STAR 2000™

**STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
Payroll/Human Resources Reports Volume**

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Preface

The *Payroll/Human Resources Reports Volume* is the third of a three-volume reference guide set written for the STAR Financials General Accounting Payroll/Human Resources system. Volume One is *Payroll/Human Resources Tables, Masters, and Parameters.* Volume Two is *Payroll/Human Resources Processes.* These volumes are used in conjunction with the *General Information Volume*, which contains information for all General Accounting systems.

Refer to the Introduction for an overview of the information contained in the *Payroll/Human Resources Reports Volume*.

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Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

Enter patient name--

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Field Characteristics
STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.

- For X-YY-Z field types, where:

    - X is the maximum number of characters permitted in the field:

        - P for a field length determined by a Parameter

        - T for a field length determined by a Table

        - U for a field having an Undefined length

    - YY is the type of entry technique permitted in the field:

        - A for Letters only

        - N for Numerals only

        - C for Characters (including punctuation)

        - AC for Letters and Punctuation only (no numbers)

        - NC for Numerals and Punctuation only (no letters)

        - AN for Numerals and Letters only (no punctuation)

    - Z is the requirement indicator of the field:

        - R if an entry is required to complete the function

            NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

        - O if an entry is Optional to complete the function

        - C if an entry is Conditionally required or optional

    - For YY-Z field types, where YY is:

        - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.

        - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.

        - DATE for a field subject to the date entry conventions described in the *General Information Volume*.

        - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

        NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

The *Payroll/Human Resources Reports Volume* is the third of a three-volume reference guide set written for the STAR Financials General Accounting Payroll/ Human Resources system. Volume One is *Payroll/Human Resources Tables, Masters, and Parameters.* Volume Two is *Payroll/Human Resources Processes.* These volumes are used in conjunction with the *General Information Volume*, which contains information for all STAR Financials General Accounting systems.

This Reports volume contains the following chapters:

Chapter 1: Parameter and Master File Reports

This chapter contains examples of parameter and master file reports. Also included is information on spooler functions and on faxing reports.

Chapter 2: Table Reports

This chapter explains and gives examples of table reports.

Chapter 3: Payroll Reports

This chapter contains examples of payroll process-related, statistical and historical reports.

Chapter 4: Biographical and Human Resources Reports

This chapter contains examples of biographical and human resources reports.

Appendix A: Process Reports

This appendix lists the reports associated with each process.

Appendix B: Payroll Balancing Procedures

This appendix contains reports used in balancing, balancing steps, information on variances and balancing worksheets.

Chapter 1 - PARAMETER AND MASTER FILE REPORTS

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Illustrations

SPOOLER FUNCTIONS

Demand Print

The Demand Print function enables you to print or reprint reports that have been spooled to the disk using the system spooler.

If the report is specified to be a Demand Report in the report definition process, it is available for Demand Printing as soon as the report has finished spooling to disk.

If the report is specified to be an Immediate Print Report, it is available for Demand Printing if it is spooled to disk and the Immediate Print has completed.

Demand Print can be used for:

- Controlling the print order of reports. This permits you to define batches of reports in an order that best suits your needs.

- Reprinting of reports. This permits you to reprint up to a specified number of days after the report is created.

When a report is spooled it is placed in a queue. There are two queues in the system:

- The Print queue holds all reports waiting to print on a device. Once that device is available and all print criteria are satisfied (criteria such as: the queuer is running, the report and printer are defined as active, any specified print time has been reached and the correct form is on the printer), the system prints the report and moves it to the demand queue for that printer.

- The Demand queue contains reports available for reprint. Reports specified as demand reports go directly to the demand queue rather than passing through the print queue. The demand queue consists of previously printed reports and reports specified as demand reports. These are the reports available to the demand print process and are deleted from the demand queue when the retention time specified in the report definition is exceeded.

To access the Demand Print function, select the Demand Print option from the Spooler
Management menu.

```
                    General Hospital Output Management Processor
                                           Wed Aug 11, 1993 09:27 am
Output Management Input Options

           Option No.  Option
           ---------------------------------------
               1        Reports Maintenance
               2        Printer Maintenance
               3        Forms Maintenance
               4        Assign a Form to a Printer
               5        Define Batch Report Groups
               6        Print Control Maintenance

               7        Queue Control
               8        Print Job Control
               9        Disabled printer display

              10        Demand Print
              11        View Spooled Reports
              12        Write Reports to Tape
              13        Print Special Forms
              14        Spooler Control Reports
Enter option number--10
```

Once you select the demand print option, the system displays the following screen.
The system uses the parameters you set on this screen to build this demand print set.

```
                    General Hospital Demand Print Processor
                                           Sat May 17, 1991 05:27 pm

 ( 1)Source Printer    : FIN
 ( 2)Report / Batch    : FSR9/0A
 ( 3)Starting date     : 02/05/91
 ( 4)Starting time     : 11:00 am
 ( 5)Ending date       : 02/16/91
 ( 6)Ending time       : 12:00 am
 ( 7)Queue Name        : System
 ( 8)Destination       : HSP








Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. SOURCE PRINTER (T-C-R) or (TABLE LOOKUP-R)
Enter the printer to which the report(s) were originally directed.

2. REPORT/BATCH (1-A-O)
Enter B to specify batch or R to specify reports. If you specify batch you can select
predefined report batches. If you specify reports you can select report name(s) for all
reports currently available for printing.

3. STARTING DATE (DATE-O)
Enter the date to begin searching for the selected reports. The report must have
completed generating on or after this date to be included in your selection criteria.

4. STARTING TIME (TIME-O)
Enter the time to begin searching for the selected reports. The report must have
completed generating at or after this time to be included in your selection criteria.

5. ENDING DATE (DATE-O)
Enter the date to stop searching for the selected reports. The report must have
completed generating on or before this date to be included in your selection criteria.
The default is the current date.

6. ENDING TIME (TIME-O)
Enter the time to stop searching for the selected reports. The report must have
completed generating at or before this time to be included in your selection criteria.
The default is the current time.

7. QUEUE NAME (U-C-O)
Enter the name of the queue where you want to place the selected report(s). The
default is the SYSTEM queue.

8. DESTINATION (T-C-O) or (TABLE LOOKUP-O)
This field specifies the destination to which you want to route the selected report(s).
This may differ from the original destination to which the report was routed. The default
is the source printer.

If McKesson's PCDFAX product is installed and STAR Fax is **not** enabled, when you
access this field the system displays the following prompt:

Enter printer(P), or fax report(F)--

Enter **P** to route the report to printer(s). Enter **F** to fax the report using PCDFAX.

If PCDFAX is not installed or if you enter **P** to route the report to a printer, the system
prompts you to select a printer.

If you enter **F** to fax the report or select a printer that is a fax device, the system
displays the following prompt:

First letters`-` for list, or NL to enter information--

Enter a hyphen (-) to select a fax destination from a distribution list or press ENTER to
enter the fax destination manually.

After you specify the fax destination, the system displays the following prompt:

Enter override comment--

The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

Once you enter these parameters and accept the screen, the system searches the available reports and displays the following message:

Compiling list! Please wait!

Once the report completes, it is placed in a temporary file for review.

NOTE: If the Batch option is selected, all reports defined for the batch must have completed before processing can begin (except for reports marked as not required for completion in the batch definition). If any of the reports are incomplete, each report name displays on the screen so you can see which reports still need to be completed before the batch is available. If there was a problem with a report during generation, the system error displays with an asterisk (*) to indicate that you should contact your McKesson representative to correct and re-run the report.

When displaying the incomplete reports, any comment associated with the report at generation displays in dim video. Otherwise, the system displays the report description.

If you want to print some of the reports which have completed, choose the Reports option to select those reports.

The system displays the selected report(s) for review. You can delete report(s) from the batch or sort the reports into a specific order for printing:

Move (M), Change number of copies (C) or Remove from list (R)--

Upon completion of the sort/copy option, the system queues the selected reports, in the specified order, to the destination printer. As the system reviews the queue, it determines if the printer is available, prints the reports and displays the following:

Queueing!

Reports Maintenance

The Reports Maintenance function enables you to add and edit information about reports in the system, including:

- when the report prints (on demand, immediately, or at a specified time)

- where the report is sent (to a printer(s) or a fax)

- whether the report requires special forms

- if the report can be downloaded to a PC

- the security level required to demand print the report

- whether the report uses print control sequences

- what distribution list and cover page to use for a faxed report

When you select this function the system displays the following prompt:

Enter report name to add/edit or first letters and a dash (-) --

Enter the system name of the report or use a hyphen (-) to display and select from a table of report names. If the report does not exist the system displays the following prompt:

REPORTNAME Does not exist   Add this report (Y/N) ?--

Where REPORTNAME is the name of the report you identified at the preceding prompt. Enter **Y** to begin defining this report. Enter **N** to return to the preceding prompt.

When you identify the report you want to add or edit, the system displays the following screen:

```
                  General Hospital Reports Maintenance Processor
                                              Wed Aug 11, 1993 03:55 pm

  1 Report Name            2 Description
    %ERTRAP                   SPOOLER ERROR TRAP-DONT DELETE
  3 Base Report            4 Release #      5 Owner
    No
  6 When Printed           7 Report Status   8 Retention Days
    Demand                   Active            7 days
  9 Restart Method        10 PC Download     11 Security Level
    Demand                   No                0
 12 Special Form          13 Print Control  14 Page Index  15 Max # Pages
                             ::CENUSHEAD:CE    Yes
 16 List Update Routine   17 Distribution List            18 Cover Page

 19 Printer     Description            Copies  Default type  Start time End time
    %MVXLIP     Landscape mode            1       Demand       10:00AM    01:00PM
    1N          1 North                   1       Both         01:01PM    09:59AM




 Enter field number or '/' starting field number--

```

Field Explanations

1. REPORT NAME (DISPLAY ONLY)
This field contains the system name of the report.

2. DESCRIPTION (30-AN-R)
This field identifies the text name of the report.

3. BASE REPORT (1-A-R)
This field identifies this report as being available in the base product. Enter **Y** if the
report is available in the base product. Enter **N** if the report is available only on this
system. The default is Y.

4. RELEASE # (5-N-R)
This field identifies the release number of the base product in which this report is
available. This system does not allow you to access this field unless you entered Y in
the Base Report field.

5. OWNER (1-A-O)
This field identifies the product code that owns this report. Enter the code of the
product from which this report is available.

6. WHEN PRINTED (1-A-R) or (5-AN-R)
This field determines when the report should begin to print. Enter **I** to cause the system
to begin printing this report immediately after it is generated. Enter **D** to cause the
system to place this report into the Demand Print queue after it is generated. To cause
the system to hold this report for printing until a specific time, enter the time in the
HH:MM format. The default is I.

NOTE: To download a report to a PC, this field must be set to Demand. In addition,
the Report Status must be Active.

7. REPORT STATUS (1-A-R)
This field determines the status of the report in the system. Enter **A** to make this report
active in the system. Enter **I** to make this report inactive in the system. The default is A.

NOTE: Reports must have an Active status to be faxed or downloaded to a PC.

8. RETENTION DAYS (1-AN-R)
This field determines how long after the report is generated it should be retained in the
system. To retain the report in the system from zero to nine days after it is generated,
enter the number of days. To delete the report from the system immediately after it is
printed, enter **D**. The default is 0.

9. RESTART METHOD (1-A-R)
This field determines alternative demand print methods. The only method currently
supported is restart on demand (D).

10. PC DOWNLOAD (1-A-R)
This field enables the user to download the report. Enter **Y** to enable this option; enter
N if this ability should not be enabled. The default is N.

11. SECURITY LEVEL (2-N-R) or (30-AN-R)
This field determines the minimum security level to demand print a report. You can
enter a number between 0 and 99 or an at (@) sign, followed by a logical MUMPS
expression. The standard security level variable must be established prior to choosing
the Spooler menu.

12. SPECIAL FORM (10-AN-O)
This field identifies any special paper forms on which this report should print. Enter the
name of the form or a hyphen (-) to display and select from a list of report forms.
Special forms cannot be used with fax reports at this time.

13. PRINT CONTROL (DISPLAY ONLY)
This field displays any print control sequences established for this report. The system
sends print control sequences to appropriate printers before, during, and/or after
printing the report. For more information on print control sequences, see Print Control
Maintenance in the *MultiSTAR Software Environment Operations Guide*.

14. PAGE INDEX (1-A-O)
This field determines whether the system should build a page index when this report is
spooled. Enter **Y** to cause the system to build a page index, thus making the report
immediately available to the View Spooled Reports function. Enter **N** if no page index
is desired. The default is N.

If this field is set to N (for No) and the report is sent to a fax, the fax download manager
builds the page index in order to determine if the page limit for the fax server has been
reached.

15. MAX # PAGES (4-N-O)
This field identifies the maximum length of this report in number of pages. When
generating the report, the system counts the pages as it generates them, comparing
the count to this number. When the page count for the report reaches this number, the
system suspends the job, thus preventing abnormally large spooler files from being
created. The default is 300 pages.

16. LIST UPDATE ROUTINE (17-C-O) or (TABLE LOOKUP-O)
This field identifies the name of a routine, specified in the application, that dynamically
builds the fax distribution list for the report. The routine name must be preceded by a
caret (^). You cannot edit this field if a Distribution List is specified.

Enter the list update routine or select a list update routine from a list. Which list update
routines display in the list is determined by the contents of the Owner field.

The system uses the distribution list built by the list update routine specified here only
if the report is set up in the When Printed field to print Immediately or at a specified

time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

17. DISTRIBUTION LIST (8-AN-O) or (TABLE LOOKUP-O)
This field specifies a distribution list to use for fax distribution for the report. Select a distribution list. You cannot edit this field if a routine is specified in the List Update Routine field.

The system uses the distribution list specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

Fax distribution lists are maintained by the hospital's Fax Administrator.

18. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. The cover page specified here overrides any cover page defined in the distribution list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the hospital's Fax Administrator.

Printer Assignments

19. NAME DESCRIPTION COPIES DEFAULT TYPE START TIME END TIME
This field defines the printer assignments for the report. When you access this field, a scrolling screen displays at the bottom of the Reports Maintenance screen.

NOTE: If you assign multiple printers to a report, see the Multiple Printer Assignments subsection.

NAME (8-AN-R) OR (TABLE LOOKUP-R)
This field identifies the name of the logical printer to be assigned to this report. Enter the printer name or a hyphen (-) to display and select from a list of logical printers.

DESCRIPTION (DISPLAY ONLY)
This field contains the printer description. The printer description is defined in the Printer Maintenance function.

COPIES (2-N-R)
This field identifies the number of copies of the report to create on the defined printer. The default is 1.

NOTE: This field is not supported for fax queue processing. Fax processing sends one copy of a faxed report per destination.

DEFAULT TYPE (1-A-O)
This field is used to determine which printers output can be directed to.

If you press ENTER, this field displays DEMAND/BATCH. The printer is included on the list of available alternate printers. If the report runs in batch, the report prints at this printer. If the report is printed using the Demand Print function, the user can select this printer from a list of available alternate printers.

NOTE: If you press ENTER for this field, the system functions as it did prior to the 12.1 release.

If you enter **N** (for None), there is no default printer. If the report is printed using the Demand Print function, this printer is included on the list of available alternate printers.

If you enter **B** (for Batch), the report prints at this printer when the report is run in batch mode only.

If you enter **D** (for Demand), when a user runs the report as a demand report, they can select this printer from a list of available alternate printers.

START TIME (TIME-C)
This field and the End Time field determine the times during which the printer is available for printing this report. This field is required if an End Time is entered. If this field is left blank, the printer is always available.

END TIME (TIME-C)
This field and the Start Time field determine the times during which the printer is available for printing this report. This field is required if a Start Time is entered. If this field is left blank, the printer is always available.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

FORMS MAINTENANCE

Forms Maintenance enables you to define special forms that will be routed through the spooler. Forms defined in this function are attached for a report in the Reports Maintenance function. When you select this option, the system displays the following prompt:

Enter form name to add/edit or first letters and a dash (-) --

Enter the name of the form that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing forms. When you identify the desired form, the following screen displays:

```
                        General Hospital Forms Maintenance Processor
                                              Fri Mar 13, 1992 02:23 pm

 ( 1)Form Name               : UB82
 ( 2)Description             : UB82 Claim Forms
 ( 3)Alignment Program       : U^FCBCPF




 Enter field number or '/' starting field number--
```

Field Explanations

1. FORM NAME (10-AN-DISPLAY ONLY)
This field displays the form used by the system to reference this form.

2. DESCRIPTION (20-AN-R)
This field contains the external description of this form.

3. ALIGNMENT PROGRAM (9-AN-R)
This field contains the name of a program used to align a form prior to printing special forms. This program is supplied by McKesson as it applies to the base application.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

Printer Maintenance

Printer Maintenance allows you to maintain the information for the logical printer names used as output devices from the spooler. When you select this option, the system displays the following prompt:

Enter printer name to add/edit or first letters and a dash (-) --

Enter the name of the logical printer that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing printers. When you identify the desired printer, the following screen is displayed:

```
                General Hospital Printer Maintenance Processor
                                           Thu Jun 23, 2011 04:40 pm

Last edit by #99999 Hope,Tom on 04/22/09 16:09

 1 Printer Name   2 Description
   137              Printer 137

 3 Driver Name               4 Port Number(s)
   SPOOLER                      100





 Edit 'A'bove data or 'P'orts assigned--
```

The header includes the facility and date and time the screen was accessed. The header line immediately above the fields contains information regarding the last time the screen was edited. It includes employee ID, employee name and the date and time the screen was edited.

At the bottom of the screen the system displays the following prompt:

> *Edit 'A'bove data or 'P'orts assigned--*

To edit the information displayed, enter **A**. To edit the port assignments, enter **P**. Editing port assignments is discussed following the explanations of the fields on this screen.

Field Explanations

1. PRINTER NAME (10-AN-DISPLAY ONLY)
This field displays the logical printer name used by the system to reference this printer.

2. DESCRIPTION (30-AN-R)
This field contains the external description of this printer.

3. DRIVER NAME (TABLE LOOKUP-R)
This field contains the background driver used for this device. When you access this field, the system displays the following prompt:

Use Spooler driver (Y)--

Enter **Y** or press ENTER to use the Spooler driver. Enter **N** to display and select from a table of alternative background drivers.

4. PORT NUMBER(S) (DISPLAY ONLY)
This field displays the ports currently assigned to the printer definition.

After you complete the fields, the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

EDITING PORT ASSIGNMENTS

When you access the Printer Maintenance processor, at the bottom of the screen the system displays:

Edit 'A'bove data or 'P'orts assigned--

Enter **P** to edit port assignments for the printer.

No Ports Assigned

If there are no ports assigned to the printer, the system displays:

No Ports Assigned, Add Ports (Y/N) [Y] --

Enter **N** to return to the preceding prompt. Enter **Y** to begin adding ports.

The system then displays the following screen:

```
                    General Hospital Printer Maintenance Processor
                                             Wed Sep 01, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1

 3 Driver Name                   4 Port Number(s)
   SPOOLER                         153

Page:01
     Ports Assigned to Logical Printer BED,  Inactive ports denoted by (*)
     Port  Type                    Location
( 1)  153  HP LaserJet             CINDY'S DESK
```

At the bottom of the screen the system displays:

Enter port number, 'T'ape drive, 'B'it bucket or define 'N'etwork printer --

Selecting the special devices has the following effects:

- **Tape Drive** - all reports spool and must be written to tape by the computer operator, using the Write to Tape function.

- **Bit Bucket** - all reports print to the bit bucket, no printed output is retained. If the report is spooled (because it is forced to do so in the spooler call), it is available for assignment to another printer later using the Demand Print function.

- **Network Printer** - if the system is connected via the McKesson network software, the report spools to disk on the host system and be transferred to the destination CPU via the network software. If the network is not installed, an error occurs whenever a report is spooled to this printer.

To edit a port, enter the number of the port or enter a hyphen (-) to select from a table of ports defined as printers. After a port number has been entered or selected, the system displays the following screen:

