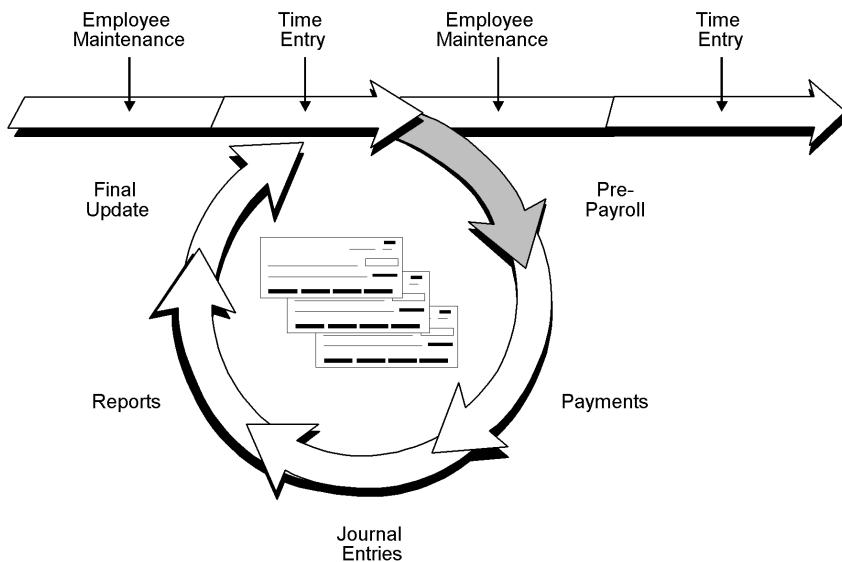
## **Coexistence**

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.

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### **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.

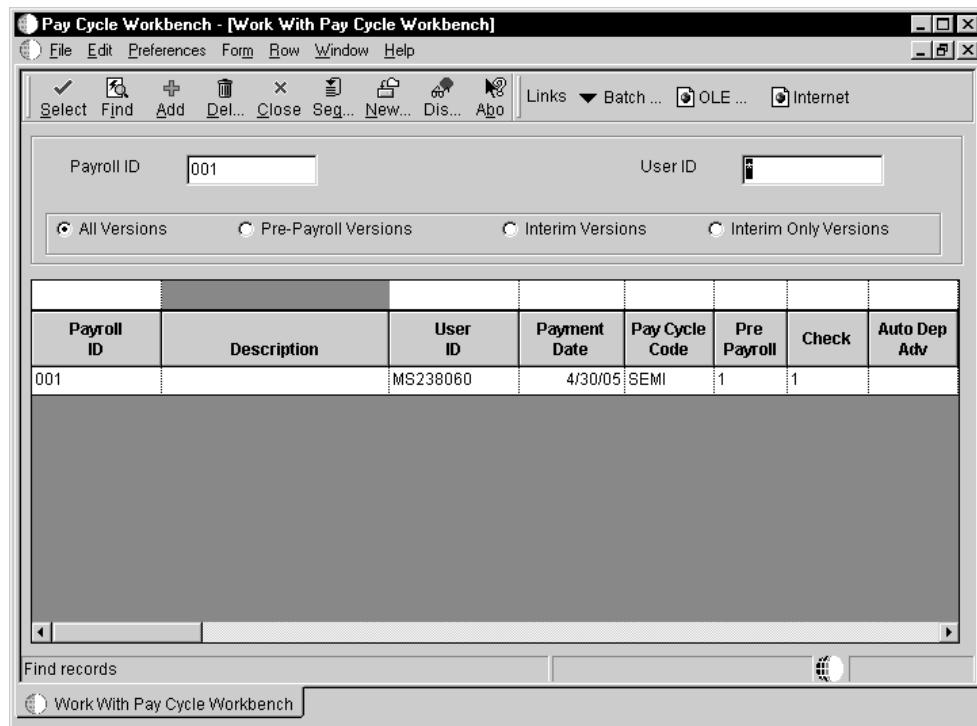
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You can create a new payroll ID for processing regular payments, interim payments, or both.

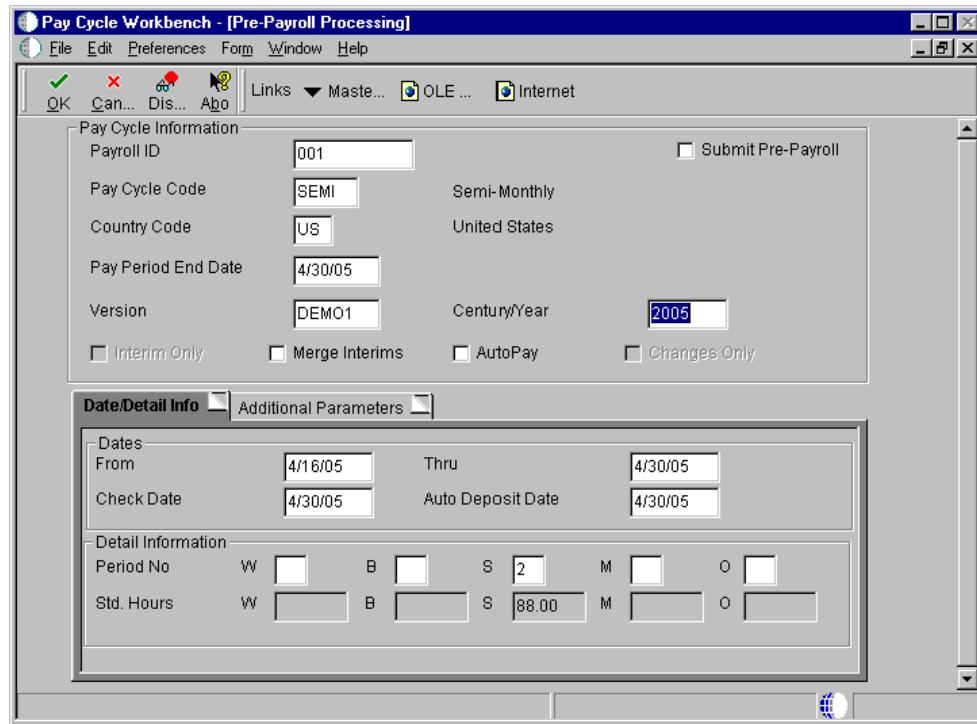
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#### **► To create a new payroll ID**

*From the Payroll Workbench menu (G07BUSB11), 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.

### 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 assings 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 TaxService

### **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 Filing

---

## 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.

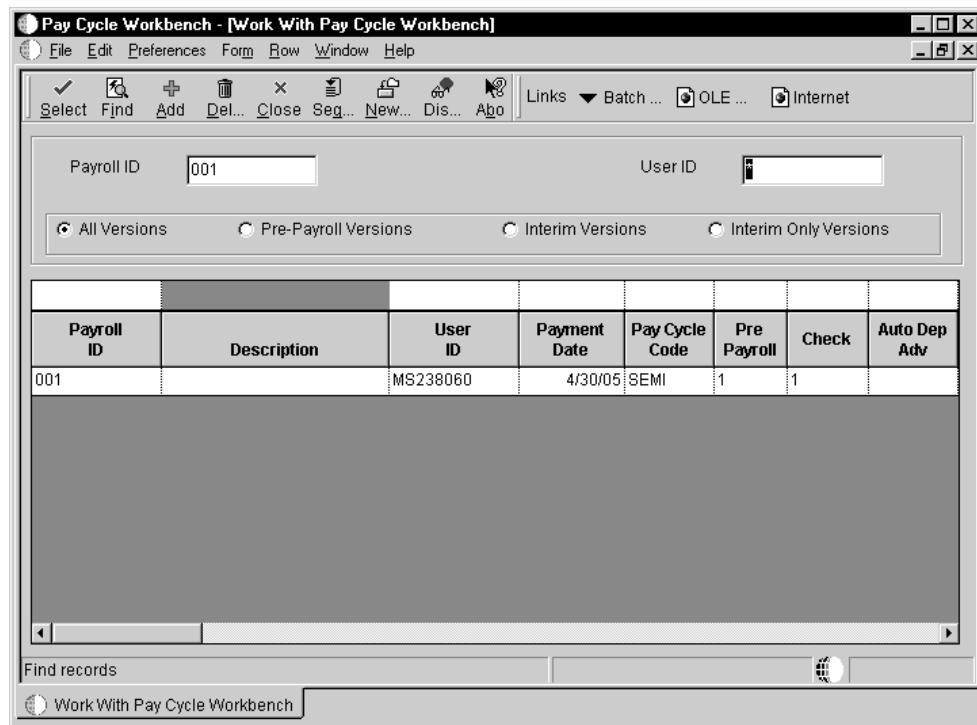
When you review the status of a payroll cycle, you can also review the following information:

- 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 (G07BUSP11), 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.

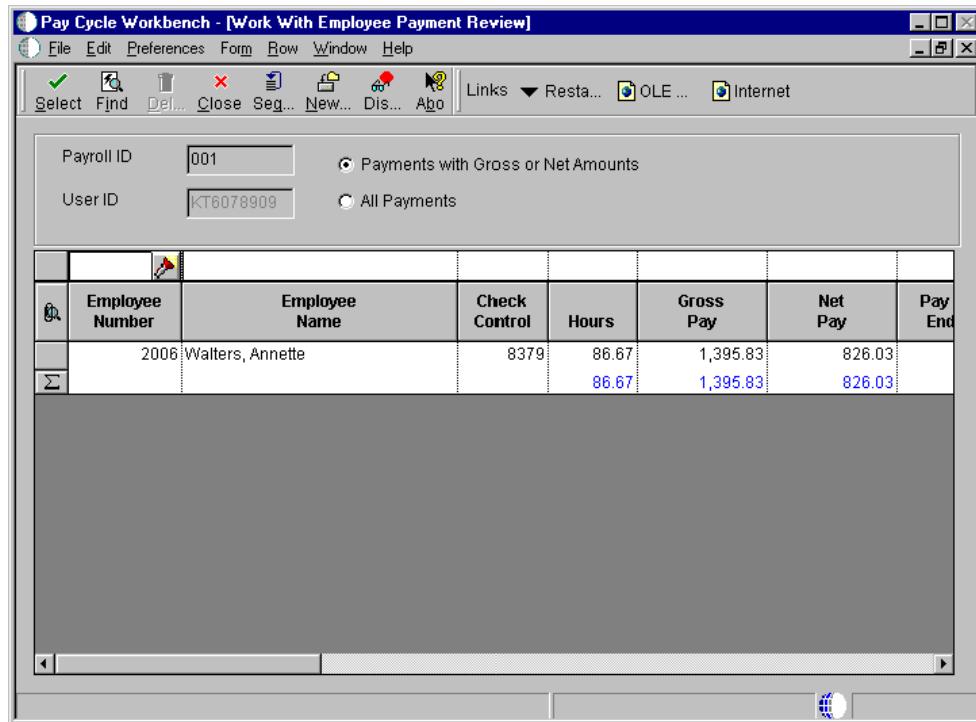
When you review general payment information, you can use the Row menu to access additional forms to review. For example, you can access the employee entry forms and interim payments. You can also access a form for resetting an individual employee record.

### ► To review general payment information

---

*From the Payroll Workbench menu (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 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.

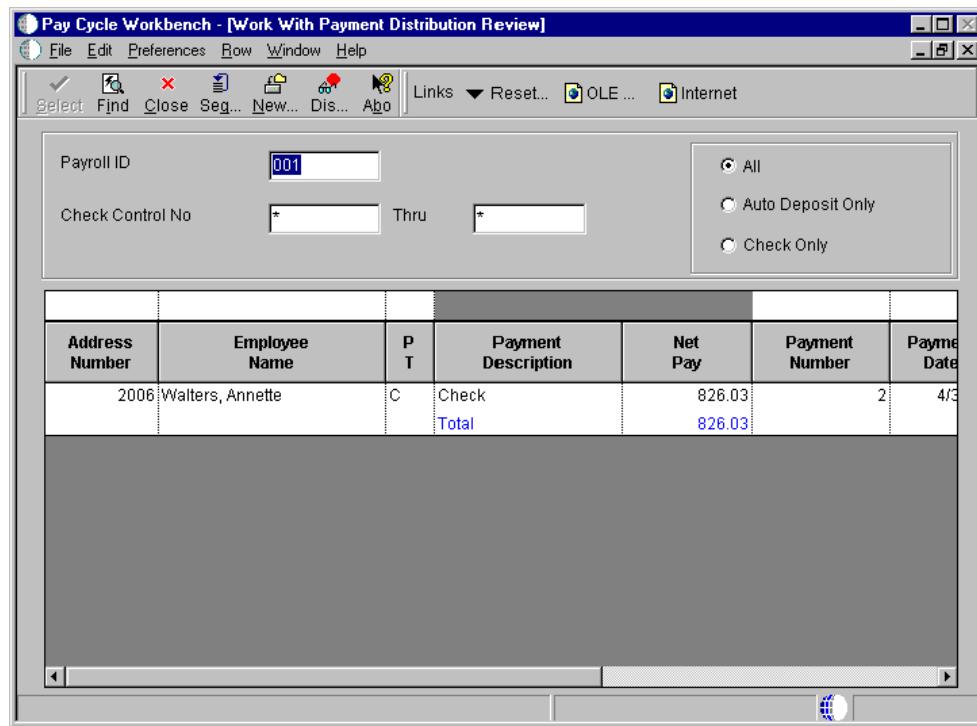
You can review payment distribution information for all types of payments, or you can limit your review to automatic deposits only or checks only.

### ► To review payment distributions

---

*From the Payroll Workbench menu (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 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 Tax Information for Payments

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

### ► To review tax information for payments

---

*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 Payment Review from the Row menu.
3. From Work With Employee Payment Review, choose a record in the detail area, and then choose Tax Detail from the Row menu.

Work Tax Area	T	Description	C	Gross Pay	Taxable Gross	Tax	Resid. Ta
FEDERAL	A	Federal Income Tax	E	1,395.83	1,122.83	128.11	
FEDERAL	C	Federal Unemployment	C	1,395.83			
FEDERAL	D	Social Security Withheld	E	1,395.83	1,122.83	69.61	
FEDERAL	E	Social Security Paid	C	1,395.83	1,122.83	69.61	
FEDERAL	P	Medicare Withheld	E	1,395.83	1,122.83	16.28	
FEDERAL	Q	Medicare Paid	C	1,395.83	1,122.83	16.28	
06	C	Federal Unemployment	C	1,395.83			
06	F	State Income Tax	E	1,395.83	1,122.83	48.12	
06	H	State Unemployment (SUC)		1,395.83			
				Total		348.01	

4. On Work With Tax Detail, click one of the following options:

- All Taxes
- Employee Paid Only
- Company Paid Only

5. Review the information in the following fields:

- Work Tax Area
- T T
- C E
- Gross Pay
- Tax
- Excess Amount
- Excludable Amount

## 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 (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. 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							
6							1010
7							1030
8							3002
9							4004

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:

<b>Messages that cause pre-payroll to abort</b>	You must correct DBA Control Table errors and Quantum errors before you can rerun pre-payroll.
<b>Messages that affect only one employee's record</b>	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:

<b>DBA Control Table (F07901) Not Found</b>	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.
<b>DBA Control Table (F07901) Has No Data</b>	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:

<b>Quantum Tax Table (F07940) Not Found</b>	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.
<b>Quantum Tax Table (F07940) Has No Data</b>	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.
<b>Quantum Library Load Failed</b>	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact J.D. Edwards Technical Support for assistance.
<b>Quantum Connection Unsuccessful</b>	The Payroll system is unable to connect to Quantum for Payroll Tax. Contact J.D. Edwards Technical Support for assistance.
<b>Quantum Function Pointer Is Invalid</b>	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.

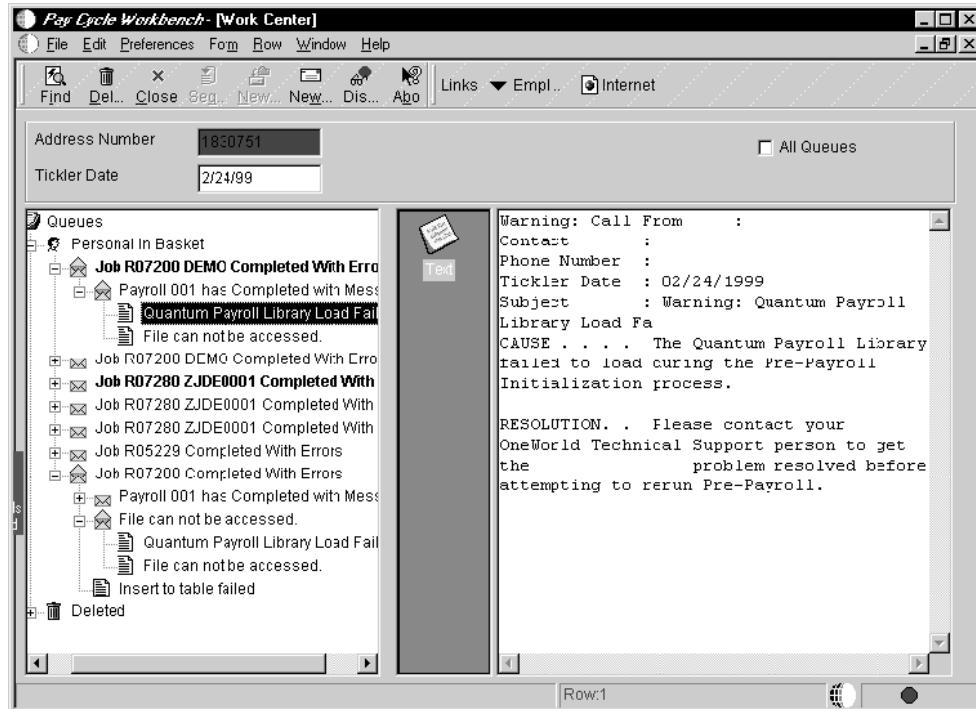
<b>Autopay Timecard in Error</b>	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee. See <i>Correcting Missing Timecard Information</i> .
<b>Employee Locked to Another Payroll</b>	An employee record that is included in pre-payroll processing 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> .
<b>Employee Has Gross-to-Net Error</b>	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> .
<b>Employee Has Deductions Not Taken</b>	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> .
<b>Employee Has Deductions in Arrears</b>	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> .
<b>Employee Has Unprocessed Interim Payments</b>	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> .
<b>Job Does Not Qualify</b>	One of the following conditions occurred:
	<ul style="list-style-type: none"><li>• The pay start date entered for the employee is after the pay period ending date for the payroll cycle.</li><li>• A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.</li></ul>
<b>Terminated Employee Has Been Paid</b>	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

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

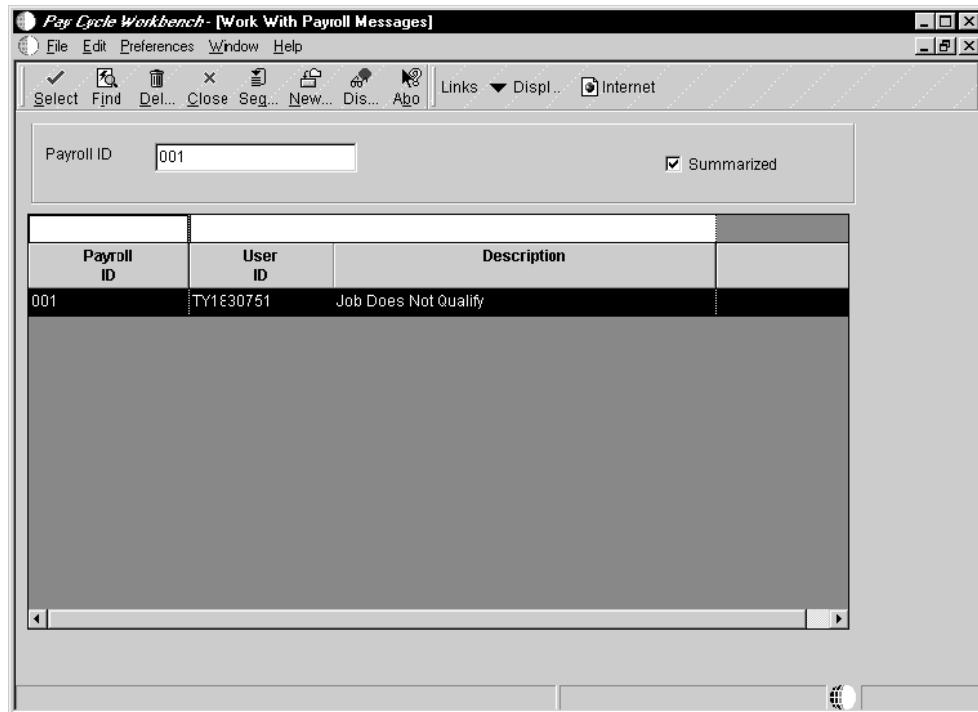
1. On Work With Pay Cycle Workbench, choose EE Work Center from the Form menu.



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

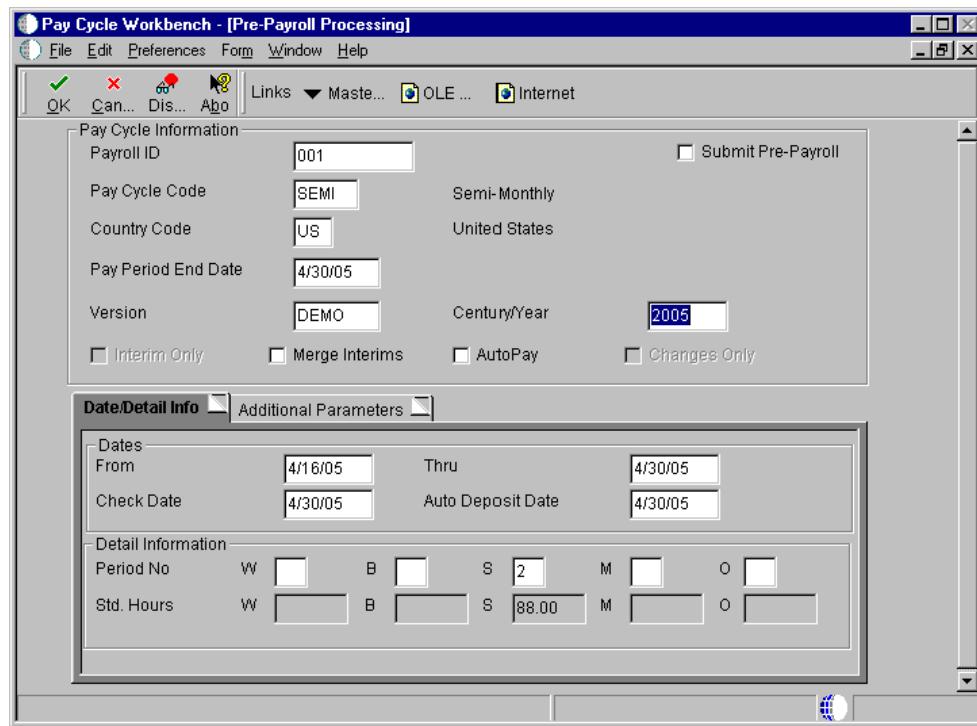
When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll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

Pay	Pay Type Description	Hours	Account Number	Over/Rt	Job Type	Job Step
500	Bonus	0.00	9.8118	Secured	2H-2	
1	Regular	88.00	9.8115	Secured	2H-2	
1	Regular	1.33	9.8115	Secured	2H-2	

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:

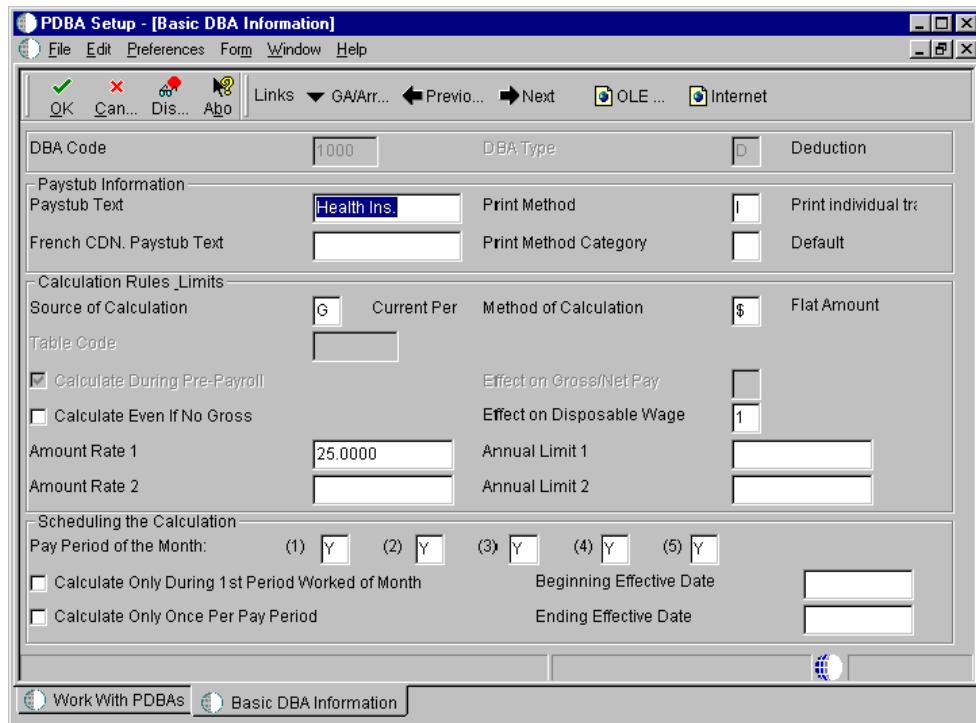
- The based-on PDBAs were calculated
- The based-on PDBAs are not zero
- The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA)

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.

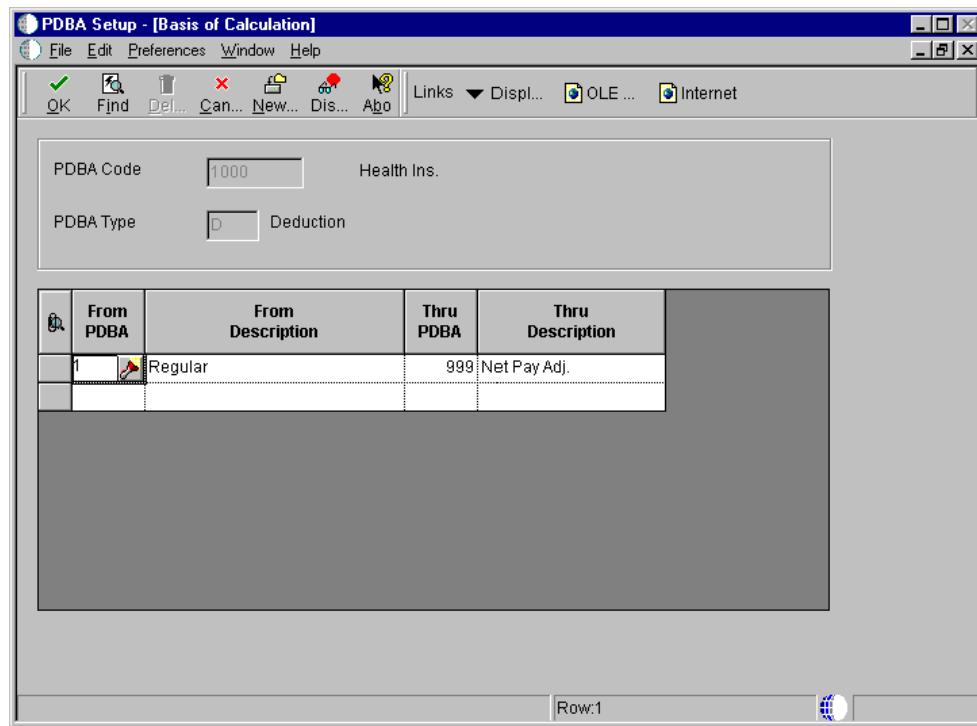
## ► To correct DBA setup

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.

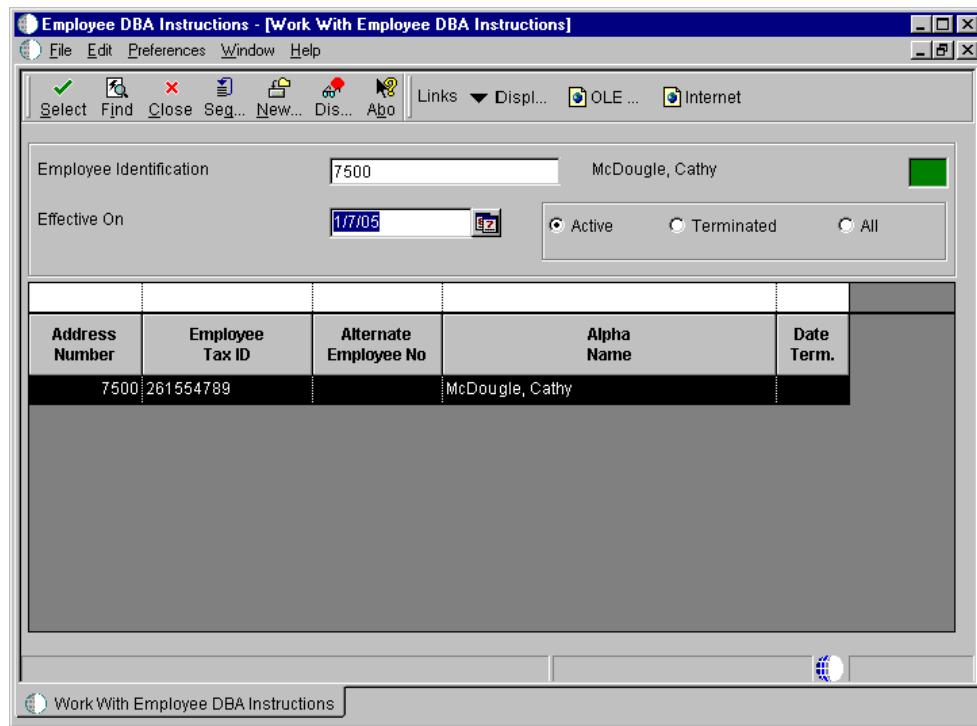
### **Before You Begin**

- 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

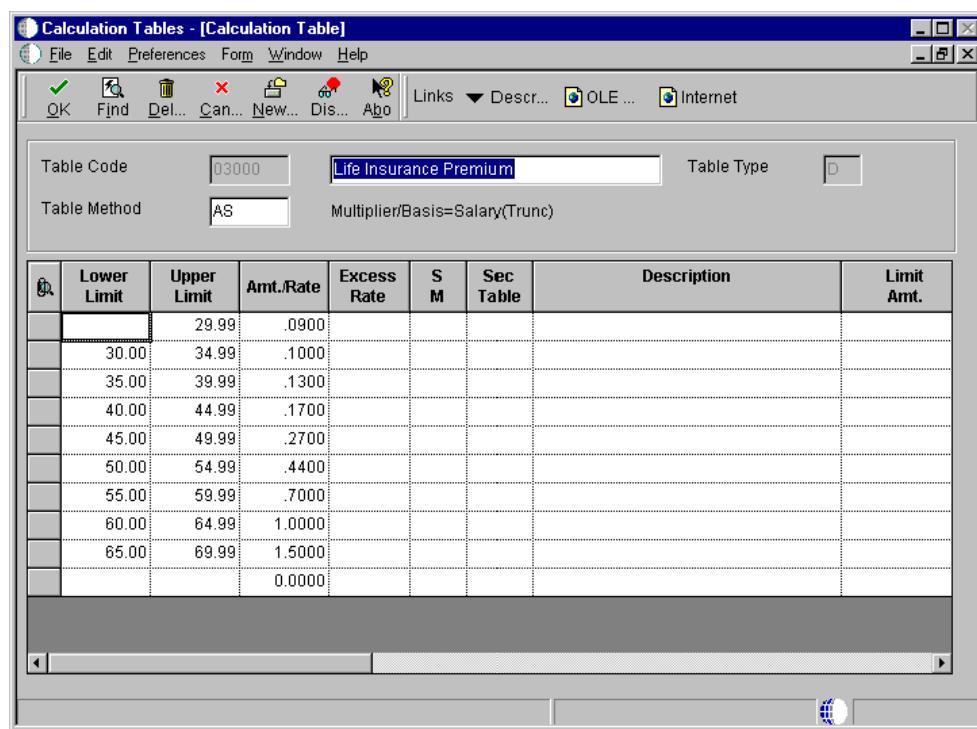
- *Setting Up Limits for a Tax-Deferred Compensation Deduction* in the *Workforce Management Foundation Guide* for information about the limits that are set up for the DBA

#### ► 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, and Abort, along with links for 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 table contains the following data:

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				

At the bottom left is a "Total Amount" field containing "371.32".

6. On One Time Overrides, review the information in the detail area.

#### ► To verify interim payments

---

*From the Payroll Workbench menu (G07BUSB11), 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

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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*

## **Recalculation of Employee Taxes**

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

To understand recalculation of employee taxes, review the following topics:

- Pre-payroll calculations
- Reductions to mandatory deductions
- Example: wages lower than total pretax deductions

## **Pre-Payroll Calculations**

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

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

## **Reductions to Mandatory Deductions**

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

## **Example: Wages Are Lower Than Total Pretax Deductions**

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

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

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

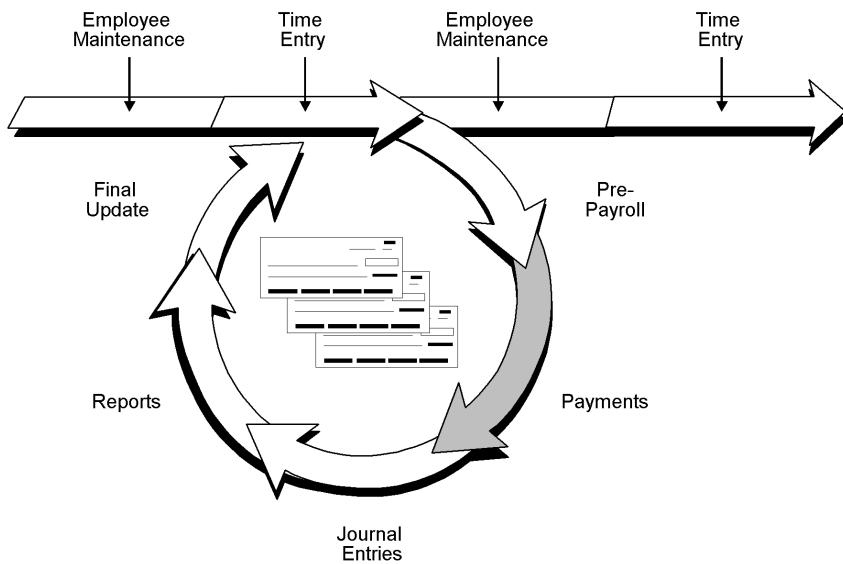
<b>Gross Wages</b>	95.00
<b>Taxes</b>	4.39
<b>Pretax deduction</b>	50.00
<b>Total Deductions</b>	54.39
<b>Net Pay</b>	40.61

## **Processing Payments**

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

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

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



You can set up employees to receive either of the following types of payments:

- |                                      |  |
|--------------------------------------|--|
| <b>Check</b>                         | A written order to a bank to pay the employee a sum from the company's account.  |
| <b>Automatic deposit advice slip</b> | A nonnegotiable form that shows the net pay amount deposited into an employee's bank accounts. The system prints this form for employees who are set up for automatic deposit. |

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

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

payroll ID that includes some employees who are paid by check and others who are paid by automatic deposit, you can do either of the following:

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

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

When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs 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. In some cases, employees might work for multiple companies or they might receive different types of pay during a payroll cycle. These situations might cause the system to create multiple payments for an employee. The system automatically creates separate payments for each of the following scenarios:

- The system creates a separate payment for any pay that an employee receives using a pay type or cash benefit that is set up with S (separate payment) in the Print Method field.
- The system creates a separate payment for each Corporate Tax ID in which the employee works during the pay period. The system also generates separate automatic deposit bank files for each Corporate Tax ID that is processed during a payroll cycle.
- The system creates separate payments if the timecards for an employee use different payroll disbursement bank accounts. The system also generates separate automatic deposit bank files for each payroll disbursement bank account that is derived during a payroll cycle. These bank account numbers are derived based on the payroll AAs and information from the employee's timecards.

#### See Also

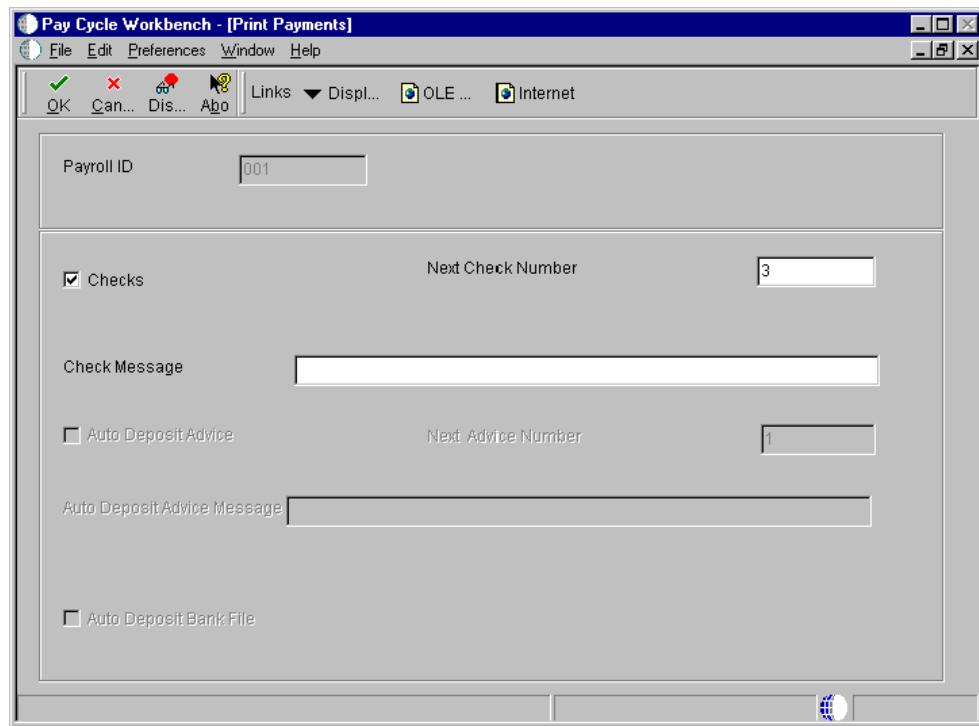
- ❑ *Printing and Distributing Checks Using ADP* for information about using ADP Integration to print and distribute your payroll checks

#### ► To print payments

---

*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 a record in the detail area, choose Payments from the Row menu, and then choose Print Payments.



3. On Print Payments, click any of the following options:

- Checks
- Auto Deposit Advice
- Auto Deposit Bank File

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

4. If you are printing checks, complete the following fields:

- Next Check Number
- Check Message

5. If you are printing automatic deposit advice forms, complete the following fields.

- Next Advice Number
- Auto Deposit Advice Message

6. Click OK.

7. Review the payments to verify that they printed correctly.

If problems, such as a paper jam, prevent the payments from printing, complete the steps for reprinting payments. See *Reprinting Payments*.

8. If you did not choose all options in step 3, complete steps 1 through 7 as many times as necessary to print all types of payments and the automatic deposit bank file.

The system can print a maximum of 14 lines on a paystub. When you set up payment information, you can specify the number of lines (14 or less) that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

## 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.

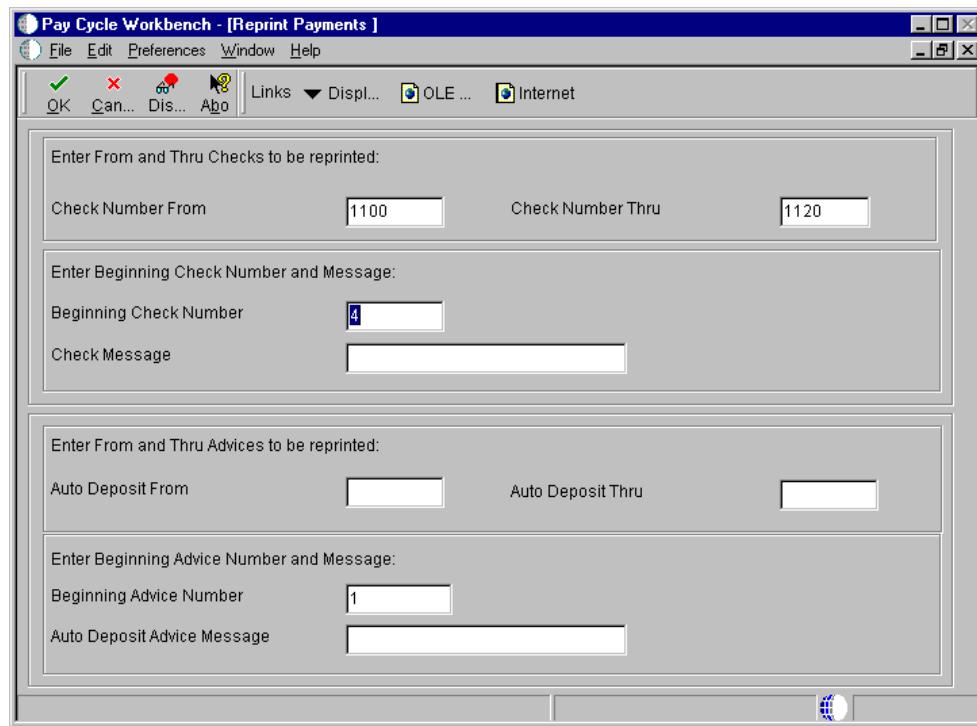
The system does not verify payment numbers to ensure that no duplicates exist because you might be using multiple bank accounts to pay the payments. You must manually verify payment numbers.

### ► To reprint payments

---

*From the Payroll Workbench menu (G07BUSH11), 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](#)

## **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

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*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

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*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 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

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*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.

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### 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.

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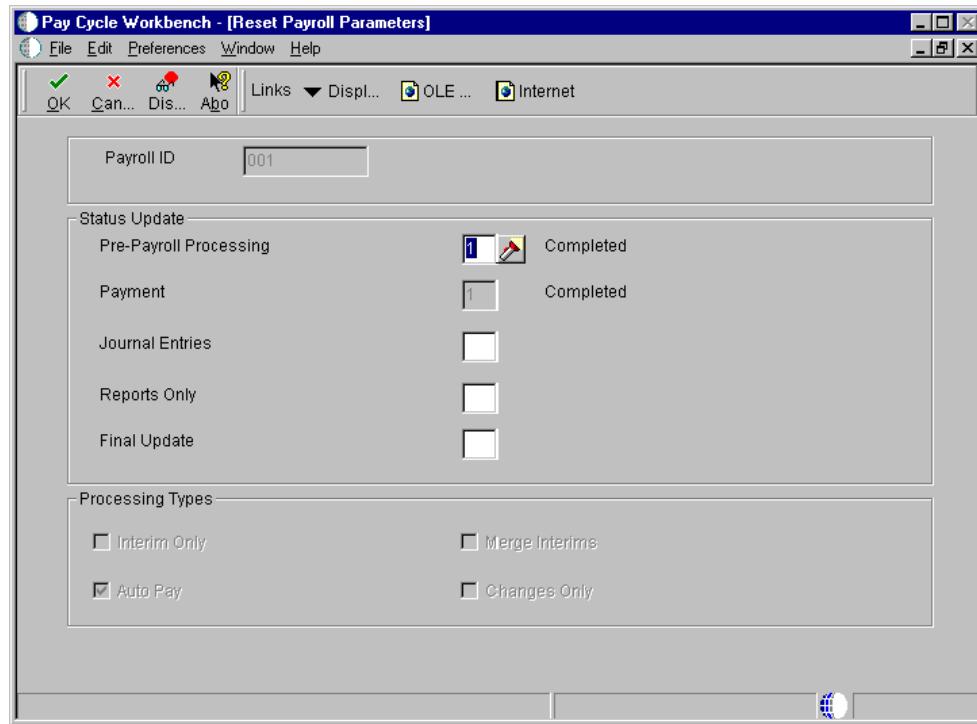
If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal termination occurred and generates an 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.

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### ► To reset status codes

*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, 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.

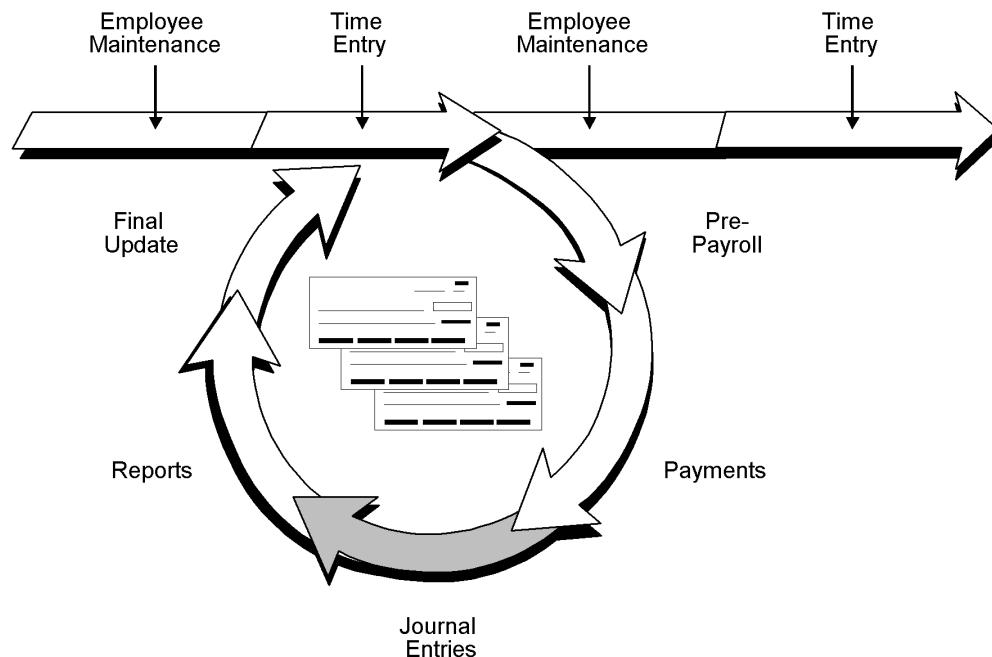
To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to 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)

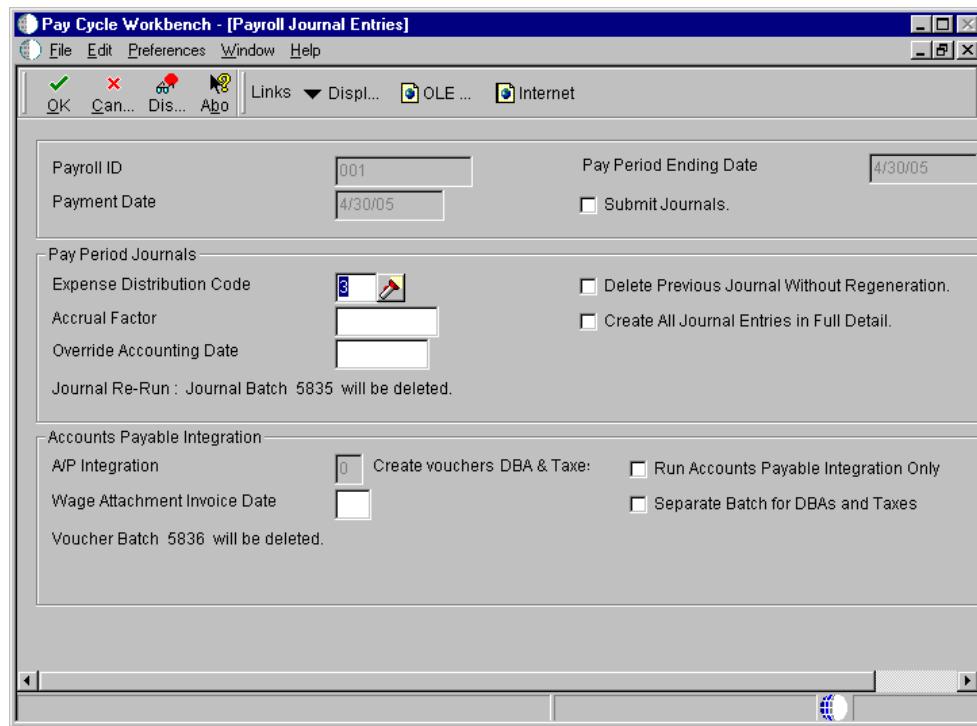
If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can choose an option on the Payroll Journal Entries form that allows you to delete previous journal entries without regeneration. When you choose this option, the system removes the general 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**

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*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 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**

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*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

- 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 software interface titled "Pay Cycle Workbench - [Work With Compressed Payroll Journals]". The window has a menu bar with File, Edit, Preferences, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Journ..., OLE..., and Internet. The main area contains a table with the following data:

	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

- 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**

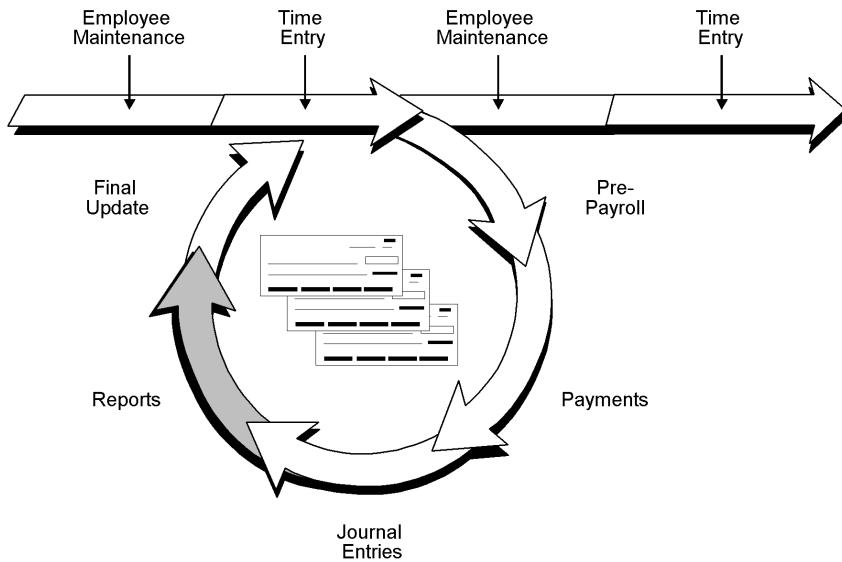
- Reviewing the Journal Batch Proof Report in the Workforce Management Foundation Guide* to determine whether the journal entries contain any errors

## **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.

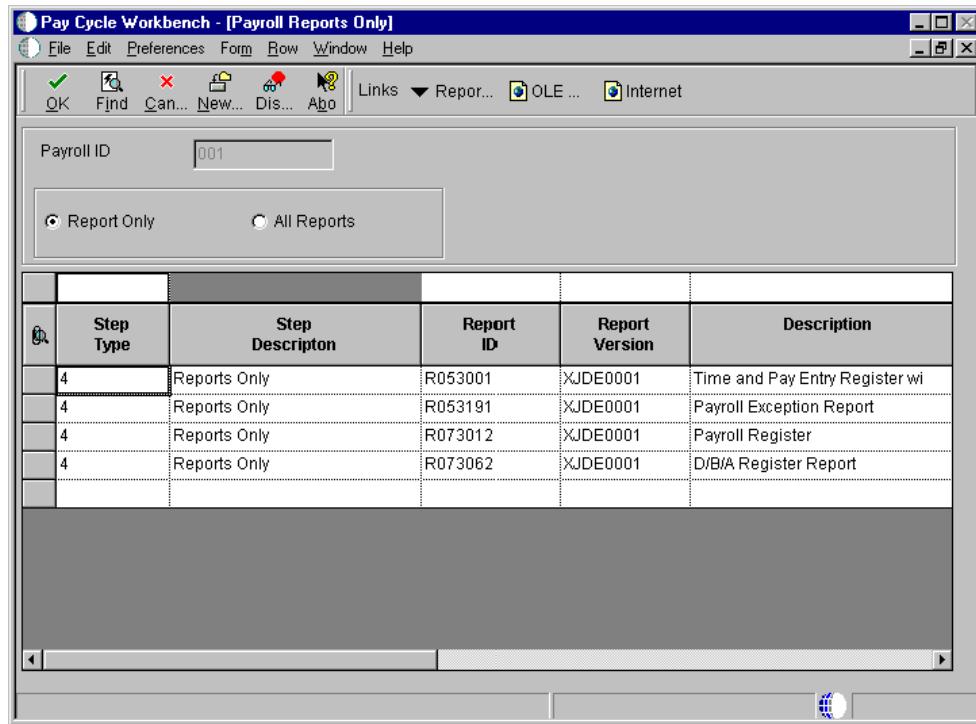
Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments,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

### ► To print payroll cycle reports

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*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)**

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##### 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)

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##### 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.

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#### **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

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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.

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**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.

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**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.

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**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.

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## **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.

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### **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.

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### **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 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

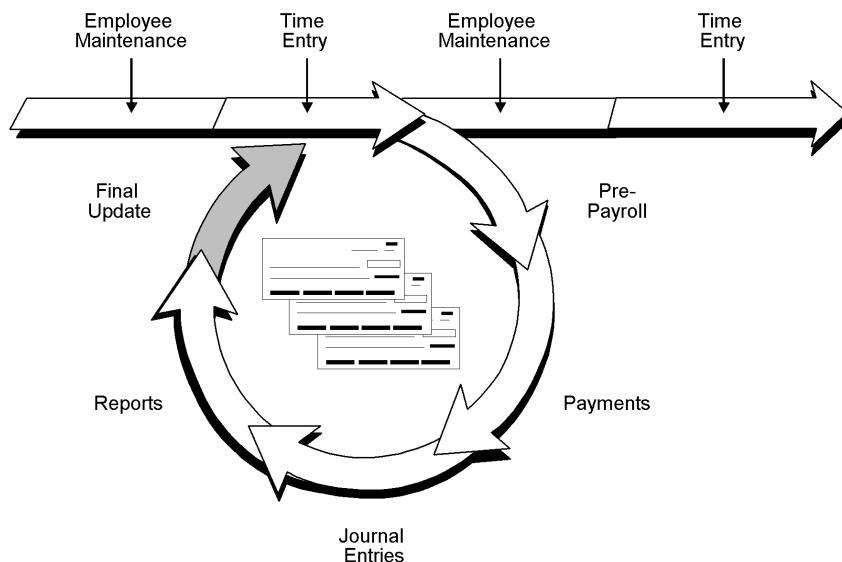
When you generate an automatic-deposit workfile, the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied 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.

### 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

## **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 Driver 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 (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, 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 (G07BUSB11), 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 (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, 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 (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, 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 (G07BUSB11), 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 (G07BUSHP11), 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

## 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.

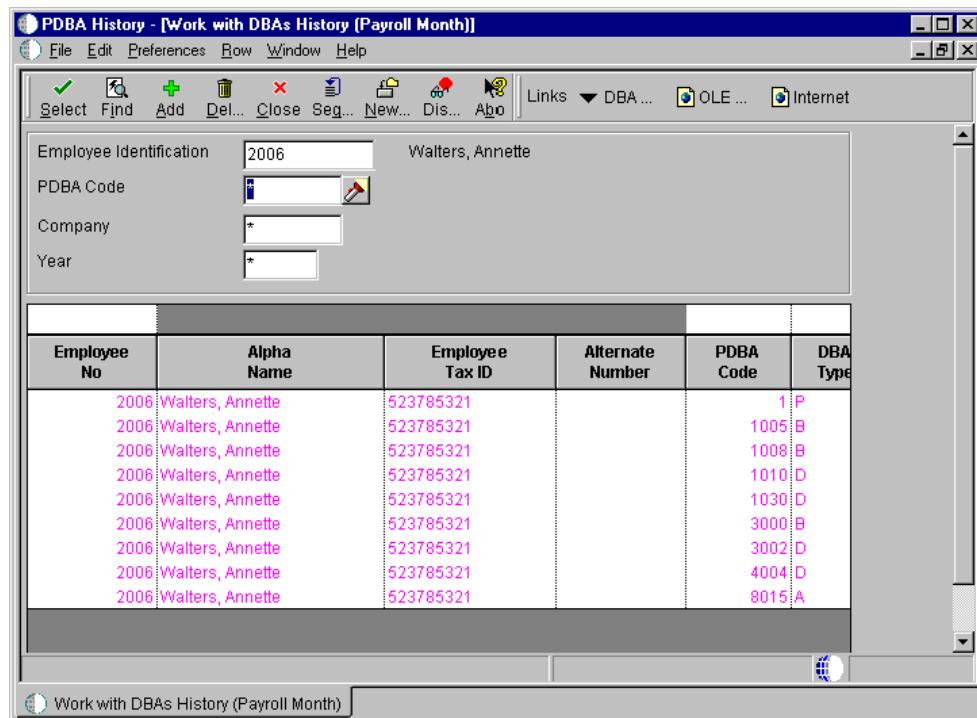
---

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 (G07BUP14), choose PDBA History.*



1. On Work with DBAs History (Payroll Month), complete the following field, and then click Find:
  - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
  - PDBA Code
  - Company
  - Year
3. Choose a record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.

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 (G07BUSP14), 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.

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 (G07BUSP14), 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.

The screenshot shows a Windows application window titled "PDBA History - [Pay Detail]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for OK, Find, Cancel, New, Display, Links, OLE, and Internet. The main area contains form fields and a grid table.

Employee No.	2006	Walters, Annette	
Business Unit	*		
Pay Type	1	Regular	
Work Dates - From	1/1/05	Thru	12/31/05

Below the form fields is a grid table with the following data:

	Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	Job Step	Sub Ledger	Sub Type	Ch
	4/15/05	1	88.00	16.106	1,417.33	9	2H-2				
	4/30/05	1	88.00	16.106	1,417.33	9	2H-2				
	5/15/05	1	88.00	16.106	1,417.33	9	2H-2				
	5/31/05	1	80.00	16.106	1,288.48	9	2H-2				
	6/15/05	1	88.00	16.106	1,417.33	9	2H-2				
	6/30/05	1	88.00	16.106	1,417.33	9	2H-2				
Σ			520.00		8,375.13						

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

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

If your user account has the necessary security, you can revise the information.

#### ► To review detail history for DBAs

---

*From the U.S. History Inquiries menu (G07BUSP14), 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.

PDBA History - [DBA Detail]

File Edit Preferences Window Help

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Employee No.	2006	Walters, Annette
DBA Code	1005	HealthCo
Pay Period Dates - From	1/1/05	Thru 12/31/05

	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
<b>Σ</b>									<b>270.00</b>

Row:7

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

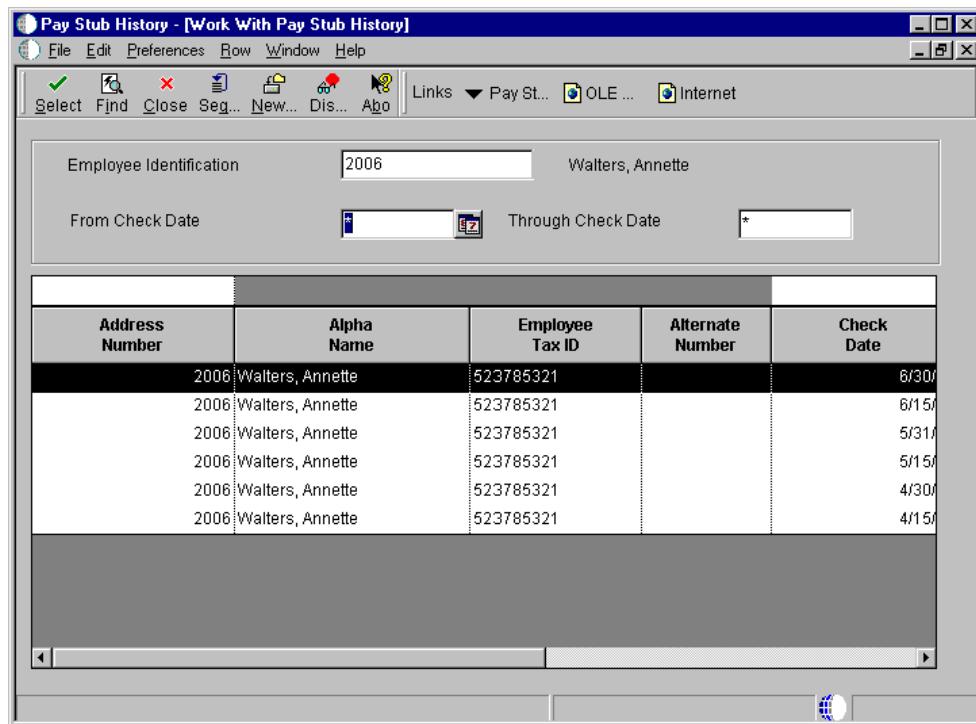
Payroll history programs should have the highest possible level of system security. Be aware of the following when you manually revise payroll history:

- 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 (G07BUSH14), 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

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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 PDBA 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)**

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#### 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.

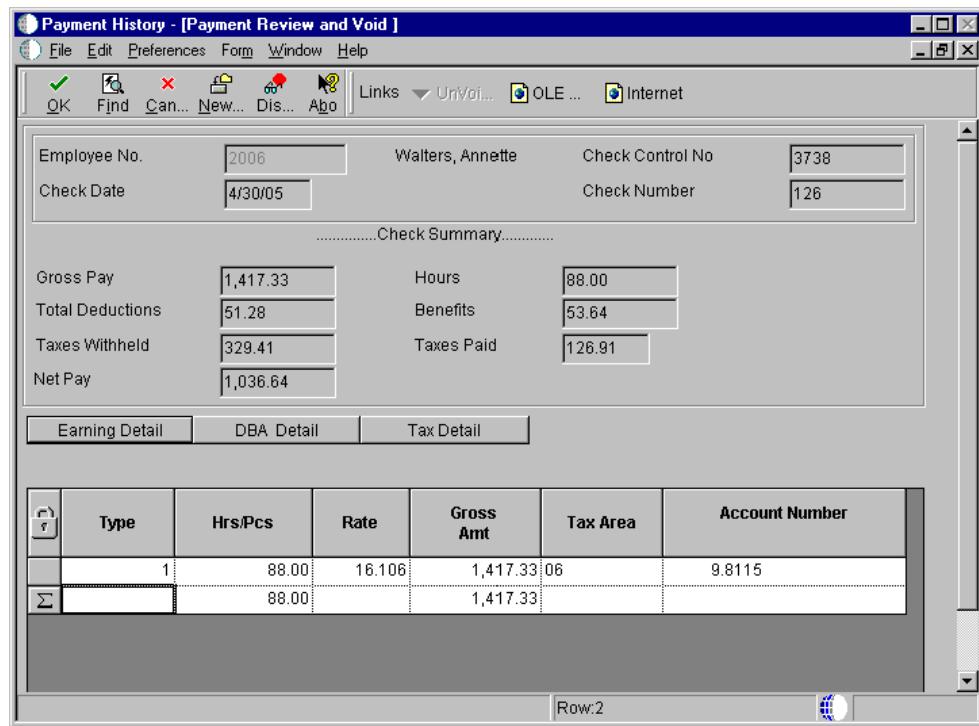
► **To review payment history information**

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*From the U.S. History Inquiries menu (G07BUSP14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.*

Address Number	Alpha Name	Check Date	Payment/Item	Pay Per Date	Total Benefits
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.

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#### 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.

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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](#).

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#### ► To void a payment

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*From the U.S. History Inquiries menu (G07BUSB14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.*

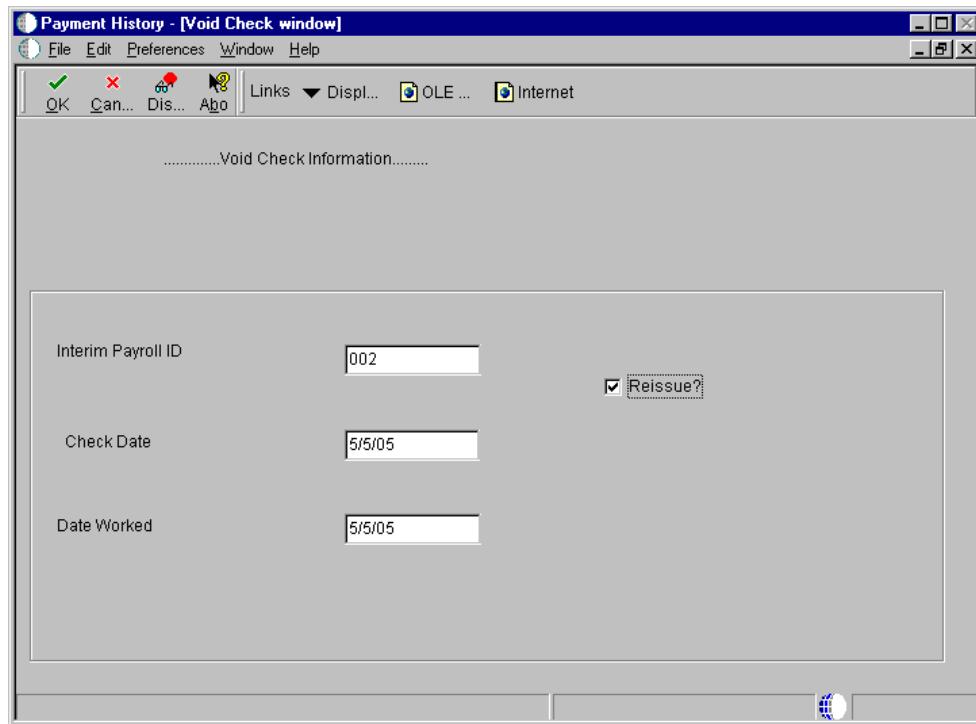
1. On Work With Payment History, to locate the payments that you need to void, complete one or more of the following fields, and then click Find:

- 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**

<b>Unvoiding a payment</b>	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"> <li>• IC</li> <li>• Void CKCN</li> <li>• Void/ReissueDate</li> </ul>
<b>Voiding part of a payment</b>	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 (G07BUSH15), 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.

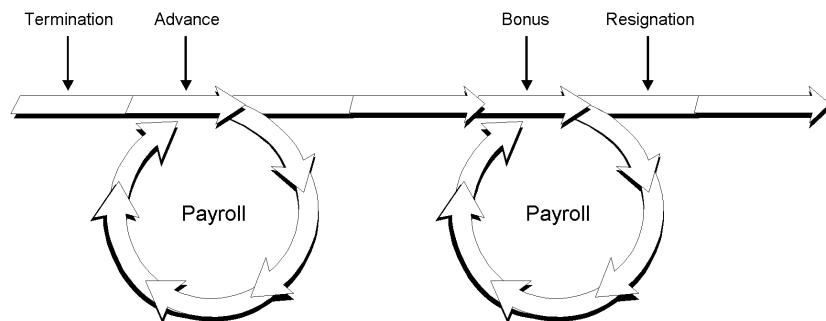
To compile the report, the system retrieves information from the Employee Transaction History Summary table (F06146).

## 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.

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**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.

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## Purposes of Interim Payments

The following table lists some typical purposes of interim payments:

<b>Enter information from manual payments (typed or handwritten)</b>	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.
<b>Adjust historical data for an employee</b>	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.
<b>Enter a flat dollar advance on pay</b>	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.
<b>Enter a calculated advance on pay</b>	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.
<b>Convert payroll history</b>	You can use interim payments to load historical data for conversion purposes and to provide an audit trail for future reference.
<b>Calculate gross-up amounts</b>	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:

<b>Computer</b>	The system performs the tax and earnings calculations and generates the bank file or printed payment.
<b>Hand Manual</b>	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.
<b>Auto Manual</b>	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.

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**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.

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## **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.

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**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.

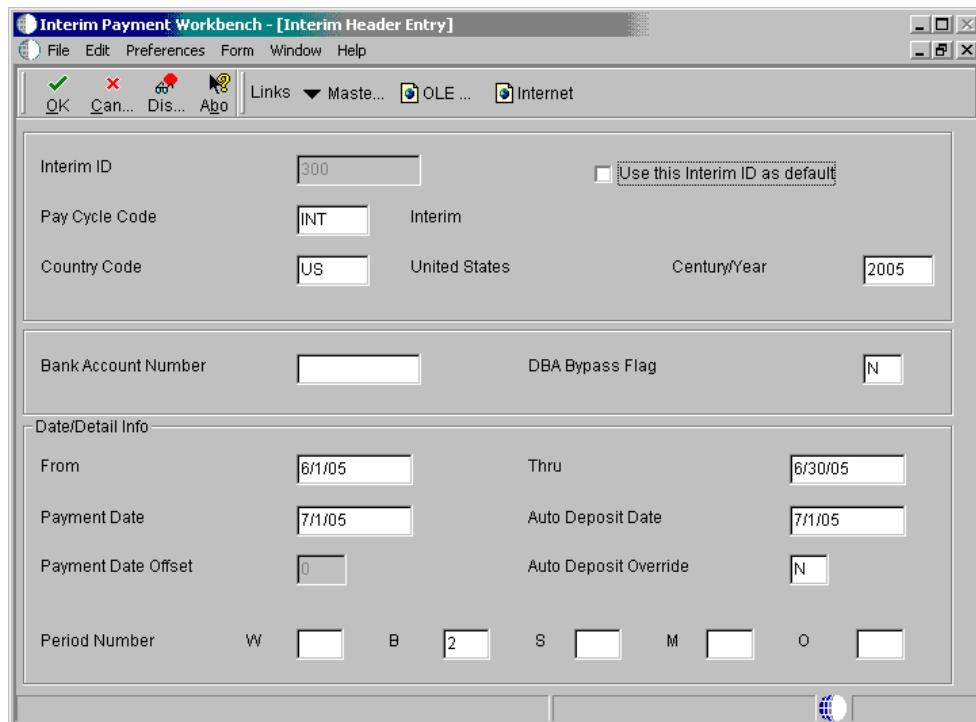
## Offset Dates

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.*

- On Work With Interims Workbench, click Add.



- 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.