```
                  General Hospital Printer Maintenance Processor
                                          Wed Sep 07, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1
  1 Port  Device Type        Location              Status      Answerback
    153   HP LaserJet        CINDY'S DESK          Active      No


  2 Page handling (size)    3 Lines/page (download)


  4 Lines/inch (download)   5 Chars/inch (download)


  6 Print quality (download)
    **
            7 Variable one ${1}

            8 Variable two ${2}

            9 Variable three ${3}


 Enter field number or '/' starting field number--
```

The selected port's characteristics are displayed as a line above the editable fields and includes the following information:

DEVICE TYPE
The name of the configuration for the device at the port.

LOCATION
The free-text description of the device's location.

STATUS
The status (Active or Inactive) of the device at the port.

ANSWERBACK
Whether answerback is active (Yes) or not (No).

When defining a printer, you may specify download values for lines/inch, lines/page, characters/inch, and print quality for those printers with the capability to support them.

The following printers have the indicated download capabilities:

Printer	LPI	LPP	CPI	Print Quality
TP2	x			
4433	x	x		
6215	x	x	x	x
6425	x	x	x	x
LIPS	x	x	x	x
6594	x	x	x	x
Epson Protocol	x	x	x	x
Kyocera	x	x	x	x
HP LaserJet	x	x	x	x
IBM Proprinter	x	x	x	x

Field Explanations

Depending upon the device in use, the fields in the lower part of the screen may be edited as follows:

NOTE: The system displays two asterisks (**) in fields that cannot be edited (for example, the Print Quality field in the preceding screen).

1. PORT
Enter a new port number, or a hyphen (-) to list all ports defined as printers, or **N** to define the port as a network printer port..

2. PAGE HANDLING (SIZE)
Enter the number of lines on a page or **A** for Automatic (if supported).

3. LINES/PAGE (DOWNLOAD)
Enter lines per page. The default is none.

4. LINES/INCH (DOWNLOAD)
Enter lines per inch (type-dependent options) or **D** for Disabled. The default is none.

5. CHARS/INCH (DOWNLOAD)
If the physical printer supports this, you may specify the characters per inch (usually 10 or 12).

6. PRINT QUALITY (DOWNLOAD)
The style of print to be used for this logical printer. It may be *Bold*, *NLQ*, *Draft*, and so on, depending upon the physical printer type specified.

7. VARIABLE ONE ${1}
Enter a string to be passed as variable 1 if the port is of the type that prints to a host file or host spooler queue name.

8. VARIABLE TWO ${2}
Enter a string to be passed as variable 2 if the port is of the type that prints to a host file or host spooler queue name.

9. VARIABLE THREE ${3}
Enter a string to be passed as variable 3 if the port is of the type that prints to a host file or host spooler queue name.

NOTE: See Microfiche for magnetic tape drive parameters.

When you accept the screen, the system returns to the preceding screen.

Ports Assigned

If one or more ports have been assigned to the printer, for each port assigned the system displays:

- Number

- Type

- Location

At the bottom of the screen the system displays:

Enter printer number to add/edit or 'A' to add --

Enter **A** to add a port assignment, or enter the corresponding option number to edit a port assignment. The system then displays the screen described under No Port Assignments.

MULTIPLE PRINTER ASSIGNMENTS

If you assign multiple ports to a printer, the report will only print at one printer. Typically multiple printer assignments are made to ensure the speedy printing of reports.

The Spooler attempts to print the report at the first assigned printer.

If the first printer is busy, the Spooler attempts to print the report at the second assigned printer.

If the second printer is busy, the Spooler attempts to print the report at the third assigned printer, and so on.

The Spooler continues to cycle through the list of printer assignments until it finds a printer that is not busy.

WARNING: If you include a Bit Bucket printer in the printer assignments, if previous assigned printers are busy, your report will not print at all. Do not include Bit Bucket printer assignments with other printers.

View Spooled Reports

The View Spooled Reports function enables you to view reports that have been spooled and not yet deleted from the system. A spooled report must be either a Demand Report or is force-spooled by the application. You can view these reports online, and then, send the report to a printer if desired.

When you select this option from the Spooler menu the system displays the following prompt:

Enter report name or leading chars '-' for a list--

Enter the system name of the report that you want to view, or use a hyphen (-) to display and select from a list of reports, as in the following screen:

```
                     General Hospital View Reports Processor
                                             Tue Mar 17, 1992  08:43 am
 Page:01
                           Reports defined in ID 97
      Name       Description                        Retention Time  Print Queue
 ( 1) FARDBL     PA Daily Balancing Report          3 day(s)        Demand
 ( 2) FARDBLM    PA Daily Balancing Report (M)      until midnight  Demand
 ( 3) FARDBLP    PA Daily Balancing Report (P)      2 day(s)        Demand
 ( 4) FARDLRASU  -ASU                               until midnight  Demand
 ( 5) FARDLRASUP -ASU (P)                           until midnight  Demand
 ( 6) FARDLRATP  -ATP                               until midnight  Demand
 ( 7) FARDLRATPP -ATP (P)                           until midnight  Demand
 ( 8) FARDLRBLB  -BLB                               until midnight  Demand
 ( 9) FARDLRBLBP -BLB (P)                           until midnight  Demand
 (10) FARDLRCAR  -CAR                               3 day(s)        Immediate
 (11) FARDLRCARP -CAR (P)                           until midnight  Demand
 (12) FARDLRCPD  -CPD                               until midnight  Demand
 (13) FARDLRCPDP -CPD (P)                           until midnight  Demand
 (14) FARDLRCRN  -CRN                               until midnight  Demand
 (15) FARDLRCRNP -CRN (P)                           until midnight  Demand
 (16) FARDLRCSR  -CSR                               until midnight  Demand


 Enter choice--
                         next page(/)
```

After you identify the report you want to view, the system displays the followingscreen:

```
                    General Hospital View Reports Processor
                                            Tue Mar 17, 1992  08:43 am
 Report : FARDBL  PA Daily Balancing Report

 Report Search Constraints

 ( 1)Starting date: Tue Mar 17
 ( 2)Starting time: 12:00 midnight
 ( 3)Ending date   : Tue Mar 17
 ( 4)Ending time   : 8:43 am
 ( 5)Printer Name  : BIT






 Enter field number or '/' starting field number--
                  next screen(/) or previous screen(/P) [/]
```

Use this screen to define the search constraints for the time period in which the report was generated and the device to which it was generated.

Field Explanations

1. STARTING DATE (DATE)
This field determines the first date to be used in searching the system for generated copies of the selected report.

2. STARTING TIME (TIME)
This field determines the earliest time to be used in searching the system for generated copies of the selected report.

3. ENDING DATE (DATE)
This field determines the last date to be used in searching the system for generated copies of the selected report.

4. ENDING TIME (TIME)
This field determines the latest time to be used in searching the system for generated copies of the selected report.

5. PRINTER NAME (8-AN-R)
This field identifies the destination printer(s) to be included in the search criteria. Enter the name of the printer. You can also enter a hyphen (-) to include all printers for all system IDs in the search. Search across all printers can be costly in time and system resources.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the

screen without accepting your changes. The system then begins the search according
to the criteria you defined, displaying the following screen:

```
                    General Hospital View Reports Processor
                                           Tue Mar 17, 1992  08:43 am
 Report : FARDBL  PA Daily Balancing Report
 Page:01

 Copy Spooled        Last Printed     Pages  Comment
 ( 1) 03/17/92 0740  Not Printed         2
 ( 2) 03/16/92 1122  Not Printed         2
 ( 3) 03/16/92 1004  03/16/92 1004       3
 ( 3) 03/15/92 1545  03/16/92 0740       3




 Enter choice--
```

If the system does not find any reports matching the search criteria, the following
message displays at the bottom of the screen:

No Entries Defined

For each report matching the search criteria the system displays the date and time the
report was generated, the date and time the report was last printed, the length of the
report in pages, and any comments entered.

To view a report, enter the option number of the report. The system displays the report
you selected:

Figure 1.1 Sample Report

```
                       General Hospital View Reports Processor
                                             Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report      Position|###################|
Spooled: 03/17/92 0740                       Last Printed: Not Printed
Date: 03/17/92                                     GENERAL HOSPITAL                          Page: 1
Time: 07:40 am                                PA Daily Balancing Report                      Report: FARDBL
                                                  for 03/16/92


    Fin   Pre-                                   Total       Unbilled      Billed                                  Account
    Cls   Disch Pre-Discharge Disch   Discharged Accts  LOS  Charges      Charges     Payments   Adjustments       Balance

Emergency:
    02   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    08   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    18   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    XX   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    YY   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
 Tot:    99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
Inpatient:
    02   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    08   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    28   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    30   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    XX   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    YY   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99

Outpatient:
    02   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    08   99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99 9,999,999.99 9,999,999.99 9,999,999.99 999,999,999.99
    Page: 1 - 3             Display Columns:  1  through  132  Maximum: 132
    F1Page Up F2Page Dn F3 GoTo   F4 Skip 10%  F5 Print  F6Nxt Rpt F7 Exit   ?
```

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At the bottom of the screen the system displays the following function keys. Use these function keys to view, print, or exit this report.

F1 Page Up

Press the F1 key to view the preceding portion of the report.

F2 Page Dn

Press the F2 key to view the next section of the report.

F3 GoTo

Press the F3 key to go to the first, last, middle, or a specified section of the report display. The system displays the following prompt:

GO TO `T`op page, `B`ottom page, `M`iddle page, or page number [T]--

Enter **T** or press ENTER to go to the beginning of the report. Enter **B** to go to the end of the report. Enter **M** to go to the middle of the report. To go to a specific page, enter the number of the page.

F4 Skip 10%

This key operates differently depending on the size of the report. If there are less than 10 pages for this report, when you press the F4 key the system scrolls down 18 lines to display the next screen of report information. If there are 10 or more pages for this report, when you press the F4 key the system scrolls down 10% through the report, or the total number of report pages divided by 10. For example, if there are 100 pages in the report, when you press the F4 key the system displays page 10.

F5 Prt

Press the F5 key to print the report. The system displays the following prompt:

Enter range of pages to print (i.e. 4-7, 8) (max 2)--

To print a single page, enter the number of the page. To print multiple pages, enter a range of page numbers by entering the first page to print, a hyphen (-), then the last page to print. The system then displays:

Print page X? (Y/N) [Y]--

Where X is the number(s) of the pages you identified in the preceding prompt. Enter **Y** or press ENTER to print the pages, or press **N** to return to the preceding prompt.

If your system has fax capability, the following prompt displays:

Would you like to fax this report? (Y/N) [N]--

Enter **Y** to route the report to a fax machine. See Routing to a Fax Machine below.

Press ENTER or enter **N** to route the report to a printer. The following prompt displays:

Enter printer name or partial name '-' for list [DEFAULT]--

You can either enter the printer name or perform a table lookup and select the printer from the list. The default that displays in the prompt is the printer that is associated with the report you are viewing.

ROUTING TO A PRINTER

If you route the report to a printer or your system does not have fax capability, the system then displays one or more screens of printers on which you can print the report. Enter the option number of the desired printer, or press ENTER to print the report on the default printer for the report. The system then returns you to the report viewing screen.

ROUTING TO A FAX MACHINE

If you route the report to a fax machine the system displays the following screen:

```
                      General Hospital View Reports Processor
                                            Mon Jun 08, 1992 09:45 am
Report : PSPCHGA  Vendor Price Change Report      Position|##################|
Spooled: 06/08/92 0919                            Last Printed: Not Printed
 1 Sending Information     2 Override Comment       3 Cover Page
 ->




















   Enter cover page code, or first letters`-` to list--

```

Field Explanations

1. SENDING INFORMATION (TABLE LOOKUP-R)
This field identifies sending information for the fax report (To, From, and Phone number). To select sending information from an existing distribution list, enter a hyphen (-).

Press ENTER to display a screen where you can specify sending information manually.

After you enter each item of sending information, press ENTER to advance to the next field.

To move between fields, use the arrow keys.

To insert another line of sending information, press the F3 key.

To delete a line of sending information, press the F4 key.

To exit and save the sending information, press the F7 key.

2. OVERRIDE COMMENT (20-C-O)
This field specifies an override comment. The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

3. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the hospital's Fax Administrator.

F6 Nxt Rpt

Press the F6 key to view the next report meeting the search criteria.

F7 Exit

Press the F7 key to exit this screen and return to the preceding screen.

You can also move up or down in viewing the report using the following keys:

- The up arrow key on your keyboard moves the screen display up one line

- The down arrow key on your keyboard moves the screen display down one line

- ENTER moves the screen display down 18 lines to display the next screen of report information

- The PAGE DOWN key moves the screen display down 18 lines to display the next screen of report information

- The PAGE UP key moves the screen display up 18 lines to display the preceding screen of report information

When you finish viewing the report, press F7. The system returns you to the screen used to define search constraints.

PARAMETER FILE REPORTS

The Parameter File Reports are the contents of the Payroll/Human Resources Parameter files. These reports can be produced at any time by selecting the Parameter Reports option from the Payroll menu and choosing the particular report to be printed.

```
              General Hospital Parameter Reports Processor
                                           Fri May 10, 2002 03:40 pm
Parameter Reports Input Options

          Option No.  Option
          ---------------------------------------
              1       Federal Parameters Report (HPRFED)
              2       GL Related Parameters Report (HPRGLP)
              3       Inter Company Accounts Report (HPRICA)
              4       State Parameters Report (HPRSTL)
              5       Tax Type Report (HR)
              6       Earnings Codes Report (HR)

 Enter option number--
```

For each report you select to print, the system displays the following prompt:

Enter entity code or '-' for list--

Enter the desired Entity Code. The system validates the code and then displays the following prompt:

Include entries filed as deleted? (Y/N) [N]--

If any parameter records are Filed as Deleted, and you enter **Y**, these records are included on the report. Since records that are Filed as Deleted do not appear on a table lookup list, this is a good way to be sure of what is actually in the file. If you enter **N**, the report includes only active entries.

A description and example of each Parameter File report are included in this chapter.

MASTER FILE REPORTS

The Master File Reports are the contents of the Payroll/Human Resources Master files. These reports can be generated at any time by selecting the Master File Reports option from the Payroll menu and choosing the particular report to be printed.

```
                General Hospital Master File Reports Processor
                                            Wed Jun 21, 2000 10:34 am
Master File Reports Input Options

          Option No.  Option
          ---------------------------------------
              1        Additive Rate Group Code Master Report (HPREAR)
              2        Additive Rate Master Report (HPRARM)
              3        Bank Code Master Report (HPRBKM)
              4        Benefit Plan Master Report (HPRBPR)
              5        Check Code Report (HPRCKR)
              6        Deduction Master Report (HPRDMR)
              7        Holiday Master Report (HPRHOL)
              8        Job Class Master Report (HPRJCM)
              9        Pay Cycle Master Report (HPRPCR)
             10        Pay Type Master Report (HPRPTM)
             11        Position Control Master Report (HPRPCM)
             12        Wage and Salary Matrix Report (HPRWAS)



 Enter option number--
```

For each report that you select to print, the system displays the same two prompts as in selecting Parameter File Reports.

In addition to the two prompts, other prompts may display for you to provide more selection criteria, based on the report requested. These are discussed along with the individual report in this chapter.

A description and example of each Master File report are included in this chapter.

FEDERAL PARAMETERS REPORT (HPRFED)

The Federal Parameters Report provides the reporting parameters by Entity. This report includes the Entity's IRS ID number, Alternate Aggregation Indicator, Alternate Aggregation Limit, Garnishment Percentage, Garnishment Factor, and Minimum Hourly Rate.

This is a demand report and is sorted by Entity Code.

Figure 1.2 Federal Parameters Report (HPRFED)

```
Date: 05/14/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 10:39am                  Federal Tax Reporting Parameters Report For 05/14/2002   Report: HPRFED02



                                                                    Alternate
Entity                                    IRS                       Aggregation
Code    Name and Address                  ID Number      Aggregation Indicator    Limit
----------------------------------------------------------------------------------------------------------
 02     MODEL HOSP - ENT 02               58-1955423     Aggregate Plans          Not Applicable
        5995 Windward Parkway
        ALPHARETTA          GA   30096    Garnishment Percentage    Garnishment Factor        Minimum Hourly Rate
                                                 75.00 %                  30                        $5.15

                                          FUTA Exempt                Tax Self Adjust Ind
                                              No                     Do Not Self Adjust

                                               End of Report
```

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STATE REPORTING PARAMETERS REPORT (HPRSTL)

This report provides the state reporting parameters by Entity. Information included in the report is the SIT number, the SUI/SDI Indicator, state unemployment information such as the SUI number. Also on this report is the state disability information, such as the SDI number, the Current Rate, Future Rate and the Effective Date. This report also includes Garnishment Percentage, Garnishment Factor, and the Mult Child Support Payment Allocation Method by state.

This is a demand report and is sorted by Entity. Only states having state reporting information display on this report.

Figure 1.3 State Reporting Parameters (HPRSTL)

```
Date: 05/14/2002                          MODEL HOSP - ENT 02                              Page  : 1
Time: 10:39am                    State Reporting Parameters For 05/14/2002                 Report: HPRSTL02


State
Code  Description
-----------------------------------------------------------------------------------------------------------
 AK    ALASKA


Tax Type                                              Current Rate        Future Rate      Effective Date
-----------------------------------------------------------------------------------------------------------
10 - Unemployment Tax                               Employer :

SIT Number :                      SUI Number : 11-111           SDI Number  :
Dflt Tax Marital Status (Married):                              Garn Exmpt %:
Dflt Tax Marital Status (Single):                              Garn Factor :
Local Tax Codes :                                              Mult Child Support Pmt Alloc Mthd:Pay in priority order


*******************************************************************************************************************

 AL    ALABAMA

Tax Type                                              Current Rate        Future Rate      Effective Date
-----------------------------------------------------------------------------------------------------------
10 - Unemployment Tax                               Employer :   0.02700%
31 - Disability Tax                                 Employer :   8.70000%

SIT Number : 12-3456789012        SUI Number : 98-7654321098765  SDI Number  : 11-2233445566
Dflt Tax Marital Status (Married): 2-Married (where not further  Garn Exmpt %: 75.00
Dflt Tax Marital Status (Single):  1-Single                      Garn Factor : 30
Local Tax Codes :                                              Mult Child Support Pmt Alloc Mthd:Pay in priority order


*******************************************************************************************************************

 AR    ARKANSAS

Tax Type                                              Current Rate        Future Rate      Effective Date
-----------------------------------------------------------------------------------------------------------
10 - Unemployment Tax                               Employer :   0.35000%

SIT Number : 22-113344            SUI Number : 11-111           SDI Number  :
Dflt Tax Marital Status (Married):                              Garn Exmpt %:
Dflt Tax Marital Status (Single):                              Garn Factor :
Local Tax Codes :                                              Mult Child Support Pmt Alloc Mthd:Pay in priority order


*******************************************************************************************************************
```

INTERCOMPANY ACCOUNT REPORT (HPRICA)

The Intercompany Account Report displays the Due To/Due From relationship between each entity's Home and Link Entities. This report includes the Home Entity's Accounts Receivable Department and Subaccount, the Link Entity's Liability Department and Subaccount, Expense Department and Subaccount, and the Prepaid Salary Department and Subaccount.

This is a demand report and is sorted by Home Entity.

The descriptions for the department and subaccount numbers are taken from the General Ledger subsystem.

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Figure 1.4 Intercompany Account Report (HPRICA)

```
Date: 01/18/90                          GENERAL HOSPITAL              Page  : 1
Time: 16:56                         Intercompany Account Report       Report: HPRICADP


                                        Link
                                        Entity

              Accounts Receivable                                  Liability

Department:  0/0/00/00/1080 RECEIVABLE FW       FW      Department:  000000/2081    PAYABLE DP

Subaccount:  0.0.00.00.1200 REFW-INTERCOMPANY RECEIVABLE  Subaccount:  000000.2200  PDP-PAYABLES

                                                                   Expense

                                                       Department:  000000/6000    SALARY DEFAULT

                                                       Subaccount:  000000.3901    SDEF-FW DEFAULT SALARY

                                                               Prepaid Salary

                                                       Department:  000000/1127    PREPAID SALARIES

                                                       Subaccount:  000000.1152    PREP-PREPAID SALARIES


                                       End of Report
```

GL RELATED PARAMETERS REPORT (HPRGLP)

The GL Related Parameters Report provides the Department and Subaccount information by Entity for the parameter types established in the Payroll/Human Resources system. This report includes a summary of the Federal and State Parameters, Local Parameters, General Parameters, Job Class/Pay Type/ combination parameters, and Local Code/Department Mapping Parameters.

This is a demand report and is sorted by Entity and Fiscal Year. For multiple entities, the report must be requested separately for each entity.

NOTE:　The Entity can have several State Income Tax Codes, each with its own associated General Ledger Departments and Subaccounts.

Local Parameters can have multiple Local Tax Codes with associated General Ledger Departments and Subaccounts. Under General Parameters, there can also be multiple Agency Codes with associated General Ledger Departments and Subaccounts.

The Job Class/Pay Type Parameters may run over into several pages of the report. If this occurs, each page will display the Job Class/Pay Type Parameters heading at the top.

Figure 1.5 G/L Related Parameters Report (HPRGLP) - Page 1

```
Date: 07/20/2011                      MODEL HOSPITAL OF GEORGIA                    Page  : 1
Time: 02:07pm                    G/L Related Parameters For 07/20/2011             Report: HPRGLP01
                                       FISCAL YEAR - 2011


                                           EXPENSE            LIABILITY           STATE/LOCAL
CODE    DESCRIPTION           TAX TYPE      DEPT    SUB-ACCT   DEPT    SUB-ACCT    E.BY DATE
-----------------------------------------------------------------------------------------------------

****   FEDERAL PARAMETERS  ****

                              EDIT BY Jones,Susan S ON 02/02/11 10:00am

                              001-FEDERAL INCOME TAX LIABILITY          2.035    24.00
                              010-FUTA EXPENSE           8.060   35.10
                              010-FUTA LIABILITY                         2.034    24.04
                              003-FICA EMPLOYEE TAX LIABILITY            2.036    24.02
                              004-FICA EMPLOYER EXPENSE          35.00
                              004-FICA EMPLOYER LIABILITY                2.036    24.03
                              005-MHI  EMPLOYEE TAX LIABILITY            2.036    24.05
                              004-MHI  EMPLOYER EXPENSE          35.01
                              004-MHI  EMPLOYER LIABILITY                2.036    24.06
                              002-EIC EMPLOYEE TAX LIABILITY             2.035    24.01


****   STATE PARAMETERS  ****


 AK    ALASKA
       -- Employer --
                              010-Unemployment Tax      2.041   24.07   2.041    2.407    SSA 02/02/2011

 AL    ALABAMA
       -- Employee --
                              001-Withholding Tax                       2.037    24.16    SSA 02/02/2011
       -- Employer --
                              010-Unemployment Tax              35.20   2.041    2.407    SSA 02/02/2011

 AR    ARKANSAS
       -- Employee --
                              001-Withholding Tax                       2.037    24.16    SSA 02/02/2011
       -- Employer --
                              010-Unemployment Tax      2.041   24.07   2.041    2.407    SSA 02/02/2011

 AZ    ARIZONA
       -- Employee --
                              001-Withholding Tax                       2.037    24.16    SSA 02/02/2011
       -- Employer --
                              010-Unemployment Tax      2.041   24.07   2.041    2.407    SSA 02/02/2011
```

Figure 1.6 G/L Related Parameters Report (HPRGLP) - Page 2

```
Date: 07/20/2011                           MODEL HOSPITAL OF GEORGIA                          Page  : 11
Time: 02:07pm                          G/L Related Parameters For 07/20/2011                  Report: HPRGLP01
                                             FISCAL YEAR - 2011


                                                             EXPENSE            LIABILITY           STATE/LOCAL
CODE     DESCRIPTION             TAX TYPE                 DEPT    SUB-ACCT    DEPT    SUB-ACCT       E.BY DATE
------------------------------------------------------------------------------------------------------------------

         JOB CLASS CODE & DESC       PAY TYPE CODE & DESC

         6700   LPN - Licensed       152   Holiday Prem.FLSA OT           32.16
         6700   LPN - Licensed       155   Premium Pay                    32.35
         6700   LPN - Licensed       157   Premium Supplement             32.34
         6700   LPN - Licensed       160   Fixed Amount                   32.33
         6700   LPN - Licensed       162   Fixed Hours                    32.32
         6700   LPN - Licensed       165   OT Premium                     32.31
         6700   LPN - Licensed       170   Jury Duty                      32.30
         6700   LPN - Licensed       175   Comp Time                      32.29
         6700   LPN - Licensed       180   Education Dollars              32.28
         6700   LPN - Licensed       182   Bonus/Special                  32.27
         6700   LPN - Licensed       190   Agency OT Pay                  32.26
         6700   LPN - Licensed       195   Straight Units                 32.36
         6700   LPN - Licensed       196   Weekend Supplemental Pl        32.37
         6700   LPN - Licensed       198   Weekend Units/Fixed            32.38
         6700   LPN - Licensed       199   Paid Days Off                  31.42
          999   ANOTHER ONE          100   Regular Pay                    30.00
          999   ANOTHER ONE          101   Overtime/Regular               30.01


****   ADD-ON PAY PARAMETERS  ****

       PAY TYPE CODE & DESC


****   LOCAL CODE/DEPARTMENT MAPPING PARAMETERS  ****

       LOCAL CODE & DESC          DEPARTMENT CODE & DESC




                                          End of Report
```

TAX TYPE CODE REPORT

This report provides a list of all the tax type codes from which wages were calculated in the BSI® TaxFactory™ system. They can be employee or employer tax types. The tax type and description comes from the Tax Type table in the STAR Tables.

The report includes:

*   Tax Type Code

*   Description of the Tax Type Code

*   Short Name for the Tax Type

*   Payer of the Tax Type, Employee (EE) or Employer (ER)

*   Tax Authority

This demand report can be generated from the Parameter Reports submenu. It can be sorted by code or description. The default response sorts the report by alphabetical description.

You can include entries that are Filed as Deleted on this report.

To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 1.7 Tax Type Code Report (HR)

```
 Date: 05/10/2002              Tax Type Code            Page  :   2
 Time: 04:32pm                                          Report: HURTTC
 Code Description                         Short Nm     Payer  Tax Authority
 ---- -----------------------            --------     -----  -------------
 48    Voluntary Disability Tax           48 VOLDS      EE     State
 01    Withholding Tax                    01 WTHLD      EE     State Local Federal
 30    Worker Compensation Tax            30 WCOMP      ER     State
 40    Worker Compensation Tax            40 WCOMP      EE     State
 18    Workforce Development Tax          18 WFDEV      ER     State
 24    Workforce Development Tax          24 WFDEV      EE     State
 28    Workforce,Health & Disability      28 W_H_D      ER     State
    Total Number of Codes - 57
                            End of Report
```

EARNINGS CODE REPORT

This report provides a list of all the Earnings Codes related to each Pay Type in the STAR Payroll/Human Resources system. The Earnings Code and description comes from the Earnings Code table in the STAR Tables.

This demand report can be generated from the Parameter Reports submenu. This report can be sorted by code or description. The default response sorts the report by alphabetical description.

You can include entries that are Filed as Deleted on this report.

To access this report, select the View Spooled Reports function, and enter HR at the report name prompt.

Figure 1.8 Earnings Code Report

```
Date: 05/10/2002                                        Page      1
Time: 04:47pm                                            Report: HURHQ
Code Description
---- ---------------------------------------
E003 Athletic Facilities
E005 Back Pay
E025 Below Market Loans to Employees
E006 Bonuses
E007 Business Expenses
E018 Business Use of Company Car
E010 Commissions
E013 Discounts
E014 Dismissal / Severance
E015 Educational Assistance
E016 Employment Agency
E009 Gifts
E021 Golden Parachute
E022 Group Legal Services
E048 Group Term Life G.T. 50000
E023 Guaranteed Wage
E024 Jury Duty Pay
E026 Meals and Lodging
E004 N.Q. Plan Awards and Prizes
E020 No Additional Cost Services
E029 Non-Cash Fringe
E030 Outplacement Services
E031 Overtime
E002 Pay Advances
E019 Personal Use of Company Car
E033 Pre-employment Reimbursement
E034 Probationary Pay
E017 Qualified Equipment / Tool / Uniform
E028 Qualified Moving Expenses
E032 Qualified Parking
E035 Regular Wages
E036 Scholarships
E037 Sick / Disability Pay
E038 Standby / Idle Time
E039 Stock Purchase & Incentive Plan
E040 Supper Money
E027 Supplemental Military Pay
E041 Supplemental Unemployment
E042 Taxes Paid by Employer
E043 Tips
E044 Travel expense Reimbursement
E045 Tuition Reduction
E046 Union Payment
E047 Vacation Pay
   Total Number of Codes:   44
                          End of Report
```

ADDITIVE RATE GROUP CODE MASTER REPORT (HPREAR)

The Additive Rate Group Code Master Report lists all Additive Rate Group Codes which were defined in the master. This is a demand report and is sorted by Group Code. The report includes the description associated with the code, comments or instructions about the code, and the associated Certificate/License/Permit Codes.

You can include entries that are Filed as Deleted on this report. A total of the selected codes will print at the end of report.

Figure 1.9 Additive Rate Group Code Master Report (HPREAR)

```
Date: 07/09/91                    GENERAL HOSPITAL                   Page  : 1
Time: 1026am           Additive Rate Group Code Master Report     Report: HPREAR

Code   Description/Group Comments    Associated Cert/Lic/Permit Codes
----   -------------------------    ------------------------------------------

9999   CERTIFICATION PAY
ASSC,BA,BS,CPA,CPR,PHD,DRV,GED,LAB,LPN,LVN,MBA,MA,OT,RX,PT,RAD,RDD,RN,RSS,CERT,LISN
,PERM,PER
       Add only to those with current certificates

8888   EMPLOYEE OF THE MONTH          ASSC,CPR,LPN
       GIVE TO THE EMPLOYEE OF THE MONTH FOR THE YEAR

1445   RN CERTIFICATION               MBA,RN
       MASTER DEGREE REQUIRED


   Total Number of Codes - 5

                                  End of Report
```

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BANK CODE MASTER REPORT (HPRBKM)

The Bank Master List Report provides the names and addresses of the banking institutions defined within the STAR Payroll/Human Resources system. This report also includes the user-defined bank code, phone number, phone extension, FAX phone number, the name of the bank contact person, and the Federal Bank Transit number.

Figure 1.10 Bank Code Master (HPRBKM)

```
Date: 06/29/98                                                                    Page  : 1
Time: 15:21                       Bank Master Listing For 06/29/98                Report: HPRBKM
Bank                              Phone Number/                      Federal
Code           Bank Name & Address         FAX Phone Nbr   Ext.   Contact Name    Transit Nbr
-----------------------------------------------------------------------------------------------
  20           BANK SOUTH NUMBER 2          (404)938-7548          MIKE JONES      987879878
               303 PERIMETER CENTER         (404)392-5000
               P.O. BOX 21
               ATLANTA, GA 30342
  20           BANK SOUTH NUMBER 2          (404)938-7548          MIKE JONES      987879878
               303 PERIMETER CENTER         (404)392-5000
               P.O. BOX 21
               ATLANTA, GA 30342
  20           BANK SOUTH NUMBER 2          (404)938-7548          MIKE JONES      987879878
               303 PERIMETER CENTER         (404)392-5000
               P.O. BOX 21
               ATLANTA, GA 30342
  45678        BIG BAD BILL'S BUBBAS'  BANK                        MR. BIG BUCKS   20393939333
               FISHIN LANE
               LAKE, GA 30354
  111111       NAVUGATOR TEST               (770)393-6000  6100                    111111111
               PERIMETER
               NORTH
               ATLANTA, GA 30346
  123456       RETURN OF TESTIE BANK          555-1234            ANN SMITH        98765432198
               123 MAIN STREET                555-4321
               P.O. BOX 709865
               ATLANTA, GA 30346
  55           T                                                                   1233355
               T
               T
               T, GA
  987          THE 17.1 TEST BANK           (770)555-1212  231   JAMES BROWN       555666777888
               356 MAIN STREET              (770)555-1234
               UPSHAW STREET
               ATLANTA, GA 23453
  1            THE NATIONS BANK             (404)499-9999  2999  MR JAMES WALL      988776655443
               1234 PERIMETER CENTER        (404)499-9998
               SUITE 200
               ATLANTA, GA 30346
  2            THE OFFICAL TOXIC CHEMICAL BANK  (212)555-3333  600   JOHN MALRONE   888899997777
               10 PARK LANE                 (212)555-3334
               SUITE 201
               NEW YORK , NY 10097
  2            THE OFFICAL TOXIC CHEMICAL BANK  (212)555-3333  600   JOHN MALRONE   888899997777
               10 PARK LANE                 (212)555-3334
               SUITE 201
               NEW YORK , NY 10097


Number of Banks on file: 11
                                    End of Report
```

BENEFIT PLAN MASTER REPORT (HPRBPR)

The Benefit Plan Master Report provides Benefit Plan and Type Codes, plus information associated with each plan, by Entity. The following fields are included on this report under **Benefit Plan Code and Description**:

- Benefit Plan Description

- Check Print Priority

- Year Method

- Rollover Method/Pay Period (**Note:** When the Benefit Plan Master has a Year Method of Calendar, this field displays ***PP***)

- Hours Rollover Equation

- Probation Days

- Probation Notification Days

- Accrual Method, Accrual Hours and Accrual Days

- Hours Available Equation

- Hours Available Accumulator Indicator

- Status

- Benefits Available Indicator

- Accrual Indicator

- Liability Indicator

- Accrual Hours Liability Equation

- Shift Indicator

- Additive Rate Indicator

- Additive Rate Groups

- Expense Department and Subaccount

- Liability Department and Subaccount.

The following fields are found under **Service Plan Code and Description**:

- Status

- Seniority Level and Description

- Calculation Basis

- Calculation Rate

- Pay Period Minimum

- Maximum Hours per Pay Period (Accrued/Earned)

- Maximum Hours Year-to-Date (Accrued, Earned, Rollover, Available).

This is a demand report and is sorted by Entity, subsorted by Benefit Plan Type and Benefit Plan Code.

Subtotals are provided for the total number of Benefit Plans within Benefit Plan Type. A grand total is provided for the total number of plans for Entity.

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Figure 1.11 Benefit Plan Master Report (HPRBPR)

```
Date: 04/19/2000                              HAPPY HOSPITAL 01                                      Page  : 1
Time: 10:52                          Benefit Plan Master Report For 04/19/2000                       Report: HPRBPR01
Benefit Type : VA Vacation

                     Check                        Hours                Prob Prob                            Hours     Hours
    Benefit Plan     Print  Year  Rollover       Rollover    Prob     Notif Prob  Acc     Acc    Acc     Available  Available
Code Description     Prior  Mthd  Method/PP      Equation    Days     Days  A/E  Method   Hours   Days    Equation  Accum Ind  Status
                                                                            Date
---------------------------------------------------------------------------------------------------------------------------------------
VAC  Vacation         01     C     *PP*         B+E-T-P       90       No    No   0.00             B+E-T-P    2        Active

Calendar Roll Schedule-     Pay Cycle                     Year  PP
                            A Executive (monthly)         1997  12
                            B All Personnel (bi-weekly)   2001  22
                            B All Personnel (bi-weekly)   2001  05
                            B All Personnel (bi-weekly)   2000  26
                            B All Personnel (bi-weekly)   2000  05
                            B All Personnel (bi-weekly)   1999  02
                            B All Personnel (bi-weekly)   1999  01
                            B All Personnel (bi-weekly)   1998  27
                            B All Personnel (bi-weekly)   1998  25

Roll Benft              Accrual Hours
Date Avail Accrl Liab   Liability        Shift  Addr   Additive Rate    Expense         Expense         Liability       Liability
Calc Ind   Ind   Ind    Equation         Ind    Ind      Groups         Department      Subaccount      Department      Subaccount

     Yes   Yes   2      B+E-T-P          No     No                                      30.54           2.032           23.03

       ------ Seniority ------- Calc    Calc     PP   -  Maximum Hours     **   Maximum Hours - Year-to-Date    **   Max Neg
          Level  Description    Basis   Rate   Minimum   Accrued  Earned   Accrued    Earned    Rollover   Available   Avail Hrs

Serv Plan: FT Full-Time Employees      Seniority Method: MO  Sen Comp Basis: B  Min Hrs/Award:    0.00  Flat Rt Ind: No   Status: A

          60.00                 HRLY    0.0923   1.11     7.38    7.35   99999.99   162.00    384.00     384.00     9,999.99-

         120.00                 HRLY    0.1115   0.00     8.92    8.92   99999.99   232.00    464.00     464.00        10.00-

         999.00                 HRLY    0.1308   0.00    10.46   10.46   99999.99   272.00    544.00     544.00     9,999.99-

Serv Plan: PT Part-Time Employees      Seniority Method: MO  Sen Comp Basis: B  Min Hrs/Award:    0.00  Flat Rt Ind: No   Status: A

          60.00                 HRLY    0.0385   0.00     3.08    3.08     80.00     80.00    120.00     160.00         0.00

         999.00                 HRLY    0.0577   0.00     4.62    4.62    120.00    120.00    160.00     240.00         0.00

Total Number of Benefit Plans for this Benefit type = 1
Total Number of Benefit types for this entity = 1
                                              End of Report
```

CHECK CODE MASTER REPORT (HPRCKR)

The Check Code Master Report provides the Checking Account Codes and information associated with an entity's checking accounts. This report includes the Bank Code and name, telephone number and extension, the bank contact person and the checking account number by Check Code. This report also includes the General Ledger distribution of the account by fiscal year. Distribution information includes the Cash Department and Subaccount and the Cash Liability Department and Subaccount.

The report is available on demand and is sorted by Entity Code, subsorted by Check Code or description. A total of all Check Codesfor each Entity prints on this report. You can also include entries that are Filed as Deleted on this report.

Figure 1.12 Check Code Master Report (HPRCKR)

```
Date: 01/29/90                              GENERAL HOSPITAL                               Page  : 1
Time: 15:48                             Check Code Master Report                       Report: HPRCKRDP
 Check Code: 01 - Payroll Account
Bank Code and Name                      Phone Number    Ext.  Contact Name              Checking Acct Nbr
-----------------------------------------------------------------------------------------------------------
999111  SUMMIT TRUST COMPANY            (201)555-1212         SALLY JONES                   56913247
ACH Discretionary Data     Last Print Run Date      Check Print Device      Last Check Number Printed  Check Print Order
                              07/27/1989                                           1000021              1,4
Last Tape Reconcile Date   Last Tape Reconcile Amount  Remit Print Location  Last Remit Number Printed  Remit Print Order
                              $0.00              On Remittance Stationery           1018              1,4
   Instructions