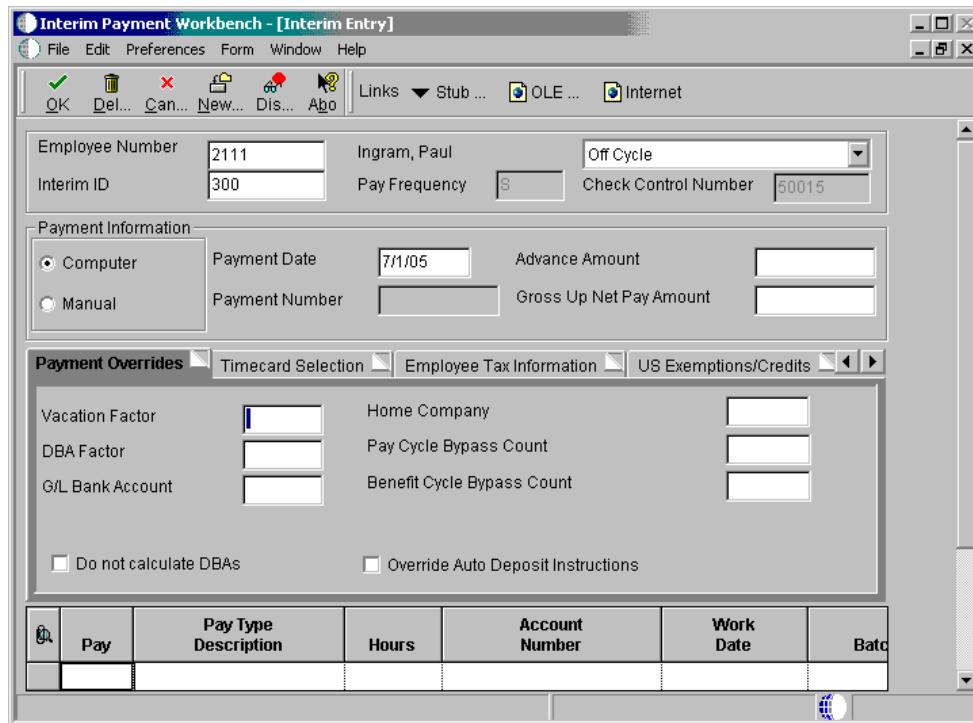
---

► **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

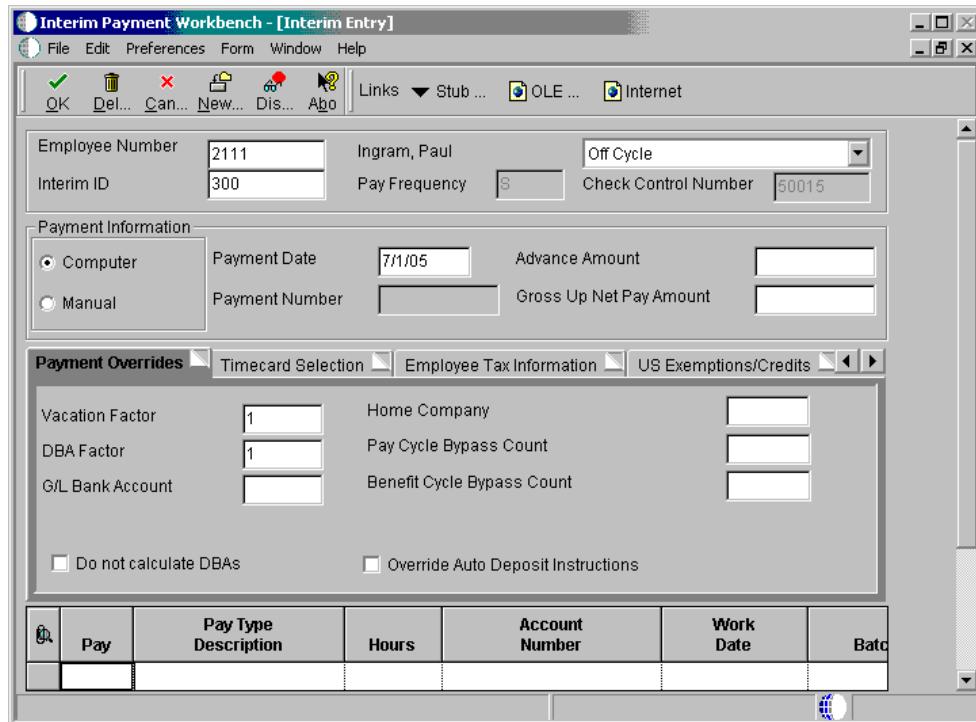
---

**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

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:

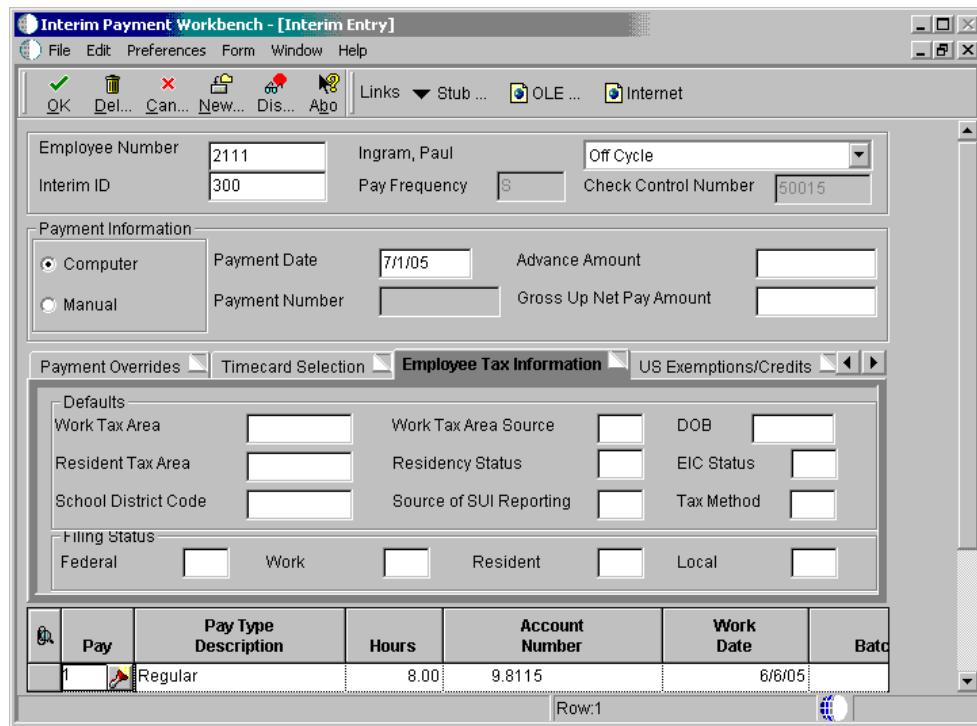
- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source
- Residency Status
- Source of SUI Reporting
- DOB
- EIC Status
- Tax Method
- Federal
- Work
- Resident
- Local

---

**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).

---



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.

The screenshot shows the 'Interim Payment Workbench' application window titled '[Review/Revise Employee DBA Override Instructions]'. The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for OK, Find, Del..., Can..., New..., Dis..., Abo, Links, Disp..., OLE..., and Internet. The main area contains two input fields: 'Employee Number' (2111) and 'Check Control Number' (50015). Below these are three radio buttons: 'Select All DBAs' (selected), 'Deselect All DBAs', and 'Load DBA Instructions' (unchecked). A large grid table lists DBA records:

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

- 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.

---

- 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

- 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*.

- 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
- Addt'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.

Pay	Pay Type Description	Hours	Account Number	Work Date	Batch
1	Regular	8.00	9.8115	6/6/05	

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
  - TT
  - 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**

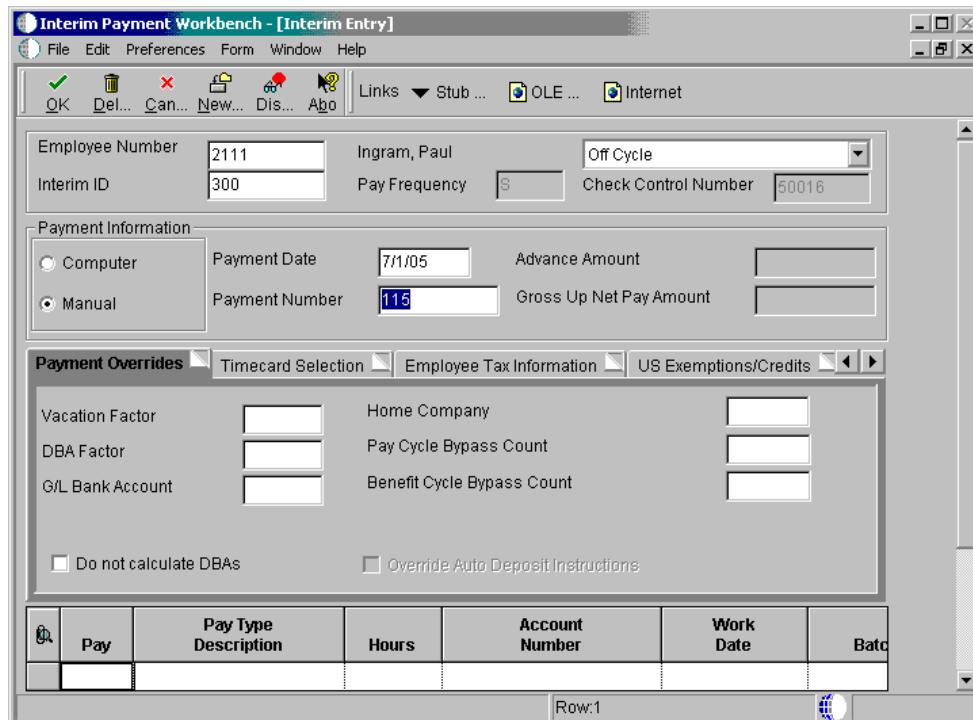
---

*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



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 (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 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.

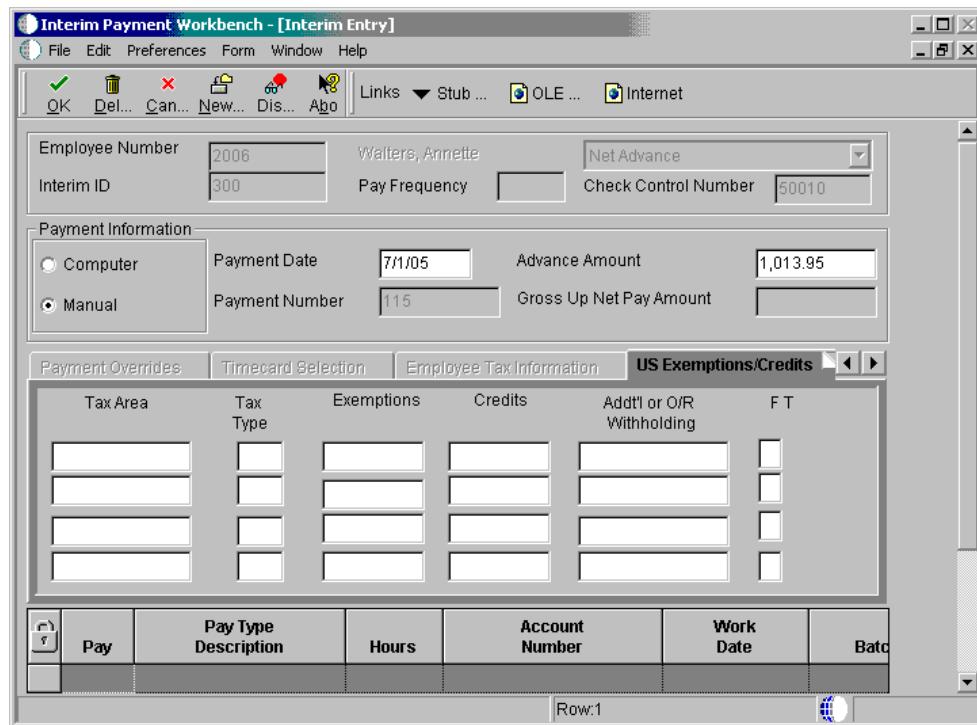
---

## ► 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:** Timecard Selection, Employee Tax Information, US Exemptions/Credits
- Employee Tax Information:** Defaults section includes Work Tax Area, Resident Tax Area, School District Code, Work Tax Area Source, Residency Status, Source of SUI Reporting, DOB, EIC Status, and Tax Method.
- Filing Status:** Federal, Work, Resident, Local
- Table:** A grid showing payment details. The first row has columns: Pay, Pay Type Description, Hours, Account Number, Work Date, and Batch. The data entry cell for Pay Type Description contains '1 Regular'.

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.

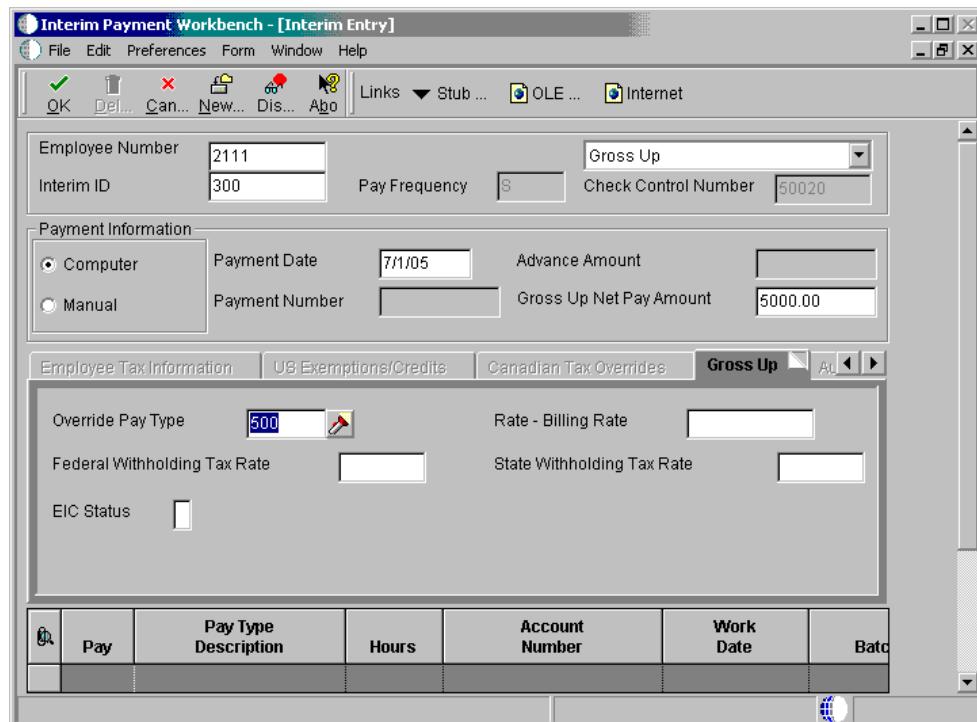
You can enter individual gross-up payments, or the system can automatically create similar gross-up payments for a selected group of employees. For example, if you wanted to give every employee in a specified department a 100 USD bonus for meeting a departmental goal, you could use the group gross-up 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**

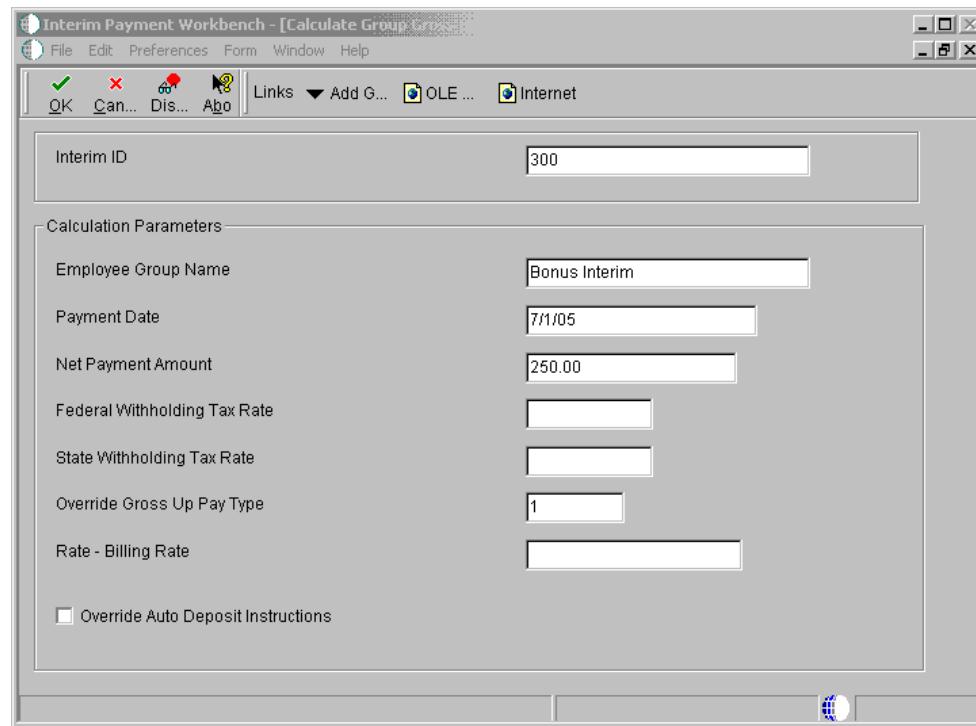
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*From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.*

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.

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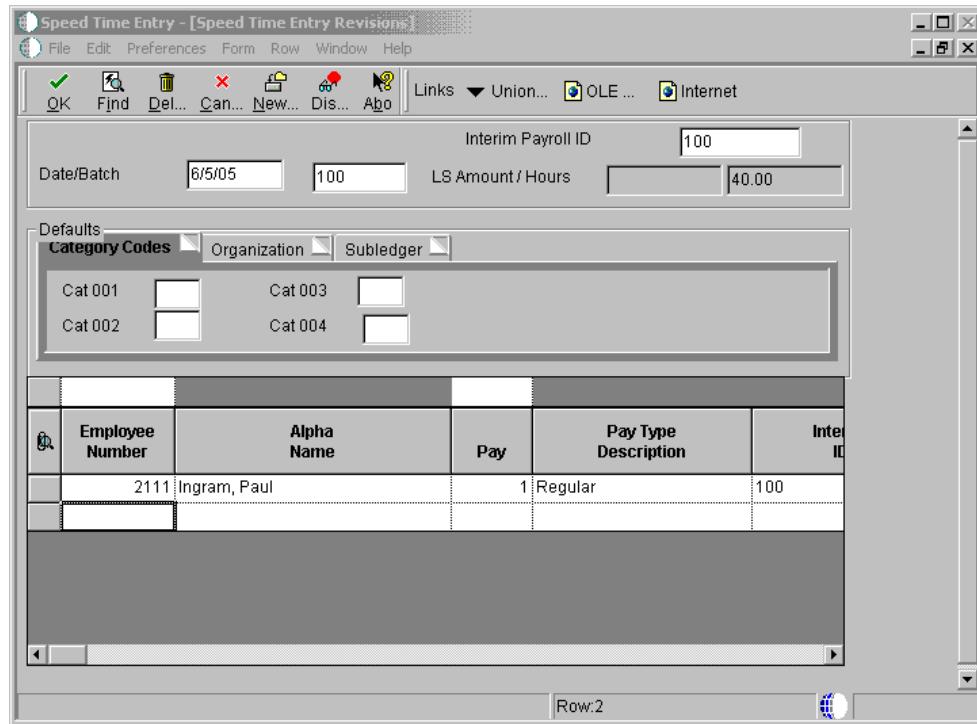
#### ► To create interims with the Time Entry Interim Generator

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*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.

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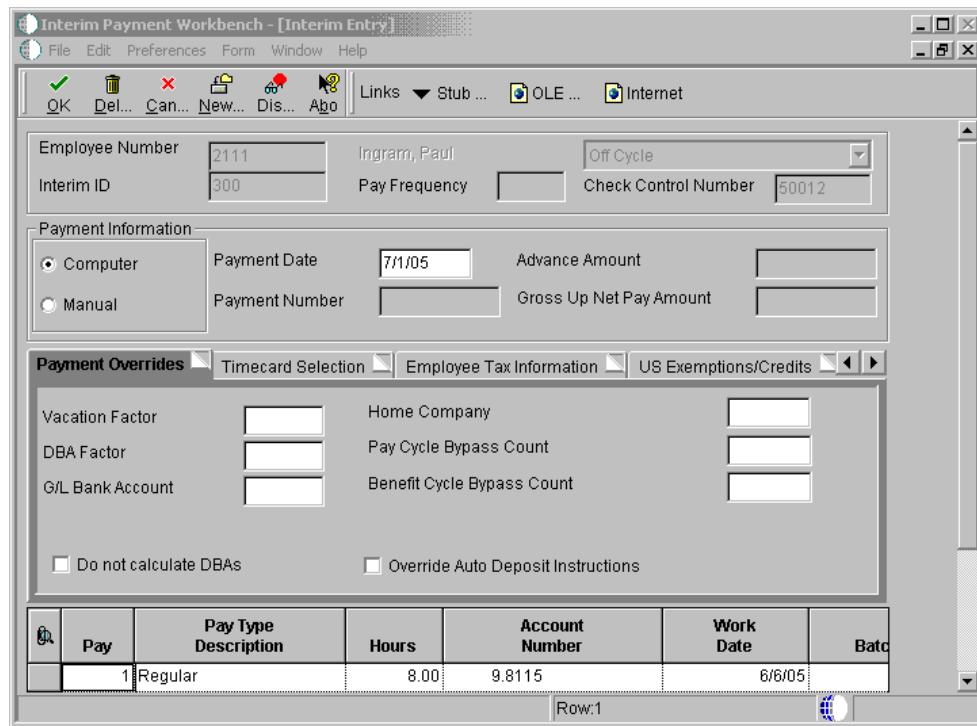
### ► To review and revise interim payments

---

*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](#).

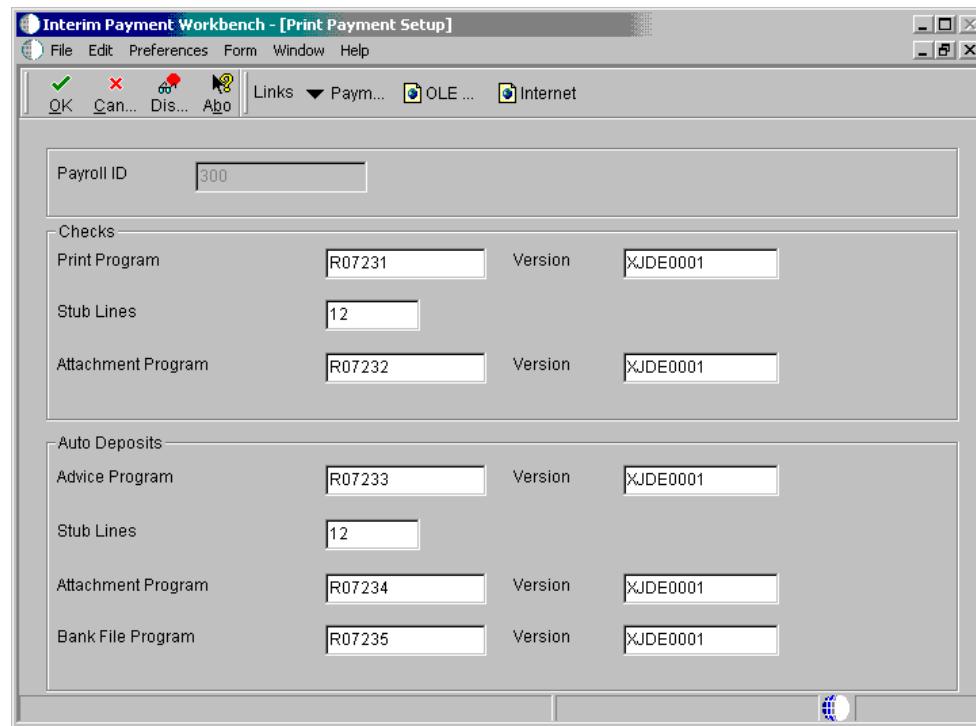
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#### ► To set up payment information

---

*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



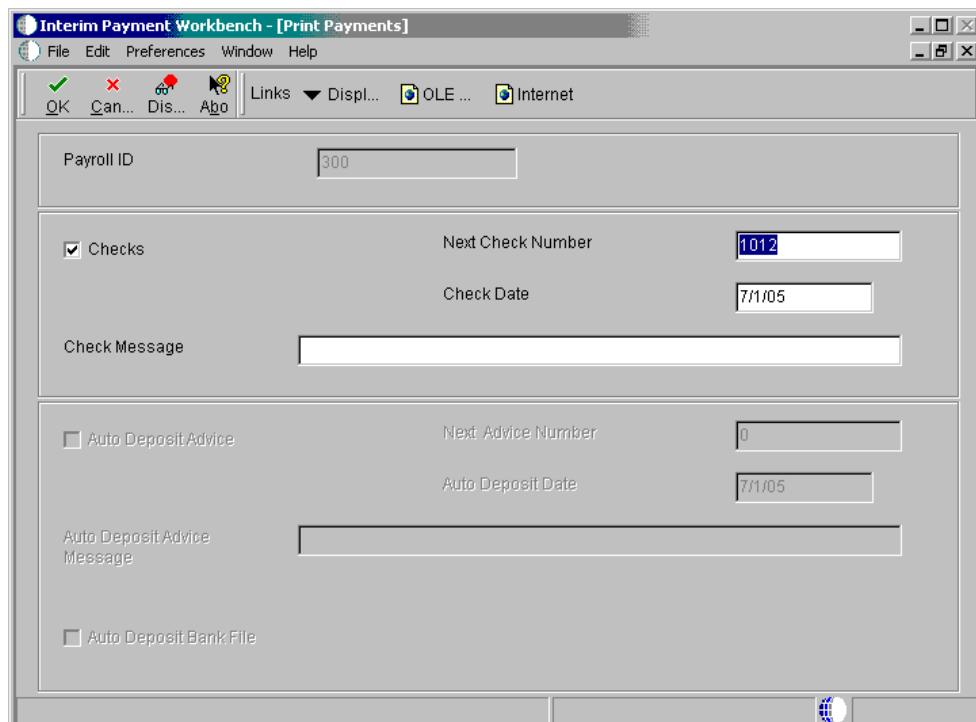
4. Complete the following optional fields for checks:
  - Attachment Program
  - Version
5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:
  - Advice Program
  - Version
  - Stub Lines
  - Bank File Program
  - Version
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 (G07BUSP11), choose Interim Payment Workbench*

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

- Interim ID

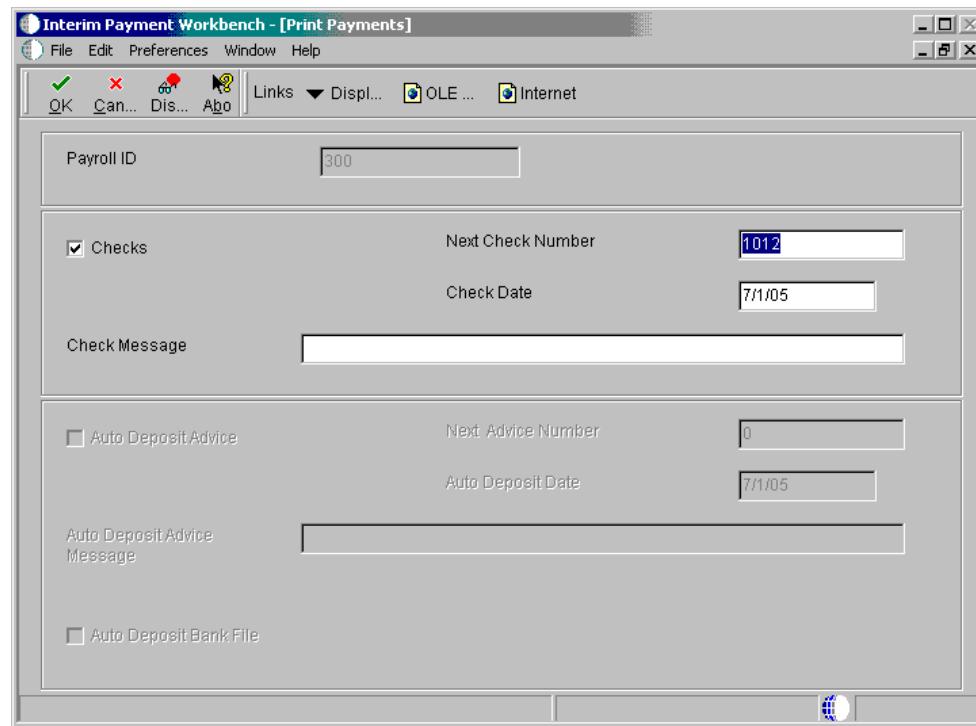
2. Choose the Interim ID that includes the payment that you want to print and choose Review/Revise Int from the Row menu.

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.

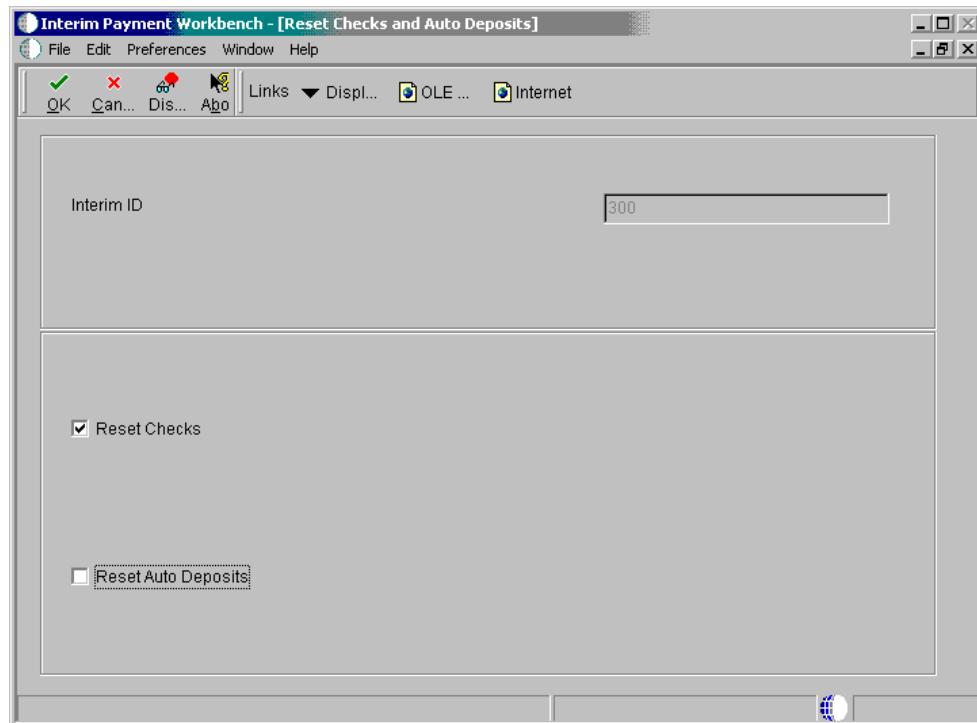
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**► To reset the print status for interim payments by interim ID**

---

*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

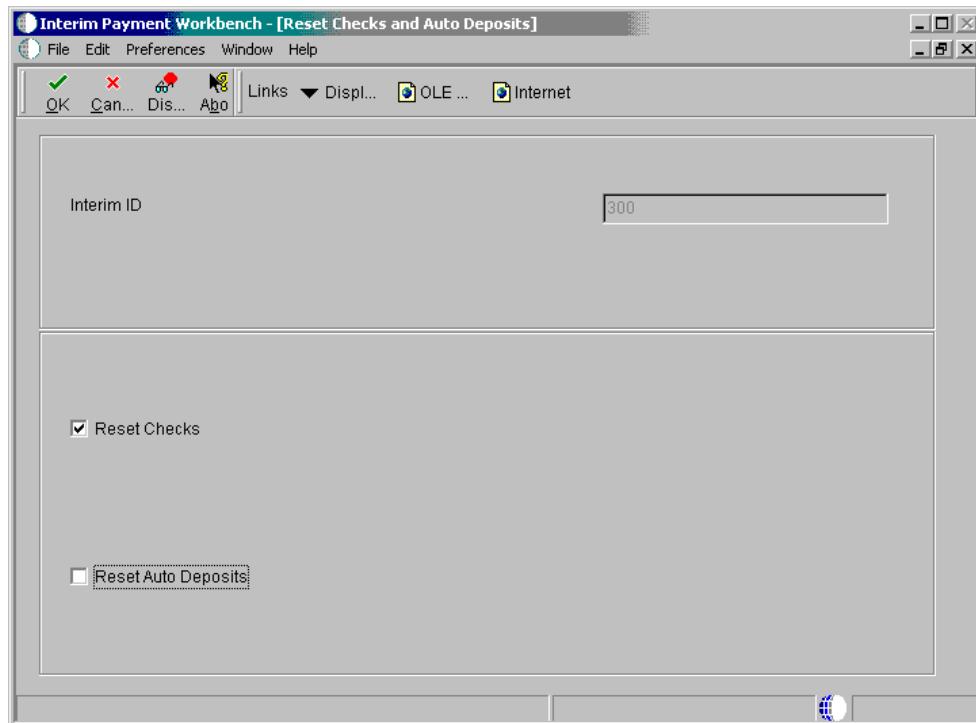
4. On Reset Interim Checks/Auto Deposits Confirmation, click OK.

#### ► 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.

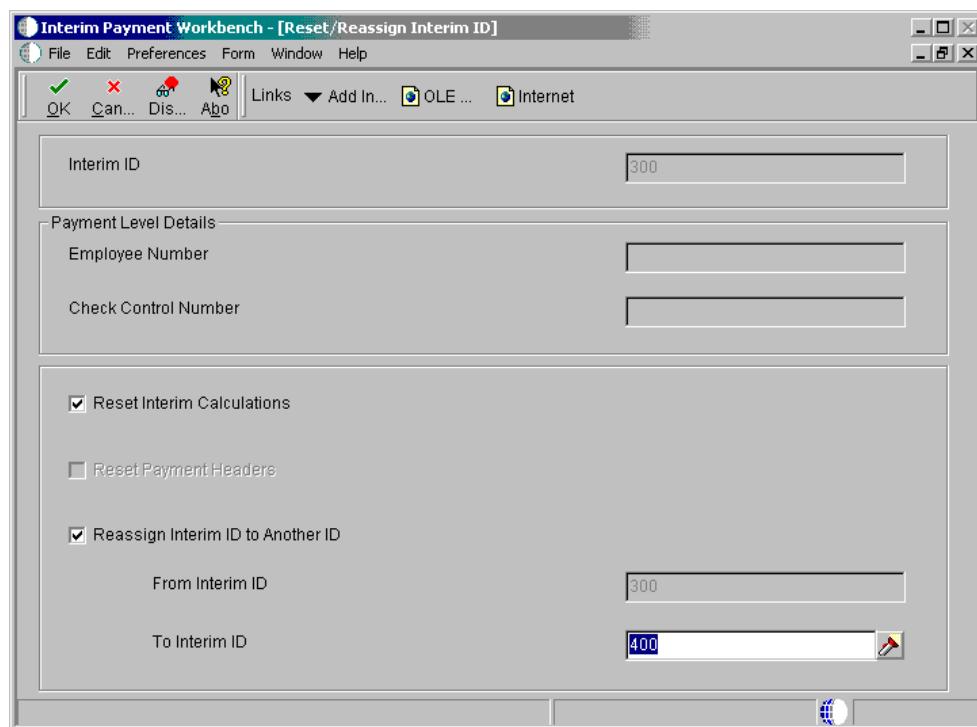
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### ► To reset or reassign interim payments by interim ID

---

*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.

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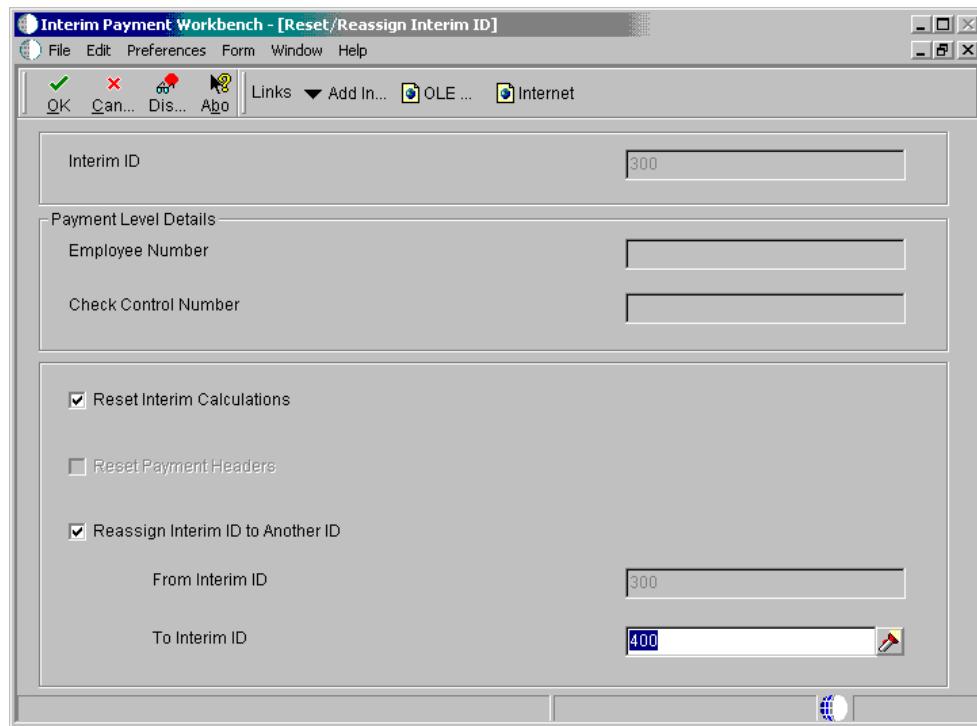
4. To reset interim header records, click the following option:
    - Reset Payment Headers
  5. To reassign interim payments to another interim ID, click the following option:
    - Reassign Interim ID to Another ID
  6. If you have selected the Reassign Interim ID to Another ID option, complete the 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**

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*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.

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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:

<b>When the report is produced</b>	<b>Report Name</b>
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

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*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.