   Fiscal Year: 89
   GL Distribution:   Cash Department    -    0/0/00/00/1012               Sub Account - 0.0.00.00.1000
                      Cash Liability Dept -   0/0/00/00/2031               Sub Account - 0.0.00.00.2300
 Check Code: 02 - Executive
999111  SUMMIT TRUST COMPANY            (404)123-1234         JANE SMITH                    22-056789
ACH Discretionary Data     Last Print Run Date      Check Print Device      Last Check Number Printed  Check Print Order
   Confidential               02/28/1989             HR HUMAN RESOU                110239              3,4
Last Tape Reconcile Date   Last Tape Reconcile Amount  Remit Print Location  Last Remit Number Printed  Remit Print Order
                              $0.00              On Remittance Stationary          25057                6
   Instructions
   Mount Green Checks AND Blue for Remittance. Use OLD box Today..
   Fiscal Year: 89
   GL Distribution:   Cash Department    -    0/0/00/00/1012               Sub Account - 0.0.00.00.1000
                      Cash Liability Dept -   0/0/00/00/2031               Sub Account - 0.0.00.00.2300
   Fiscal Year: 90
   GL Distribution:   Cash Department    -    00/00/00/1012                Sub Account - 00.00.00.1000
                      Cash Liability Dept -   00/00/00/2031                Sub Account - 00.00.00.2300
                             Total Number Check Codes for This Entity:   2
                                            End of Report
```

DEDUCTION MASTER REPORT (HPRDMR)

The Deduction Master Report provides information associated with each Deduction Code by Entity. This report includes, by Deduction Code, the Deduction Status, the Priority Order, Classification, and Plan Code Indicators; the Check Type, Check Print Priority, print YTD, Credit Union, and Union Dues Indicators. Also included is the Liability Department and Subaccount numbers for the Employee portion of the deduction, and the Expense and Liability Department and Subaccount numbers for the Employer portion of the deduction.

Other fields on this report are the Employee Change Indicator, Employee Calculation Basis, the Employee Deduction Amount (Dollars/Percent), the Employee Maximum Deduction Amount by Pay Period and Year-to-Date, Employer Change Indicator, Employer Calculation Basis, the Employer Deduction Amount (Dollars/Percent), the Employer Maximum Deduction Amount by Pay Period and Year-to-Date. The report also includes the Arrears Code and description, and the Pay Cycle, Cycle Type and Schedule Codes for the deduction.

The FLEX Indicator, Credit Cost (Annual) and Deduction/Benefit Value fields display on the report from the Deduction Master, as well as Edit By and Edit Date/Time information.

This is a demand report and is sorted by Entity Code, subsorted by Deduction Code.

Selection criteria for this report are:

- Entity Code - one or more per report request

- Deduction Code - one or more or all; default is all

- Include entries Filed as Deleted

The total number of Deduction Codes for each Entity is provided as a subtotal. A grand total is provided for all entities.

NOTE: If the number of pay cycles causes any given Deduction Code to span more than one page, the system reprints only the Deduction Code and description and the headings for Pay Cycle, Cycle Type, and Schedule Code.

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Figure 1.13 Deduction Master Report (HPRDMR)

```
Date: 06/25/2004                               MODEL HOSP - ENT 02                               Page  : 1
Time: 02:17pm                             Deduction Master Report For 06/25/2004                 Report: HPRDMR02


Deduction
  Code       Description

   GTL    GTL INSURANCE

                                                                           ********* Indicators *********
Deduction  Pri                       Plan                 Tax Levy          Check Check Print Credit Union
Status     Order    Classification   Code                 St Code           Type Prior YTD   Union  Dues
---------------------------------------------------------------------------------------------------------
Active     024  N Normal Deduction                                         Both 34   No    No     No

       Employee General Ledger - Credit    Employer General Ledger - Debit    Employer General Ledger - Credit
       Department          Subaccount       Department          Subaccount     Department          Subaccount

       0000               1111              0000               1111            0000               1111

Emp.   Employee       Employee                  Employee       Empr.  Employer     Employer                 Employer
Chg.   Calculation  Deduction Amount   Maximum Deduction Amount  Chg.  Calculation Deduction Amount   Maximum Deduction Amount
Ind.     Basis      Dollar   Percent   Pay Period  Year-to-Date  Ind.    Basis     Dollar   Percent   Pay Period    Year-to-Date

Yes    Flat Amt     0.00               0.00        0.00         No                             0.00    0.00              0.00

       Arrears          Arrears Description                        FLEX      Credit       Ded/Ben     GTL
       Code                                                        Ind       Cost         Value       Ind
        1      No deduction - no arrears - no employer portion     No        0.00         0.00        Yes

    Ded Screens Edit By: Richardsen,Donna T     Edit Date/Time: 06/04/2004 04:16pm
    G/L Screen  Edit By: Richardsen,Donna T     Edit Date/Time: 06/04/2004 04:17pm

                        Pay            Cycle              Schedule
                        Cycle          Type               Code

                         B             R  Regular         B1   Bi-Weekly, Every Pay
                         B             S  Supplemental    B1   Bi-Weekly, Every Pay


Total Number Deductions for This Entity = 1


                                         End of Report
```

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EMPLOYEE ADDITIVE RATE MASTER REPORT (HPRARM)

The Employee Additive Rate Master Report provides information on employee Additive Pay Rates, such as RN Certification Pay, or Surgical Special Duty Pay. The report lists each Additive Rate Group for the Entity and the number of Additive Rate Codes per group. Also included is the Rate Code, Code Description, Employee Type, Rate Basis, Amount/Percent and Status. The information is taken from the Additive Rate Code Table and Additive Rate Master.

This is a demand report and is sorted by Entity, subsorted by Group Code and Rate Code. A subtotal is provided by Additive Rate Group and a grand total by Entity.

Selection criteria are:

• Entity - one, multiple, or all. There is no default.

• Additive Rate Group - one, range of groups (using the hyphen lookup) or all; default is all.

Figure 1.14 Employee Additive Rate Master Report (HPRARM)

```
Date: 03/11/91                              GENERAL HOSPITAL                    Page  : 1
Time: 13:47                        Employee Additive Rate Master Report         Report: HPRARMKK
Additive Rate Group: ABCD     FIRST ADDITIVE RATE GRP
                              Comments :
                              C/L/P Cds: ASSC,BA,BS,CPA,CPR,PHD,DRV,GED,LAB,LPN
   Rate    Code                          Employee    Rate
   Code    Description                   Type        Basis      Amount    Percent    Status
  ----------------------------------------------------------------------------------------------
Total Number of Additive Rate Codes for this Rate Group = 0
Additive Rate Group: 9999     CERTIFICATION PAY
                              Comments : Add only to those with current certificates
                              C/L/P Cds: CPR,CERT
   Rate    Code                          Employee    Rate
   Code    Description                   Type        Basis      Amount    Percent    Status
  ----------------------------------------------------------------------------------------------
Total Number of Additive Rate Codes for this Rate Group = 0
Additive Rate Group: 9898     SPECIAL DUTY
                              Comments : Add only to those with Military Status
                              C/L/P Cds: CPA,CPR,PHD,DRV,GED,LAB,LPN
   Rate    Code                          Employee    Rate
   Code    Description                   Type        Basis      Amount    Percent    Status
  ----------------------------------------------------------------------------------------------
   89      Rate #1                       Hospital    Fixed      0.2500               Active
   99      Special Duty                  Non-Hospital Fixed     0.1000               Active
Total Number of Additive Rate Codes for this Rate Group = 2
Additive Rate Group: 1234     SECOND ADDITIVE RATE GRP
                              Comments :
                              C/L/P Cds: LVN,MBA,MA,OT,RX,PT,RAD,RDD,RN,RSS
   Rate    Code                          Employee    Rate
   Code    Description                   Type        Basis      Amount    Percent    Status
  ----------------------------------------------------------------------------------------------
Total Number of Additive Rate Codes for this Rate Group = 0
Total Number of Additive Rate Groups for this Entity = 4
                                      End of Report
```

HOLIDAY MASTER REPORT (HPRHOL)

The Holiday Master Report provides the Holiday Plan and the information associated with each plan by Entity. This report includes the status of the plan, the Pay Cycle, Action, Calendar Year, Holiday Code and description, and the Valid From and Valid Through Calendar Year, Pay Period and weeks, by Holiday Plan.

This is a demand report and is sorted by Entity Code, subsorted by Holiday Plan Code and Pay Cycle. You can include entries that are Filed as Deleted on the report.

NOTE: If one Holiday Plan contains entries for multiple years, each year prints separately.

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Figure 1.15 Holiday Master Report (HPRHOL)

```
Date: 01/22/90                    GENERAL HOSPITAL                          Page  : 1
Time: 13:54                   Holiday Master Report                         Report:HPRHOLDP
                              Pay               Cal     Holiday              **Valid From**      **Valid Thru**
Holiday Plan            Status  Cycle  Action   Year  Code  Description      Cal Yr  PP  Week    Cal Yr  PP
------------------------------------------------------------------------------------------------------------------
01 Exempt Employees        A      C    Paid-From
                                                1989   04   Float-4th.Quarter   1989   01   1
                                                       NY   New Year's Day      1989   01   1
                                                       PD   President's Day     1989   04   2
                                                       01   Float-1st.Quarter   1989   09   1
                                                       GF   Good Friday         1989   09   1
                                                       MD   Memorial Day        1989   11   1
                                                       02   Float-2nd.Quarter   1989   14   1
                                                       J4   4th of July         1989   14   1
                                                       LD   Labor Day           1989   18   1
                                                       03   Float-3rd. Quarter  1989   20   1
                                                       TK   Thanksgiving        1989   24   2
                                                       XS   Christmas Day       1989   26   2
02 Hourly-Full Time        A      B    Award-From
                                                1989   04   Float-4th.Quarter   1989   01   1
                                                       NY   New Year's Day      1989   01   1
                                                       01   Float-1st.Quarter   1989   07   1
                                                       MD   Memorial Day        1989   11   1
                                                       02   Float-2nd.Quarter   1989   13   1
                                                       J4   4th of July         1989   14   1
                                                       LD   Labor Day           1989   18   1
                                                       03   Float-3rd. Quarter  1989   20   1
                                                       TK   Thanksgiving        1989   24   1
                                                       XS   Christmas Day       1989   26   2
03 Hourly-Part-time        A      B    N/A Thru
                                                1989   NY   New Year's Day      1989   01   1      1989   03
                                                       MD   Memorial Day        1989   11   1      1989   13
                                                       J4   4th of July         1989   14   1      1989   16
                                                       LD   Labor Day           1989   18   1      1989   20
                                                       TK   Thanksgiving        1989   24   2      1989   25
                                                       XS   Christmas Day       1989   26   2      1990   02
                                                1990   NY   New Year's Day      1990   01   1      1990   03
                                                       MD   Memorial Day        1990   11   1      1990   13
                                                       J4   4th of July         1990   14   1      1990   16
                                                       LD   Labor Day           1990   18   1      1990   20
                                                       TK   Thanksgiving        1990   24   1      1990   26
                                              End of Report
```

JOB CLASS MASTER REPORT (HPRJCM)

The Job Class Master Report provides a listing of Job Classes by code, and the associated information with each code, per Entity.

Included on this report by Job Class Code are the Pay Grade, Pay Status, EEOC Code, EEOJ Job Code, AAP Code, Job Code, Executive Indicator, FTE Hours, Workers Comp Code, Charge Rate, On-Call Rate, Float Rate, HSL Code and Job Class Status.

Also included are the Shift Rate Code, the Shift Differential Code, the Shift Pay Indicator, and either a Dollar Amount or Percent.

NOTE: If there are no Shift Codes defined for the Job Class, detail data does not print.

This is a demand report and is sorted by Entity Code, subsorted by Job Class Code. You can include entries that are Filed as Deleted on the report.

NOTE: If the Shift Pay Indicator is F, an amount displays under the Amount column with the Percent field remaining blank. If the Shift Pay Indicator is P, a percent displays under the Percent column with the Amount field remaining blank.

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Figure 1.16 Job Class Master Report (HPRJCM)

```
Date: 05/28/2009                              MODEL HOSPITAL OF GEORGIA                         Page  : 1
Time: 03:27pm                          Job Class Master Report For 05/28/2009                   Report: HPRJCM01


Job Class                  Pay    Pay    EEOC EEOJ AAP  Job  Exec FTE   Workers     Charge On-Call  Float  HSL   Job Class
   Code                    Grade  Status Code Code Code Code Ind  Hours Comp Cd      Rate   Rate     Rate   Code  Status
---------------------------------------------------------------------------------------------------------------------------

1101 President             10E    Exempt  1.2  1    1A       Yes  173.33 9999EX                             1101    Active

        Shift Rate Code                 Pay Grade    Shift Differential Code       Shift Pay Basis   Amount     Percent
        01  XX BASIC                    10E                                        F                 0.0000


1102 Chief Executive Officer 10E  Exempt  1.2  6    2F       Yes  173.33 9999EX                             1102    Active

        Shift Rate Code                 Pay Grade    Shift Differential Code       Shift Pay Basis   Amount     Percent
        01  XX BASIC                    10E          99 Executive                  F                 0.0000


1103 Sr. V/P Patient Care  10E    Exempt  1.2  1    ADM0     Yes  173.33 9999EX 1  0.0000 10.0000   0.0000 1103    Active
                                                                               2  0.0000 11.0000   0.0000
                                                                               3  0.0000 12.0000   0.0000

        Shift Rate Code                 Pay Grade    Shift Differential Code       Shift Pay Basis   Amount     Percent
        01  XX BASIC                    10E                                        F                 0.0000
                                                     01 Weekday 7-3               F                 1.0000


1104 Sr. V/P Medical Affairs 10E   Exempt  1.2  1    1A       Yes  173.33 9999EX                             1104    Active

        Shift Rate Code                 Pay Grade    Shift Differential Code       Shift Pay Basis   Amount     Percent
        01  XX BASIC                    10E                                        F                 0.0000


1105 Sr. V/P Finance        10E    Exempt  1.2  1    1B       Yes  173.33 9999EX                             1105    Active

        Shift Rate Code                 Pay Grade    Shift Differential Code       Shift Pay Basis   Amount     Percent
        01  XX BASIC                    10E                                        F                 0.0000


1234 NEW JOB CLASS          20A Non-Exempt      6    1A       No   0.00                                      01      Active

2122 Patient Care - Director 20A  Exempt  1.2  6    1A       No   75.00 8267PC 1  1.0000  1.2000   1.5000 2122    Active
                                                                               2  1.2000  1.3000   1.6000
                                                                               3  1.3000  1.4000   1.7000
```

PAY CYCLE MASTER REPORT (HPRPCR)

The Pay Cycle Master Report provides data associated with each Pay Cycle Code by Entity. Pay Cycles can have multiple Calendar Years, in which case, the data for each Calendar Year is printed separately.

This report includes information on Pay Cycle Status, Pay Cycle Frequency, pay periods per year, weeks per pay period, hours per pay period, hours in workday, Check Code, check limit audit amount, Confidential Indicator, Time and Attendance Indicator, print rates, weeks worked method, Hours Factor, Weeks Worked Dollar Factor, Overtime Method, Auto-Generate Time Indicator, Auto-Generate Hours Worked, Auto-Generate Pay Type and Auto-Generate Holiday Type.

The following calendar year data is included by sequential period within the calendar year:

- Pay Period Ending Date

- GL fiscal year period and date

- Pay period days

- Pay period check date

- GL cash posting period and date

- Quarter

- Remittance Message Code and description

- Labor Indicator

- Accrual days and percent

- Labor GL accrual fiscal

- Posting year

- Posting period

- Fiscal end date

This is a demand report and is sorted by Entity Code, subsorted by Pay Cycle Code. You can include entries that are Filed as Deleted on this report.

Subtotals are provided for the total number of cycles for the Entity. A grand total is provided for the total number of cycles for all entities.

Figure 1.17 Pay Cycle Master Report (HPRPCR)

```
Date: 01/29/90                              GENERAL HOSPITAL                              Page  : 1
Time: 15:47                               Pay Cycle Master Report                         Report: HPRPCRDP
Pay Cycle : B - All Personnel
   Pay Cycle       Pay Cycle     PP/   Wks/  Hours  Hours                        Check Lmt  Conf  T&A
    Status         Frequency    Year    PP    PP    Day       Check code        Audit Amt  Ind   Ind  Print Rates
---------------------------------------------------------------------------------------------------------------------
    Active       2 Bi Weekly     26     2   80.00  7.50  01 Payroll Account        500.00    7   No    Individual
 Wks Wrkd   Hours   Wks Wrkd  Overtime   Auto Gen  Auto Gen
  Method   Factor  $ Factor    Method    Time Ln   Hrs Wrkd         Auto-Generate Pay Type   Auto-Generate Holiday Type
 D Dollars  0.00    154.00     Week        Yes     S  Status        100 Regular Pay          106 Holiday
Calendar Year 1989
  PP      PP           GL Fiscal   PP     PP          G/L Cash Post        Remittance     Labor    Accrual     Lbr GL Accrual Fiscal
  Nbr   End Date      Period & Date Days Chk Date    Period & Date  Qtr  Msg Code & Desc  Ind  Days Percent Year  Pd   End Date
---------------------------------------------------------------------------------------------------------------------
   1    01/07/89   4   01/31/89   14   01/12/89    4   01/31/89   1                       Yes   7   50.000  1989   3   12/31/88
   2    01/21/89   4   01/31/89   14   01/26/89    4   01/31/89   1                       No        0.000
   3    02/04/89   5   02/28/89   14   02/09/89    5   02/28/89   1                       Yes  10   71.429  1989   4   01/31/89
   4    02/18/89   5   02/28/89   14   02/23/89    5   02/28/89   1                       No        0.000
   5    03/04/89   6   03/31/89   14   03/09/89    6   03/31/89   1                       Yes  10   71.429  1989   5   02/28/89
   6    03/18/89   6   03/31/89   14   03/23/89    6   03/31/89   1                       No        0.000
   7    04/01/89   7   04/30/89   14   04/06/89    7   04/30/89   2                       Yes  13   92.857  1989   6   03/31/89
   8    04/15/89   7   04/30/89   14   04/20/89    7   04/30/89   2                       No        0.000
   9    04/29/89   7   04/30/89   14   05/04/89    8   05/31/89   2                       No        0.000
  10    05/13/89   8   05/31/89   14   05/18/89    8   05/31/89   2                       Yes   1    7.143  1989   7   04/30/89
  11    05/27/89   8   05/31/89   14   06/01/89    9   06/30/89   2                       No        0.000
  12    06/10/89   9   06/30/89   14   06/15/89    9   06/30/89   2                       Yes   4   28.571  1989   8   05/31/89
  13    06/24/89   9   06/30/89   14   06/29/89    9   06/30/89   2                       No        0.000
  14    07/08/89  10   07/31/89   14   07/13/89   10   07/31/89   3                       Yes   6   42.857  1989   9   06/30/89
  15    07/22/89  10   07/31/89   14   07/27/89   10   07/31/89   3                       No        0.000
  16    08/05/89  11   08/31/89   14   08/10/89   11   08/31/89   3                       Yes   9   64.286  1989  10   07/31/89
  17    08/19/89  11   08/31/89   14   08/24/89   11   08/31/89   3                       No        0.000
  18    09/02/89  12   09/30/89   14   09/07/89   12   09/30/89   3                       Yes  12   85.714  1989  11   08/31/89
  19    09/16/89  12   09/30/89   14   09/21/89   12   09/30/89   3                                 0.000
  20    09/30/89  12   09/30/89   14   10/05/89    1   10/31/89   4                       No        0.000
  21    10/14/89   1   10/31/89   14   10/19/89    1   10/31/89   4                       No        0.000
  22    10/28/89   1   10/31/89   14   11/02/89    2   11/30/89   4                       No        0.000
  23    11/11/89   2   11/30/89   14   11/16/89    2   11/30/89   4                       Yes   3   21.429  1990   1   10/31/89
  24    11/25/89   2   11/30/89   14   11/30/89    2   11/30/89   4                       No        0.000
  25    12/09/89   3   12/31/89   14   12/14/89    3   12/31/89   4                       Yes   5   35.714  1990   2   11/30/89
  26    12/23/89   3   12/31/89   14   12/28/89    3   12/31/89   4                       No        0.000
Calendar Year 1990
                                               End of Report
```

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PAY TYPE MASTER REPORT (HPRPTM)

The Pay Type Master Report provides information associated with each Pay Type by Entity. This report includes the Pay Type Code and description, the Include in Gross Indicator, the Pay Type Status, the Calculation Method Code and description, Hours to Pay, the Calculation Amount/Percent, Overtime Factor, and the Timecard Entry Type.

Also included are the Additive Rate Indicator and Additive Rate Codes; the Pay Type Calculation Formula; the Employee Type; Work Status; Pay Status; Shift Eligibility Indicator; Percent Indicator; Overtime Factor Indicator; Shift Percent Calculation Indicator; Holiday Indicator; Auto-Generate Holiday Indicator; Hours Average Rate; Dollars Average Rate; Productive Hours and Dollars; Non-Productive Hours and Dollars; Overtime Hours and Dollars; Hours Worked; Hours Last Increase; Dollars Deduction; Applicable Deduction Codes; Hours Deduction; Pay Type Category; HSL Code; GL Posting Type; Hourly Rate Print; Check Print Priority; Labor Report Indicator; Labor Distribution Type; Labor Report Column and Distribution Column heading.

This report also includes the Benefit Plan Code and description, Pay Type Hours Applicable, Pay Type Earning Code, Pension Plan Code and description, Pay Type Hours Applicable and the Pay Type Dollars Code.

This is a demand report and is sorted by Entity Code, subsorted by Pay Type Code. You can include all Active, Inactive or Filed as Deleted Pay Type Codes on this report.

A subtotal is provided for the total number of Pay Types per Entity. A grand total is provided for the total number of types for all entities.

Figure 1.18 Pay Type Master Report (HPRPTM) - Page 1

```
Date: 05/12/2002                          MODEL HOSP - ENT 02                              Page  : 1
Time: 03:28pm                       Pay Type Master Report For 05/12/2002                  Report: HPRPTM02



Pay                                 Pay                              Hours  ***     Calculation     ***  Timecard
Type                                Type    Earnings                 to                          Overtime  Entry
Code       Description              Status  Code                     Pay    Amount   Percent     Factor    Type
-----------------------------------------------------------------------------------------------------------------
100   Regular Pay                   Active  E035 Regular Wages       0.00    0.00    100.00       0.00   Hours

Inc in Gross  Calculation Method Code       Calculation Formula                        Add Rate Ind  Additive Rate Codes

   Yes        01   Regular                  Hours * (Rate + Amount) * Percent              Yes            AA

                                --- Shift ---                        Hours    Dollars
Employee    Work       Pay      Elig Pct OTF    Holiday  Auto-Gen    Average  Average  * Productive *  *Non-Productive*
 Type       Status     Status   Ind  Ind Ind        Ind  Holiday     Rate     Rate     Hours  Dollars  Hours  Dollars

All         All        All      Yes  Yes Yes        No      No        Yes      Yes      Yes    Yes      No     No

            Hours Dollars Hours   Pay           GL      Hourly  Check   Labor    Labor          Labor Distribution
* Overtime * Hours  Last  Include Include  Type   HSL   Posting  Rate   Print    Rpt   Distribution  Report    Column
Hours  Dollars Worked Incr  Ded     Ded   Category Code  Type   Print  Priority  Ind   Type          Column    Heading

No      No     Yes    Yes   All     Yes   Regular  100  Hrs/Dlrs  No      01     Yes   Dollars/Hours   01      Regular
 Applicable Deduction Codes :

Shft Dif Code / Desc / HSL Code / Include    Shft Dif Code / Desc / HSL Code / Include    Shft Dif Code / Desc / HSL Code / Include


01  Weekday 7-3        101      N       02  Weekday 3-11       102      N       03  Weekday 11-7       103      N
04  Weekend 7-3        104      N       05  Weekend 3-11       105      N       06  Weekend 11-7       106      N
08  12 Hours Night 7-7 108      N       09  Emergency          109      Y       10  Administration 9-5 110      N


Benefit Plan -----------------  Worked Hrs  Awarded Hrs  Taken/Buy-Back
 Code         Description       Applicable  Applicable    Indicator

PDO Paid Days Off               Yes         Yes           No
SIC                             No          No            No
VAC Vacation                    Yes         Yes           No


Pension                       Pay Type     Pay Type
 Plan                         Hours        Dollars
 Code      Description        Applicable   Code

MH   Model Hospital Pension      Yes          Yes
```

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Figure 1.19 Pay Type Master Report (HPRPTM) - Page 2

```
Date: 05/12/2002                             MODEL HOSP - ENT 02                                  Page  : 2
Time: 03:28pm                           Pay Type Master Report For 05/12/2002                     Report: HPRPTM02


Pay                                  Pay                                   Hours    ***    Calculation    ***   Timecard
Type                                 Type   Earnings                       to                            Overtime  Entry
Code       Description               Status Code                           Pay     Amount   Percent      Factor    Type
-----------------------------------------------------------------------------------------------------------------------
102   Double Time                    Active   E035 Regular Wages           0.00     0.00     0.00         2.00    Hours

Inc in Gross  Calculation Method Code      Calculation Formula                            Add Rate Ind  Additive Rate Codes

    Yes       04    Overtime               Hours * Rate * OT Factor                            No

                             --- Shift ---                        Hours    Dollars
Employee    Work      Pay     Elig Pct OTF    Holiday Auto-Gen    Average  Average   * Productive *  *Non-Productive*
  Type      Status    Status  Ind  Ind Ind        Ind  Holiday     Rate     Rate     Hours  Dollars  Hours  Dollars

All         All       All      No   No  No         No    No         Yes      Yes      Yes    Yes      No     No

                  Hours Dollars Hours   Pay            GL    Hourly   Check   Labor      Labor          Labor Distribution
* Overtime * Hours Last Include Include Type   HSL  Posting  Rate     Print   Rpt        Distribution   Report    Column
Hours  Dollars Worked Incr   Ded    Ded  Category Code Type Print    Priority Ind        Type           Column    Heading

Yes    Yes     Yes    No    Excl    Yes  Overtime 102 Hrs/Dlrs No    03       Yes        Dollars/Hours   03       Db.Time
  Applicable Deduction Codes : BG


Benefit Plan ------------------  Worked Hrs   Awarded Hrs  Taken/Buy-Back
  Code        Description        Applicable   Applicable    Indicator

PDO Paid Days Off                    No           No          No
SIC                                  No           No          No
VAC Vacation                         No           No          No


Pension                       Pay Type     Pay Type
 Plan                          Hours        Dollars
 Code        Description       Applicable   Code

MH  Model Hospital Pension       No           No
```

POSITION CONTROL MASTER REPORT (HPRPCM)

The Position Control Master Report provides the Position Control information by Entity. The following fields display in column format for each Job Class Code and description:

- Position number

- Status Code

- Position Type

- Division Code

- Facility Code

- Pay Cycle

- Pay Grade

- Overstaff Position

- Effective From and To Dates

- Vacant Date

- Last Shift Rate Code

- Edit By and Edit Date

The following fields display in row format by Job Class Code:

- FTEs budgeted

- FTEs assigned

- Rate Budgeted

- Hours per Pay Period Budgeted and Assigned,

- Dollars per Pay Period Budgeted

- Hours Year-to-Date Budgeted and Assigned

- Year-to-Date Budgeted Dollars

This is a demand report and is sorted by Entity Code, subsorted by Department and Position Number within each Job Class Code. You can include entries that are Filed as Deleted on this report.

Subtotals are displayed by Job Class Code for the total number of Position Codes, total FTEs Budgeted and Assigned, total Hours per Pay Period Budgeted and Assigned, total Hours Year-to-Date Budgeted and Assigned, total Dollars Budgeted per Pay Period and Year-to-Date.

Subtotals are displayed by department total for the total number of Job Class Codes, total FTEs Budgeted and Assigned; total Hours per Pay Period Budgeted and Assigned; total Hours Year-to-Date Budgeted and Assigned; total Dollars Budgeted per Pay Period and Year-to-Date. Department totals print after the last Job Class/ Position within the department.

A grand total is printed for the Entity. Included in the grand totals are the total number of departments, total FTEs Budgeted and Assigned, total Hours per Pay Period Budgeted and Assigned, hours Year-to-Date Budgeted and Assigned, total Dollars Budgeted per Pay Period and Year-to-Date. The Entity totals print after the last department on a separate page.

NOTE: When there is only one Job Class and Position, the system does not subtotal.

Figure 1.20 Position Control Master Report (HPRPCM)

```
Date: 06/17/97                              MODEL HOSP - ENT 01                                   Page  : 1
Time: 11:10                         Position Control Master Report For 06/17/97                   Report: HPRPCM01
Department: 6.010 PATIENT CARE ADMINISTRATION 01                                                 Fiscal Year: 97
                                                                         Effective            Last
                     Pos  Stat  Pos           Pay   Pay   Overstaff    From       To     Vacant  Shift Rate Edit   Edit
                     Nbr  Code  Type  Div Fac Cycle Grade Position     Date       Date    Date   Code      By     Date
                     -------------------------------------------------------------------------------------------------
     Job Class       FTEs        FTEs       Rate           Hours PP        Dollars PP              Hours YTD       Dollars YTD
Code  Description   Budgeted   Assigned  Budgeted      Budg      Assg      Budgeted           Budg         Assg      Budgeted
--------------------------------------------------------------------------------------------------------------------------
1103 Sr. V/P Patient Care  001   A   FP   91  M   A    10E    Yes   06/28/91                       01    SRB 04/23/97
                     7.5000     6.0000   31.0000    1,299.98  1,039.98   40,299.23     15,599.70  12,479.76    483,590.70
1103 Sr. V/P Patient Care  002   A   AG   60  M   B    10E    No    03/11/97             03/11/97        S B 06/05/97
                     1.0000     0.0000    0.0000      80.00      0.00       0.00     2,080.00        0.00         0.00
Job Class Totals: 2
                     8.5000     6.0000             1,379.98  1,039.98   40,299.23     17,679.70  12,479.76    483,590.70
2122 Patient Care - Director  001  A  FP  91  M  B    20A    Yes   01/01/91                       04    SSA 01/28/97
                     0.9375     4.0000   23.3333      75.00    320.00    1,750.00      1,950.00   8,320.00     45,499.94
5160 Billing Clerk        001   A   FP   91  M   S    50C    Yes   01/01/92                       01    D W 01/02/97
                     0.0000     3.5000   11.0000       0.00    336.00       0.00         0.00    8,064.00         0.00
5555 Unit Secretary       001   A   FP   91  M   A    50C    Yes   11/01/94             05/27/97  01    M R 04/03/97
                     0.0000     0.0000    0.0000       0.00      0.00       0.00         0.00        0.00         0.00
6726 Chaplin             001   A   CO   91  M   B    30P    Yes   01/01/91 01/01/93              04    SSA 08/26/96
                     3.9375     2.9403   11.0000     315.00    235.22    3,465.00      8,190.00   6,115.82     90,090.00
6800 RN - Instructor      001   A   FP   91  M   B    70T    Yes   06/28/91                       01        03/24/92
                     0.0000     1.0000  100.0000       0.00     80.00       0.00         0.00    2,080.00         0.00
Department Totals:7
                    13.3750    17.4403             1,769.98  2,011.20   45,514.23     27,819.70  37,059.58    619,180.64
```

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WAGE AND SALARY MATRIX REPORT (HPRWAS)

The Wage and Salary Matrix Report provides information on each Pay Grade Code by Entity. This report includes data on Pay Steps within each Pay Grade, such as the Minimum Hourly Wage, the Maximum Hourly Wage and each Pay Step's status.

An asterisk (*) indicates ranges of Pay Grade Minimums and Maximums.

This is a demand report and is sorted by Entity Code, subsorted by Pay Grade Codes and Pay Steps within Pay Grade. You can include entries that are Filed as Deleted on this report.

Figure 1.21 Wage and Salary Matrix Report (HPRWAS) - Page 1

```
Date: 05/09/91                    GENERAL HOSPITAL                   Page  : 1
Time: 09:10               Wage and Salary Matrix Report            Report: HPRWASDP

                                              Minimum        Maximum
                                           Hourly Rate    Hourly Rate Status
                                           -----------    ----------- ------

   Pay Grade: 10E Executive                *   20.0000    * 1100.0000

    Pay Step: MKT Market Value                 $37.0000      $1001.9999 Active

   Pay Grade: 20A Administrative            *   15.0000    *   40.0000

    Pay Step: MIN Minimum                      $17.0000      $19.5000 Active
              MID Mid Point                    $19.5100      $24.5000 Active
              MKT Market Value                 $24.5555      $32.0000 Active
              MAX Maximum                      $33.0000      $37.0000 Active

   Pay Grade: 30P Professional              *   10.0000    *   30.0000

    Pay Step: MIN Minimum                      $11.7500      $13.6000 Active
              MID Mid Point                    $13.6100      $16.8000 Active
              MKT Market Value                 $16.8100      $19.5000 Active
              MAX Maximum                      $19.5100      $24.0000 Active

   Pay Grade: 40R Residents                 *   10.0000    *   30.0000

    Pay Step: MAX Maximum                      $14.5550      $20.5000 Active

   Pay Grade: 50C Clerical                  *    5.0000    *   20.0000

    Pay Step: TRN Training                     $9.5000       $10.4555 Active
              MIN Minimum                      $10.4600      $12.0000 Active
              MID Mid Point                    $12.1000      $13.2555 Active
              MKT Market Value                 $13.2556      $15.0000 Active
              MAX Maximum                      $15.0001      $18.0000 Active

   Pay Grade: 60P Patient Care              *    7.5000    *   40.0000

    Pay Step: TRN Training                     $20.5000      $21.2555 Active
              MIN Minimum                      $21.2556      $22.8555 Active
              MID Mid Point                    $22.8556      $24.7666 Active
              MKT Market Value                 $24.7667      $27.2555 Active
              MAX Maximum                      $27.2556      $35.0000 Active
                              End of Report
```

Figure 1.22 Wage and Salary Matrix Report (HPRWAS) - Page 2

```
Date: 05/09/91                    GENERAL HOSPITAL                 Page  : 2
Time: 09:10              Wage and Salary Matrix Report          Report: HPRWASDP

                                           Minimum      Maximum
                                         Hourly Rate   Hourly Rate Status
                                         -----------   ----------- ------

  Pay Grade: 70T Technician              *    7.5000   *   15.0000

   Pay Step: TRN Training                    $8.0000       $8.2500  Active
             MIN Minimum                     $8.2501       $8.5915  Active
             MID Mid Point                   $8.5916      $10.5710  Active
             MKT Market Value              $10.5711      $11.8555  Active
             MAX Maximum                   $11.8556      $14.0000  Active

  Pay Grade: 80E Engineering             *    7.5000   *   15.0000

   Pay Step: TRN Training                    $8.8000       $9.3500  Active
             MIN Minimum                     $9.3501      $10.0000  Active
             MID Mid Point                 $10.0001      $11.5111  Active
             MKT Market Value              $11.5112      $12.2555  Active
             MAX Maximum                   $12.2556      $15.0000  Active

  Pay Grade: 90S Support Services        *    7.5000   *   15.9999

   Pay Step: TRN Training                    $6.1700       $7.1111  Active
             MIN Minimum                     $7.1112       $7.6666  Active
             MID Mid Point                   $7.6667       $9.1555  Active
             MKT Market Value                $9.1556      $10.5775  Active
             MAX Maximum                   $10.5776      $13.2500  Active
             010 Step 10                   $15.0000      $15.0000  Active

  Pay Grade: TES QA TEST MATRIX          *    3.0000   *   10.0000

   Pay Step: 001 Step 1                      $3.0000       $3.0000  Active
             002 Step 2                      $3.1000       $3.2000  Active
             003 Step 3                      $3.4000      $10.0000  Active

                   Total Number of Pay Grades:   10



                            End of Report
```

Chapter 2 - TABLE REPORTS

Illustrations

GENERATING A TABLE REPORT

After accessing Tables from the Payroll/Human Resources main menu, select any table displayed on the screen:

```
                    General Hospital Tables Processor
                                              Sun May 12, 2002 03:42 pm

Page:01                          Maintain Tables
( 1) AAP Job Codes                       (18) Employee Status Code
( 2) Agency Code                         (19) Employee Status Reason Code
( 3) Bank Account Type                   (20) Employee Type
( 4) Batch Job Code                      (21) Employee Work Status
( 5) Benefit Check Prt Priority Code     (22) Employer Table
( 6) Benefit Type Code                   (23) Experience Level Codes
( 7) Blood Type Code                     (24) Facility/Location Codes
( 8) Certificate/License/Permit Code     (25) Field of Study
( 9) Confidential Level Code             (26) FLEX Interface Port
(10) Custom Benefit Plan Codes           (27) Handicap Code
(11) Deduction Check Prt Priority Code   (28) Hire Source Code
(12) Division Code                       (29) Holiday Code
(13) Drivers License Class               (30) Job Code
(14) Education Level                     (31) Labor Reporting Code
(15) Employee Number Assignment Group    (32) Language Code
(16) Employee Relationship Code          (33) Local Tax Code
(17) Employee Screen Flow                (34) Multi-Entity Employee Copy Flow


Enter choice--
                        next pg(/ or PG DN)  Search(TAB)
```

```
                    General Hospital Tables Processor
                                              Sun May 12, 2002 03:42 pm

Page:02                          Maintain Tables
( 1) Parking Assignment Code             (18) Shift Differential Code
( 2) Pay Step Code                       (19) Shift Rate Code
( 3) Pay Type Check Print Priority       (20) Skill Code
( 4) Payroll Report                      (21) Skill Location Code
( 5) Pension Plan Code                   (22) Skill Specialty Codes
( 6) Performance Ratings Code            (23) State Tax Code
( 7) Physical Exam Rating                (24) Tax Group Code
( 8) Position Type Code                  (25) Timeline/Ded Interface Port
( 9) Professional Affiliations           (26) UD1 Union Affiliation
(10) Proficiency Rating                  (27) UD10 CLOCK LOCATION
(11) Religious Order Code                (28) UD11 PAY RULE
(12) Remittance Message Code             (29) UD2 Dependents Info
(13) Salary Change Type Code             (30) UD3 Cont Education
(14) Salary Per Period                   (31) UD4 test
(15) Schedule Codes                      (32) UD5 test
(16) School Table                        (33) UD6 test
(17) School Type                         (34) UD7 CHARGE


Enter choice--
          next pg(/ or PG DN)  previous pg(/P or PG UP)  Search(TAB)
```

```
                          General Hospital Tables Processor
                                              Sun May 12, 2002 03:42 pm

 Page:03                               Maintain Tables
 ( 1) UD8 SHIFT CODE
 ( 2) UD9 JOB CODES
 ( 3) Union Membership Code
 ( 4) User Defined Fields
 ( 5) User Defined Tables
 ( 6) Veteran Code
 ( 7) Work Status Hours Code
 ( 8) Workers Comp Risk Code