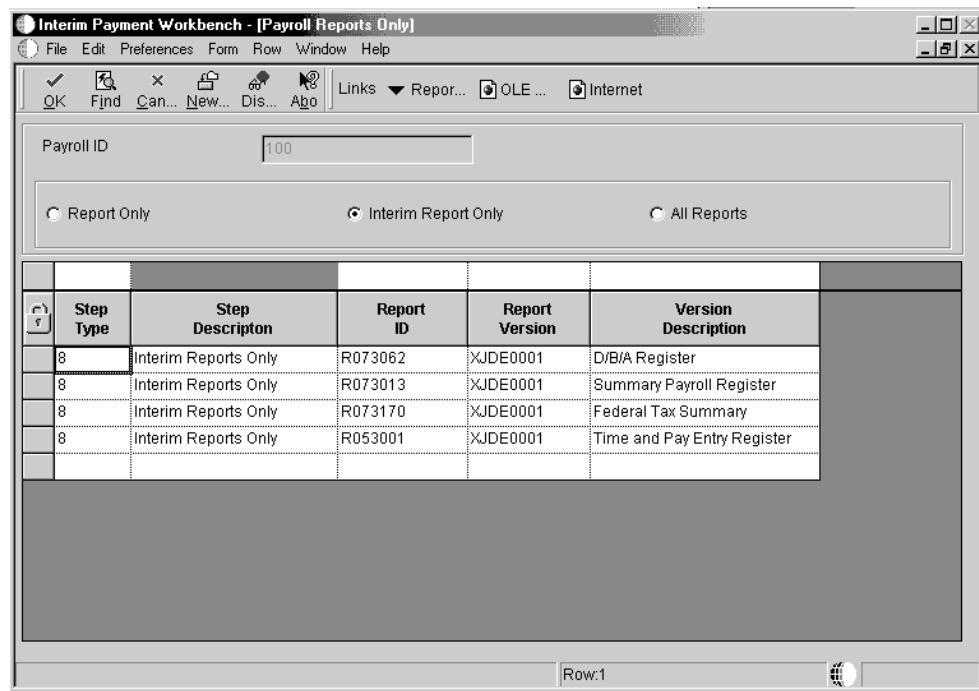
#### ► To create reports for interim payments

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*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

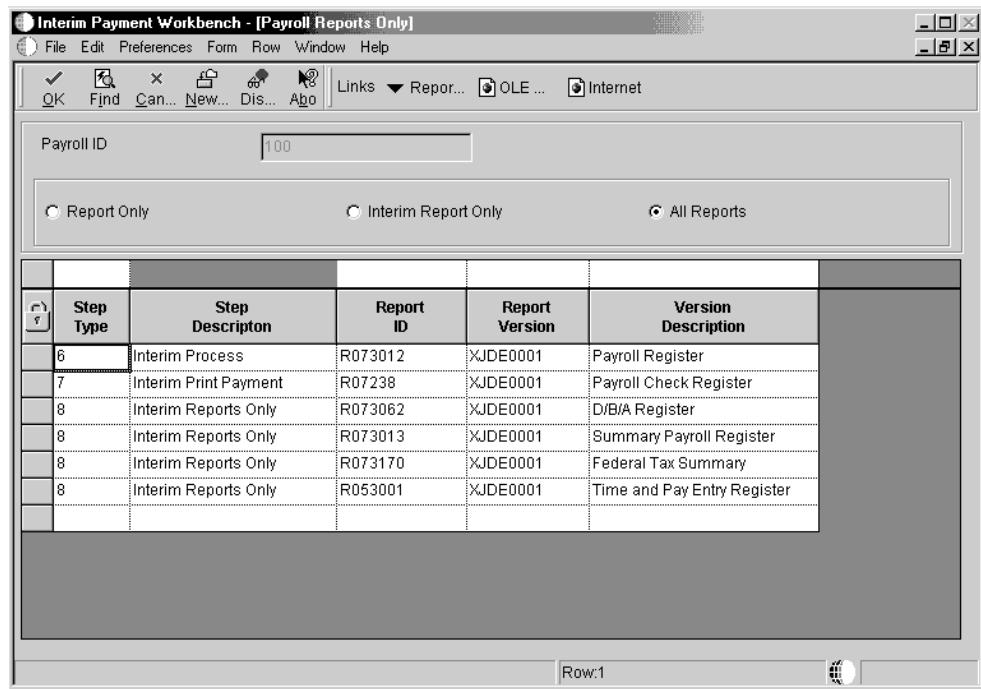
- Choose the Interim Payroll ID for which you want to create reports and from the Row menu choose Reports, and then choose Launch Reports.



- 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.

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**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.

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**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.*

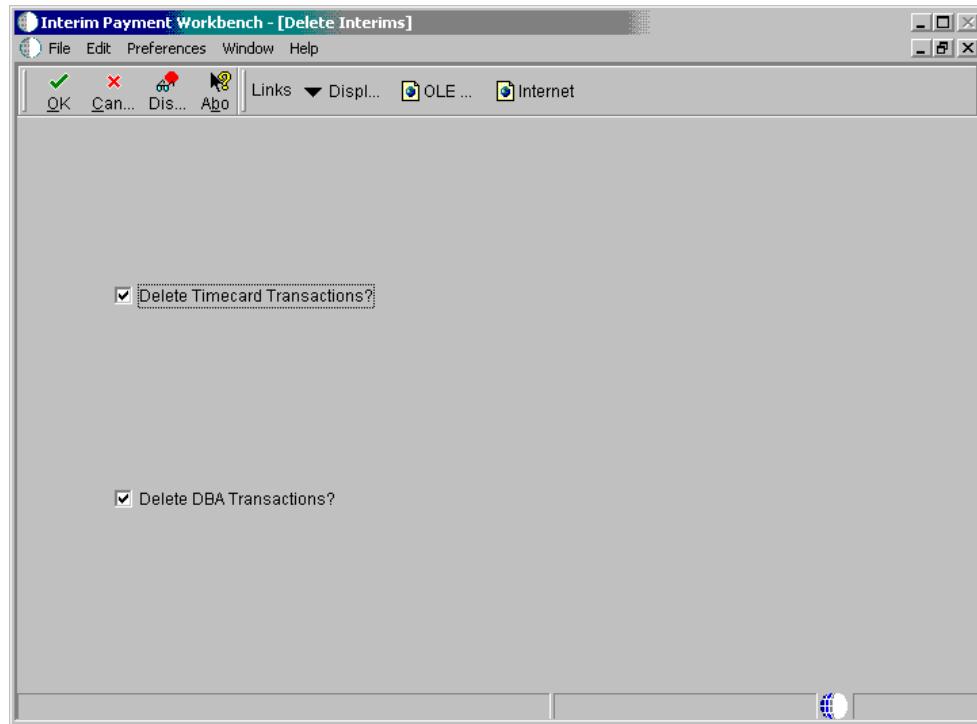
1. On Work With Interims Workbench, complete the following field and click Find:
    - Interim ID
  2. Choose a record in the detail area and then choose Revise/Review Int from the Row menu.
  3. On Work With Interim Payments, choose the record in the detail area that you want to delete.
- 

**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.

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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:

<b>Merge interim payments</b>	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.
<b>Process interim payments only</b>	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.

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#### 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.

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#### Before You Begin

- Create a payroll ID to use for processing interim payments. See *Creating a New Payroll ID*.

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#### ► To process interim payments in a payroll cycle

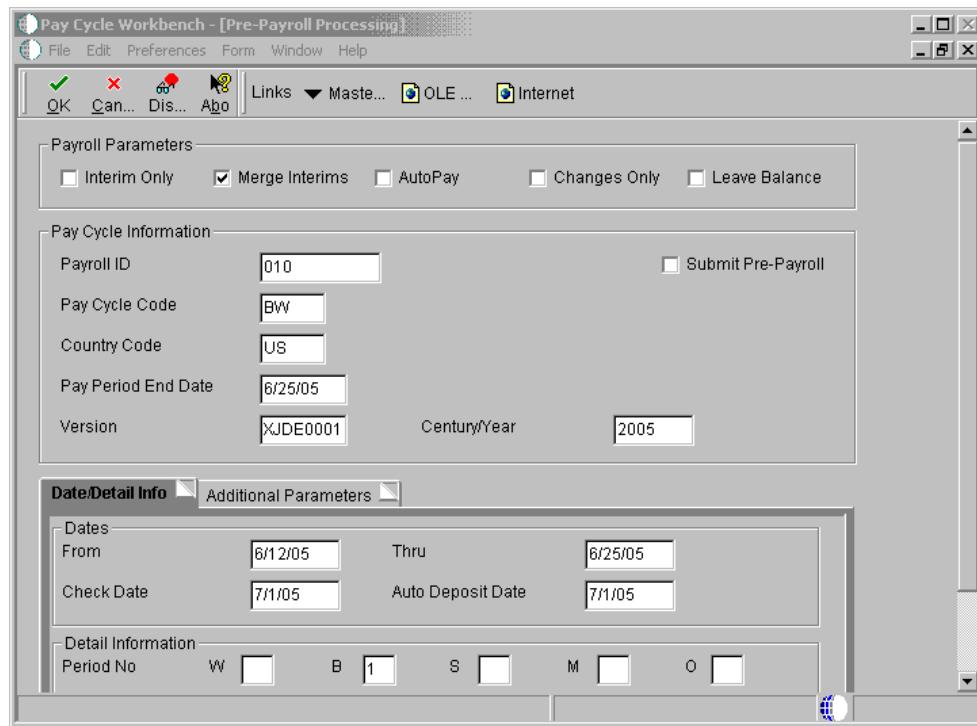
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*From the Payroll Workbench menu (G07BUSH11), choose Pay Cycle Workbench.*

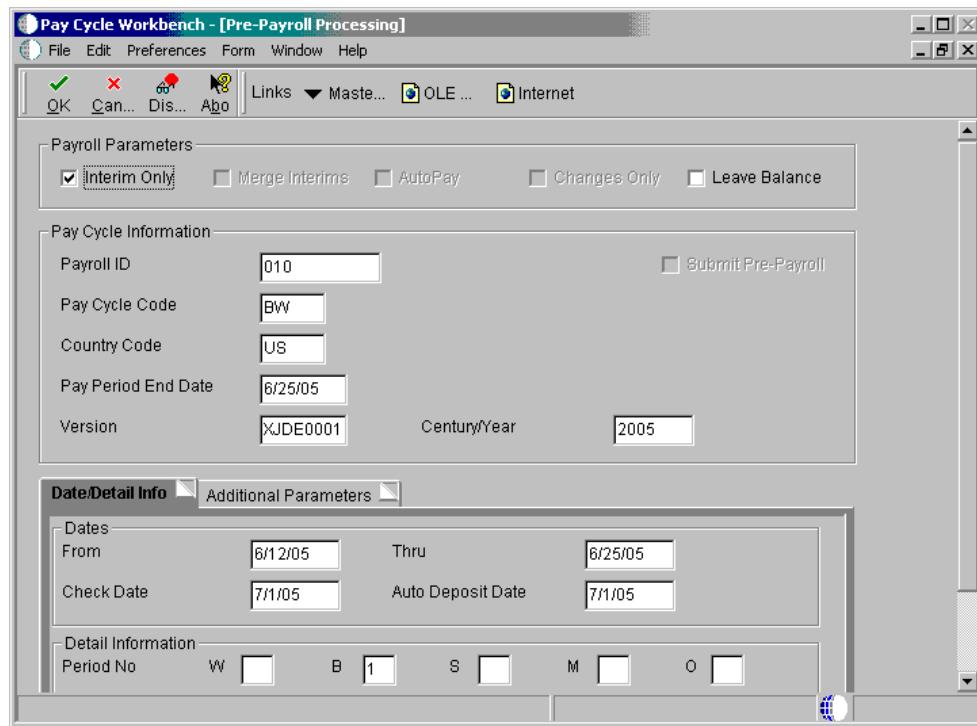
1. On Work With Pay Cycle Workbench, click one of the following options, and then click Find:
  - Both Versions
  - Pre-Payroll
  - Interims Only

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 <i>Printing Interim Payments</i> .  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.
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## 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

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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.

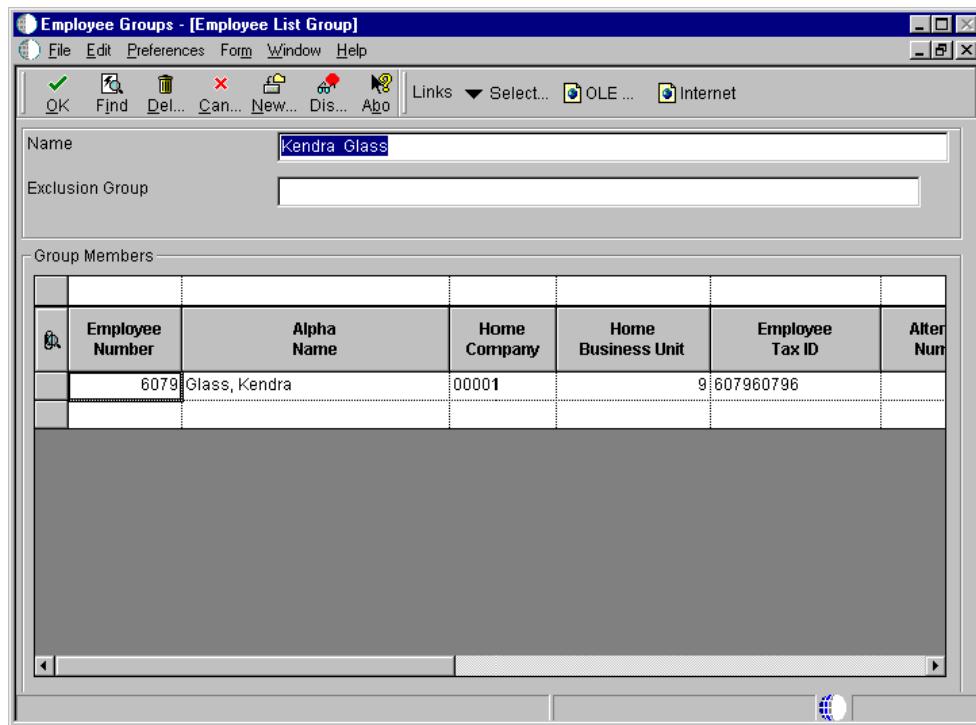
You can revise employee groups from the Employee Groups program (P186201) at any time. You can add or delete employees, selection criteria, or groups. You can delete an employee group at any time from the Employee Groups program, as long as the group is not attached to another employee group or to a 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

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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.

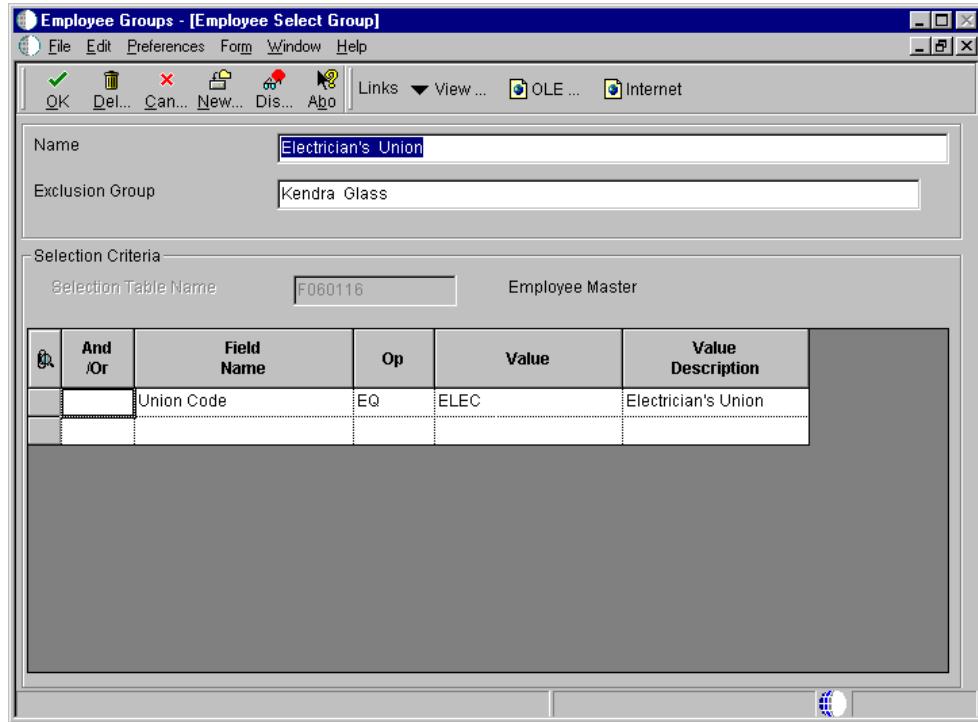
10. On Employee List Group, choose Select Employees from the Form menu.
11. On Select Employees for List Group, complete any of the following fields, and then click Find:
  - Home Company
  - Home Business Unit
  - Country Code
  - Employee No
12. Choose one or more records in the detail area, and then 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.

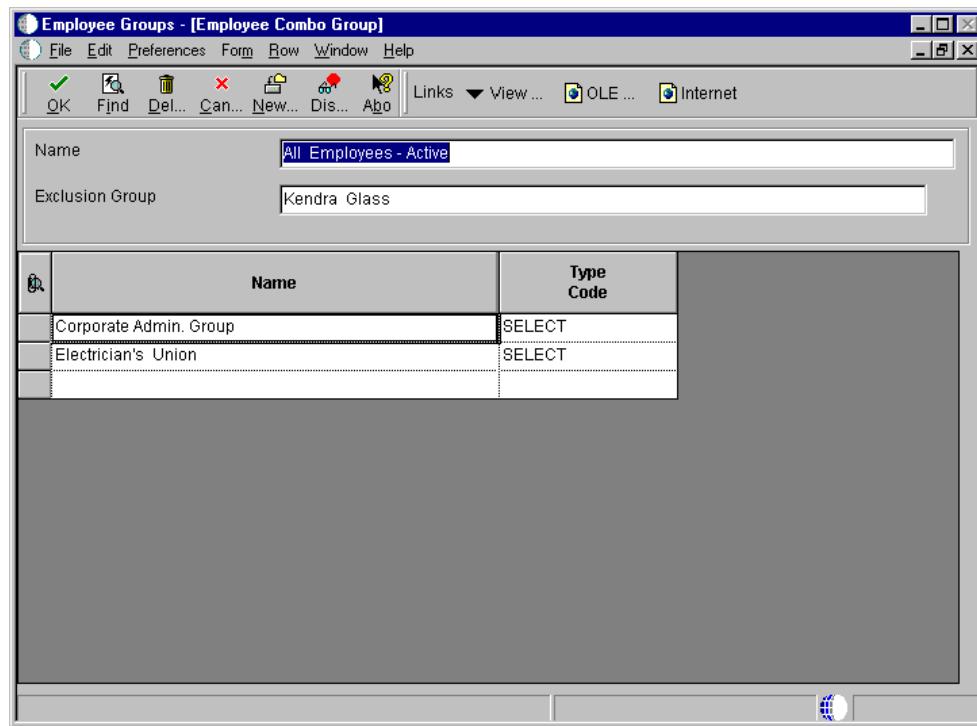
12. To view the new employee select group in Work With Employee Groups, click Find.

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► **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

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*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

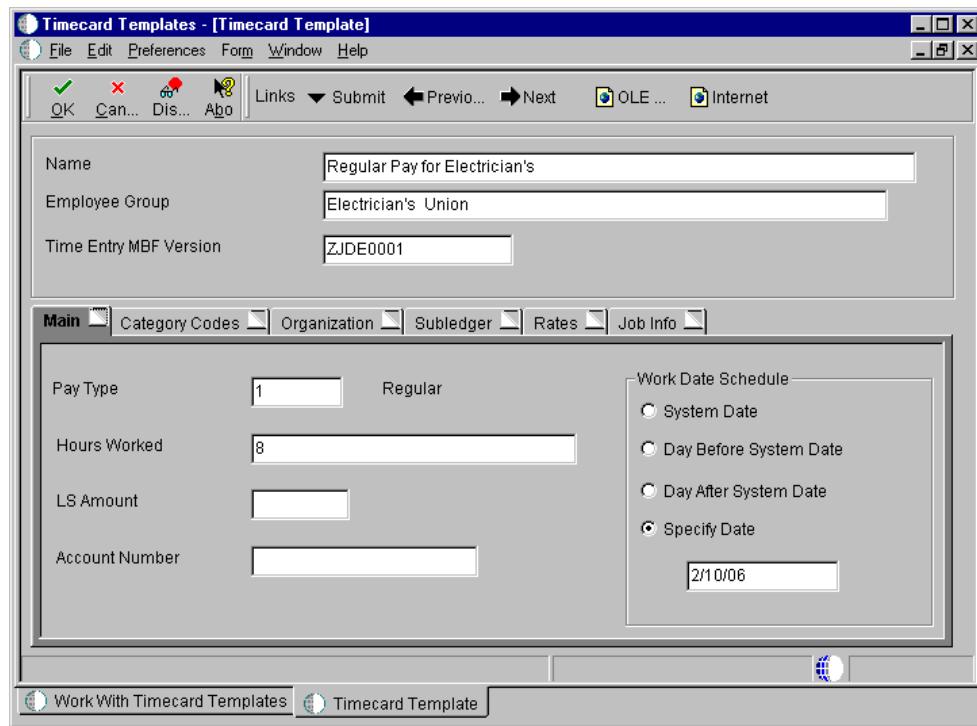
- Create an Employee Group. See [Creating Employee Groups](#).

### ► To create timecard templates

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*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**

<b>Revising timecard templates</b>	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.
<b>Deleting timecard templates</b>	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**

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*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

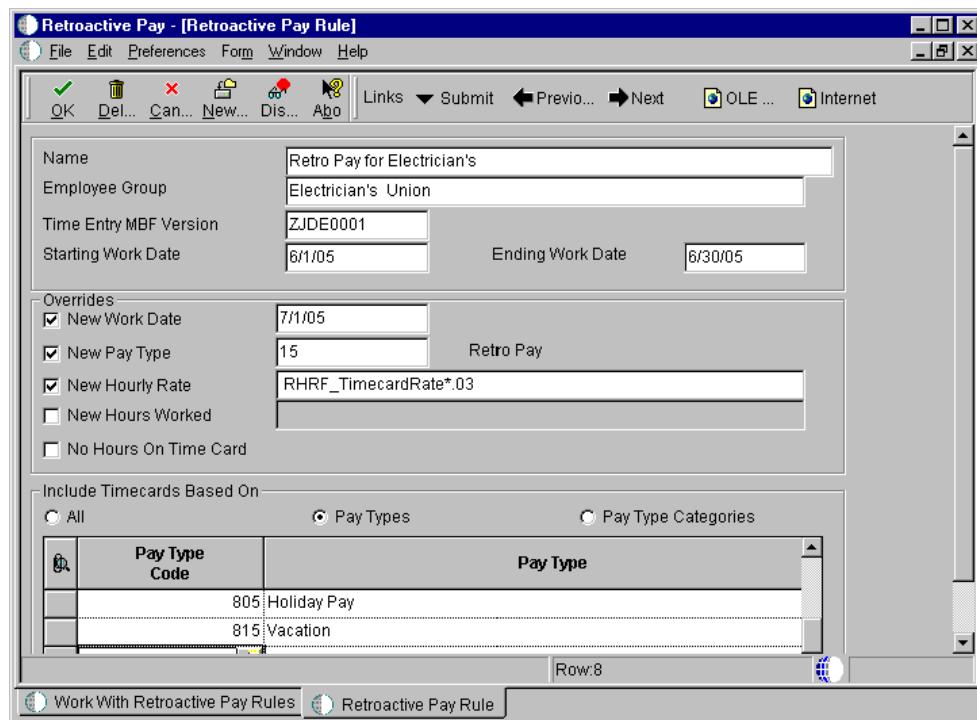
- Create an Employee Group. See [Creating Employee Groups](#).

### ► To create retroactive pay rules

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*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

<b>Revising retroactive pay rules</b>	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.
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<b>Deleting retroactive pay rules</b>	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.
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## 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

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*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**

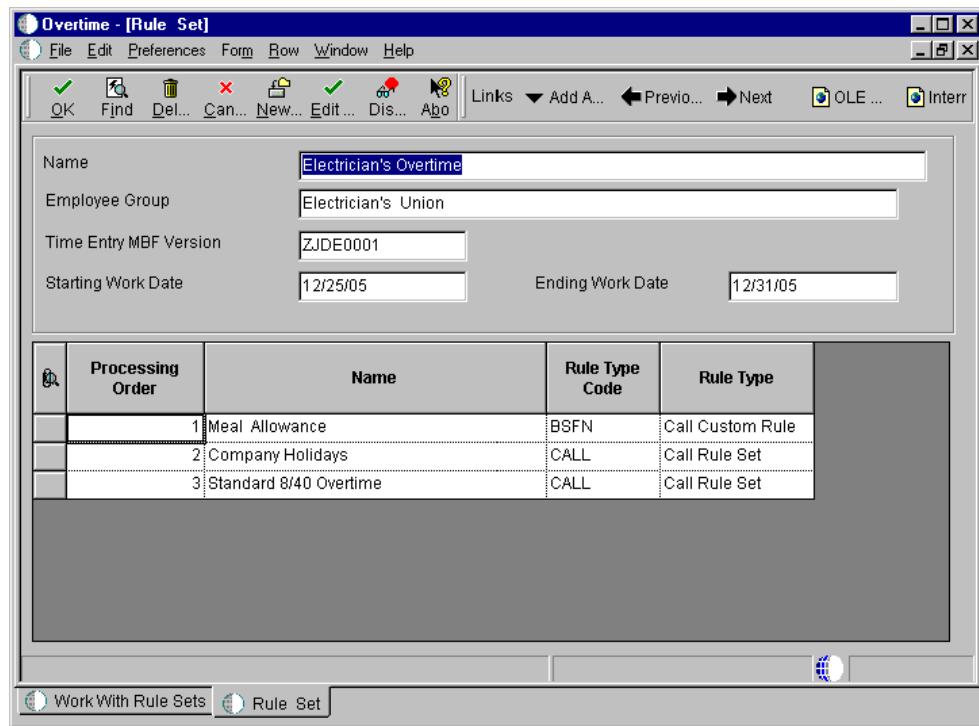
- Create an employee group. See [Creating Employee Groups](#).

### **► To create an overtime rule set**

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*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.

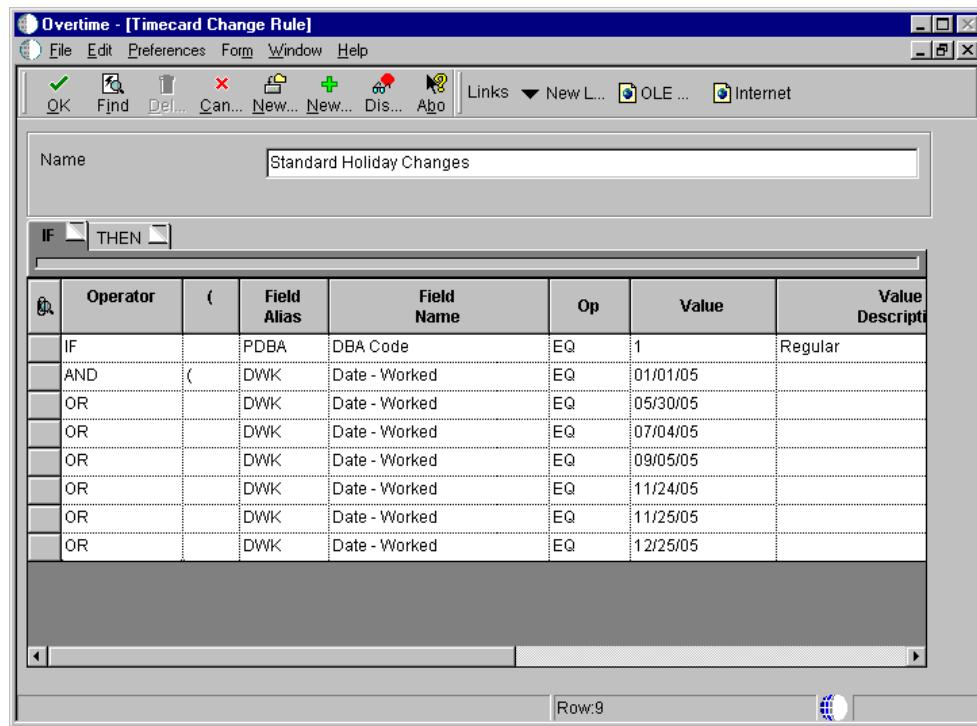
You can use a timecard change rule to change a timecard field based on another field. For example, if an employee's timecard is for regular time and the work date is a company holiday, you can have the system change the pay type to double time. The system automatically recalculates the gross pay when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

### ► To create a timecard change rule

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*From the Periodic Processing menu (G18620), choose Overtime.*

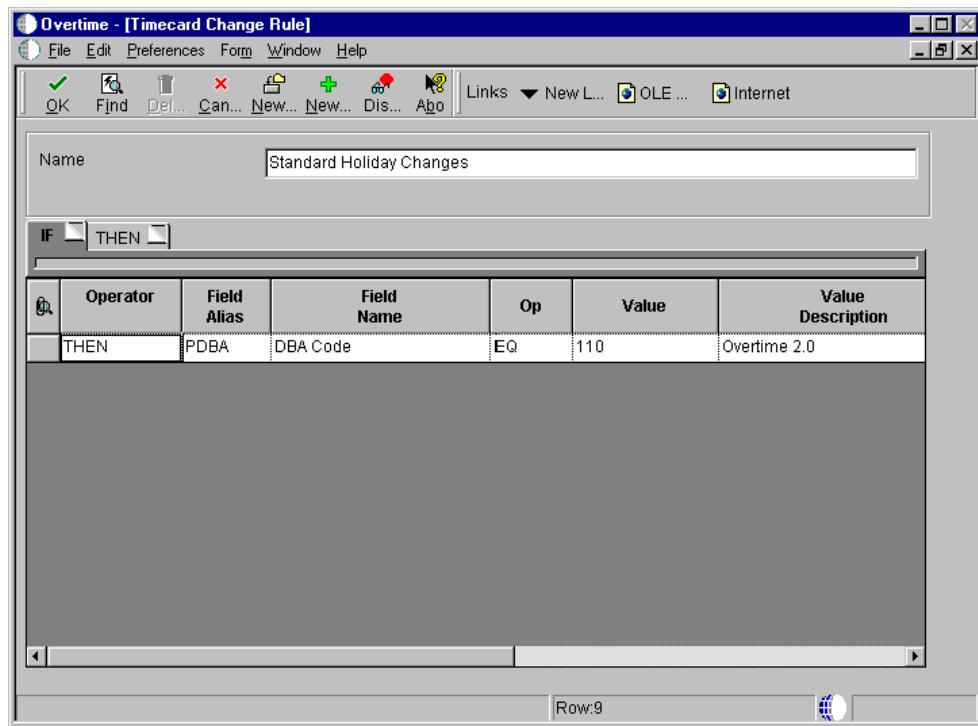
1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and then click Select.
2. On Rule Set, choose Add Change Rule from the Form menu.



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

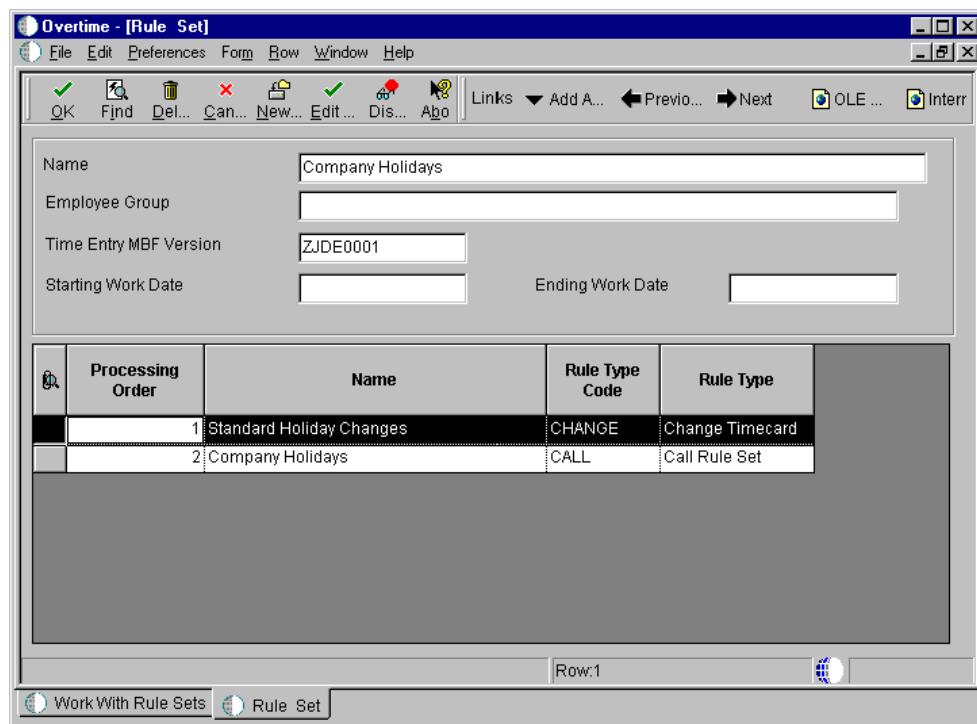
an overtime rule set within itself, the system ignores the duplicate overtime rule set. For example, a rule set might verify and pay weekend and holiday overtime pay. If you have an established overtime rule set for holiday pay, you can call it from within another overtime rule set. You do not have to re-create the holiday overtime rule set every time that you want to use it.

#### ► To create a call rule set rule

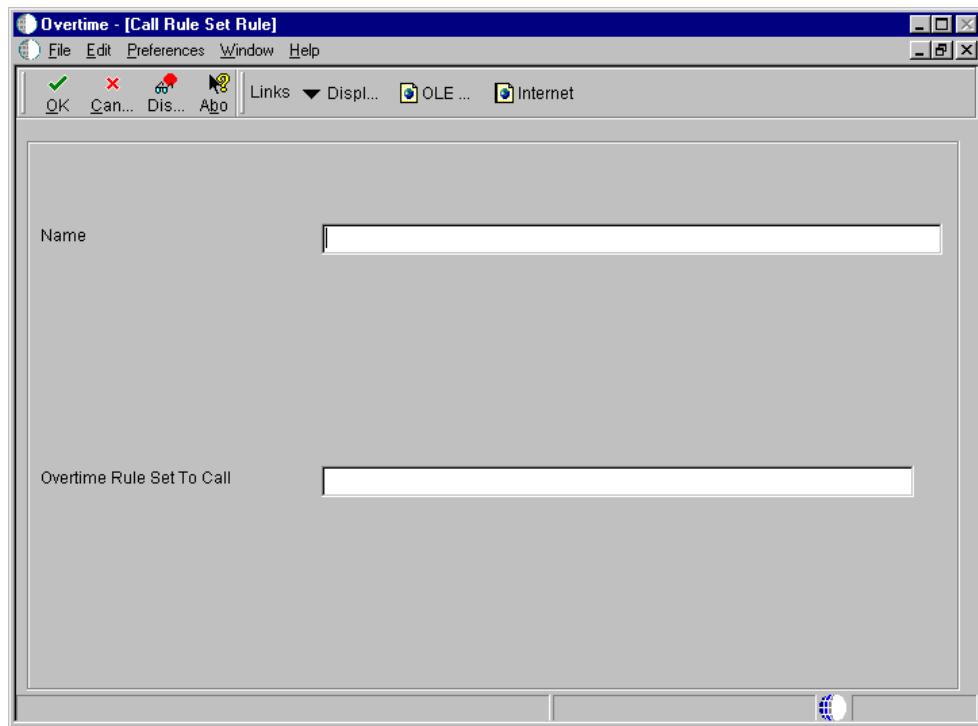
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*From the Periodic Processing menu (G18620), choose Overtime.*

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.