 Enter choice--
                              previous pg(/P or PG UP)
```

To display the print option, press ENTER. To print the table report, enter **Y** at the prompt the system displays:

   Do you want a printed list? (Y/N) [N]--

If you enter **N**, the system returns to the above menu.

The system prompts you to choose whether the report should be sorted by code sequence or alphabetic description associated with each code.

   Enter code(C) sequence or alphabetic(A) [A]--

You can choose to select only those codes that are Active in the system (press ENTER as the default response), or select **Y** (Yes) to print those codes that are Inactive or Filed as Deleted.

   Include entries filed as deleted? (Y/N) [N]--

To access any of the table reports under the View Spooled Reports function, enter **HR** at the report name prompt.

AGENCY CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. Sort options are by code or alphabetic description; the default sort is by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.1 Agency Code Table

```
                              GENERAL HOSPITAL
   Date: 12/06/89             Agency Code                 Page :   1
   Time: 20:07                                            Report: HURHAG

    Code Description                      Address
    ---- ----------------------- ------------------------

    A1 A1-Temporary              3445 Peachtree Road, N.E.
                                 Suite 548
                                 Atlanta          Ga  30340

    C1 Call A Tech               167 Main Ave.
                                 South Hampton    NH  03827

    KE Kelly Temps               400 York Road
                                 Abington         PA  10938

    K1 Kimberly Nurses           895 Mount Vernon Hwy.
                                 Atlanta          Ga  30346

    L1 Lab Force                 PO Box 589
                                 Salem            NH  03079

    M1 Manpower                  316 South Main Street
                                 Concord          NH  03301

    Z1 Nurses Unlimited          2311 Peachtree Road
                                 Atlanta          GA  30045

    T1 Temp Positions Unlimited  1 Main Street
                                 Nashun           NH  03060

    Total Number of Codes:    8

                                 End of Report
```

BANK ACCOUNT TYPE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or alphabetic description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.2 Bank Account Type

```
                              GENERAL HOSPITAL
     Date: 12/06/89          Bank Account Type           Page  :   1
     Time: 20:07                                          Report: HURHV

     Code Description                      Code Description
     ---- ------------------------        ---- ------------------------
     AU   Auto Loan
     CK   Checking
     LN   Loan Payment
     ML   Mortgage Loan
     PL   Personal Loan
     SA   Savings
     SV   Savings Account

        Total Number of Codes:   11

                              End of Report
```

BENEFIT CHECK PRINT PRIORITY

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

To print the information associated with this report, you must first enter an Entity Code.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.3 Benefit Check Print Priority

```
Date: 12/06/89                   GENERAL HOSPITAL               Page  :   1
Time: 20:08             Benefit Check Prt Priority Code         Report: HURCPP

Priority                                  Priority
Nbr  Short Description                    Nbr   Short Description
---- ------------------------            ---- ------------------------
01   Earned Time
02   Extended Illnes
04   Sick
03   Vacation

    Total Number of Codes:    4

                            End of Report
```

BENEFIT TYPE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.4 Benefit Type Code

```
                              GENERAL HOSPITAL
     Date: 12/06/89           Benefit Type Code           Page  :  1
     Time: 20:08                                           Report: HURHV

     Code Description                    Code Description
     ---- ------------------------       ---- ------------------------
     07   Compensation Time
     01   Earned Time
     02   Extended Illness Bank
     HO   Holiday
     PT   Paid Time Off
     SC   Sick
     VA   Vacation

        Total Number of Codes:    7

                              End of Report
```

BLOOD TYPE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.5 Blood Type Code

```
                              GENERAL HOSPITAL
     Date: 01/22/90              Blood Type Code              Page  :   1
     Time: 13:20                                              Report: HURHV

     Code Description                      Code Description
     ---- ------------------------         ---- ------------------------
     OP      0-Positive
     AN      A-Negative
     AP      A-Positive
     BP      B-Positive
     ON      O-Negative
     ABN     AB-Negative
     ABP     AB-Positive

        Total Number of Codes:     7

                                 End of Report
```

CERTIFICATE/LICENSE/PERMIT CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.6 Certificate/License/Permit Code

```
                              GENERAL HOSPITAL
    Date: 12/06/89         Certificate/License/Permit Code        Page  :   1
    Time: 20:08                                                   Report: HURCLP


    Code Description                            Code Type
    ---- ------------------------               --------
    CPR  CPR                                        C
    LAB  Laboratory Technician                      P
    LPN  Licensed Pract. Nurse                      L
    LVN  Licensed Voca. Nurse                       L
    OT   Occupational Therapy                       C
    RX   Pharmacists                                L
    PT   Physical Therapy                           C
    RAD  Radiology Technician                       P
    RDD  Registered Dietician                       C
    RN   Registered Nurse                           L
    RSS  Registered Social Worker                   C

       Total Number of Codes - 11

                              End of Report
```

CONFIDENTIAL LEVEL CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.7 Confidential Level Code

```
                              GENERAL HOSPITAL
    Date: 12/06/89          Confidential Level Code          Page  :   1
    Time: 20:09                                              Report: HURHV

    Code Description                      Code Description
    ---- -----------------------         ---- -----------------------
    1    Level 1 Security
    2    Level 2 Security
    3    Level 3 Security
    4    Level 4 Security
    5    Level 5 Security
    6    Level 6 Security
    7    Level 7 Security
    8    Level 8 Security
    9    Level 9 Security

       Total Number of Codes:     9

                              End of Report
```

CUSTOM BENEFIT PLAN CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.8 Custom Benefit Plan Code

```
Date: 05/12/2002          Custom Benefit Plan Codes          Page  :   1
Time: 04:05pm                                                 Report: HURHV

Code Description                          Code Description
---- ------------------------            ---- ------------------------
SCR  Special Retirement

   Total Number of Codes:    1

                              End of Report
```

DEDUCTION CHECK PRINT PRIORITY

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

To print the information associated with this report, you must first enter an Entity Code.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.9 Deduction Check Print Priority Code

```
Date: 07/26/2004          MODEL HOSP - ENT 02              Page :   1
Time: 04:21pm          Deduction Check Prt Priority Code      Report: HURCPP

Priority                               Priority
Nbr  Short Description / Abbr.         Nbr  Short Description / Abbr.
---- ------------------------         ---- ------------------------
28   125 Dependent       DEP
30   125 Ins. Premiu     EYE
26   125 Qualified
19   401-K Profit
20   401-K Prudentia     401
21   401-K Stock
24   403 C Plan
22   403-B Plan          403
23   457 Plans           457
76   7701-J Fed.
40   ACH Checking 1      ACH
42   ACH Checking 2
44   ACH Savings 1
46   ACH Savings 2
48   Advance
58   Auto Loan
39   Awards
36   Bldg. Fund
78   Bonds
05   Child Care P
04   Child Support       CSS
74   Coffee Shop
35   Credit Union
59   Dental Plan         DEN
01   Earned Income M     eic
02   Earned Income S
14   Fed. Tax Levy
38   Foundation
10   Garnishment
72   Gift Shop           GIF
32   Housing Chaplin
33   Housing Residen
03   IMPUTED INCOME
27   Life Ins Plan
34   Life Insurance
62   Medical Plan        MED
54   Mortgage Plan
56   Personal Loan
52   Reg Savings
64   Regular Checkin
16   State Tax Levy
68   Stock Purchase      STK
70   Stock Purchase
71   Stock Purchase
31   Union Dues
66   United Way          UNW


   Total Number of Codes:   46

                        End of Report
```

DIVISION CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

To print the information associated with this report, you must first enter an Entity Code.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.10 Division Code

```
Date: 12/06/89              GENERAL HOSPITAL              Page :   1
Time: 20:09                  Division Code                Report: HURHV

Code Description                        Code Description
---- ------------------------          ---- ------------------------
91   Administrative
92   Executive Office
90   Finance
71   Medical Affairs
72   Medical Education
60   Patient Care Services
70   Professional
80   Support Services

   Total Number of Codes:    8

                        End of Report
```

EMPLOYEE STATUS CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.11 Employee Status Code

```
                                GENERAL HOSPITAL
    Date: 12/06/89              Employee Status Code            Page  :   1
    Time: 20:10                                                 Report: HURHV

    Code Description                        Code Description
    ---- -----------------------           ---- -----------------------
    A    Active
    AG   Agency
    CI   Call-In
    D    Disability
    FT   Full-Time
    L    Leave of Absence
    M    Medical
    PT   Part-Time
    PA   Per Diem A
    PC   Per Diem C
    R    Retired
    S    Student
    TP   Temporary
    T    Terminated
    W    Workers Compensation

       Total Number of Codes:   15

                               End of Report
```

EMPLOYEE STATUS REASON CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.12 Employee Status Reason Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89           Employee Status Reason Code         Page  :   1
   Time: 20:11                                                   Report: HURHV

   Code Description                        Code Description
   ---- ------------------------          ---- ------------------------
   W1   Accident on the Job
   T1   Another Job
   AC   Conditional Employment
   T4   Dissatisfied (Wages)
   T2   Family Responsibilities
   LE   LOA - Education
   LM   LOA - Maternity
   LP   LOA - Personal
   T3   Moved
   TR   Normal Retirement
   AO   Original Hire
   AR   Rehire
   T6   Return to School
   T5   Working Conditions

      Total Number of Codes:   14

                             End of Report
```

FACILITY/LOCATION CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. The report sorts by code or description. The default response sorts by code. A subtotal of the selected codes prints at the end of the report.

You can include entries that are Filed as Deleted on this report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.13 Facility/Location Codes

```
                              GENERAL HOSPITAL
    Date: 11/05/90          Facility/Location Codes          Page  :   1
    Time: 16:56                                              Report: HURHV

    Code Description                      Code Description
    ---- -----------------------         ---- -----------------------
    M    Facility M
    P    Facility P

       Total Number of Codes:    2

                                End of Report
```

HANDICAP CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.14 Handicap Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89            Handicap Code                Page  :   1
   Time: 20:12                                            Report: HURHV

   Code Description                      Code Description
   ---- -----------------------         ---- -----------------------
   04   Amputee
   01   Blind
   02   Hearing Loss
   05   None
   03   Paraplegic

      Total Number of Codes:    5

                              End of Report
```

HIRE SOURCE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.15 Hire Source Code

```
                              GENERAL HOSPITAL
    Date: 12/06/89            Hire Source Code              Page :   1
    Time: 20:12                                             Report: HURHV

    Code Description                       Code Description
    ---- -----------------------          ---- -----------------------
    CO   Columbia University
    ER   Employee Referral
    EA   Employment Agency
    NA   Newspaper Advertisement
    SV   St. Vincent's Hospital
    TA   Television Advertisement
    WI   Walk-In

       Total Number of Codes:    7

                            End of Report
```

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HOLIDAY CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.16 Holiday Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89            Holiday Code                 Page  :   1
   Time: 20:12                                            Report: HURHLC

                                          Remittance
   Code Description                       Description
   ---- ------------------------          -----------
   J4   4th of July                       4th - July
   BD   Birthday                          Birthday
   XS   Christmas Day                     Christmas
   01   Float-1st.Quarter                 1st.float
   02   Float-2nd.Quarter                 2nd.Float
   03   Float-3rd. Quarter                3rd.Float
   04   Float-4th.Quarter                 4th.Float
   DP   Floating Holiday - DP             Birthday
   FW   Floating Holiday - FW             Extra Day
   SK   Floating Holiday - SK             Bonus Day
   GF   Good Friday                       Good Friday
   LD   Labor Day                         Labor Day
   MD   Memorial Day                      Memorial
   NY   New Year's Day                    New Year's
   PD   President's Day                   Pres Day
   TK   Thanksgiving                      Thanks.

      Total Number of Codes:  16

                            End of Report
```

JOB CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.17 Job Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89                 Job Code                   Page  :   1
   Time: 20:13                                               Report: HURHV

   Code Description                      Code Description
   ---- ------------------------        ---- ------------------------
   ACC  Accountant
   ADM  Administrator
   CLR  Clerical
   ENV  Environ. Services Worker
   EXE  Executive
   FIN  Finance
   FSW  Food Service Worker
   LAB  Laboratory Worker
   LPN  Licensed Pract. Nurse
   PAR  Paramedic
   RX   Pharmacist
   MD   Physician
   RN   Registered Nurse
   RED  Resident
   STU  Student
   TEC  Technician

      Total Number of Codes:   16

                            End of Report
```

LABOR REPORTING CODE TABLE

This table report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

To print the information associated with this report, an Entity Code must be entered first.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.18 Labor Reporting Code

```
Date: 12/06/89              GENERAL HOSPITAL              Page :  1
Time: 20:13                 Labor Reporting Code          Report: HURLRC

Column                                   Column
Nbr  Short Description                   Nbr  Short Description
---- -----------------------             ---- ------------------------
3    Db.Time
6    HOL
2    OT Time
9    Other
8    Premium
7    Prs.day
1    Regular
4    Sick
5    Vac.

   Total Number of Codes:    9

                         End of Report
```

LANGUAGE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.19 Language Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89            Language Code                 Page  :   1
   Time: 20:13                                             Report: HURHV

   Code Description                     Code Description
   ---- -----------------------        ---- -----------------------
   08   Chinese
   01   English
   03   French
   04   German
   07   Japanese
   06   Korean
   05   Polish
   09   Russian
   10   Sign Language
   02   Spanish

      Total Number of Codes:    10

                              End of Report
```

LOCAL TAX CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.20 Local Tax Code

```
                              GENERAL HOSPITAL
 Date: 05/12/2002                  Local Tax Code                Page :   1
 Time: 04:03pm                                                   Report: HURLTC

                                    Tax
                               Identification
  Code Description                 Number
 ---- ----------------------- --------------
 OHSC .5% Schl Dst, Yngstn OH   00000

     Translation Tax
     Code        Code Description           Accum   Payer    Edit By/Date
     ----------- ---- ---------------------- ----- -------- --------------
     00390002     01  Withholding                  Employee  H E 03/18/2002


 ---- ----------------------- --------------
 MARY 30% of Maryland State Tax 111

     Translation Tax
     Code        Code Description           Accum   Payer    Edit By/Date
     ----------- ---- ---------------------- ----- -------- --------------
     00240002     01  Withholding                  Employee  H E 03/18/2002


 ---- ----------------------- --------------
 AKRN Akron, OH                 00000

     Translation Tax
     Code        Code Description           Accum   Payer    Edit By/Date
     ----------- ---- ---------------------- ----- -------- --------------
     00391003     01  Withholding                  Employee  H E 03/18/2002


 ---- ----------------------- --------------
  ASH ASHLAND CITY, KY          00210315

     Translation Tax
     Code        Code Description           Accum   Payer    Edit By/Date
     ----------- ---- ---------------------- ----- -------- --------------
     00210315     51  Occupation Tax               Employee  H E 03/18/2002


 ---- ----------------------- --------------
  ARTX Border City Exempt       5812234547

     Translation Tax
     Code        Code Description           Accum   Payer    Edit By/Date
     ----------- ---- ---------------------- ----- -------- --------------
     00260016     01  Withholding                  Employee  H E 03/18/2002
```

PARKING ASSIGNMENT CODE TABLE

This table report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.21 Parking Assignment Code

```
                                GENERAL HOSPITAL
     Date: 12/06/89            Parking Assignment Code           Page :   1
     Time: 20:13                                                 Report: HURHV

     Code Description                        Code Description
     ---- ------------------------          ---- ------------------------
     AA   Area A - Park. Bldg.
     BB   Area B - Park. Bldg.
     CC   Area C - Park. Bldg.
     BL   Back Lot
     EX   Executive Lot
     FD   Front Door
     ZZ   Short Term Parking Area
     SL   Side Lot
     ST   Student Lot
     VS   Visitors Lot

        Total Number of Codes:   10

                                 End of Report
```

PAYROLL REPORT CODE TABLE

This report is generated from the Tables submenu. The report lists all reports available in the Payroll/Human Resources system in alphabetical order by report code, and gives Request Level, Report Level, Non-Reported Detail and Employee Type for each report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

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Figure 2.22 Payroll Report Code Table

```
                           General Hospital
Date: 09/05/91           Payroll Report Code Table            Page  : 1
Time: 0107pm                                                  Report: HR

                                                      Non-
                                        Req.   Report Report Emp
Code       Description                  Level  Level  Detail Type
---------------------------------------------------------------------------
HARALR     Applicant List                 9      9      1      ALL
HARAMP     Applicant Management Parms      9      9      1      ALL
HARAPR     Applicant Profile Report        9      9      1      ALL
HARAS1     EEO Appl Summ -EEO Category     9      9      1      ALL
HARAS2     EEO Appl Summary -EEO Job Cat   9      9      1      ALL
HARAS3     EEO Appl Summary -AAP Job Grp   9      9      1      ALL
HARAS4     EEO Appl Summary -Disp/Status   9      9      1      ALL
HARAS5     EEO Appl Summary -Refer Source  9      9      1      ALL
HARASC     HR Applicant Search Code Rpt    9      9      1      ALL
HARASR     Applicant Status Report         9      9      1      ALL
HARECR     HR Education Code Report         9      9      1      ALL
HAREO1     EEO Category Report             9      9      1      ALL
HAREO2     EEO Job Category Report         9      9      1      ALL
HAREO3     AAP Job Group Category Report   9      9      1      ALL
HAREO4     Application Disp/Stat Report    9      9      1      ALL
HAREO5     Referral Source Report          9      9      1      ALL
HARJDL     Job Description List            9      9      1      ALL
HARJDP     Job Description Profile         9      9      1      ALL
HARLBL     Applicant Labels                9      9      1      ALL
HARPAC     HR Professional Affil Code Rpt  9      9      1      ALL
HARPLR     Requisition Posting List Rpt    9      9      1      ALL
HARRAL     Requisition Applicant List      9      9      1      ALL
HARRAR     Recruiter Analysis Report       9      9      1      ALL
HARRCL     Requisition Cost List Report    9      9      1      ALL
HARRCR     HR Recruiter Code Report        9      9      1      ALL
HARRPP     HR Requisition Posting Profile  9      9      1      ALL
HARRQL     Requisition Listing             9      9      1      ALL
HARRQP     Requisition Profile Report      9      9      1      ALL
HARRSA     Referral Source Analysis        9      9      1      ALL
HARSCH     Applicant Search Report         9      9      1      ALL
HARSCT     HR School Code Report           9      9      1      ALL
HARSLP     Appl Skill List Profile Report  9      9      1      ALL
HERAHR     Average Hourly Rates by Job Cl  9      9      1      ALL
HERBAR     Departmental Hol/Ben Avail Rpt  9      9      1      ALL
HERBDR     Employee Benefit Detail Rpt     9      9      1      ALL
HERBTR     Blood Type Report               9      9      1      ALL
HERCLP     Certificate/License/Permit Rpt  9      9      1      ALL
HERDS1     Dept Staffing Detail Rpt        9      9      1      ALL
HERDS2     Dept Staffing Division Summary  9      9      1      ALL
HERDS3     Dept Staffing Entity Summary    9      9      1      ALL
HEREAL     Employee Alpha Listing          9      9      1      ALL

                            End of Report
```

PAY STEP CODE TABLE

This table report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.23 Pay Step Code

```
                              GENERAL HOSPITAL
     Date: 12/06/89           Pay Step Code                 Page :   1
     Time: 20:14                                             Report: HURHV

     Code Description                      Code Description
     ---- -----------------------         ---- -----------------------
     EXP  Expert in the Field
     HIR  Hire Step
     MKT  Market Value
     MAX  Maximum
     MID  Mid Point
     MIN  Minimum
     001  Step 1
     010  Step 10
     002  Step 2
     003  Step 3
     004  Step 4
     005  Step 5
     006  Step 6
     007  Step 7
     008  Step 8
     009  Step 9
     TRN  Training

        Total Number of Codes:   17

                              End of Report
```

PAY TYPE CHECK PRINT PRIORITY

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

To print the information associated with this report, an Entity Code must be entered first.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.24 Pay Type Check Print Priority

```
Date: 07/26/2004          MODEL HOSP - ENT 02              Page :   1
Time: 04:21pm             Pay Type Check Print Priority    Report: HURPTP


Priority
Nbr    Short Description / Abbr.            Shift Ind    Holiday Ind
---------------------------------------------------------------------------
25     Add-On Flex         ADD                No            No
26     Agency Flat-Hr                         No            No
30     Agency OT Pay                          No            No
13     Award Pay - Fix                        No            No
31     Bonus/Special P                        No            No
20     Call-Back                              No            No
11     Charge Pay          CHG                No            No
32     Comp Time                              No            No
03     Double Time                            No            No
10     Education           EDU                No            No
18     Emergency Pay                          No            No
35     Fixed Amount                           No            No
36     Fixed Hours                            No            No
17     Float Pay           FLT                No            No
46     Group Term Life     GTL                No            No
15     Hol.Premium                            Yes           Yes
06     Holiday             HOL                Yes           Yes
33     Jury Duty                              No            No
12     On-Call Pay         CLL                No            No
34     OT Premium                             Yes           No
02     Overtime            OT                 Yes           No
45     Paid Days Off       PDO                Yes           No
09     Pay Adjustment      ADJ                No            No
07     Personal                               Yes           No
22     Prem. Supplemen                        Yes           No
08     Premium Pay                            Yes           No
38     Premium Pay                            Yes           No
37     Premium Supplem                        Yes           No
01     Regular             REG                Yes           No
16     Shift Pay                              Yes           No
24     Shift Pay/Rate                         Yes           No
04     Sick                SCK                No            No
39     Sick Buy Back                          No            No
40     Sick Hour-P TKN                        No            No
21     Special Pay                            No            No
41     Straight Units                         No            No
23     Units-Hr. Rate                         No            No
28     Vac Flat Hrs Pd                        No            No
05     Vacation            VAC                No            No
27     Vacation Buy Bk                        No            No
14     WK End Premium                         Yes           No
42     WK End Premium                         Yes           No
44     WK End Regular                         Yes           No
43     WK End Shift                           Yes           No
29     Wkend 25hr/P 40                        Yes           No
19     Wkend Pay                              Yes           No


   Total Number of Codes - 46

                          End of Report
```

PENSION PLAN CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.25 Pension Plan Code

```
                              GENERAL HOSPITAL
     Date: 12/06/89           Pension Plan Code              Page  :   1
     Time: 20:15                                             Report: HURPEN


                                 Minimum Hours     Minimum Age    Probation
     Code Description            Requirement        Requirement     Months
     ---- ------------------------ ------------     -----------    ------
     02    DP GENERAL HOSPITAL          80.00           21            1
     01    FW COUNTY HOSPITAL         1000.00           21            3
     4     JF CITY HOSPITAL          1000.99            0            3
     04    MK PRIVATE HOSPITAL        2080.00           25           12
     03    SK ST ELSEWHERE            173.00            21            0

        Total Number of Codes - 5

                             End of Report
```

PERFORMANCE RATINGS CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.26 Performance Ratings Code

```
                              GENERAL HOSPITAL
    Date: 12/06/89          Performance Ratings Code          Page  :   1
    Time: 20:16                                               Report: HURHV

    Code Description                      Code Description
    ---- -----------------------         ---- ------------------------
    04   Below Average
    02   Commendable
    07   Conditional
    01   Outstanding
    05   Poor - Needs to Improve
    03   Satisfactory
    06   Unsatisfact. - Probation

       Total Number of Codes:    7

                            End of Report
```

PHYSICAL EXAM RATING CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.27 Physical Exam Rating

```
                            GENERAL HOSPITAL
Date: 01/22/90              Physical Exam Rating              Page :   1
Time: 13:39                                                   Report: HURHV

Code Description                        Code Description
---- ------------------------          ---- ------------------------
C    Conditional Approval
D    Disability
E    Excellent Health
G    Good Health
N    Needs Addtl. Med. Info.
A    Satisfactory

   Total Number of Codes:    6

                         End of Report
```

POSITION TYPE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.28 Position Type Code

```
                                 GENERAL HOSPITAL
      Date: 12/06/89              Position Type Code              Page  :   1
      Time: 20:16                                                 Report: HURHV

      Code Description                       Code Description
      ---- ----------------------           ---- -----------------------
      G    Grants
      I    Internship
      P    Permanent Full-Time
      H    Permanent Part-Time
      S    Seasonal
      T    Temporary Full-Time
      U    Temporary Part-Time

         Total Number of Codes:    7

                                   End of Report
```

RELIGIOUS ORDER CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.29 Religious Order Code

```
                           GENERAL HOSPITAL
   Date: 12/06/89           Religious Order Code            Page :   1
   Time: 20:16                                              Report: HURROC

     Code Description                      Address
     ---- ----------------------- -----------------------

      02 MERCY HOUSE                  8029 PEACHTREE ROAD, N. E
                                     ATLANTA              GA  30044

      04 SEVENTH DAY ADVENTIST       567 N. MICHIGAN AVE.
                                     CHICAGO              IL  12345

      01 SISTERS OF CHARITY          111 N. SHORE DRIVE
                                     SUITE 1000
                                     FORT WORTH           TX  76112

      03 THE BENEDICTINES            7892 WESTWOOD WAY
                                     SAN FRANCISCO        CA  20020-0003

      Total Number of Codes:    4

                                     End of Report
```

REMITTANCE MESSAGE CODE TABLE

This table report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.30 Remittance Message Code

```
                           GENERAL HOSPITAL
Date: 01/22/90            Remittance Message Code          Page  :   1
Time: 13:39                                                Report: HURHV

Code Description
---- ---------------------------------------
DB   DB BI-WEEKLY PAYROLL CYCLE
JK   DEMO TEST REMITTANCE MESSAGE
FW   DON'T FORGET 401K SIGN-UP ON THE 17TH
JF   HAPPY THANKSGIVING
SK   MERRY CHRISTMAS

   Total Number of Codes:    5

                           End of Report
```

SALARY CHANGE TYPE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.31 Salary Change Type Code

```
                              GENERAL HOSPITAL
   Date: 12/06/89          Salary Change Type Code          Page  :   1
   Time: 20:16                                              Report: HURSCT

                               Update Hours
    Code Description               Indicator
    ---- ----------------------  ------------
     C   Cost of Living               No
     D   Demotion                     No
     M   Merit Increase               Yes
     N   New Hire                     Yes
     P   Promotion                    Yes
     T   That Time Of Year            No
     U   Union Contract               Yes

    Total Number of Codes:    7

                              End of Report
```

SCHEDULE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.32 Schedule Code Report

```
                              GENERAL HOSPITAL
Date: 01/22/90                                          Page  : 1
Time: 13:40                   Schedule Code Report      Report: HURDSH


  Code      Description                                  Status
------------------------------------------------------------------ -------------
  B5        Bi-weekly - 3rd pp of mon                    Active

                      Pay Period Indicators

01- No             14- No             27- No             40- No
02- No             15- No             28- No             41- No
03- No             16- No             29- No             42- No
04- No             17- No             30- No             43- No
05- No             18- No             31- No             44- No
06- No             19- No             32- No             45- No
07- No             20- No             33- No             46- No
08- No             21- No             34- No             47- No
09- No             22- No             35- No             48- No
10- Yes            23- No             36- Yes            49- No
11- No             24- No             37- No             50- No
12- No             25- No             38- No             51- No
13- No             26- No             39- No             52- No


  B2        Bi-Weekly, Every Other PP                    Active

                      Pay Period Indicators

01- Yes            14- No             27- No             40- No
02- No             15- Yes            28- No             41- No
03- Yes            16- No             29- No             42- No
04- No             17- Yes            30- No             43- No
05- Yes            18- No             31- No             44- No
06- No             19- Yes            32- No             45- No
07- Yes            20- No             33- No             46- No
08- No             21- Yes            34- No             47- No
09- Yes            22- No             35- No             48- No
10- No             23- Yes            36- No             49- No
11- Yes            24- No             37- No             50- No
12- No             25- Yes            38- No             51- No
13- Yes            26- No             39- No             52- No

                          End of Report
```

SHIFT DIFFERENTIAL CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.33 Shift Differential Code

```
                              GENERAL HOSPITAL
    Date: 12/06/89          Shift Differential Code          Page  :   1
    Time: 20:17                                              Report: HURHV

    Code Description                        Code Description
    ---- ------------------------          ---- ------------------------
    07   12 Hours Day 7-7
    08   12 Hours Night 7-7
    10   Adm.9-5
    09   Emergency
    03   Weekday 11-7
    02   Weekday 3-11
    01   Weekday 7-3
    06   Weekend 11-7
    05   Weekend 3-11
    04   Weekend 7-3


       Total Number of Codes:   10

                            End of Report
```

SHIFT RATE CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.34 Shift Rate Code

```
                              GENERAL HOSPITAL
   Date: 11/25/91             Shift Rate Code              Page  :   1
   Time: 20:17                                             Report: HURHV

   Code  Description                 Pay Grade
   ----  ------------------------    ----------------------------------------
   0001  Basic                       31
   0004  Exempt Employees            41
   0002  Junior                      50
   002A  Senior                      60

      Total Number of Codes:     4

                              End of Report
```

STATE TAX CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.35 State Tax Code

```
                              GENERAL HOSPITAL
Date: 06/08/2004           State Tax Code                    Page :  6
Time: 08:43am                                               Report: HURSTC

                                      BSI            State
                                      Authority      FIPS
Code Description                      Code           Code
---- -----------------------         --------       ----

OK   OKLAHOMA                         00400000        40
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  01    Withholding                          Employee   H E 03/18/2002
  10    Unemployment Tax                     Employer   H E 03/18/2002

OR   OREGON                           00410000        41
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  01    Withholding                          Employee   H E 03/18/2002
  10    Unemployment Tax                     Employer   SSA 07/16/2002
  30    Worker Compensation Tax    2         Employer   DLD 02/10/2004
  40    Worker Compensation Tax    2         Employee   DLD 02/10/2004

PA   PENNSYLVANIA                     00420000        42
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  01    Withholding                          Employee   H E 03/18/2002
  10    Unemployment Tax                     Employer   H E 03/18/2002
  20    Unemployment Tax                     Employee   H E 03/18/2002

PR   PUERTO RICO                      00430000        43

RI   RHODE ISLAND                     00440000        44
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  01    Withholding                          Employee   H E 03/18/2002
  10    Unemployment Tax                     Employer   H E 03/18/2002

SC   SOUTH CAROLINA                   00450000        45
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  01    Withholding                          Employee   H E 03/18/2002
  10    Unemployment Tax                     Employer   H E 03/18/2002

SD   SOUTH DAKOTA                     00460000        46
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  10    Unemployment Tax                     Employer   H E 03/18/2002

TN   TENNESSEE                        00470000        47
  Tax
  Type  Description            FN   Accum   Tax Payer   Edit By / Date
  ----  -----------           --   -----   ---------   ---------------
  10    Unemployment Tax                     Employer   H E 03/18/2002
```

TAX GROUP CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code (C) or alphabetic description (A). The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.36 Tax Group Code

```
Date: 05/12/2002              Tax Group Code              Page  :   1
Time: 04:38pm                                             Report: HURHV

Code Description                        Code Description
---- -----------------------           ---- ------------------------
DED1 457 Alternate Limit
DLD  Dawson test
MCK  McKesson Default
STAR Star Workers Comp Group

   Total Number of Codes:    4

                          End of Report
```

UNION MEMBERSHIP CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.37 Union Membership Code

```
                               GENERAL HOSPITAL
   Date: 12/06/89            Union Membership Code              Page  :   1
   Time: 20:17                                                  Report: HURUMC

   Code Description                                Local Code
   ---- -------------------------                  ----------
   02   Dietary Workers                               7562
   04   Domestic Engineers                             8008
   01   Hospital Workers                              1199
   03   Steam Fitters                                  891

      Total Number of Codes - 4

                              End of Report
```

VETERAN CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes will print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.38 Veteran Code

```
                              GENERAL HOSPITAL
     Date: 01/22/90           Veteran Code                  Page  :   1
     Time: 13:40                                            Report: HURHV

     Code Description                        Code Description
     ---- ------------------------          ---- ------------------------
     03   Korean War
     04   Vietnam War
     01   World War I
     02   World War II

        Total Number of Codes:    4

                              End of Report
```

WORK STATUS HOURS CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View Spooled Reports function, and enter **HR** at the report name prompt.

Figure 2.39 Work Status Hours Code

```
                            GENERAL HOSPITAL
   Date: 12/06/89        Work Status Hours Code          Page  :   1
   Time: 20:18                                            Report: HURWSH


                                        Daily       Weekly      Holiday
   Code Description                      Hours       Hours       Hours
   ---- ------------------------        -----       -----       -----
   06   Executives                       8.00       40.00        8.00
   03   Full Time - 10                  10.00       40.00       10.00
   04   Full Time - 12                  12.00       48.00        8.00
   01   Full Time - 8                    8.00       40.00        8.00
   02   Part Time - 4                    4.00       20.00        4.00
   05   Part Time - 6                    6.00       30.00        6.00

      Total Number of Codes - 6

                            End of Report
```

WORKERS COMPENSATION RISK CODE TABLE

This report can be generated from the Tables submenu. It is also available as a demand report. This report can be sorted by code or description. The default response sorts the report by alphabetic description.

You can include entries that are Filed as Deleted on this report.

A total of the selected codes print at the end of the report.

NOTE: To access this report, select the View SpooledReports function, and enter **HR** at the report name prompt.

Figure 2.40 Workers Compensation Risk Code

```
                              GENERAL HOSPITAL
     Date: 01/22/90          Workers Comp Risk Code          Page  :   1
     Time: 13:40                                             Report: HURHV

     Code   Description                   Code   Description
     ------ ------------------------      ------ ------------------------
     9995AD Administrative
     5679BO Boiler Room
     1100CL Clerical
     2596DI Dietary
     6666DR Drivers
     4964EN Engineering
     3250ES Environmental Services
     9999EX Exempt
     9910LT Lab. Technicians
     9997MA Manager
     1270OT Other
     7150PA Paramedics
     8267PC Patient Care Services
     9996RX Pharmacy
     9998PH Physicians
     1050RD Radiology
     1160TH Therapists

        Total Number of Codes:   17

                          End of Report
```

Chapter 3 - PAYROLL REPORTS

STAR Financials General Accounting Reference Guide - Payroll/Human Resources Reports Volume
October 2011   *Release 17.0*   *3–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

STAR Financials General Accounting Reference Guide - Payroll/Human Resources Reports Volume
3–2   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

STAR Financials General Accounting Reference Guide - Payroll/Human Resources Reports Volume
October 2011   *Release 17.0*   *3–3*
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Illustrations

INTRODUCTION

The Payroll Process reports are used to balance the various stages of Payroll processing and to provide a printed copy (report) of the processing results for auditing the Employee and Master file records. Payroll reports are generated by the Prepare, Timecard Entry, Gross Compute, Print Check, Deduction and other Payroll processes, but can be produced as demand reports.

When requesting a demand report, first choose the **Processes** option from the STAR Payroll/Human Resources main menu.

```
                    General Hospital Initial Menu Processor
                                              Tue Jul 12, 2005 11:01 pm
 Initial Menu Input Options


            Option No.  Option
            ---------------------------------------
                1       System Management
                2       Tables
                3       Parameters
                4       Masters
                5       Employee Administration
                6       Processes
                7       Parameter Reports
                8       Master File Reports
                9       Employee Biographic Reports
               10       Personnel Reports
               11       Benefits Administration
               12       Retention/Purge Processes
               13       Graphs
               14       User Preferences Functions


 Enter option number--
```

Next, choose the **Payroll Reports** option from the Processes menu.

```
                    General Hospital Processes Processor
                                              Tue Jul 12, 2005 11:04 pm
Processes Input Options


            Option No.  Option
            ---------------------------------------
Payroll         1       Payroll Processes
                2       Time Entry Processes
                3       Complete Pay Period Process
                4       Payroll Reports
                5       Payroll Backup/Recovery Processes

Miscellaneous   6       On-Line Bank Reconciliation
                7       Bank Reconciliation Tape Index Purge
                8       Fiscal Year End Process
                9       Trendstar Interface
                10      NACHA Tape/PC Download Process
                11      Wage Changes Impact Analysis
                12      W-2/Cal Year End Process
                13      State Quarterly Mag Media Process
                14      Entity to Entity Copy Process
                15      Mass Update Deduction Processor
Enter option number--
```

A screen similar to the following is displayed.

```
                    General Hospital Payroll Reports Processor
                                              Tue Jul 12, 2005 11:04 pm
Payroll Reports Input Options


            Option No.  Option
            ---------------------------------------
                1       Time Card Entry Reports
                2       Gross Compute Reports
                3       Payroll Check Reports
                4       Deduction Reports
                5       Benefits Reports
                6       Earnings History Reports
                7       Statistical Reports
                8       Field Audit Trail Report (HURFAR)






Enter option number--
```

Each option takes you to a menu of related reports from which you can choose the report you want.

After you enter the number that corresponds to the report you want, the system prompts you to enter the following information:

Enter entity code or '-' for list--

Enter the desired Entity Code. The system validates the code and displays the following prompt:

> *Enter pay cycle description(-) or pay cycle code--*

The Payroll Process Reports contain information relating to a particular Pay Cycle. Enter the Pay Cycle Description or Code for the report you want. The entry is validated against the Pay Cycle Master file.

> *Enter cycle type description(-) or cycle type code--*

Each Pay Cycle is run for a unique Cycle Type: Regular, Irregular/Vacation, Supplemental, or Other. Enter the Cycle Type (R, V, S, O) for the information you want.

> *Enter Calendar Year (9999),or '=' for current year--*

The Pay Cycle is always associated with a Calendar Year. Enter the Calendar Year for the information you want. The entry is validated against the Pay Cycle Master file.

> *Enter Pay Period--*

The Pay Cycle Calendar Year is divided into pay periods. The entry is validated against the Pay Cycle Master file when you enter the pay period for the report you want. The system displays prompts for you to provide additional selection criteria based on the report requested. These are discussed along with the individual report in the appropriate section.

The reports in this chapter are sample pages of the reports the system actually generates. In some cases of multi-page reports, all pages are not shown.

General Ledger Reports

The Payroll General Ledger and Labor Distribution Reports are part of the Distribute Labor Process. These reports cannot be selected, but are produced according to the cycle type being run. If a cycle type is not run, the report cannot be viewed. Therefore, the GL Reports are identified by cycle type, followed by the report names for each cycle type in parentheses.

ACTIVE EMPLOYEES - NO HOURS REPORTED (HPRNHR)

This report lists all active employees, regardless of work status, who have no hours recorded on the timelines for the timecard record created during the Prepare or Timecard Entry processes. The Time Entry Process creates a timecard record for all employees when the Pay Indicator from the Employee Work Status is set to Yes.

This report assists the Payroll Department in locating missing timecards, or time not recorded in the Time and Attendance system. The report runs only for Regular Cycle Type.

This Payroll Process report can be printed on demand or can be demanded from the Gross Compute Reports menu. The report is sorted alphabetically by employee name within Home Department, within work status, within entity.

The selection criteria for this report are:

- Entity Code

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type. Options for this report are:

  - Regular Cycle Type

  - Demand Cycle Type, once completed through the Prepare Process

- Include employees with Zero-Paid Hour/Units; default is N for No.