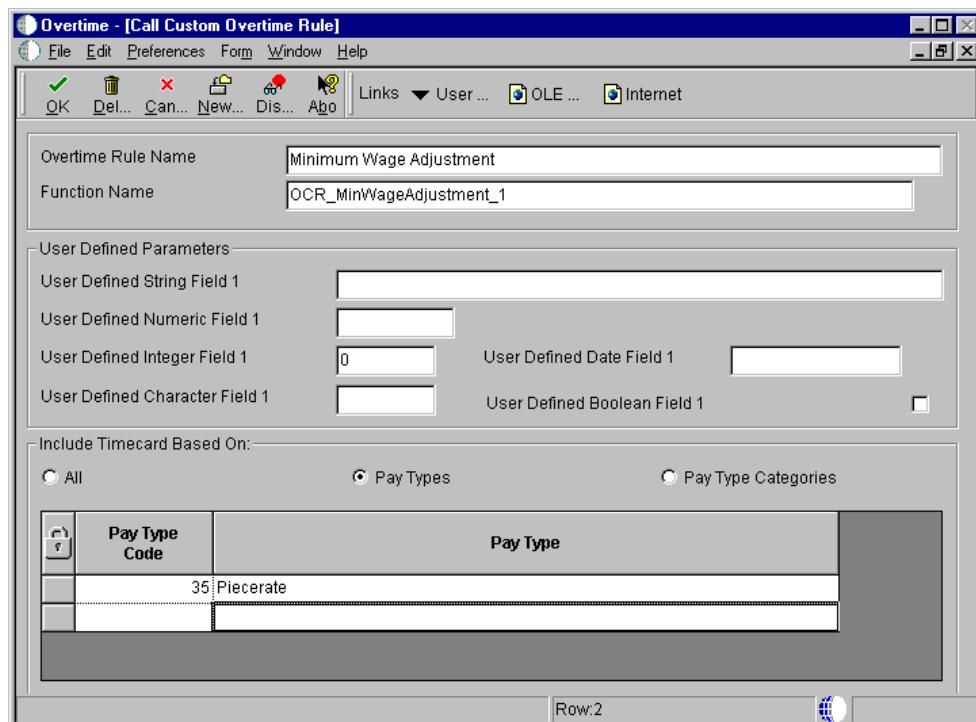
### Defining a Call Custom Rule

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**

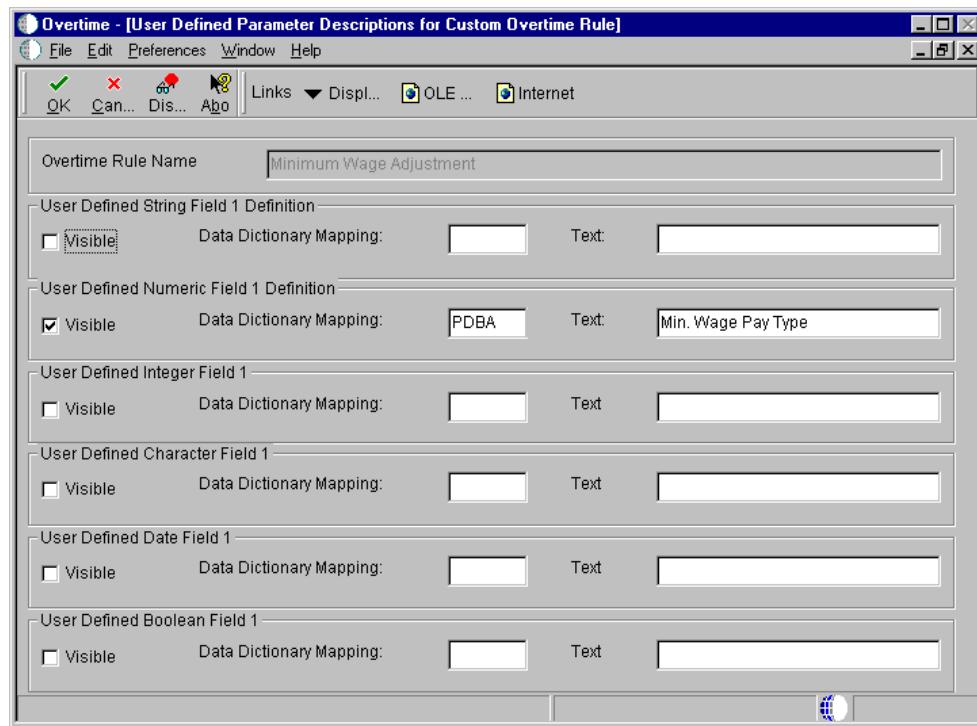
- Define a call custom rule. See *Defining a Call Custom Rule*.

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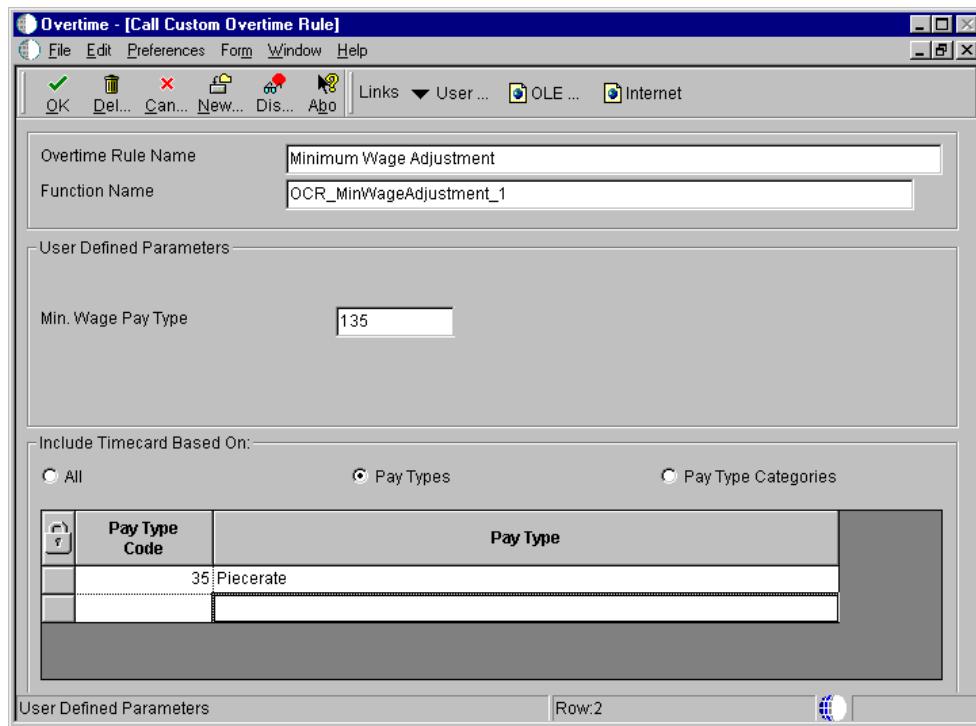
#### **► To define the user parameters**

*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.

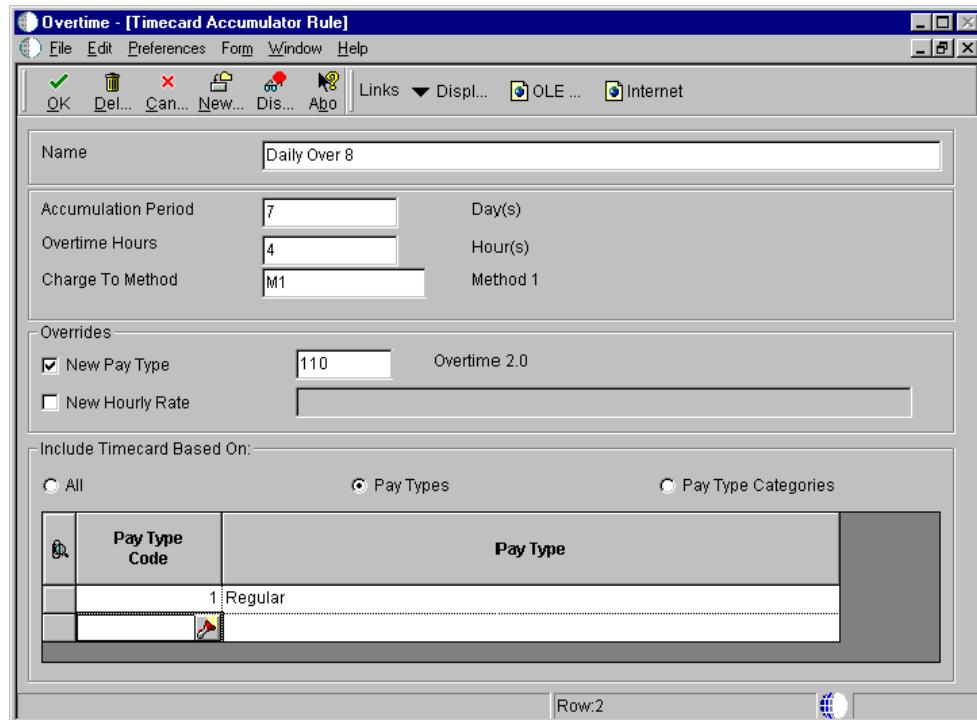
For example, for the warehouse employee in the Method 1 example, the system removes the time in the same way as in Method 3, but charges the 10 hours of overtime to a single timecard.

## ► To create a timecard accumulator rule

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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

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*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.

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#### **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

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## **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

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*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.

**Reviewing and Approving - [Timecard Automation Batch]**

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Row:21

Work With Timecard Automation Batches Timecard Automation Batch

3. On Timecard Automation Batch, click Find to refresh the batch of timecards.
4. Review the information in the detail area.

### Related Topics

**Alternate navigation for reviewing a batch of timecards**

To access the Work With Timecard Automation Batches form, you can also choose Timecard Templates, Retroactive Pay, or Overtime from the Periodic Processing menu. From Work With Timecard Templates, Work With Retroactive Pay Rules, or Work With Overtime Rule Sets, choose a record in the detail area, and then choose Batch Review from the Row menu.

## Revising Timecards Created by Timecard Automation

The Reviewing and Approving Timecards program (P186601) allows you to access Speed Time Entry (P051121) to revise batches of timecards. You can revise timecards from the Reviewing and Approving Timecards program only after the system processes the batch of timecards and before you approve or cancel it. For example, after you review a batch of timecards and discover that it uses an incorrect value for paying overtime to employees in your warehouse, you can revise the batch of timecards. You can revise timecards by employee or by batch number. You can also revise the status of a batch of timecards.

You can revise current timecards created or changed for an employee regardless of batch number. You cannot revise historical timecards. For example, you might want to pay a quarterly bonus to employees working on a project, as long as employees meet certain criteria, such as being employed in the quarters before and after the current quarter. After reviewing the batch of timecards, you might realize that one employee was not employed

during the preceding quarter and that you need to remove the employee instead of reprocessing the whole batch.

You can revise new timecards created in a specific batch of timecards. For example, you might have a division containing several departments. If some of the employees in a department entered their time incorrectly on their timecards, you can correct the few timecards that require changes instead of canceling the entire batch. However, batches of timecards created by the Overtime Rules Sets program show only newly created timecards and not changed timecards. Changed timecards are part of an original batch and are not included when you 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:

<b>Pending Approval</b>	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.
<b>Approved</b>	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.
<b>Canceled</b>	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.

### **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**

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*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**

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*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:

<b>Retroactive Pay Rule form</b>	New Hourly Rate field or New Hours Worked field
<b>Timecard Template form</b>	Hours Worked field (Main tab) and Hourly Rate field (Rates tab)
<b>Timecard Accumulator Rule form</b>	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](#).

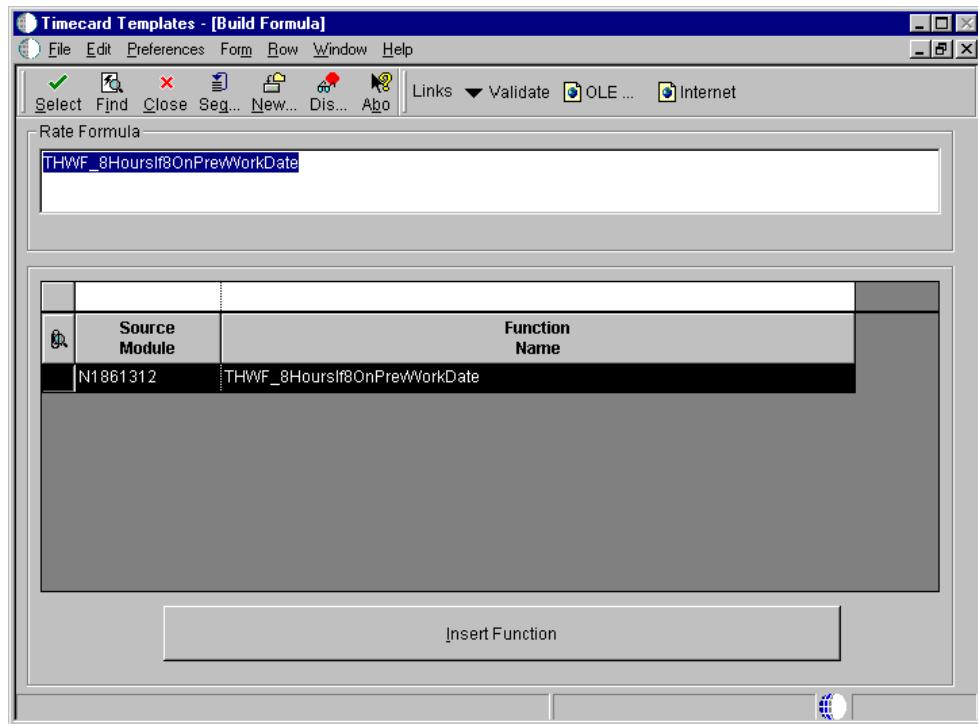
### ► To create a formula

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*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

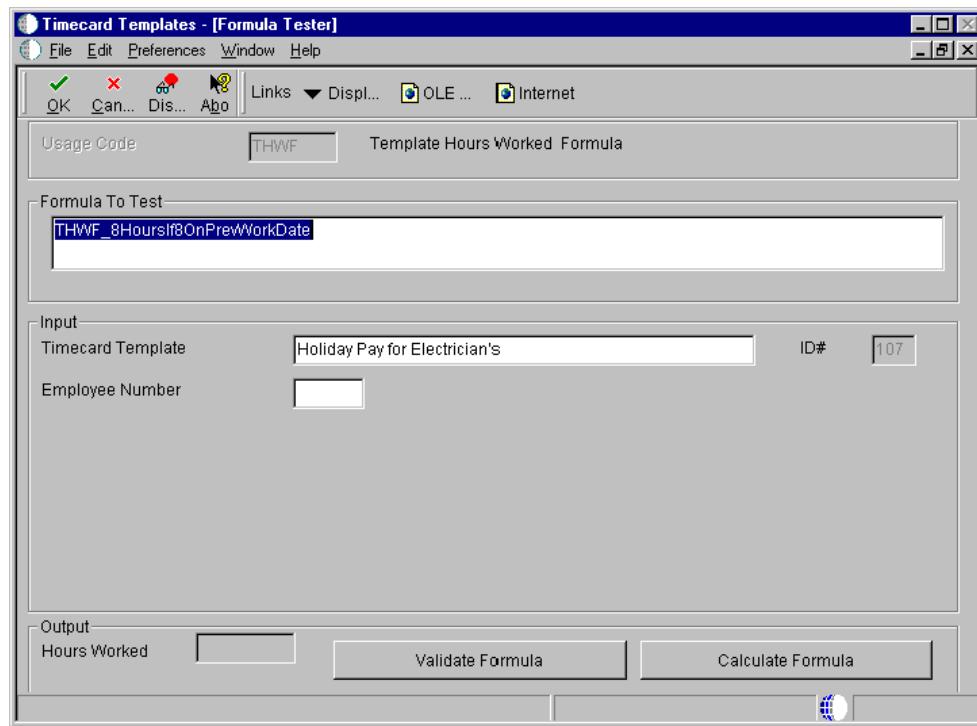
### **► To test a formula for a timecard template**

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*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.

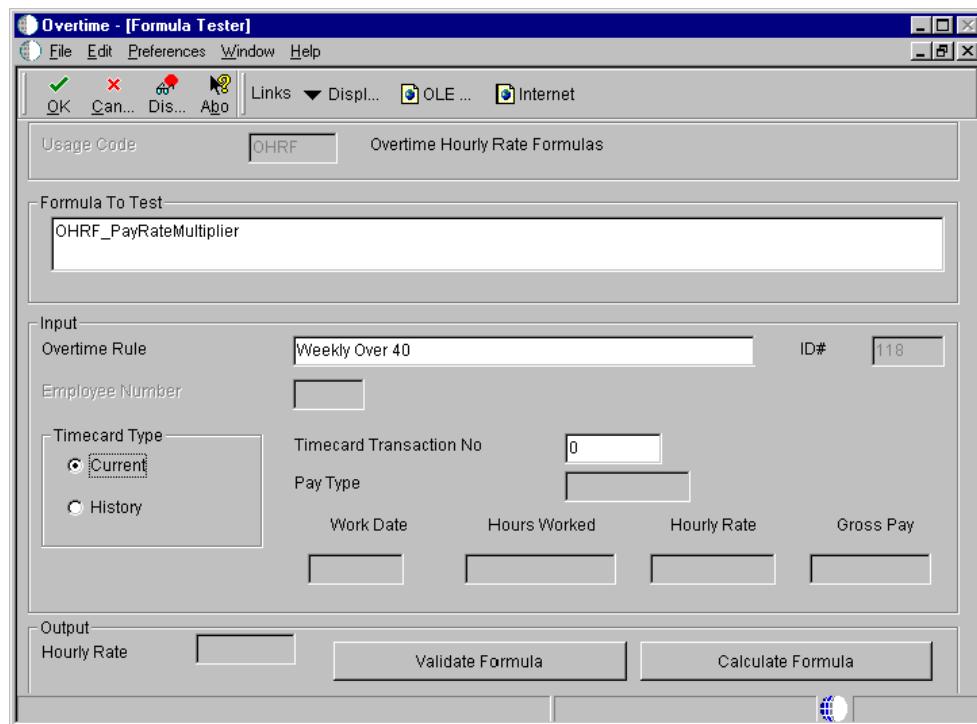
## ► To test a formula for an overtime rule set

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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
  - HistoryClick 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:

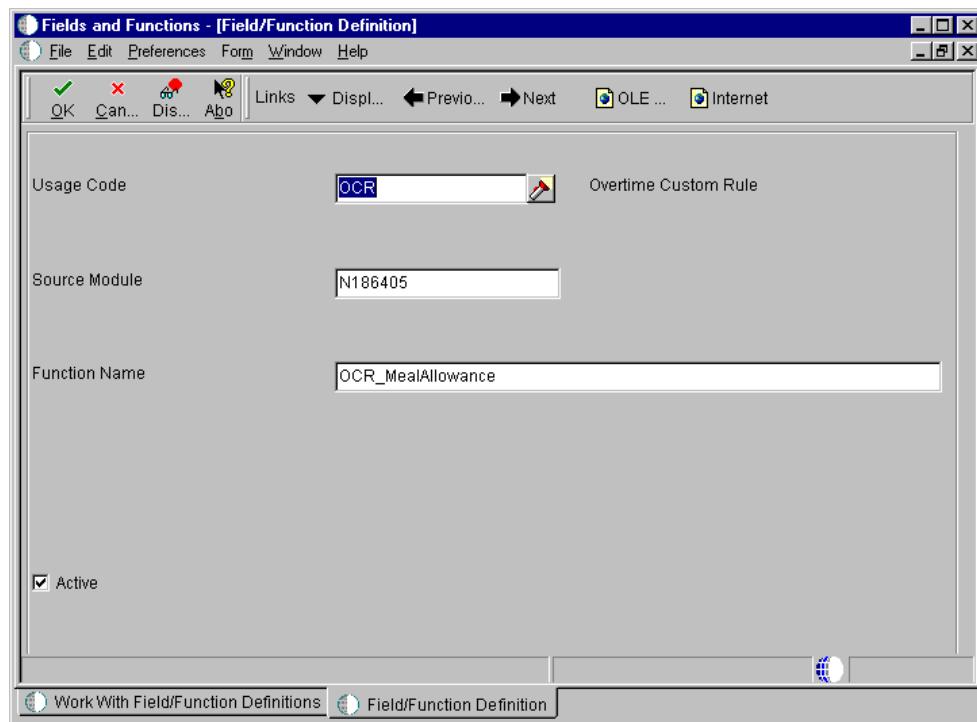
- The usage code that the system uses to determine the program in which the function is used (for example, the usage code for retroactive pay hourly rates functions is RHRF)
- The source module, that is, the group of functions to which the function will belong
- The function name
- The status of the 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.
- 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.

## 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.

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### Caution

Creating a custom function is a form of system customization that requires knowledge of J.D. Edwards development tools.

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## 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

**LRSCHE** 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.

## **Periodic Reports**

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

### **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 the Health and Welfare Report by Employee**

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

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

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

- Gross pay earned

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

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

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

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

#### **Dates Tab**

Use these processing options to specify the dates that are used to process the report.

---

##### **From Date (Required)**

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

#### **2. Date Range Type**

##### **Blank = Check dates (default)**

##### **1 = Work dates**

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

Blank Check Dates (Default)

1 Work Dates

---

#### **Job Category Tab**

Use this processing option to specify the job categories that are used to process the report.

---

#### **Job Type (Craft) Code 1**

---

---

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

---

#### **D/B/A Codes Tab**

Use this processing option to specify which DBA codes are used to process the report.

---

#### **DBA Code 1**

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

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#### **Employee Mode Tab**

Use this processing option to specify which employee number prints on the report.

---

##### **1. Employee Number Mode**

**1 = Address book number**

**2 = Social security number (Default)**

**3 = Third employee number**

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

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

## **Reviewing the Health and Welfare Report by Provider and Employee**

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

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

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

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

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

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

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

#### **Display Tab**

Use these processing options to specify the information that appears on the report.

---

#### **1. Report Period Begin Date**

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

#### **2. Report Period End Date**

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

---

---

### **3. Date Range Type**

**1 = Work Dates**

**blank = Check Dates**

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

---

### **4. Employee Identification Number**

**1 = Address Book Number**

**2 = Social Security Number**

**3 = Additional Employee Number**

**blank = default to Company Constants**

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

Blank The default value set up in company options.

1 Address Book number.

2 Tax ID number.

3 Alternate employee number.

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

---

## **Reviewing the Health and Welfare Report by Payee and Union**

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

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

- Hours and gross-pay basis by pay period for the deductions listed

- Figures by union for the payee or provider in each pay period
- Totals for each payee or provider

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

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

### **Processing Options for Health & Welfare Report by Payee & Union (R073142)**

#### **Dates Tab**

Use these processing options to specify the date range for the data that is included in the report.

---

##### **1. Date Range**

##### **2. Date Range Type**

**Blank = Check dates (default)**

**1 = Work dates**

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

Blank Check date (default)

1 Work date

---

### **Reviewing Worker's Compensation and General Liability Insurance History**

You can produce the Worker's Compensation Insurance Report and the General Liability Insurance Report (R07343) to review historical insurance information. You can produce these reports in detail or summary format, depending upon the type of information that you want to review. When you produce these reports, you can decide whether you want to summarize information by country and state, or by country, state, and county.

### **Producing the Worker's Compensation Insurance Report**

You produce the Worker's Compensation Insurance Report (R07343) to review detailed information for all employees that are processed through payroll cycles within your organization. This report provides worker's compensation insurance subtotals along with

each employee's worker's compensation code, work state, company, and grand totals for worker's compensation insurance.

#### ► **To produce the Worker's Compensation Insurance report**

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*From the U.S. History Reports menu (G07BUSP15), choose Worker's Comp/General Liability.*

1. On Worker's Comp/General Liability, click the following option:
  - Workers' Compensation Insurance Report
2. Complete the following field with the version of the Worker's Compensation Insurance Report that you want to process:
  - Version
3. Click one of the following options to specify the employee identification number that you want to print on the report:
  - Address Book Number
  - Social Security Number
  - Other Employee Number
4. Complete the following fields to identify the date range that you want to use to produce the report:
  - Date - Beginning Effective
  - Date - Ending Effective
5. Click one of the following options to specify the level of detail at which you want information to appear on the report, and then click OK:
  - Canadian Detail Report with Totals by Company and Province
  - Detail Report with Totals by Company and State
  - Canadian Summary Report with Totals by Company, Province, and Workers' Comp
  - Summary Report with Totals by Company, State, and Workers' Comp

### **Producing the General Liability Insurance Report**

You produce the General Liability Insurance Report (R07343) to review detailed information for all employees that are processed through payroll cycles within your organization. This report provides general liability insurance subtotals along with each employee's worker's compensation code, work state, company, and grand totals for general liability insurance.

► **To produce the General Liability Insurance report**

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*From the U.S. History Reports menu (G07BUSB15), choose Worker's Comp/General Liability.*

1. On Worker's Comp/General Liability, click the following option:
  - General Liability Insurance Report
2. Complete the following field with the version of the General Liability Insurance Report that you want to process:
  - Version
3. Click one of the following options to specify the employee identification number that you want to print on the report:
  - Address Book Number
  - Social Security Number
  - Other Employee Number
4. Complete the following fields to identify the date range that you want to use to produce the report:
  - Date - Beginning Effective
  - Date - Ending Effective
5. Click one of the following options to specify the level of detail in which you want information displayed on the report, and then click OK:
  - Canadian Detail Report with Totals by Company and Province
  - Detail Report with Totals by Company and State
  - Canadian Summary Report with Totals by Company, Province, and Workers' Comp
  - Summary Report with Totals by Company, State, and Workers' Comp

## **Reviewing the Employee Earnings History Summary Report**

From the U.S. History Reports menu (G07BUSB15), choose Employee Earnings History.

You produce the Employee Earnings History Summary report (R073181) to review information about employees' payroll earnings during a specified period of time, such as month-to-date, quarter-to-date, or year-to-date.

## **Processing Options for the Employee Earnings History Summary Report (R073181)**

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Process Tab

1. Employee Number

A = Address Book Number

S = Social Security Number

O = Third Employee Number

2. Date From

Blank = No default

3. Date Thru

Blank = No default

---

## **Reviewing the Detail Investment Register**

From the U.S. History Reports menu (G07BUSH15), choose DBA Register/401K Reports.

You produce the Detail Investment Register report (R073251A) to review the percentages of their investments that participants in a retirement plan, such as a 401(k) plan, allocate to fixed investments and the percentages that they allocate to equity investments. You can also review total investments by company. You can use the J.D. Edwards Human Resources system to allocate percentages of retirement plan investments.

### **See Also**

- Working with Fund Allocations in the Human Resources - Benefits Guide*

## **Processing Options for the Detail Investment Register Report (R073251A)**

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Defaults

1. Date From

Blank = No default

2. Date Thru

Blank = No default

3. Current Month

Blank = No default

4. Company

5. Date to Base Current Amount

Blank = Date Worked

1 = Check Date

6. Deduction/Benefit Report (R073102)

7. 401K Report (R073221)

8. Investment Report (R073251)

Versions

1. Deduction/Benefit Report (R073102) Version

2. 401K Report (R073221) Version

3. Investment Report (R073251) Version

## Reviewing Job Billing Registers

You use job billing registers to provide detailed cost information regarding the work that is performed for a particular job. The system compiles these reports using timecard history information that is stored in the Employee Transaction History table (F0618) and burden information (associated with that timecard history) that is stored in the Burden Distribution File table (F0724).

---

### Note

To populate the Burden Distribution File table (F0724), you must have burden rules for each business unit set up correctly. See *Setting Up Business Unit Burden Rules* for instructions.

---

To produce job-billing reports, you must build the Timecard History Work File table (F07UI200). This table, and the job billing reports that you want to produce, are created when you process the Job Billing Register Work File Build program (R073200). You must set up the processing options for this program to specify which job billing reports to produce, and which version to use for each report that you want to produce. You can create the following job-billing reports:

- Job Billing - Detail Register (R073201)
- Job Billing Summary Register (R073211)
- Job Billing Health & Welfare - Detail (R073121)
- Job Billing Health & Welfare - Summary (R073122)
- Job Billing Workers Compensation by Job Register (R073301)
- Job Billing PL & PD by Job Register (R073302)

### Before You Begin

- Create versions of each of the job billing registers that you want to produce. See *Working with Batch Versions* in the *OneWorld Foundation Guide* for instructions.
- Complete the processing options for the Job Billing Register Workfile Build program (R073200).

## Processing Options for the Job Billing Workfile Build Program (R073200)

### Defaults Tab

Use these processing options to set date ranges for the information that is used to create job billing registers and to determine which job billing registers to produce.

---

#### 1. Date From

**Blank = No default**

---

---

This date is used to identify the beginning date of a valid range of dates.

**2. Date Thru**

**Blank = No default**

This date is used to identify the ending date of a valid range of dates.

**3. Date Range Type**

**Blank = Work Dates**

**1 = Pay Period Ending**

Use this processing option to identify the type of date that the system uses to select data for the job billing registers. Using the date range entered in the Date From and Date Thru processing options, the system uses payroll history data that has either work dates or pay period end dates that are included in the specified date range. Valid values are:

Blank

Work Date

1

Pay Period End Date

**4. Job Billing Register Detail (R073201)**

**Blank = Will not execute**

**1 = Will execute**

---

Use this processing option to determine whether the system produces the Job Billing - Register Detail report (R073201). This report lists each employee's hours, labor distribution amount, and burden amounts. The report also provides totals by business unit or job for the hours, labor distribution amount, and burden amount. Valid values are:

Blank

Do not produce the report

1

Produce the report

#### **5. Job Billing Register Summary (R073211)**

**Blank = Will not execute**

**1 = Will execute**

Use this processing option to determine whether the system produces the Job Billing Summary Register (R073211). This report provides totals by unit or job for hours, gross pay, deduction amounts, and actual

burden. To display deduction amounts and actual burden, you must process timecards through the J.D. Edwards Payroll system. Valid values are:

Blank

Do not produce the report

1

Produce the report

#### **6. Job Billing H & W Detail (R073121)**

**Blank = Will not execute**

---

---

**1 = Will execute**

Use this processing option to determine whether the system produces the Job Billing Health & W - Detail (R073121). This report lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The report also provides the total hours, gross pay amounts, and benefit amounts for each job classification and business unit or job. Valid values are:

Blank

Do not produce the report

1

Produce the report

**7. Job Billing H & W Summary (R073122)**

**Blank = Will not execute**

**1 = Will execute**

Use this processing option to determine whether the system produces the Job Billing Health & Welfare Summary Report (R073122). This report provides total hours, gross pay amounts, and benefit amounts for each job classification and business unit or job. Valid values are:

Blank

Do not produce the report

1

Produce the report

**8. Job Billing W/C by Job (R073301)**

---

---

**Blank = Will not execute**

**1 = Will execute**

Use this processing option to determine whether the system produces the Job Billing W/C by Job Register (R073301). This report lists detailed information for workers compensation calculations for each employee within a business unit or job. In addition to providing a grand total workers compensation amount for the company, the register also provides totals by business unit and job classification for hours, gross pay, excludable gross pay, reportable gross pay, and workers compensation amounts. Valid values are:

Blank

Do not produce the report

1

Produce the report

**9. Job Billing Register PL & PD by Job**

**(R073302)**

**Blank = Will not execute**

**1 = Will execute**

Use this processing option to determine whether the system produces the Job Billing PL & PD by Job Register (R073302). This report lists detailed information for general liability calculations for each employee within a business unit or job. In addition to providing a grand total general liability amount for each company, the register provides totals by business unit and job classification for hours, gross pay, excludable gross pay, reportable gross pay, and general liability amounts. Valid values are:

Blank

Do not produce the report

1

Produce the report

## **Versions Tab**

Use these processing options to identify which version you want the system to use to create job billing reports.

---

### **1. Job Billing Register Detail (R073201)**

Use this processing option to select the version that you want to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

Note: You must enter a 1 in the processing option on the Default tab in order for the system to produce the report.

### **2. Job Billing Register Summary (R073211)**

Use this processing option to select the version that you want to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

Note: You must enter a 1 in the processing option on the Default tab in order for the system to produce the report.

### **3. Job Billing H & W Detail (R073121)**

Use this processing option to select the version that you want to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

Note: You must enter a 1 in the processing option on the Default tab in order for the system to produce this report.

### **4. Job Billing H & W Summary (R073122)**

Enter the name of the report version you want to execute. If it is left blank the version XJDE0001 will be used.

Note: You must enter a 1 in the processing option on the Default Tab in order for the system to produce this report

---

## **5. Job Billing W/C by Job (R073301)**

Use this processing option to select the version that you want to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

Note: You must enter a 1 in the processing option on the Default tab in order for the system to produce this report.

## **6. Job Billing Register PL & PD by Job (R073302)**

Use this processing option to select the version that you want to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

Note: You must enter a 1 in the processing option on the Default tab in order for the system to produce the report.

---

## **Job Billing Register Detail Report**

You produce the Job Billing - Register Detail report (R073201) to review detailed information regarding timecards and burden for each employee in a specified job. This report displays employee information, timecard and pay rate information, job type and step, and actual burden amounts for each employee. The report also lists totals for each job included in the report.

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Workfile Build program. You can only create this report by running the workfile build process.

### **Processing Options for the Job Billing Register - Detail Report (R073201)**

#### **Display Tab**

Use these processing options to specify the information that appears on the report.

---

##### **1. Detail or summary:**

' ' = **Detail**

'1' = **Summarize**

Use this processing option to specify whether the system prints the report in detail or summary format. The detail format includes all of the information that is included in the summary format, plus individual job entries. Valid values are:

---

---

Blank

Detail format

1

Summary format

**2. Select employee number to print:**

**A = Address Book Number**

**S = social Security Number**

**O = third Employee Number**

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

A

Address Book Number

S

Social Security Number

O

Third Employee Number

**3. Enter '1' to include payroll burden costs.**

**'0' = No**

**'1' = Yes**

Use this processing option to indicate whether the system prints payroll burden costs on the report. You must process timecards through J.D. Edwards Payroll system to print this information. Valid values are:

---

0

Do not print burden

1

Print burden

---

## **Job Billing Summary Register**

You produce the Job Billing Summary Register (R073211) to review summarized job billing information for a specified job or business unit. This report displays hours, gross pay amounts, deduction amounts, and actual burden amounts for each job or business unit included in the report.

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Workfile Build program. You can only create this report by running the workfile build process.

### **Processing Options for the Job Billing Register - Summary Report (R073211)**

#### **Default Tab**

Use these processing options to specify the information that appears on the report.

---

#### **1. Include Payroll Burden Costs**

**Blank = No**

**1 = Yes**

**NOTE: YOU MUST HAVE CREATED DETAILED  
BURDEN RECORDS (F0724) TO REPORT THEM.**

Use this processing option to include payroll burden costs on the report. You must process payroll through the J.D. Edwards Payroll system, and you must create detailed burden records to print this information. Valid values are:

Blank

Do not print burden

---

1

---

Print burde

## **2. Summarize Benefits**

**Blank = Do not summarize**

**1 = Summarize by benefit**

**2 = Summarize all benefits**

Use this processing option to display summarized benefit information on the report. Valid values are:

Blank

Do not display

1

Display by summarized benefit

2

Display all benefit

---

## **Job Billing Health & Welfare Detail Register**

You produce the Job Billing Health & Welfare Detail Register (R073121) to review pay type, deduction, benefit, and accrual information for each employee that worked in a specified job or business unit. This register displays the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amount totals for each business unit or job.

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Register Workfile Build program. You can only create this report by running the workfile build process.

## **Processing Options for the Job Billing Health & Welfare - Detail Report (R073121)**

### **Display Tab**

Use these processing options to specify the information that appears on the report.

---

#### **1. Select employee number to print:**

**A = Address Book Number**

**S = Social Security Number**

**O = Third Employee Number**

Use this processing option to specify which employee number will print on the report.

The valid values are:

**A = Address Book Number**

**S = Social Security Number**

**O = Third Employee Number**

#### **2. Include payroll burden costs:**

**Blank = No**

**1 = Flat Burden**

**2 = Actual Burden**

Use this processing option to indicate whether to print burden costs on the report, and to specify which type of burden costs to print. You can print flat burden, which is a fixed burden cost that does not vary by the work hours or any other factors. Alternatively, you can print actual burden costs, which are calculated using burden type, burden rate, method, and work hours. Valid values are:

Blank

Do not include burden costs

1

Print Flat Burden

## **Job Billing Health & Welfare Summary Report**

You produce the Job Billing Health & Welfare Summary Report (R073122) to review pay type, total hours, gross pay, deduction, benefit, and accrual information for each job or business unit.

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Register Workfile Build program. You can only create this report by running the workfile build process.

### **Processing Options for the Job Billing Health & Welfare - Summary Report (R073122)**

#### **Defaults Tab**

Use this processing option to specify whether payroll burden costs appear on the report.

---

#### **1. Include payroll burden costs:**

**Blank = No**

**1 = Flat Burden**

**2 = Actual Burden**

Use this processing option to indicate whether to include burden costs in the report

and to select which type of burden costs to include. You can include flat burden, which is a fixed burden cost that does not vary by the work hours or any other factors. Alternatively, you can include actual burden, which is calculated using burden type, burden rate, method, and work hours. Valid values are:

Blank

Do not include burden costs

1

Include flat burden

---

Include actual burden

---

## **Job Billing Workers Compensation by Job Register**

You produce the Job Billing Workers Compensation by Job Register report (R073301) to review workers compensation information for each employee within a business unit or job. In addition to providing a grand total of the workers compensation amounts for the company, the register also provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- Workers compensation amount

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Register Workfile Build program. You can only create this report by running the workfile build process.

### **Processing Options for the Job Billing Workers Compensation by Job Register (R073301)**

#### **Default Tab**

Use these processing options to specify default information for this report.

---

#### **1. Select employee number to print :**

**A = Address Book Number**

**S = Social Security Number**

**O = Third Employee Number**

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

---

A

---

---

Address Book Number

S

Social Security Number

O

Third Employee Numbe

**2. Include payroll burden costs :**

**Blank = No**

**1 = Flat Burden**

**2 = Actual Burden**

**NOTE: YOU MUST HAVE CREATED DETAILED  
BURDEN RECORDS (F0724) TO  
REPORT ACTUAL.**

Use this processing option to specify which payroll burden costs to print on the report. You can print flat burden, which is a fixed amount that does not vary by period, or you can print actual burden, which is a calculated amount that can vary. Valid values are:

Blank

Do not include burden

1

Flat burden

2

Actual burde

## **Job Billing PL & PD by Job Register**

You produce the Job Billing PL & PD by Job Register (R073302) to review general liability calculations for each employee within a business unit or job. General liability includes personal liability (PL) and property damage (PD). In addition to providing a grand total of the general liability amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- General liability amount

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Workfile Build program. You can only create this report by running the workfile build process.

### **Processing Options for the Job Billing PL & PD by Job Register (R073302)**

#### **Default Tab**

These processing options determine the default information that is used to produce the report.

---

#### **1. Select employee number to print:**

**A = Address Book Number**

**S = Social Security Number**

**O = Third Employee Number**

Use this processing option to specify which employee number to print. Valid values are:

A

Address Book Number

S

Social Security Number

---

O

Third Employee Numbe

**2. Include payroll burden costs:**

**Blank = No**

**1 = Flat Burden**

**2 = Actual Burden**

**NOTE: YOU MUST HAVE CREATED DETAILED**

**BURDEN RECORDS (F0724) TO REPORT ACTUAL.**

Use this processing option to specify which payroll burden costs to include on the report. Flat burden is a fixed burden cost that does not vary by period. The actual burden is a calculated burden cost that can vary. You must create detailed burden records to print actual burden costs. Valid Values are:

Blank

Do not include burden

1

Flat burden

2

Actual burden

**3. General Liability set up as 'GENL' on Worker's Comp Table:**

---

**Blank = No**

---

## **1 = Yes**

Use this processing option to identify whether the general liability account on the Workers Compensation table is set up as GENL. Valid values are:

Blank

No, GENL is not set up for general liability

1

Yes, GENL is set up for general liability

---

## **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.

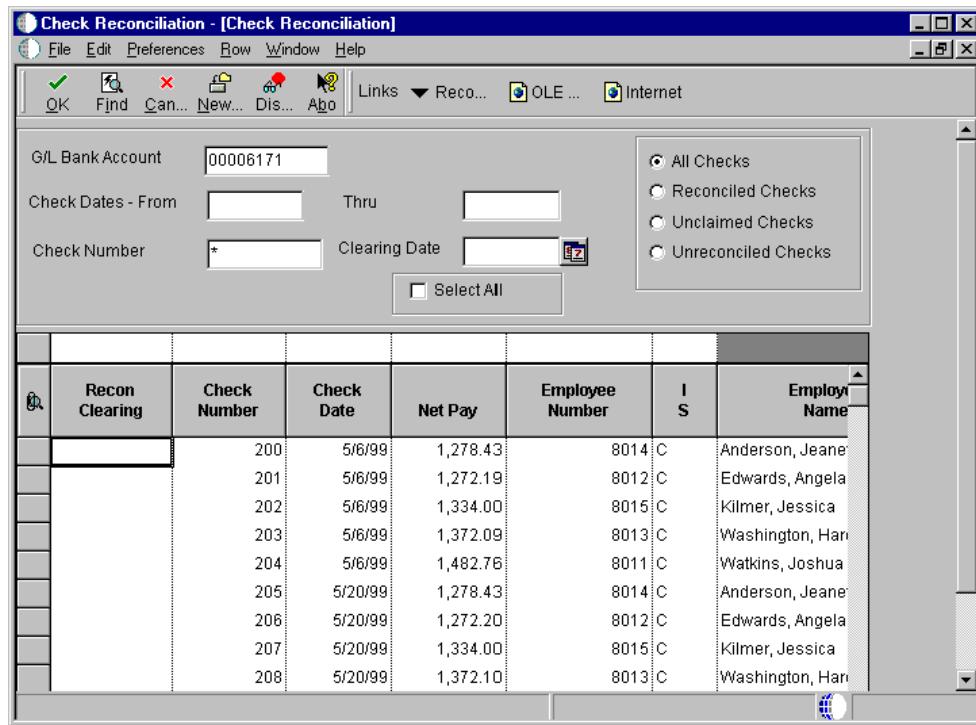
#### **Reconciling Payments Manually**

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 Reconcilement 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:

<b>DBA Transaction Detail History (F0719)</b>	<ul style="list-style-type: none"><li>• Calendar Month DBA Summary History (F06145)</li><li>• Employee Transaction History Summary (F06146)</li><li>• Tax Area Transaction History (F06148)</li></ul>
<b>Employee Transaction History (F0618)</b>	<ul style="list-style-type: none"><li>• Employee Transaction History Summary (F06146)</li><li>• Workers Compensation Summary History (F0627)</li></ul>

## 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.

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#### 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
-

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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.

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## 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.

<b>0101 - Employee number is invalid</b>	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.
<b>0102 - Pay, deduction, or benefit type doesn't exist</b>	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.

<b>0103 - Tax ID doesn't exist</b>	<p>The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification table (F069086).</p> <p>Add the corporate tax ID on the Corporate Tax IDs form. Then run the PDBA History Integrity report in update mode.</p> <p>The report corrects the tax ID for a number of forms automatically. This is one of the most common errors.</p>
<b>0104 - Tax ID doesn't match</b>	<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>
<b>0105 - Amount due invalid</b>	<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>
<b>0106 - Number Periods invalid</b>	<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).

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### **Caution**

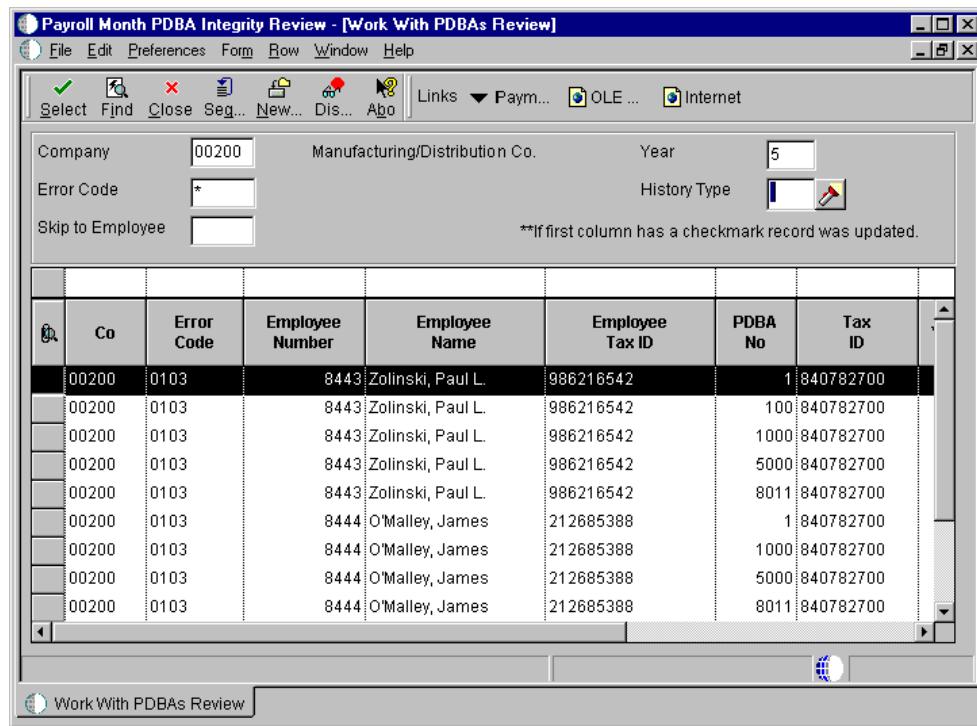
This program should have the highest possible level of system security because when you revise payroll history manually:

- 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**

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*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 (G07BUSP3), 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 (G07BUP3), 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)**

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#### 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

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### **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.

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## **Processing Options for the Payroll Repost - F0618 to F06146 Program (R07146A)**

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Payroll Repost  
Enter the YEAR to be reposted

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### **Reposting DBAs to the Payroll Month**

*From the Advanced and Technical Operations menu (G07BUSHP3), 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.

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## **Processing Options for Repost DBAs to Payroll Month (R07146B)**

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Payroll Repost  
Enter the YEAR to be reposted

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### **Reposting DBAs to the Calendar Month**

*From the Advanced and Technical Operations menu (G07BUSHP3), 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 (G07BUSHP3), 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.

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## **Processing Options for Repost DBA's to Tax Area Summary (R07148)**

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Select  
1. Year To Repost

Blank = Repost All Years

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## **Reposting the Workers Compensation Summary**

From the Advanced and Technical Operations menu (G07BUSB3), choose Repost Workers Compensation Summary.

Repost the workers compensation summary when the information in your Workers Compensation Summary History table (F0627) does not correspond to the detail information in the Employee Transaction History table (F0618). This repost summarizes, by payment month and year, the workers compensation and general liability amounts in the Employee Transaction History table. It then posts this summary to the Workers Compensation Summary History table.

This repost adds information to the history summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal A tax ID for U.S. Payroll and the Federal Tax ID for Canadian Payroll.

## **Wage Attachments**

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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, garnisher, 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.

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### **Note**

You cannot use the standard Calculation Tables program (P059021) to set up a garnishment table.

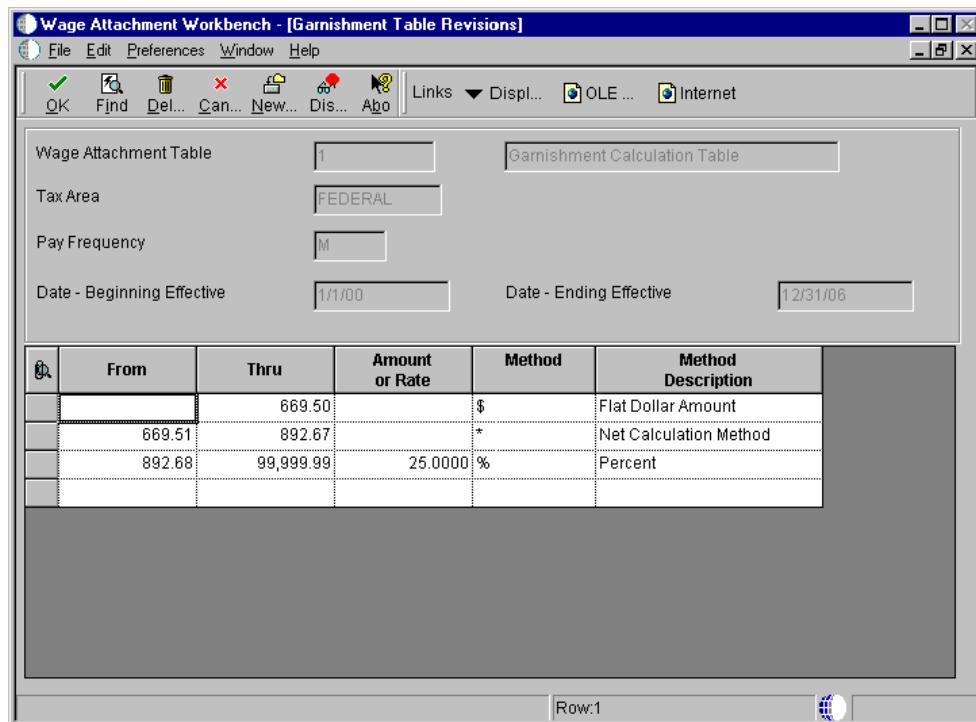
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## ► To set up garnishment tables

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*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**

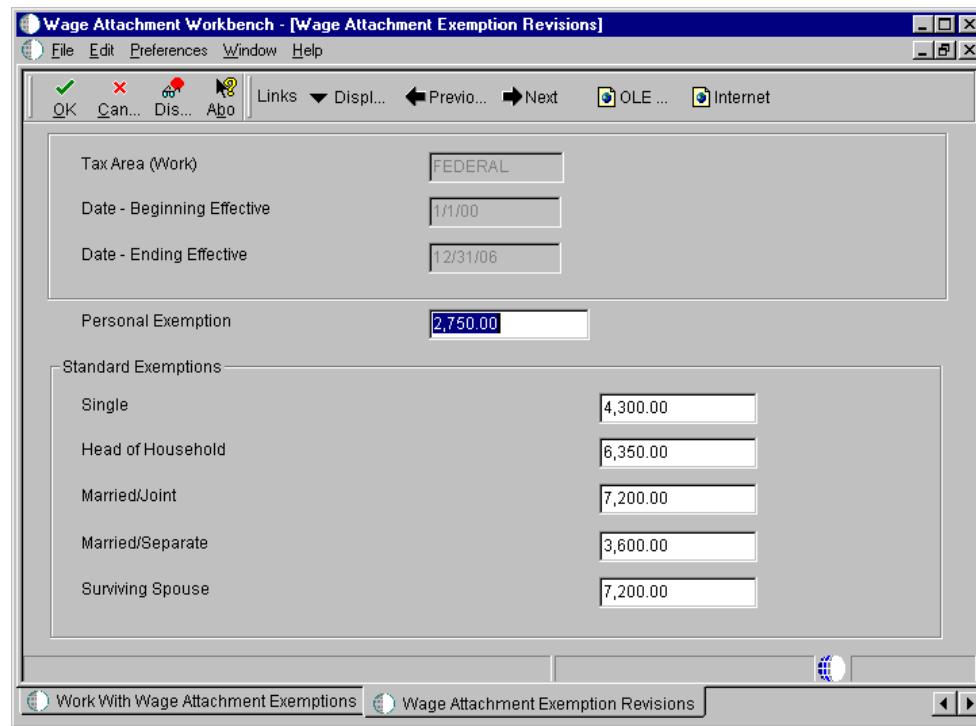
You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for United States federal income tax exemptions.

#### **► To set up standard annual exemption amounts**

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*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.

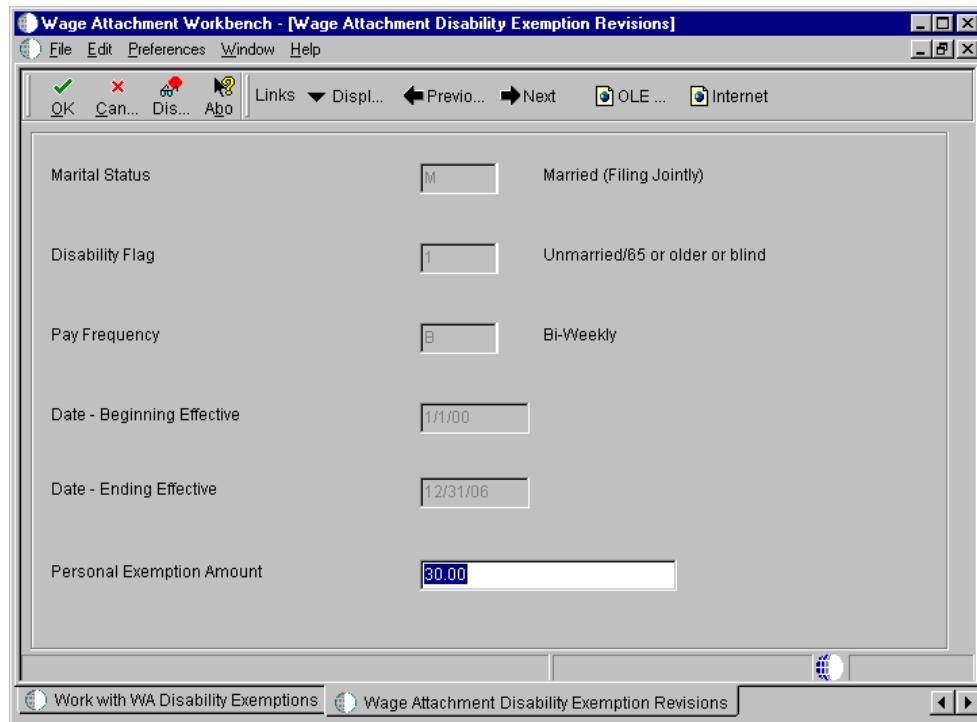
## Setting Up Additional Exemption Amounts for Disabilities

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

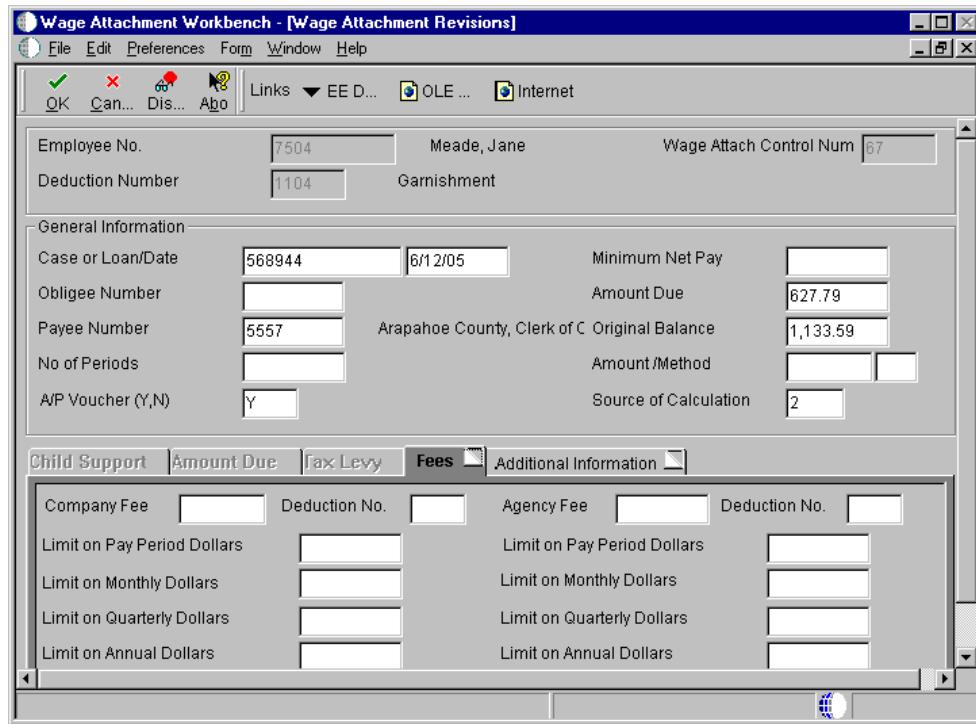
- Set up garnishment tables. See [Setting Up Garnishment Tables](#).

► **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

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*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**

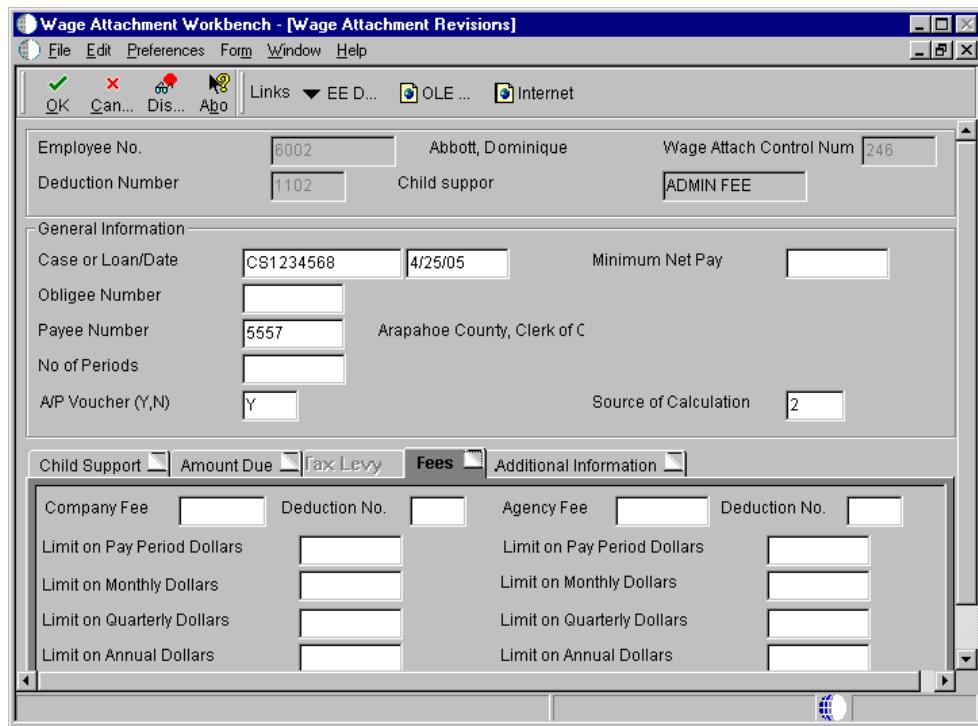
- Enter the wage attachment. See the following for more information:
- [Entering a Wage Attachment for a Garnishment](#)
  - [Entering a Wage Attachment for a Loan](#)
  - [Entering a Wage Attachment for a Tax Levy](#)
  - [Entering a Wage Attachment for a Wage Assignment](#)

### **► To assign fees and interest to a wage attachment**

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*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

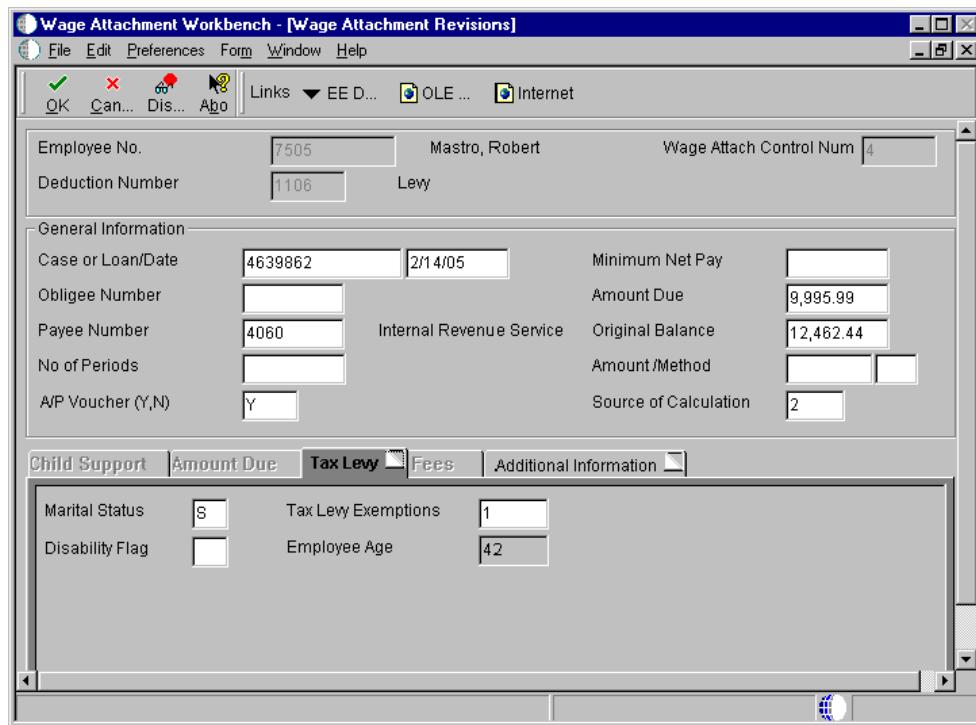
- Set up the tables for standard annual exemption amounts and additional exemption amounts. See [Setting Up Exemption Tables for Tax Levies](#).

### ► 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:

<b>Agency arrearage</b>	An amount past due as stated by the court when it issued the wage assignment.
<b>Deduction arrearage</b>	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.

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### Note

Ongoing wage assignment payments always take precedence over arrearage payments.

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## 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

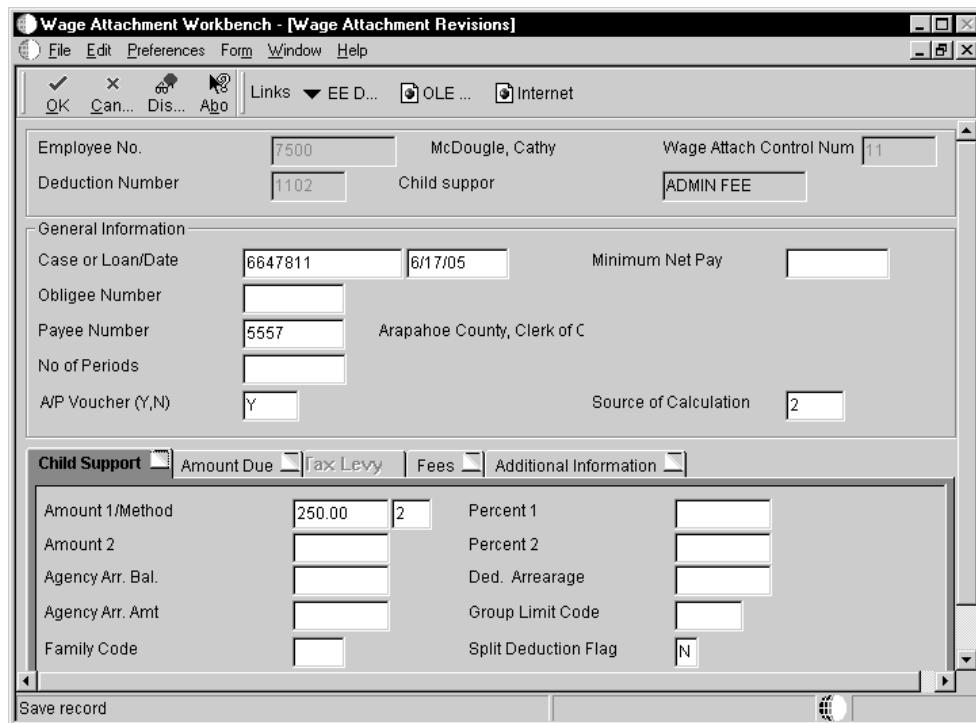
## Entering an Ongoing Wage Assignment

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.

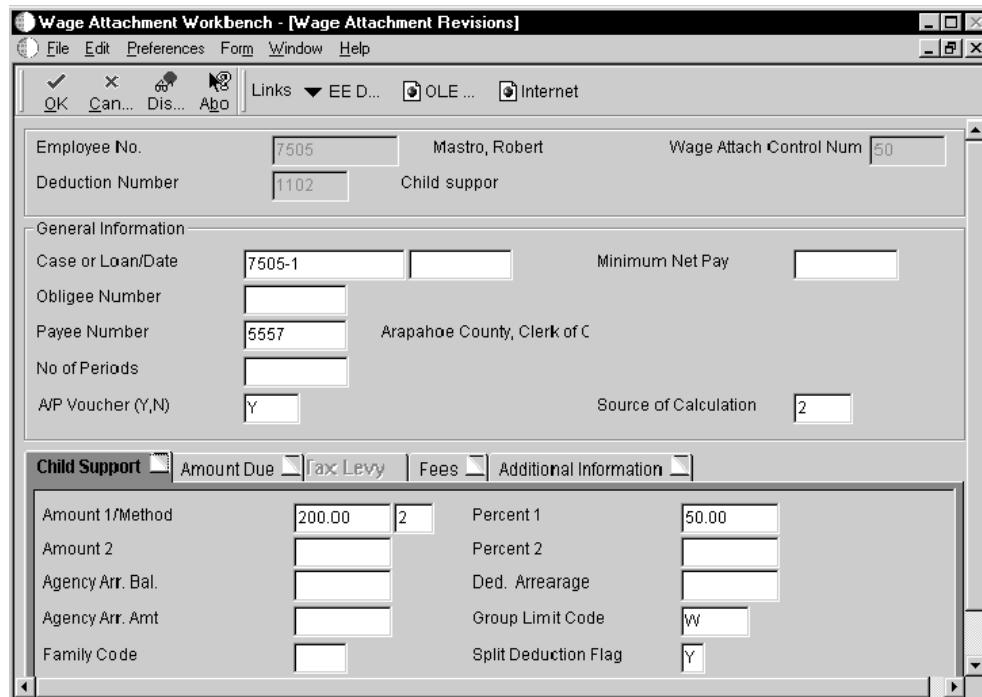
This pay period, George has disposable wages of 500 USD. The system uses the following calculations to determine George's wage assignment deductions for this pay period:

<b>Amount available</b>	Disposable wage x percent = amount available for all wage assignments $500 \times .65 = 325$
<b>First wage assignment %</b>	First wage assignment / disposable wages = % of disposable wages for first wage assignment $300 / 500 = .60$
<b>Second wage assignment %</b>	Second wage assignment / disposable wages = % of disposable wages for second wage assignment $200 / 500 = .40$
<b>First deduction</b>	Percent of disposable wages for first wage assignment x amount due for first family = amount deducted for first wage assignment $.60 \times 325 = 195$
<b>Second deduction</b>	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:

- 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.

<b>Variable wages</b>	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.
<b>Minimum wage</b>	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**

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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

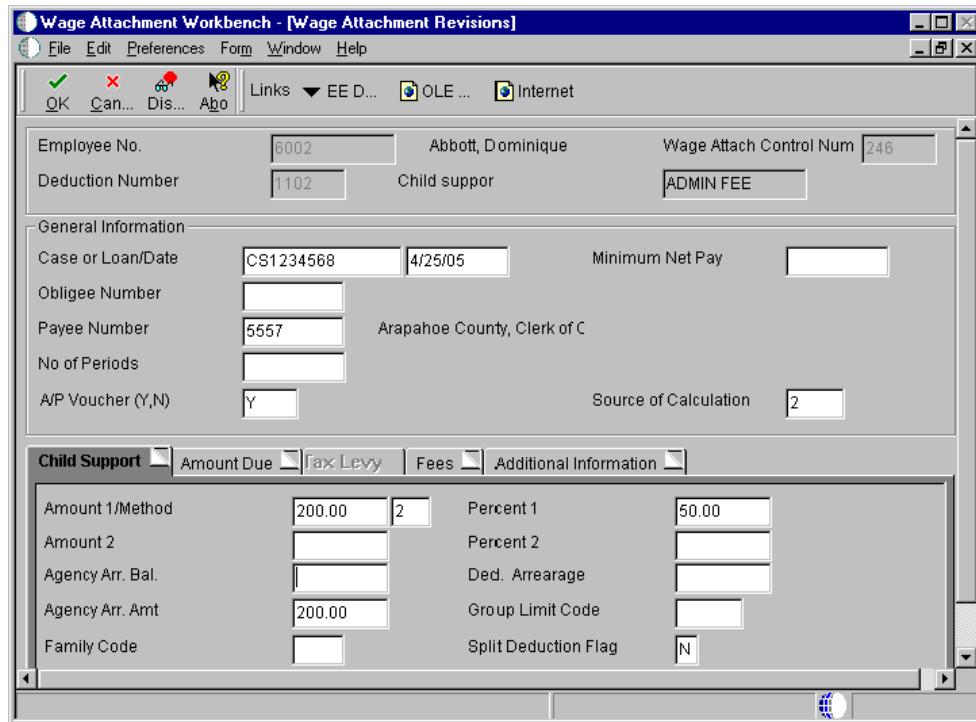
5. Enter 1 or 2 in the following field:
  - WC M
6. Enter the percentage of the employee's disposable wage that must be applied to the total of the ongoing amount and the arrearage amount in the following field:
  - Percent 1
7. Enter the ongoing amount only in the following field:
  - Wage Attachment Amount 2
8. Complete the following field:
  - Secondary Ded Flag
9. Click OK.

#### **► To enter arrearage information for separate amounts**

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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**

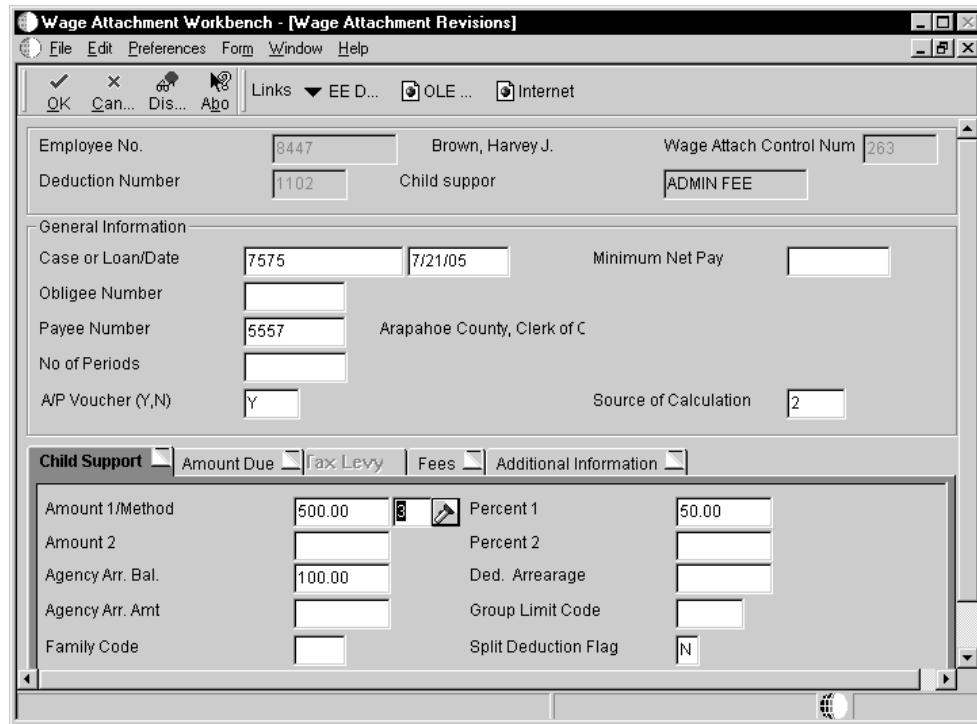
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To calculate the arrearage information for variable wages, the system deducts whichever of the following is greater:

- 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.

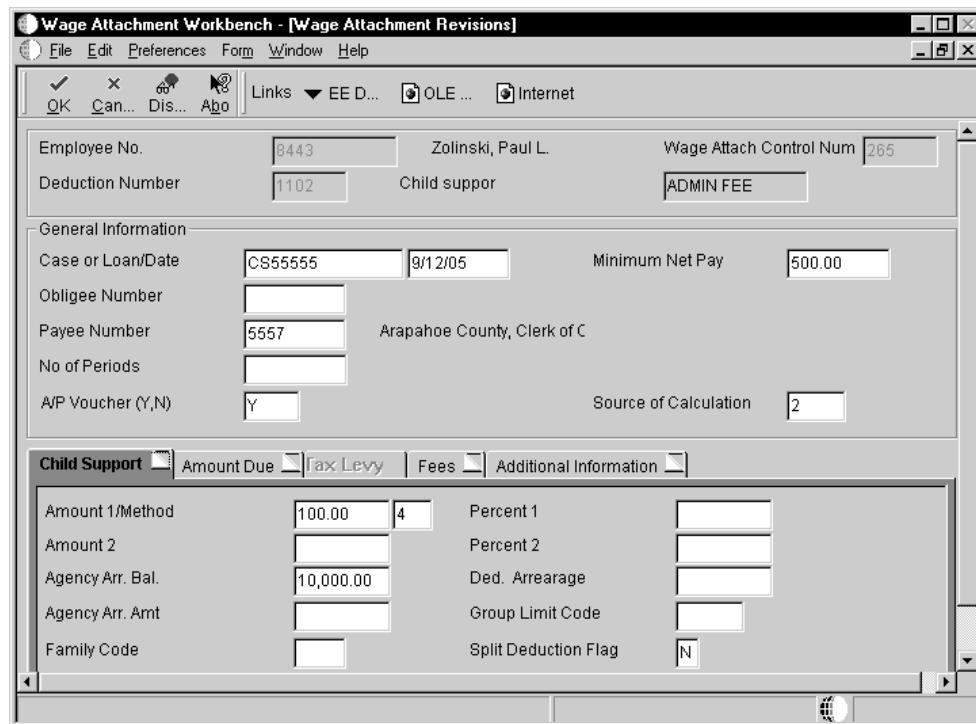
## ► To enter arrearage information with minimum net pay

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

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*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

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*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

<b>Deleting wage attachments</b>	You cannot delete a wage attachment that has historical records associated with it.
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## Rollovers

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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:

<b>Standard year</b>	The calendar year, January through December
<b>Fiscal year</b>	Your organization's fiscal year
<b>Anniversary year</b>	Employee anniversary dates, such as birth date or hire date, in which the rollover date (year-end date) varies for each employee
<b>User defined year</b>	A user-defined date

The Payroll system provides two types of rollover programs:

<b>Year-End</b>	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"><li>• Calendar Month DBA Summary History File (F06145)</li><li>• Employee Transaction History Summary (F06146)</li></ul>
<b>Anniversary</b>	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:

<b>Pre-payroll reset</b>	If you reset a payroll ID, the system deletes the records in the fiscal/anniversary workfile for that payroll ID.
<b>Changes-only processing</b>	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.
<b>Interim payments</b>	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.
<b>Year-end rollover processing</b>	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. Lost 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

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---

## **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

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## **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

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## 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:

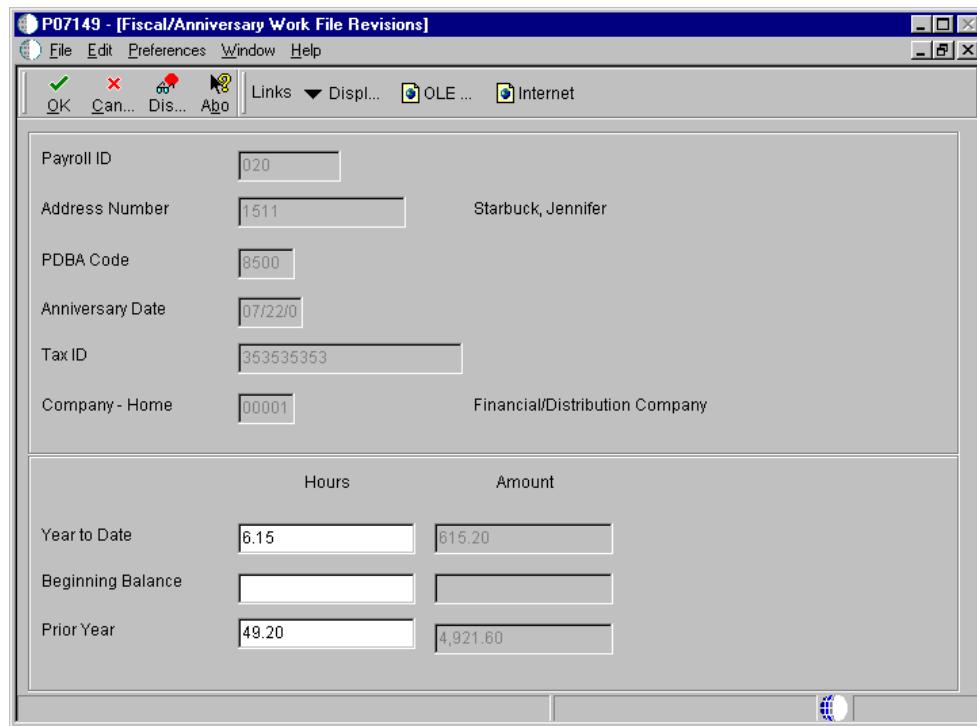
- Create an audit trail of the changes that you enter
  - Update pay stubs and advices to reflect the changes
  - Update the records in the Employee Transaction History Summary table (F06146)
- 

### **► 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.



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.

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#### **► 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.

**P07147 - [Maintain Fiscal/Anniversary History Records]**

Address Number		Starbuck, Jennifer													
PDBA Code	8500														
Fiscal/Anniversary Date	07/22/05	Date Range	07/23/04												
Tax ID	353535353		07/22/05												
Company - Home	00001	Financial/Distribution Company													
<table border="1"> <thead> <tr> <th></th> <th>Hours</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Current YTD</td> <td>49.20</td> <td>4,921.60</td> </tr> <tr> <td>Beginning Balance</td> <td></td> <td></td> </tr> <tr> <td>Prior Year</td> <td></td> <td></td> </tr> </tbody> </table>					Hours	Amount	Current YTD	49.20	4,921.60	Beginning Balance			Prior Year		
	Hours	Amount													
Current YTD	49.20	4,921.60													
Beginning Balance															
Prior Year															

3. On Maintain Fiscal/Anniversary History Records, review the information in the following columns, and then click OK:
  - Hours
  - Amount
 If 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.

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### **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

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## **Accounts Payable Integration**

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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.

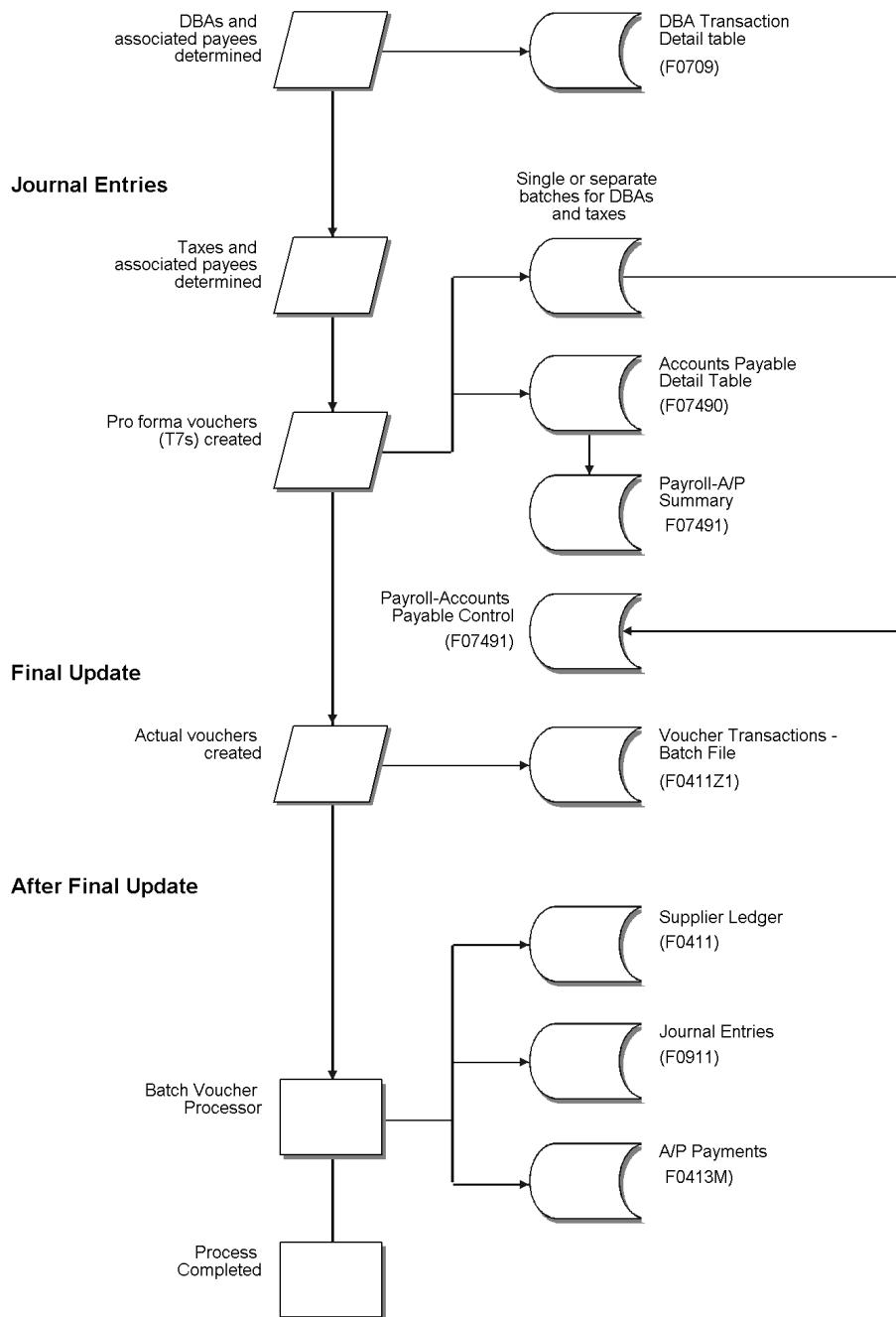
If you are using the J.D. Edwards Payroll system in conjunction with the J.D. Edwards Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and generating the associated Accounts Payable vouchers. Review-level (pro forma) vouchers are created in the 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.

### 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 multicompany organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

If you do not specify a payee for either the tax type or the company, the Payroll Journal Proof/Edit for Vouchers report generates an error message.

### **Activating Vouchering for Tax Types**

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types for which you have activated vouchering. For federal A and all state and local taxes, you can specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

Typically, you enter a payee at the tax type level only when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary. If you enter all payees at the company level, you do not need to enter a payee at the tax type level.

If you have already set up tax areas, but you did not activate vouchering at that time, complete this task. If you have not yet set up tax areas, complete the task for setting up tax area information.

#### **► To activate vouchering for tax types**

---

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

1. On Work With Tax Area Information, 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 vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

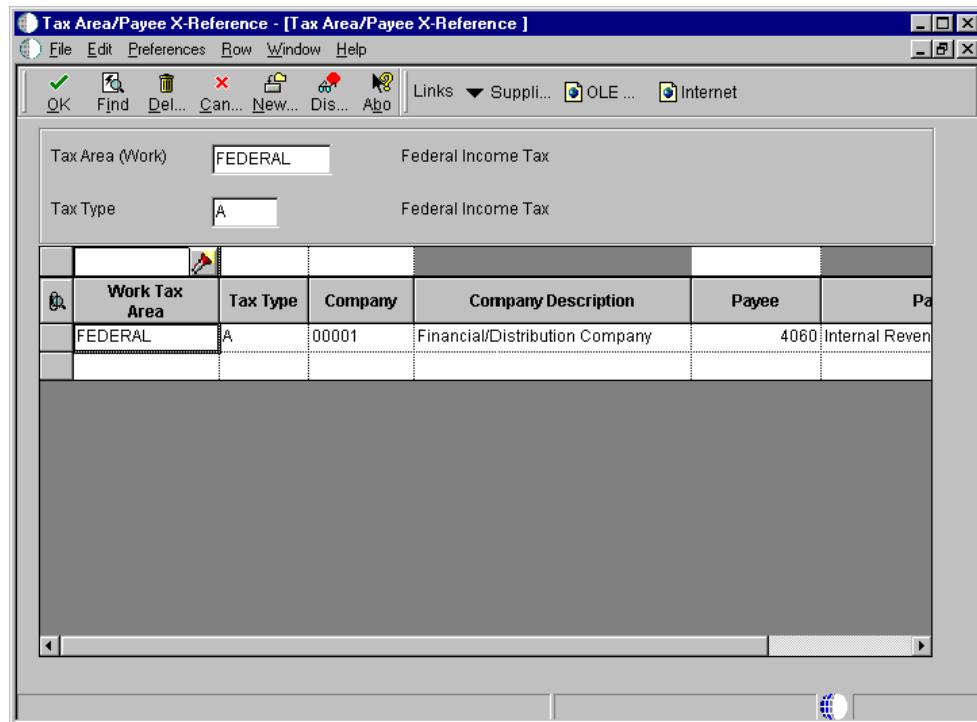
- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

#### **► To enter tax payees by company**

---

*From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Tax Area/Payee X-Reference.*



1. On Tax Area/Payee X-Reference, complete the following fields:

- Work Tax Area
- TT
- Co
- Provider Trustee

2. Repeat step 1 for as many companies as necessary.

You can enter more than one company for each tax area.

3. Click OK.

## **Setting Up Voucher Information for DBAs**

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:

<b>DBA</b>	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.
<b>Group Plan</b>	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.
<b>Employee</b>	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 vouching 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:

<b>Voucher Rule 00</b>	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.
<b>Voucher Rule 01</b>	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.
<b>Voucher Rule 02</b>	One voucher per payee for each DBA.
<b>Voucher Rule 04</b>	One voucher per payee for each group plan.  Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

- Voucher Rule 00** One voucher per payee. This is the default rule.
- Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.
- Voucher Rule 01** One voucher per payee by employee.
- Voucher Rule 02** One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates the following:

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

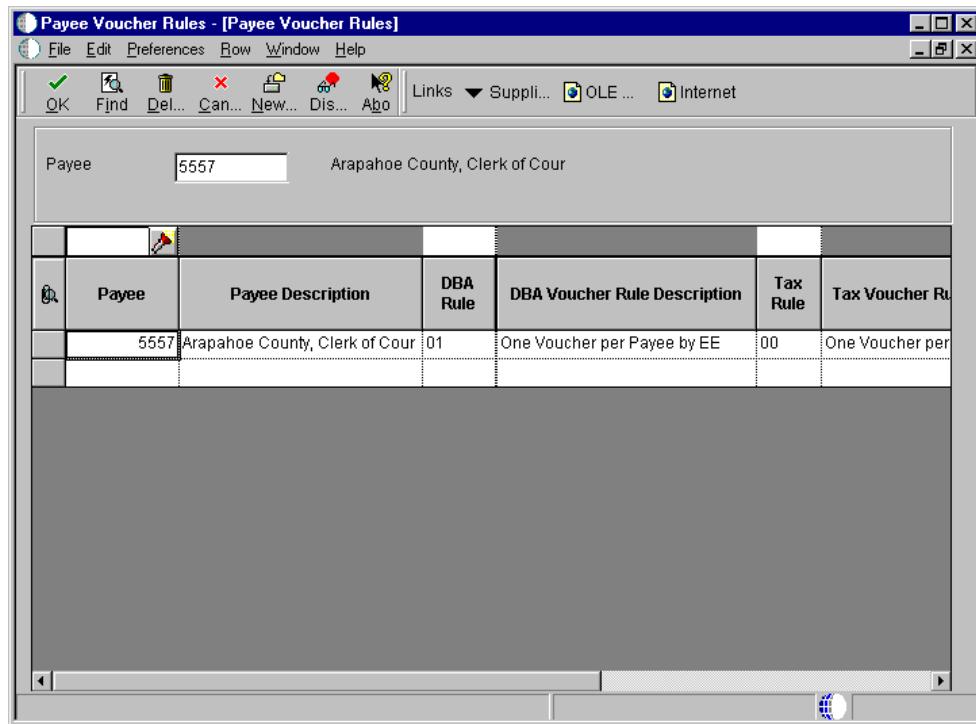
To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

If you need to delete the voucher rules for a payee, click the delete option. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

#### ► To set up payee voucher rules

---

*From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Payee Voucher Rules.*



1. On Payee Voucher Rules, complete the following fields:
  - Payee
  - DBA Rule
  - Tax Rule
2. Review the information in the following fields:
  - Pymt Terms
  - G/L Offset
3. Click OK.

## **Working with Vouchers**

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

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**

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*From the Payroll Workbench menu (G07BUP11), choose Review A/P Voucher by - Payee.*

**Review A/P Voucher by- Payee - [Work With Payee Vouchers]**

The screenshot shows a software interface titled "Review A/P Voucher by- Payee - [Work With Payee Vouchers]". The window has a menu bar with File, Edit, Preferences, Rcw, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg., New..., Dis..., Abo, Links, Payee..., and Internet. The main area is a table with columns: Payee, Payee Description, Voucher Count, and Gross Amount. The table contains 11 rows of data.

Payee	Payee Description	Voucher Count	Gross Amount
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	61.00
4350	Equitable Insurance Company	0	48.00
4350	Equitable Insurance Company	0	361.17
5557	Arapahoe County, Clerk of Cour	0	158.66
5557	Arapahoe County, Clerk of Cour	0	10.00
5557	Arapahoe County, Clerk of Cour	0	29.83
5557	Arapahoe County, Clerk of Cour	0	2.99
5557	Arapahoe County, Clerk of Cour	0	2.99
5557	Arapahoe County, Clerk of Cour	0	158.66

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.

**Review A/P Voucher by- Payee - [Work With Vouchers by Payee]**

The screenshot shows a software interface titled "Review A/P Voucher by- Payee - [Work With Vouchers by Payee]". The window has a menu bar with File, Edit, Preferences, Rcw, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Close, Seg., New..., Dis..., Abo, Links, Vouch..., and Internet. The main area is a table with columns: Payroll ID, Payee Number, Payee Name, G/L Date, Type Code, Voucher Rules, Payment Terms, and Gross Amount. The table contains 11 rows of data. At the top left, there is a search bar with "Payee" and "5557" entered, and a "Payroll ID" field with "\*" entered.

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
  - A T
  - Check Date
  - Gross Pay
  - PDBA Code
  - Union Code
  - Work Tax Area
  - T T
  - Attach Control
  - Batch Number
  - Account Number
  - Voucher Control
7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Entries from the Row menu.

Review A/P Voucher by- Payee - [Work With Journal Line Entries]								
File Edit Preferences Window Help          Find  Close  Seg...  New...  Dis...  Abo  Links  Disp...  Internet								
Payee		5567	Arapahoe County, Clerk of Cour					
Payroll ID		003						
Co	Account Number	Check Date	Due Date	G/L Offset	Gross Amount	Batch Number	Type Cod	
UUUU1		4/15/05	5/15/05		61.00	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	

8. 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

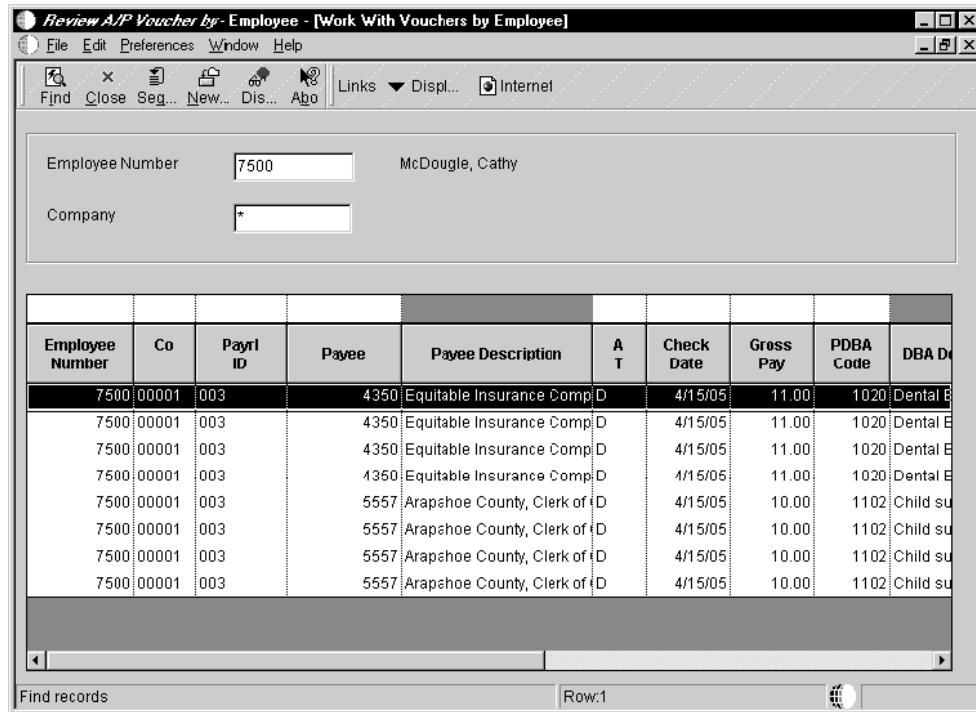
### **Reviewing Pro Forma Vouchers by Employee**

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 (G07BUSP11), choose Review A/P Voucher by - Employee.



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

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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

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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 (G07BUSB11), 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 (G07BUSB11), 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:

<b>Posting Edit report</b>	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.
<b>General Ledger Post Payroll Vouchers report</b>	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"><li>• T7 - Payroll voucher entries</li><li>• AE - Offsetting credit entries to the accounts payable liability account that the system creates during posting</li></ul>

## 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

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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

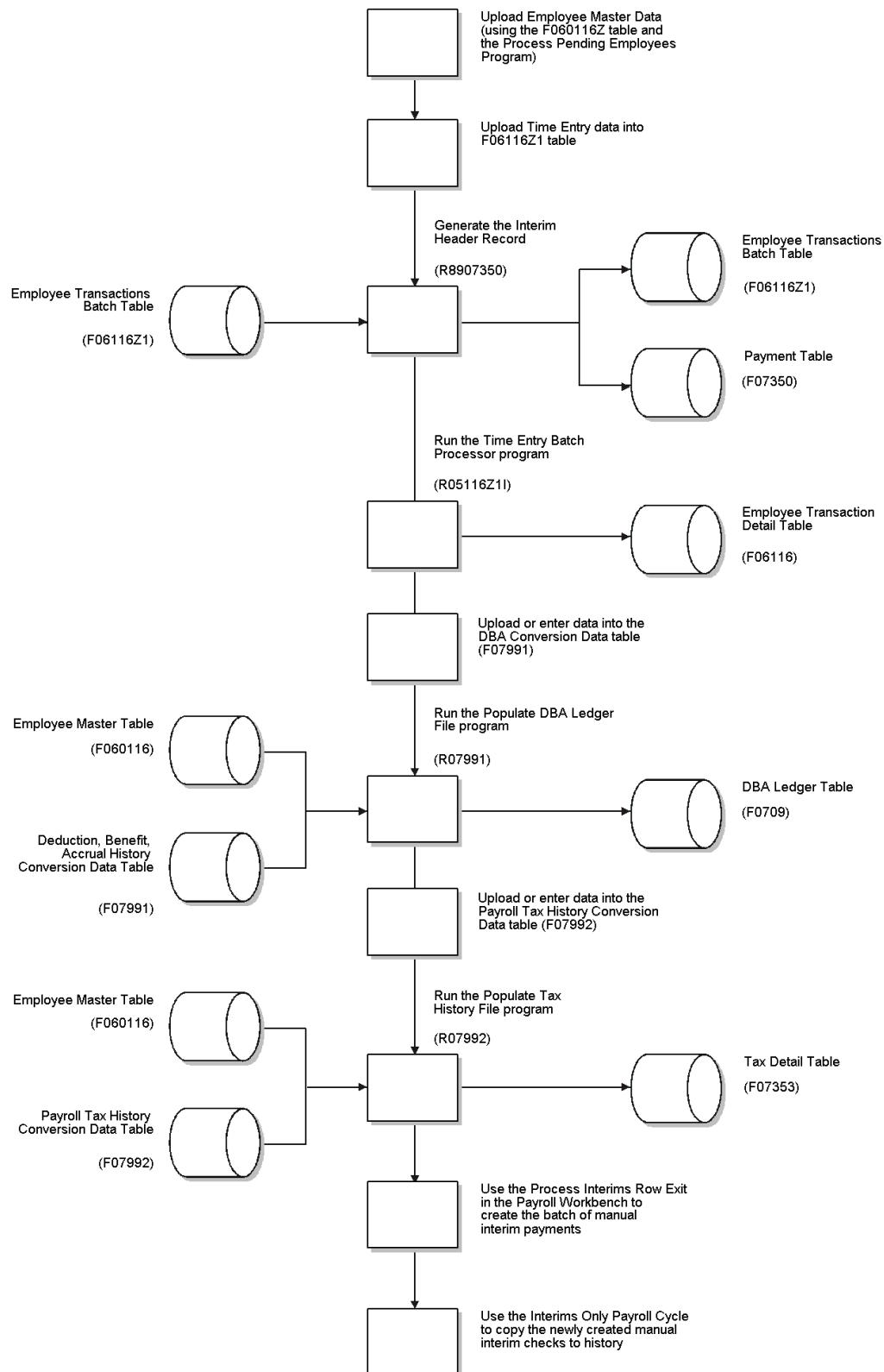
Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might 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:

<b>System implementation</b>	During system implementation, you can import and convert the payroll history records in your legacy system to the J.D. Edwards Payroll system.
<b>Acquisitions and mergers</b>	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**

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*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.

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#### **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

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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).

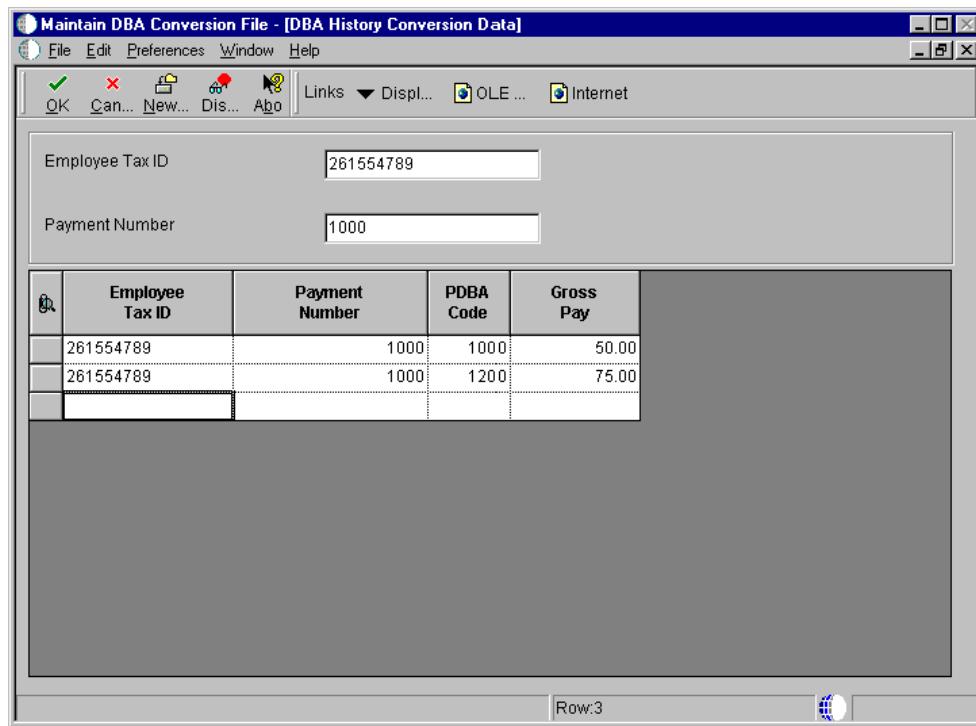
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#### **► To enter DBA history for data conversion**

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*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.

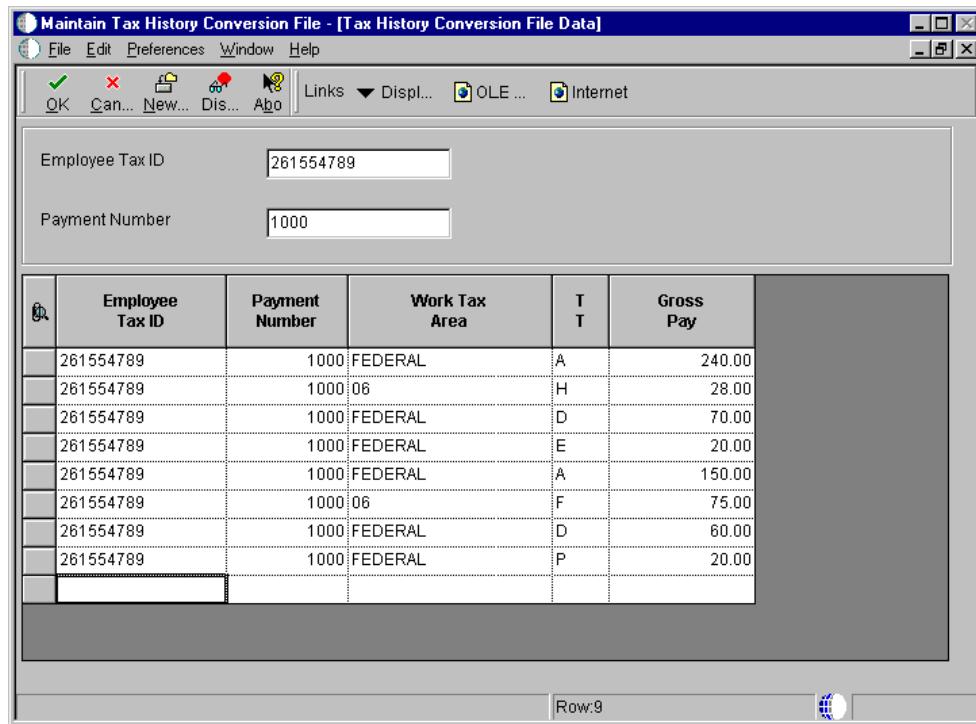
Perform this task after you upload employee information to the Employee Master Information table and before you update the Tax Detail File table (F07353).

### ► To enter tax history for data conversion

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*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.

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#### **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
-

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Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

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## 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

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*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 IDEnter 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\*](#)

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## Setup

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

<b>User defined codes</b>	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information with user defined codes.
<b>Payroll-cycle information</b>	You set up payroll-cycle information to define information that the system uses to process a payroll cycle, such as pay-cycle dates and payment types.
<b>Unemployment insurance rates</b>	You set up unemployment insurance rates to define rates for company-paid federal unemployment insurance, state unemployment insurance, and state disability insurance.
<b>Workers compensation information</b>	You set up workers compensation information to calculate and report workers compensation amounts.

### See Also

- The *Workforce Management Foundation Guide* for information about additional setup tasks that you need to perform

## Understanding User Defined Codes for Workforce Management Systems

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

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

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

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

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### Caution

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

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

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#### **See Also**

- User Defined Codes* in the *OneWorld Foundation Guide* for complete instructions on setting up user defined codes
- The global solutions guide for your country for country specific information about user defined codes
- Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management Foundation Guide* for a list of additional user defined codes

## **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.

### **Setting Up Payroll-Cycle Information**

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

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

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

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

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

### **Setting Up Master Pay Cycles**

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

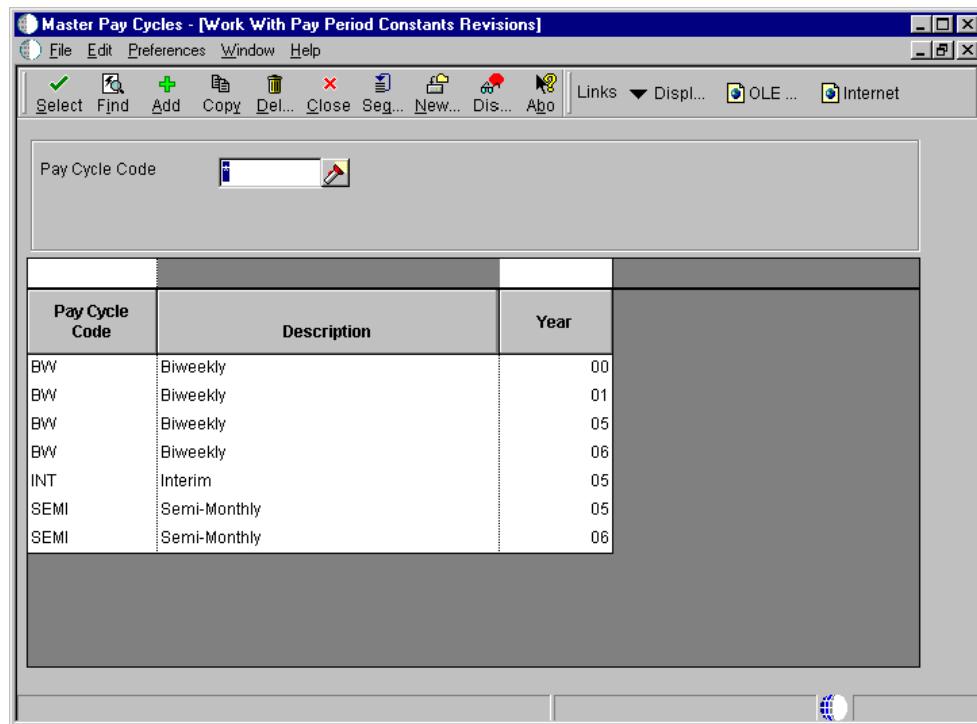
### Before You Begin

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

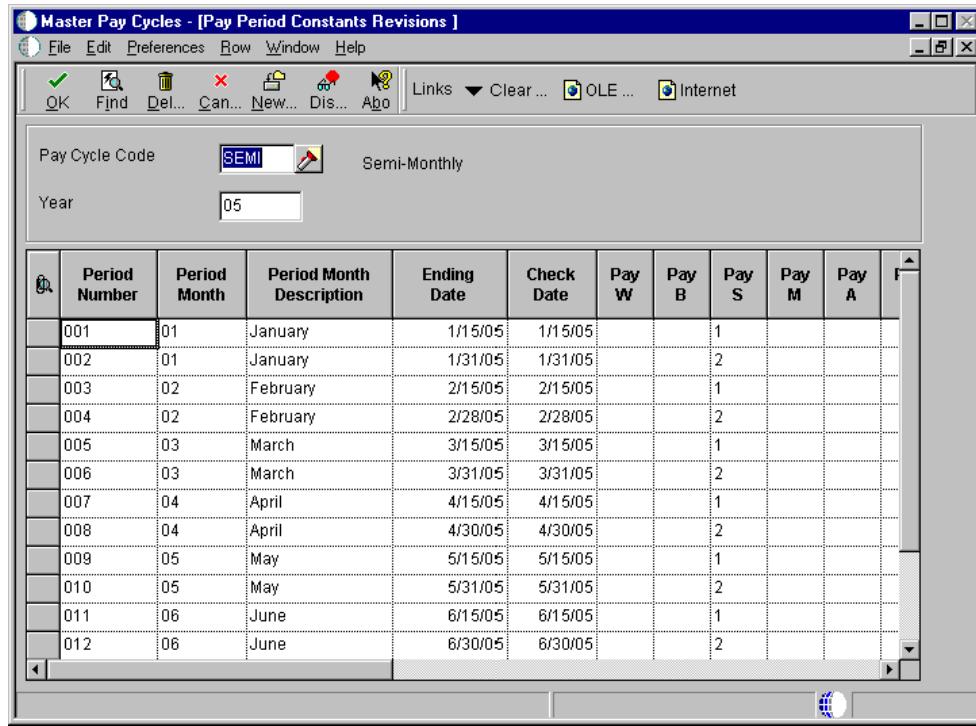
### ► To set up a master pay cycle for the current year

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



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



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

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

3. Complete one of the following fields:

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

- Pay O
4. To set up standard hours for autopay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:
    - Weekly Std Hrs.
    - Biweekly Std Hrs.
    - Semi Std Hrs.
    - Monthly Std Hrs.
    - Annual Std Hrs.
    - Other Std Hrs.
  5. Repeat steps 2 through 4 for as many pay periods as you need to set up, and then click OK.

If an ending date or check date for one period overlaps the ending date or check date for another pay period, the system displays an error message when you click OK to save your entries. You can either change the information so that no dates overlap, or override the error.

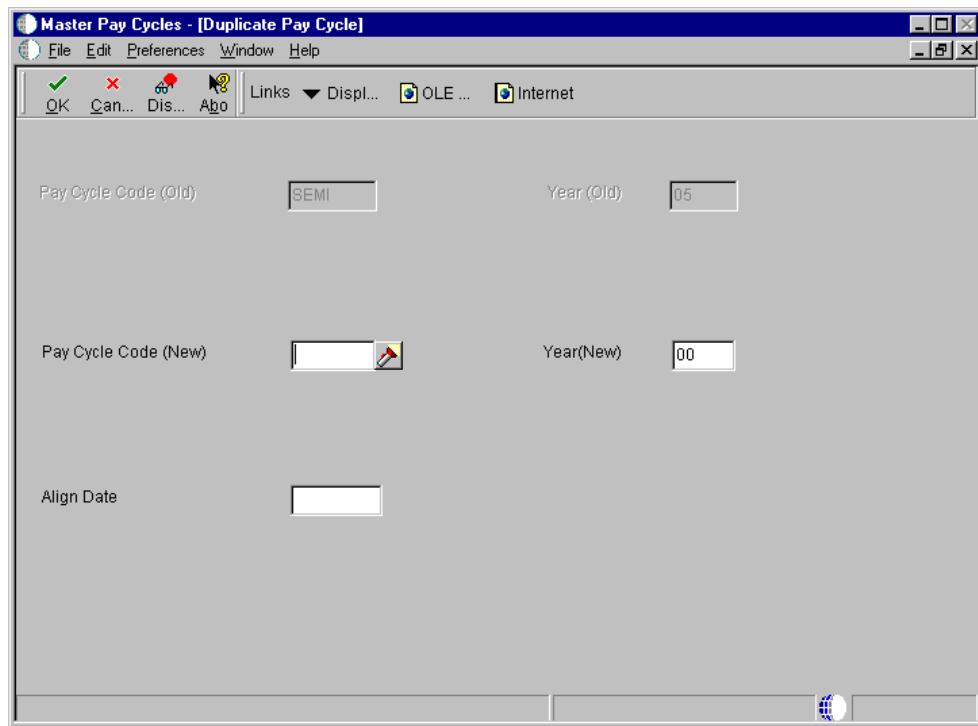
6. To override a conflicting date error, choose the row that is in error, and then choose Clear Date Edit from the Row menu.
7. Click OK.

#### ► **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.

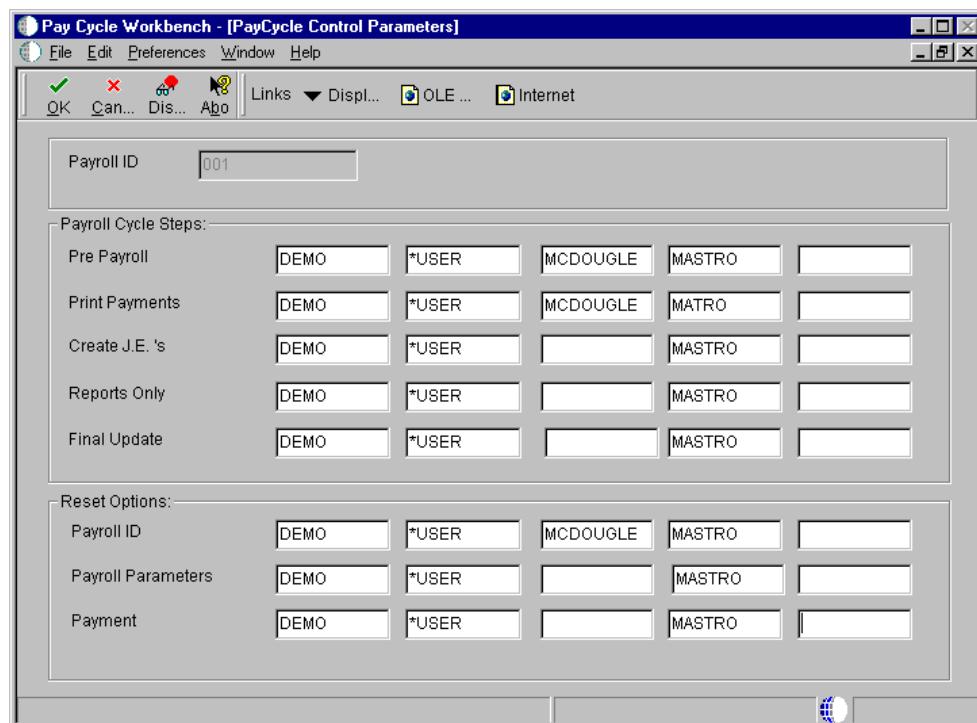
Payroll cycle control parameters are specific to a payroll ID. Therefore, users who have authority to process payroll cycles for a particular group of employees can be prohibited from

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 (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 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

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*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 Reports Setup from the Row menu.

Step Type	Step Description	Report ID	Report Version	Report Description
1	Pre-Payroll	R053191	XJDE0001	Payroll Exception Report
1	Pre-Payroll	R073012	XJDE0001	Payroll Register
1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
3	Journals	R073601	XJDE0001	Workers Compensation Register
3	Journals	R073651	XJDE0001	General Liability Insurance Register
4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register with Details
4	Reports Only	R053191	XJDE0001	Payroll Exception Report
4	Reports Only	R073012	XJDE0001	Payroll Register
4	Reports Only	R073013	XJDE0001	Summary Payroll Register
4	Reports Only	R073062	XJDE0001	Di/B/A Register Report
5	Final Update	R07493	XJDE0003	Payroll Voucher Detail Report
5	Final Update	R07496	XJDE0003	Payroll Voucher Summary Report

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 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.

### **Before You Begin**

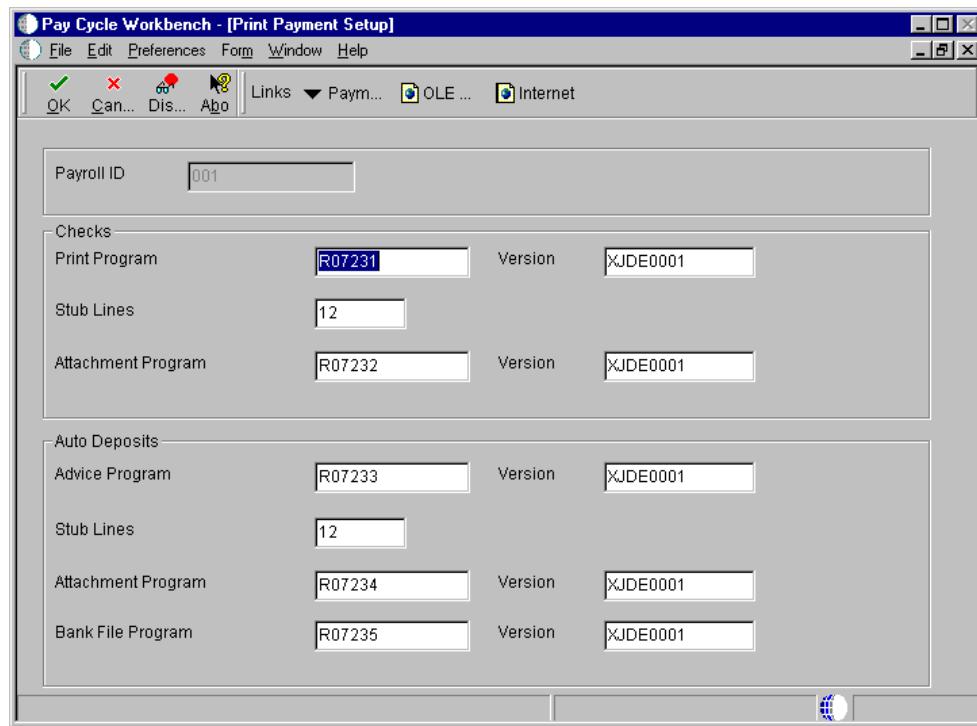
- Create the payroll ID for which you are setting up payment types. See [Creating a New Payroll ID](#).
- Create a version of each program that you intend to use to print payments. See [Creating a Batch Version](#) in the *OneWorld Foundation Guide*.

### **► To set up payment types**

---

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

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



3. On Print Payment Setup, complete the following fields in the Checks area of the form:
  - Print Program
  - Version
  - Stub Lines
  - 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

### **Processing Options for Print Checks (R07231)**

#### Print Options Tab

These processing options determine what information prints on payroll checks.

---

#### **1. Translation Code**

**X00500 = US Dollar**

**X00500CH = Chinese**

**X00500FR = French Franc**

**X00500S1 = Spanish Female 2 Decimal**

**X00500S2 = Spanish Male 2 Decimal**

**X00500S3 = Spanish Female 0 Decimal**

**X00500S4 = Spanish Male 0 Decimal**

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

X00500 = Translate US dollar amounts

X00500CH = Translate Chinese RMB amounts

X00500FR = Translate French franc amounts

X00500S1 = Translate Spanish peso amounts (female)

X00500S2 = Translate Spanish peso amounts (male)

Blank = Do not translate amounts

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## **2. Company Name and Address**

**1 = OMIT printing**

**2 = Company name only**

**3 = Company name and address**

**Blank = OMIT printing**

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

1     Do not print company name and address

2     Print company name only

3     Print company name and address

Blank   Do not print company name and address

## **3. Company Number**

**Blank = Employee's Home Company**

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

## **4. Employee Identification Number**

**2 = Social Security Number**

**3 = Third Employee Number**

---

**Blank = Address Book Number**

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

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

**Processing Options for Print Autodeposit Advices (R07233)****Print Options Tab**

These processing options determine what information is printed on automatic deposit advices.

---

**1. Company Name and Address**

**1 = OMIT printing**

**2 = Company name only**

**3 = Company name and address**

**Blank = OMIT printing**

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

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

Blank Do not print company name and address

---

---

## **2. Company Number**

### **Blank = Employee's home company**

Use this processing option to specify the company number of the company whose name and address you want to appear on the automatic deposit advice slips.

This processing option applies only if you indicate in the Company Name and Number processing option that you want to print that information on the automatic deposit advice slips. If you leave this processing option blank, each automatic deposit advice slip displays the name and address of the employee's home company.

## **3. Employee Identification Number**

### **2 = Social Security Number**

### **3 = Third Employee Number**

### **Blank = Address Book Number**

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

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

---

## **Processing Options for Create Autodeposit Tape File (R07235)**

---

### **Company Options**

- 1. Enter Effective Deposit Date
- 2. Off Set Effective Deposit Date
- 3. Enter Trace Number (7 pos.)

### **Optional Items**

<sup>1</sup> Enter Tape Processor's Name if different from Company Name. If left blank, it will default to Company.

---

Name.  
2. Descriptive Date  
3. Off Set Descriptive Date  
4. Reference Code for Auto Deposits  
5. Company Entry Description (10 pos.)  
6. Enter if Pre-Note is to be run in update or proof mode.

0 - Proof mode  
1 - Update mode (updates F060116 or F065016)  
This option is used for Pre-Note only.

---

### **What You Should Know About Processing Options**

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

### **Setting Up 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.

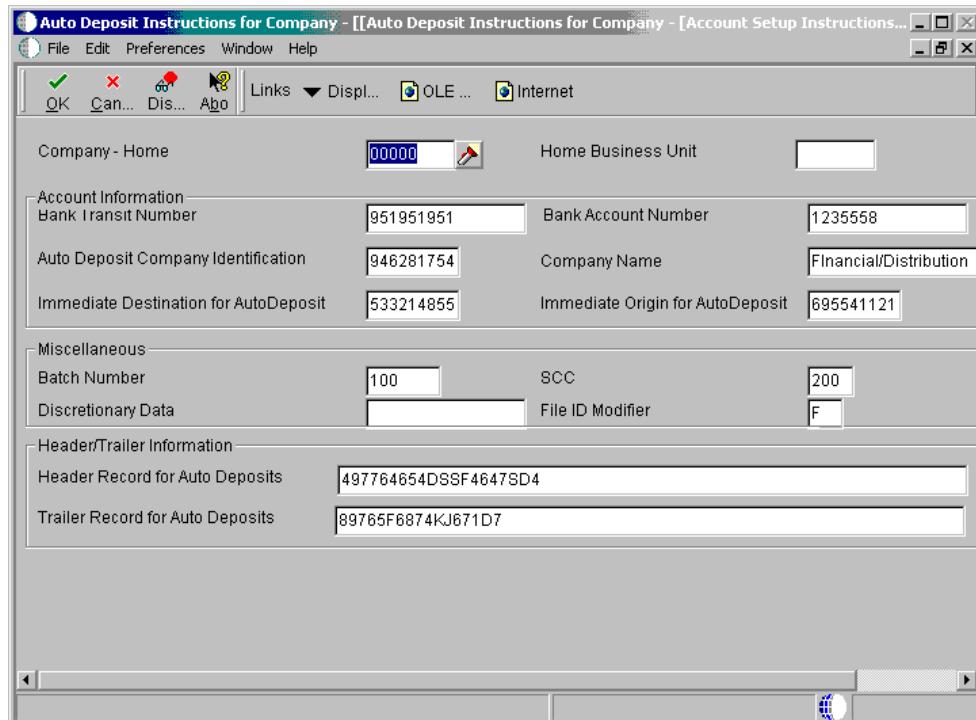
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► **To set up debit account information for automatic deposits**

---

*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

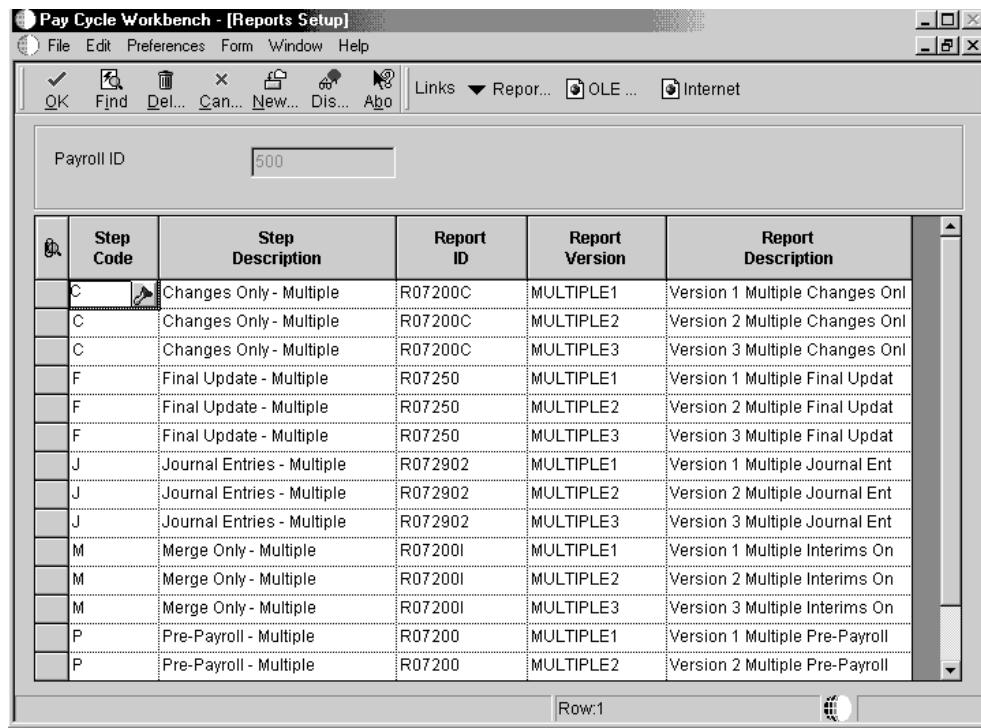
- Create versions for each of the pay cycle programs for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.

#### ► To assign all multiple version information to a payroll ID

*From the Payroll Workbench menu (G07BUSB11), 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 R072001 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.

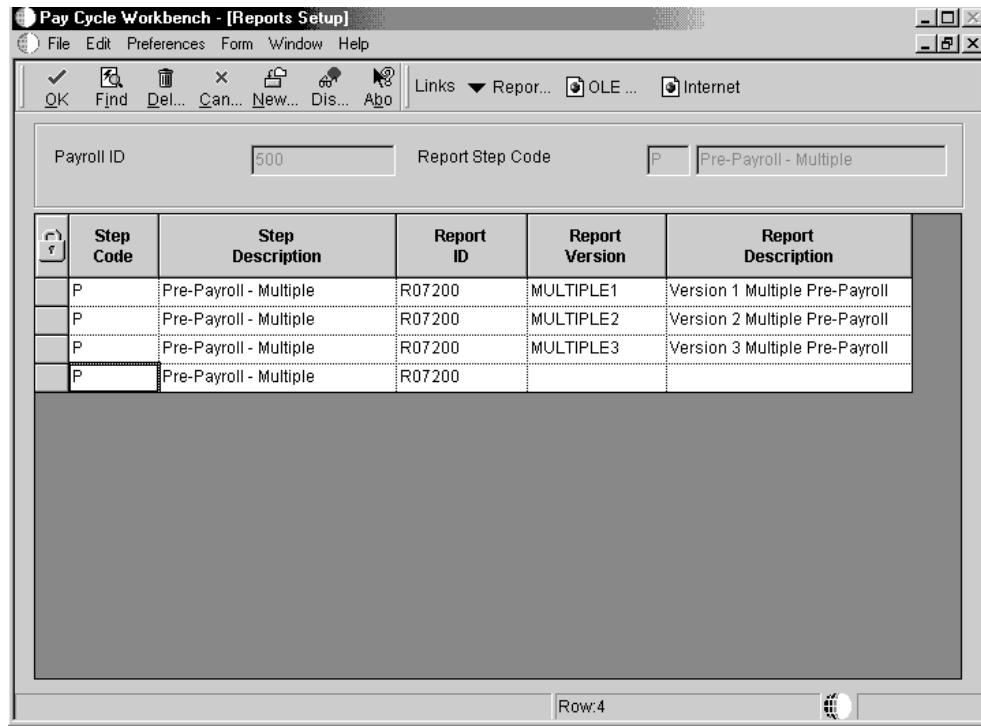


#### ► To assign multiple versions of pre-payroll to a payroll ID

---

*From the Payroll Workbench menu (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, 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



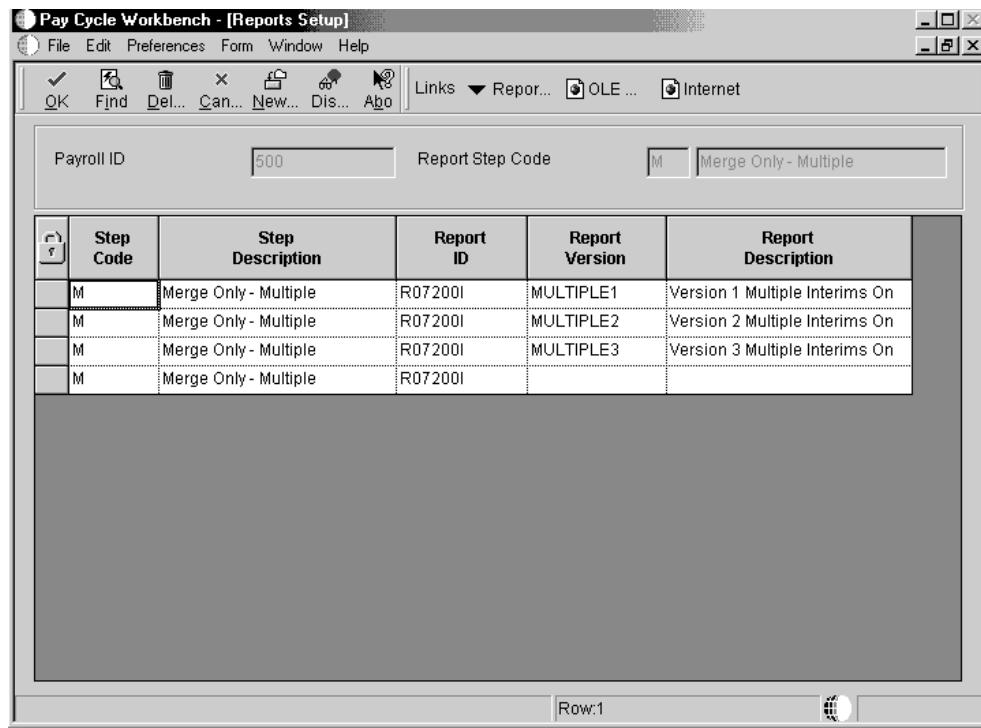
4. Click OK, and then click Cancel.

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

---

*From the Payroll Workbench menu (G07BUP11), 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



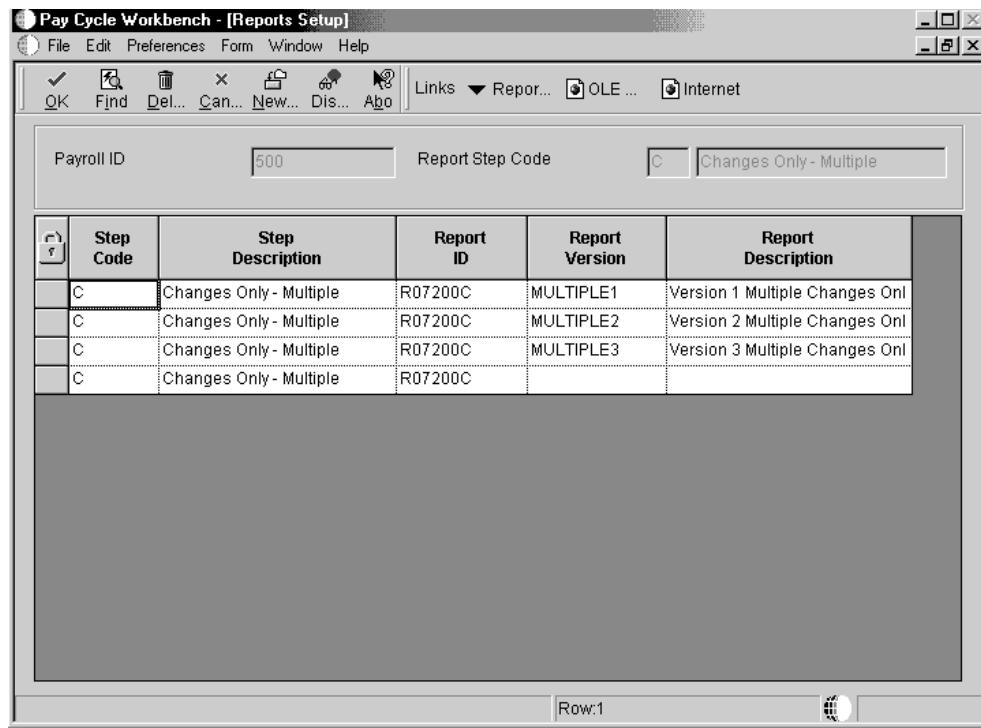
4. Click OK, and then click Cancel.

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

---

*From the Payroll Workbench menu (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, 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



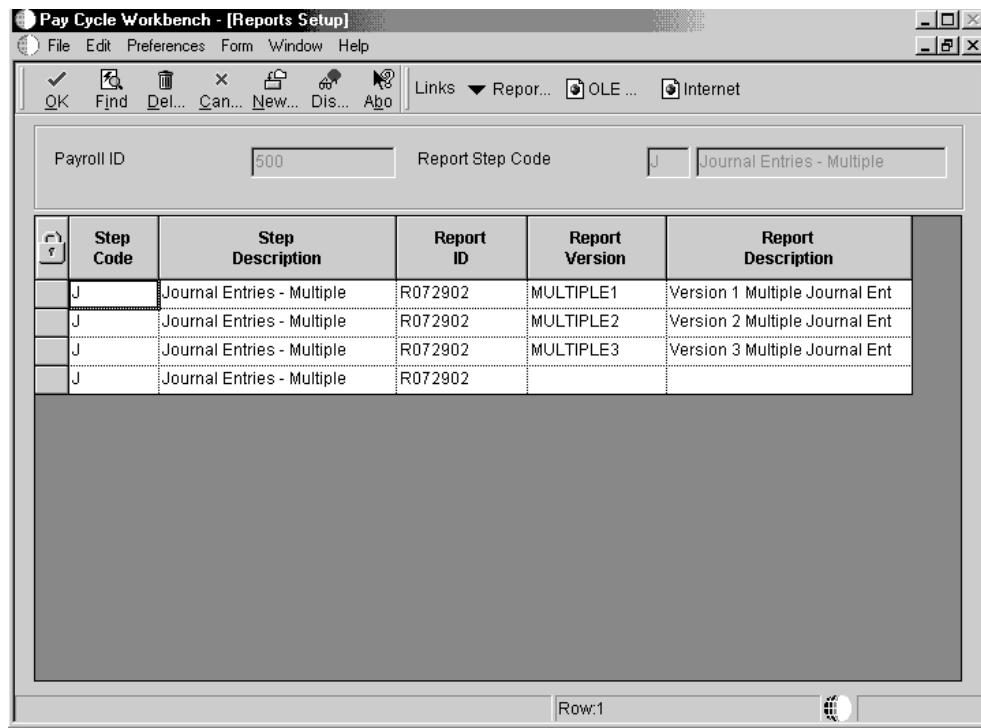
4. Click OK, and then click Cancel.

► **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



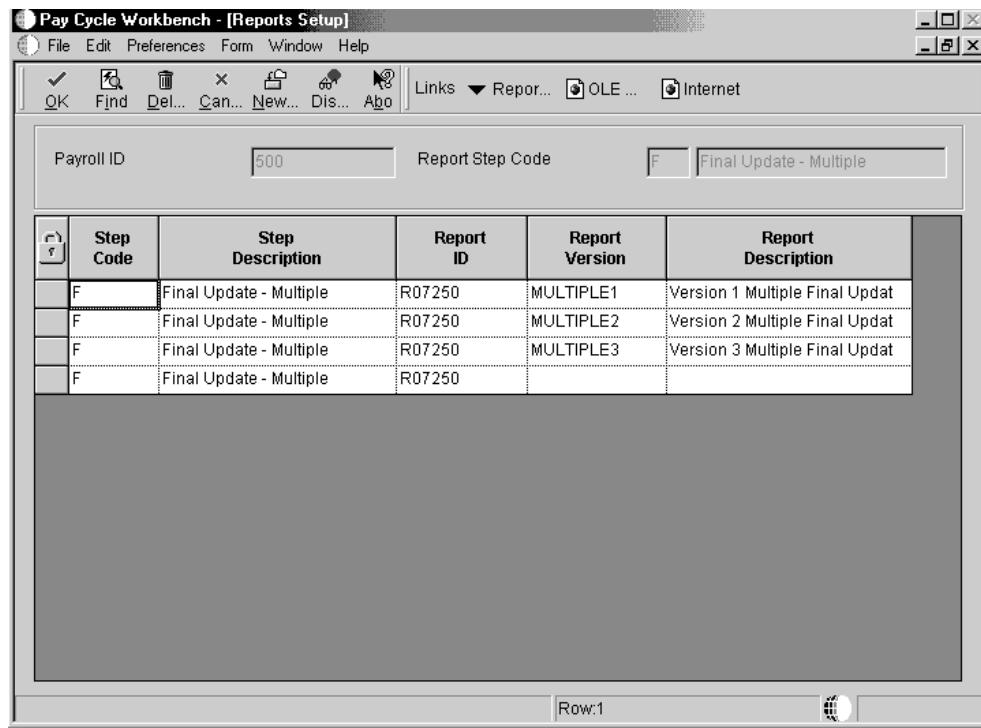
4. Click OK, and then click Cancel.

#### ► 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

The screenshot shows a Windows application window titled "Pay Cycle Workbench - [Reports Setup]". The menu bar includes File, Edit, Preferences, Form, Window, and Help. The toolbar contains icons for OK, Find, Del., Can..., New..., Dis..., and Abo. Below the toolbar is a status bar with Links, Report..., OLE..., and Internet. The main area displays a grid of data with the following columns: Step Code, Step Description, Report ID, Report Version, and Report Description. The data rows are as follows:

Step Code	Step Description	Report ID	Report Version	Report Description
C	Changes Only - Multiple	R07200C	MULTIPLE1	Version 1 Multiple Changes Onl
C	Changes Only - Multiple	R07200C	MULTIPLE2	Version 2 Multiple Changes Onl
C	Changes Only - Multiple	R07200C	MULTIPLE3	Version 3 Multiple Changes Onl
F	Final Update - Multiple	R07250	MULTIPLE1	Version 1 Multiple Final Updat
F	Final Update - Multiple	R07250	MULTIPLE2	Version 2 Multiple Final Updat
F	Final Update - Multiple	R07250	MULTIPLE3	Version 3 Multiple Final Updat
J	Journal Entries - Multiple	R072902	MULTIPLE1	Version 1 Multiple Journal Ent
J	Journal Entries - Multiple	R072902	MULTIPLE2	Version 2 Multiple Journal Ent
J	Journal Entries - Multiple	R072902	MULTIPLE3	Version 3 Multiple Journal Ent
M	Merge Only - Multiple	R07200I	MULTIPLE1	Version 1 Multiple Interims On
M	Merge Only - Multiple	R07200I	MULTIPLE2	Version 2 Multiple Interims On
M	Merge Only - Multiple	R07200I	MULTIPLE3	Version 3 Multiple Interims On
P	Pre-Payroll - Multiple	R07200	MULTIPLE1	Version 1 Multiple Pre-Payroll
P	Pre-Payroll - Multiple	R07200	MULTIPLE2	Version 2 Multiple Pre-Payroll

## Setting Up Tax Information

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

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

## Setting Up Unemployment Insurance Rates

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

You must set up tax type C, federal unemployment tax, for each company for all states. If you do not set up this tax type, the system uses the default rate of .008. You must also set up tax types GM, G1, G2, HM, H1, and H2 to calculate employee- and employer-paid state miscellaneous taxes. Contact your local or federal taxing authority for more information about tax information.

## Before You Begin

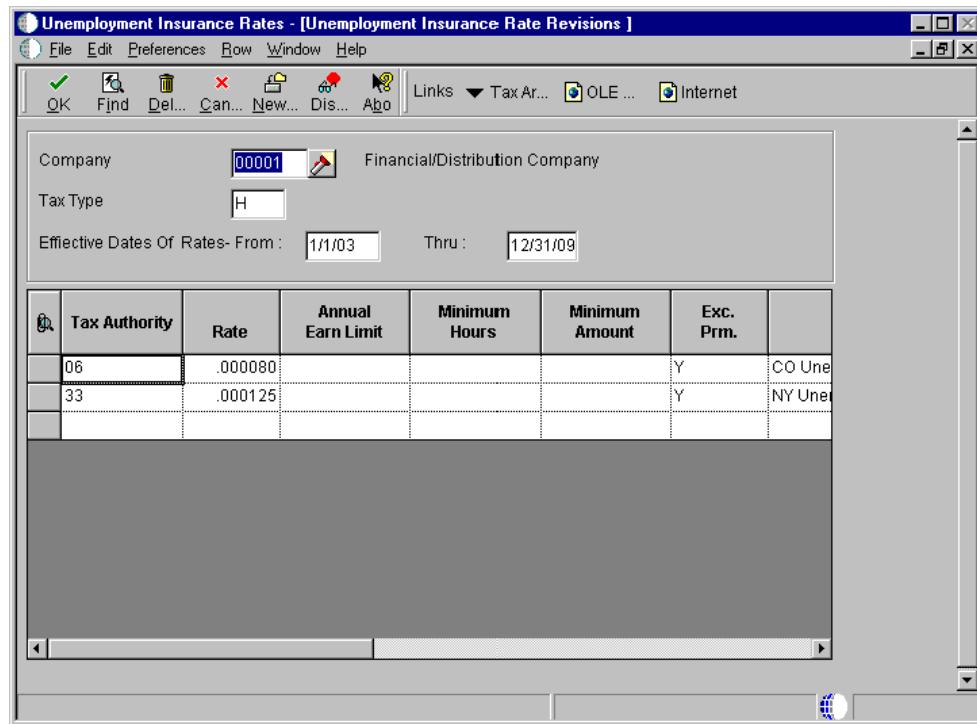
- ❑ Define information about each company within your organization. See [Setting Up Company Options](#) in the *Workforce Management Foundation Guide*.
- ❑ Define a valid tax type code for each tax authority number (tax area) that you use. See [Setting Up Tax Area Information](#) in the *Workforce Management Foundation Guide*.

### ► To set up unemployment insurance rates

---

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

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



2. On Unemployment Insurance Rate Revisions, complete the following fields:

- Company
- Tax Type
- Effective Dates Of Rates- From :
- Thru :

3. Complete the following fields in the detail area:

- Work Tax Area

- Rate
4. Complete the following field:
    - Exc. Prm.
  5. Complete the following optional fields:
    - Annual Earn Limit
    - Minimum Hours
    - Minimum Amount
  6. Complete steps 3 through 5 for each tax authority that applies to the tax type.
  7. Click OK.
  8. Repeat steps 2 through 7 for as many tax types as you need to set up.

To set up your company rates, set up tables for tax types C, G, H, I, and J to override the Quantum for Payroll Tax tables for employer and employee taxes.

## **Setting Up Workers Compensation Insurance-Basis Tables**

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

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

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

### **Before You Begin**

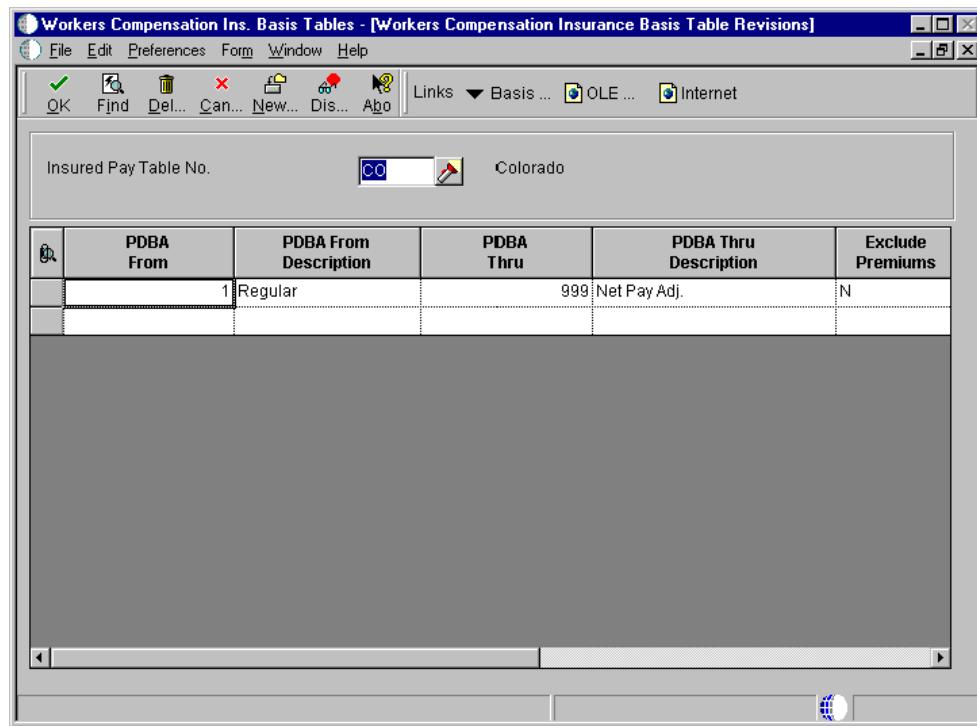
- Define the names of the workers-compensation insurance-basis tables in UDC 06/IP. See [Understanding User Defined Codes for Payroll](#).
- Define the valid values for workers compensation codes in UDC 00/W. See [Understanding User Defined Codes for Payroll](#).

### **► To set up workers compensation insurance-basis tables**

---

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

1. On Work with Workers Compensation Insurance Basis Table, click Add.



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

## Setting Up Workers Compensation Insurance Rates

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

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

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

- Enter W on the Tax Exemptions form when you set up the DBA. See [Setting Up Deductions, Benefits, and Accruals](#) in the *Workforce Management Guide*.
- Enter the DBA code on the Workers Compensation Insurance Basis Tables form. See [Setting Up Workers Compensation Insurance-Basis Tables](#).

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

### Before You Begin

- Define a tax authority code (tax area code) for each applicable state or province that has the tax type code W defined on the Tax Area Information form. See [Setting Up Tax Area Information](#) in the *Workforce Management Foundation Guide*.

### ► To set up workers compensation insurance rates

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

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

WCI Code	Worker Comp Code Description	WCI SubClass	% H	Workers Comp Expr.Rt	Workers Comp Rate	Worker Comp Earn Limit
GENL	General Liability		%	1.0000	0.00000	9999999.00
3724	Electrician		%	1.0000	.00145	9999999.00
5610	Field Supervision		%	1.0000	.00120	9999999.00
5651	Laborer		%	1.0000	.00126	9999999.00
8810	Administrative		%	1.0000	.00125	9999999.00
					0.00000	

2. On Workers Compensation Insurance Revisions, complete the following fields:

- Tax Authority
- Company
- Trans. Class Code
- Date - Beginning Effective
- Date - Ending Effective

3. Complete the following fields in the detail area:

- WCI Code
- % H
- Workers Comp Expr.Rt
- Workers Comp Rate
- Worker Comp Earn Limit
- Gen Liability Rate
- Gen Liability Earn Limit
- Pay Tbl.

4. Complete the following optional fields:

- Job (Opt)
- WCI SubClass

5. Repeat steps 3 and 4 for each workers compensation insurance code that applies to the tax authority.

6. Click OK.

7. Repeat steps 2 through 6 for each tax authority that applies.