  - If you choose to include these employees by entering **Y** for Yes, the report will list those employees with entered hours or units of service but with timecard gross amounts of zero. The employees are indicated by a pound sign (#).

    NOTE: Use this option (to include employees) only after a Compute Process has been run.

The report lists all the active employees by work status with no hours on the timelines for the current pay cycle.

NOTE: Employees who have dollars, but no hours, at timecard entry (as in the case of Award Pay) are indicated with an asterisk (*).

Figure 3.1 Active Employees - No Hours Reported (HPRNHR)

```
Date: 01/30/90                        GENERAL HOSPITAL                      Page  : 1
Time: 12:22                   ACTIVE EMPLOYEES - NO HOURS REPORTED          Report:HPRNHRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1989


Home Department      Employee Number           Employee Name
------------------------------------------------------------------------------------------
Work Status : Full Time


0/0/00/00/9310        259215631                Jordan,James R

                                    End of Report
```

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BANK SERVICES REPORT (HPRBSR)

This is a detail report of deposits to the employee's bank account. The deposits are listed by account type per employee. The bank uses this report to post deposits to the employee's accounts. This report can be used by those who do not use the automated NACHA Tape for direct deposit.

This report and is sorted alphabetically by employee name within Check Code. This report can be demanded from the Payroll Check Reports menu.

Selection criteria for this report are:

- One Entity per report

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

- Print for ACH (A) or banking service deductions (B); default is B

  If you choose A, the report will include only those deductions that are defined as Class F (Banking Service) and Class Type 1 (ACH tape).

  If you choose **B**, the report will include only those deductions defined as Class F and Class Type 2 (banking service deductions).

A subtotal is printed by Check Code. A grand total is by Entity Code by deposits by account type within Bank Code within Entity.

Deductions with amounts of less than or equal to zero are not included on this report.

Figure 3.2 Bank Services Report (HPRBSR) - Page 1

```
Date: 03/22/90                              GENERAL HOSPITAL                              Page  : 1
Time: 11:39                                Bank Services Report                          Report:HPRBSRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/89


Bank Code 10  Bank Name FIRST INTERSTATE BANK


Federal Transit Number 1450688


   Employee                                      Acct                        Employee
    Number    Employee Name          Check Date  Type  Description        Bank Acct #  Amount $   Total $
-----------------------------------------------------------------------------------------------------------

 135635546   Krug,Regis             01/31/1989   CK   Checking            C135-63-5546 2,879.91
                                                                                                 2,879.91


                                 Acct
Summary of all Deposits:         Type       Amount      Number of Deposits
                                  CK       $2,879.91            1
```

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Figure 3.3 Bank Services Report (HPRBSR) - Page 2

```
Date: 03/22/90                            GENERAL HOSPITAL                         Page  : 2
Time: 11:39                              Bank Services Report                      Report:HPRBSRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/89


Bank Code 999111  Bank Name SUMMIT TRUST COMPANY


Federal Transit Number 22244668989

  Employee                                      Acct                    Employee
  Number      Employee Name              Check Date  Type  Description  Bank Acct #  Amount $    Total $
-----------------------------------------------------------------------------------------------------------

151402581     Henry,Thomas               01/31/1989  SA    Savings      S151402581      50.00
                                                                                                    50.00

153366455     Metzner,Diane E            01/31/1989  CK    Checking     C153-36-6455  4,575.50
                                                                                                 4,575.50

157261464     Richardson,Barbara         01/31/1989  CK    Checking     C157-26-1464  3,077.68
                                                                                                 3,077.68

145146635     Shadrach,Elaine            01/31/1989  AU    Auto Loan    A145146635     500.00
                                                                                                   500.00

579260208     Taylor,Mahlon C.           01/31/1989  SA    Savings      SAAA-4986     1,418.04
                                                      SA    Savings      SAAA-4986     1,136.72
                                                                                                 2,554.76

142605487     Zyla,Joan                  01/31/1989  CK    Checking     C142-06-5487  1,336.31
                                                                                                 1,336.31


                              Acct
Summary of all Deposits:      Type       Amount        Number of Deposits
                              AU        $500.00               1
                              CK      $8,989.49               3
                              SA      $2,604.76               3
Bank Total
                                     $12,094.25               7
```

Figure 3.4 Bank Services Report (HPRBSR) - Page 3

```
Date: 03/22/90                           GENERAL HOSPITAL                              Page  : 3
Time: 11:39                            Bank Services Report                            Report:HPRBSRDP

Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/89

Entity Summary:
                                                         Account
Bank Code     Bank Name              Federal Transit Number     Type      Amount       Number of Deposits
------------------------------------------------------------------------------------------------------------
  10      FIRST INTERSTATE BANK           1450688                CK       2,879.91              1

                                                         Bank Total:     2,879.91              1

  11      SUMMIT TRUST COMPANY            22244668989            AU         500.00              1
                                                                CK       8,989.49              3
                                                                SA       2,604.76              3

                                                         Bank Total:    12,094.25              7

  12      FIRST NATIONAL STATE           333333333333            PL         399.50              1

                                                         Bank Total:       399.50              1

   2      FIRST CITY                      2908642                ML         550.00              1

                                                         Bank Total:       550.00              1

                                           Entity Grand Total        15,923.66             10

                                         End of Report
```

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CREDIT UNION DEDUCTION REGISTER (HPRCDR)

This register contains the credit union deduction for each employee. The credit union uses this report for posting the current amounts to the member's individual account and for information on a deduction not taken. If the arrears indicator is not set, the credit union does not receive an arrears balance, only the current deduction amount not taken. When the employee's pay indicator is set to No, the employee no longer displays on this report.

This report prints on demand from the Deduction Reports menu. Sort options are by credit union account number, employee social security number, or employee name within Pay Cycle by Entity.

Selection criteria for this report are:

- Entity Code

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

- Sort option - Customer Account (C), Social Security # (S) or Employee Name (A); default is A

- Include zero deduction amounts (Y or N; default is N)

  N for No means that those Credit Union deductions that calculated to be zero dollars will not be included on the report.

- Include negative deduction amounts (Y or N; default is N).

  N (No) means that those Credit Union deductions that calculated to be negative dollars will not be included on the report.

NOTE: Employees included on this report are those for which deduction codes equal C in the Credit Union/Union Dues Ind field on the Deduction Master, and for which the Pay Indicator is set to Yes.

Figure 3.5 Credit Union Deduction Register (HPRCDR)

```
Date: 01/29/90                            GENERAL HOSPITAL                          Page  : 1
Time: 10:54                         Credit Union Deduction Register                 Report: HPRCDRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1989


Deduction Code:  NA Credit Union

                                                  Social        Credit     Sched
                                       Home        Security      Union      Amt      Amount    Amount     Adjust    Arrears
Employee # Name                        Department   Number       Acct No    Flat/%   Taken     Not Taken  Amount    Balance
-------------------------------------------------------------------------------------------------------------------------------

154564200  Abatemann,Carla            0/0/00/00/9312 154-56-4200            250.00   250.00    0.00       0.00      0.00
151402581  Henry,Thomas               0/0/00/00/9500 151-40-2581             50.00    50.00    0.00       0.00      0.00
135635546  Krug,Regis                 0/0/00/00/9315 135-63-5546            400.00   400.00    0.00       0.00      0.00
153366455  Metzner,Diane E            0/0/00/00/9311 153-36-6455 1533366455 200.00   200.00    0.00       0.00      0.00
157261464  Richardson,Barbara         0/0/00/00/6010 157-26-1464  157261464 300.00   300.00    0.00       0.00      0.00
157265757  Robyns,Dixie Lee           0/0/00/00/9315 157-26-5757            400.00   400.00    0.00       0.00      0.00
147546276  Robyns,Nancy               0/0/00/00/7170 147-54-6276            165.00   165.00    0.00       0.00      0.00
145146635  Shadrach,Elaine            0/0/00/00/9320 145-14-6635  145146635 350.00   350.00    0.00       0.00      0.00
579260208  Taylor,Mahlon C.           0/0/00/00/9310 579-26-0208  579260208 300.00   300.00    0.00       0.00      0.00
142605487  Zyla,Joan                  0/0/00/00/6251 142-60-5487            295.00   295.00    0.00       0.00      0.00

Deduction Total:                                                          2,710.00    0.00       0.00      0.00


Entity Total:                                                             2,710.00    0.00       0.00      0.00


                                              End of Report
```

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DEDUCTION UPLOAD AUDIT REPORT (HPRDUA)

The Deduction Upload Audit Report is system-generated after the interface of employee deduction records from the STARDED file to the Payroll system. The report lists each deduction and amount that was uploaded successfully. The report prints the information in the order that the employees and deduction amounts appeared in the file.

A grand total page lists each deduction and the total amount uploaded.

Figure 3.6 Deduction Upload Audit Report (HPRDUA) - Page 1

```
Date: 04/01/98                      MODEL HOSP - ENT 01                     Page  : 1
Time: 10:25                  Deduction Upload Audit Report For 04/01/98     Report: HPRDUA01


Pay Cycle:B  CY:1998 PP:7  CT: R End Date 03/29/1998

  Employee                           Ded  Emp                    Empr
  Number       Employee Name         Code Calc     Amt/Pct       Calc     Amt/Pct
  -------------------------------------------------------------------------------------
        40     ADEL,JONI A           KIL  Pct        1.11        Pct        0.00
        40     ADEL,JONI A           GIF  Flat       1.50        Pct        0.00
         1     Attison,Loni T        GIF  Flat      11.00        Pct        0.00
```

Figure 3.7 Deduction Upload Audit Report (HPRDUA) - Page 2

```
Date: 04/01/98                      MODEL HOSP - ENT 01                     Page  : 2
Time: 10:25                  Deduction Upload Audit Report For 04/01/98     Report: HPRDUA01
Pay Cycle:B  CY:1998 PP:7  CT: R End Date 03/29/1998

                                 TOTALS

Deduction                 Employee               Employer
GIFT SHOP CHARGES          $12.50                  $0.00

                         End of Report
```

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DEDUCTION UPLOAD ERROR DUMP REPORT (HPRDUD)

The Deduction Upload Error Dump Report is system-generated after the interface of employee deduction records from the STARDED file to the Payroll system. The report lists any errors with the file and the record number at which the error occurred. (A dash appears under the item that encountered the error.) The report is used to troubleshoot file upload problems.

Error Messages

The following is an explanation of the error messages the system creates:

Invalid Entity Code

The Entity Code entered when accessing the interface is not valid in the STAR Payroll/ Human Resources system.

Invalid Pay Cycle

The Pay Cycle included in Record "A" is not valid due to one of the following reasons:

• The Pay Cycle does not exist in the STAR Payroll/Human Resources system.

• The Pay Cycle is inactive.

Invalid Cycle Year

The Cycle calendar year included in Record "A" has not been defined for the Pay Cycle Code included in Record "A".

Invalid Pay Period

The Pay Period included in Record "A" does not exist for the Cycle Calendar Year and Pay Cycle Code included in Record "A".

Employee Not Found

The employee number is not found in the Temporary Process File due to one of the following reasons:

• The employee is not in the Employee Master File.

• The employee is not in this Pay Cycle.

Standard Timecard Missing

The employee had no TCE Control record created in the Prepare Process.

Deduction Code not found

The deduction code included in Record "B" does not exist in the STAR Payroll/Human Resources system Deduction Master File.

Deduction Class Invalid

The deduction classification for the deduction code included in Record "B" is either a "G" (Earned Income Credit) or "A" (Special Calculation). Both of these classifications are invalid for entering Employee Miscellaneous Deductions.

Misc. Deduction Already Exist

The deduction code and amount has been entered through manual entry before the Deduction Upload process, and the user answered YES to retain manually entered deductions.

Deduction Inactive

The Deduction Code being uploaded is "I"nactive at the Deduction Master.

Invalid Record Type

The STARDED file is formatted incorrectly.

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Figure 3.8 Deduction Upload Error Dump Report (HPRDUD)

```
Date: 04/01/98                        MODEL HOSP - ENT 01                     Page  : 1
Time: 10:25                      Deduction Upload Error Dump For 04/01/98      Report: HPRDUD01


Pay Cycle:B  CY:1998 PP:7  CT: R End Date 03/29/1998
----------------------------------------------------------------------------------------------------
 Rec# Record w/ error(s)                          Error Message
    2 B0000000011KIL +00000100+00000110      X    Std timecard missing
          ----------
    3 B0000000011EC  +00001970+00001111      X    Std timecard missing
          ----------
    5 B0000000040KPC +00000750+00000000      X    Deduction code not found
                 ----

                               End of Report
```

DEDUCTION UPLOAD ERROR REPORT (HPRDUE)

The Deduction Upload Error Report is system-generated after the interface of employee deduction records from the ascii file to the Payroll system. This report includes only employee data with errors. It does not include any error messages related to the Record "A". Any employees and deductions appearing on this report do not have the deduction information uploaded. The report sorts by alpha employee name order.

Figure 3.9 Deduction Upload Error Report (HPRDUE)

```
Date: 04/01/98                          MODEL HOSP - ENT 01                          Page  : 1
Time: 10:25                      Deduction Upload Error Report For 04/01/98          Report: HPRDUE01


Pay Cycle:B  CY:1998 PP:7  CT: R End Date 03/29/1998

   Employee                      Ded  Emp              Empr
   Number     Employee Name      Code Calc   Amt/Pct   Calc    Amt/Pct    Error Message
   --------------------------------------------------------------------------------------------
       11                        KIL            1.00            1.10       Std timecard missing
       11                        EC            19.70           11.11       Std timecard missing
       40     ADEL,JONI G        KPC  Pct       7.50   Pct      0.00       Deduction code not found

                        End of Report
```

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DEPARTMENTAL HOLIDAY/BENEFITS AVAILABLE REPORT (HERBAR)

This report assists the department heads in scheduling and informs the employees of the hours available to them for holidays and benefits. It is distributed to the individual departments.

This report and prints on demand. It can be demanded from the Benefits Reports menu. This report is sorted by Holiday Plan, subsorted by Holiday Code for each employee within Home Department within Entity. The report can also be sorted by Benefit Plan, subsorted by Benefit Type for each employee within Home Department within Entity.

Selection criteria for this report are:

- Entity Code

- Benefit Type Code - default is all

- Holiday Plan - default is all

Subtotals are printed for total employee Holiday Codes and Benefit Type per employee by Home Department. A grand total is printed by Entity Code.

Employees included on this report are those with active Holiday Plans, active Benefit Plans and the Pay Indicator set to Y.

Figure 3.10 Departmental Holiday/Benefits Available Report (HERBAR)

```
Date: 09/03/91                            COUNTY GENERAL                           Page  : 1
Time: 0230pm                  Departmental Holiday/Benefits Available Report       Report:HERBARFW


Home Department:000000/1012

 Employee                           Holiday      Holiday     Benefit    Benefit           Hours
  Number   Employee Name             Plan       Code Year     Plan       Type           Available
-------------------------------------------------------------------------------------------------

   2010   Freeman,Albert T            01         01  1991                                8.00
                                      01         03  1990                                8.00

Employee Total:                                                                         16.00

   2009   Krill,Barney                01         01  1991                                8.00
                                      01         03  1990                                8.00

Employee Total:                                                                         16.00

Department Summary:                    01                                               32.00

                                        End of Report
```

DEPARTMENTAL PAY TYPE HOURS AND DOLLARS SUMMARY REPORT (HPRDPT)

This report summarizes the employees within Home Department, Pay Type Hours and Dollars for the Current Pay Period and Month, Quarter, and Year-to-date.

The report prints on demand and sorts by Pay Type within Home Department within Entity. This report can be demanded from the Statistical Reports menu.

Selection criteria for this report are:

- Entity - one per report request

- Year Report By Fiscal Year or Calendar Year - one per report request;

   default is Calendar Year

- Year

- Calendar Month or Fiscal Period. Default is Current Month or Fiscal

   Period

- Department Code - one or range or all; default is all

- Pay Type - one or range or all; default is all

- Pay Type Hours Only; Pay Type Dollars Only; Both; default is Both

Subtotals are by Department. Grand totals are by Entity Code.

NOTE: When selecting a prior Calendar Year or Fiscal Year, the last Pay Period information is the last Pay Period processed for each individual employee within the department, within that year.

When selecting a month, Last Pay Period information is the last pay period processed for each individual employee within department, within that year. When the month is selected, the Quarter and Year-to-Date information are inclusive from the beginning of the selected month, quarter and year.

Figure 3.11 Departmental Pay Type Hours and Dollars Summary (HPRDPT) - Page 1

```
Date: 06/17/97                          MODEL HOSP - ENT 01                              Page  : 12
Time: 11:07              Departmental Pay Type Hours and Dollars Summary Report For 06/17/97      Report: HPRDPT01
Calendar Year 1997    Month 06
                                       Pay Type Hours                          Pay Type Dollars
                           Pay Type    -------------------------------         --------------------------------------
Department        Name       Code      Month      Quarter Year-to-Date         Month       Quarter     Year-to-Date
                           ----------------------------------------------------------------------------------------------
      8.231    DATA PROCESSING  100               1,386.64                                 $28,300.48
                                       0.00                 6,933.20           $0.00                    $141,502.40
                               180     0.00        0.00                        $0.00       $43.25
                                       0.00                 0.00               $0.00                    $216.25
                               ADD                 0.00                                    $200.00
                                       0.00                 0.00               $0.00                    $1,000.00
Department Total:                                 1,386.64                                 $28,543.73
                                       0.00                 6,933.20           $0.00                    $142,718.65
```

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Figure 3.12 Departmental Pay Type Hours and Dollars Summary (HPRDPT) - Page 2

```
Date: 06/17/97                            MODEL HOSP - ENT 01                            Page  : 13
Time: 11:07              Departmental Pay Type Hours and Dollars Summary Report For 06/17/97     Report: HPRDPT01
                                            Entity Summary

Calendar Year 1997   Month 06
                          Pay Type Hours                                    Pay Type Dollars
Pay Type    ---------------------------------------------      ---------------------------------------------
  Code      Month        Quarter       Year-to-Date            Month        Quarter       Year-to-Date
-----------------------------------------------------------------------------------------------------------
  100                    28,947.86                                          $704,418.42
            3,532.28                   102,430.62              $59,922.48                  $2,902,010.48
  102                    12.12                                              $0.00
            0.00                       12.12                   $0.00                       $0.00
  104                    -12.12                                             $0.00
            0.00                       -12.12                  $0.00                       $0.00
  105                    -12.12                                             $0.00
            0.00                       -7.12                   $0.00                       $105.00
  106                    8.00                                               $121.20
            0.00                       8.00                    $0.00                       $121.20
  112                    0.00                                               $0.00
            0.00                       45.50                   $0.00                       $22.75
  114                    0.00                                               $0.00
            0.00                       0.00                    $0.00                       $0.00
  120                    0.00                                               $0.00
            0.00                       40.00                   $0.00                       $720.00
  144                    0.00                                               $800.00
            0.00                       0.00                    $0.00                       $1,515.75
  150                    0.00                                               $0.00
            0.00                       0.00                    $0.00                       $3,083.00
  155                    12.12                                              $0.00
            0.00                       12.12                   $0.00                       $0.00
  165                    12.12                                              $0.00
            0.00                       12.12                   $0.00                       $0.00
  170                    52.12                                              $646.00
            0.00                       56.12                   $0.00                       $718.00
  175                    12.12                                              $0.00
            0.00                       12.12                   $0.00                       $0.00
  180                    0.00                                               $21,038.00
            0.00                       0.00                    $3,000.00                   $66,440.00
  182                    0.00                                               $0.00
            0.00                       0.00                    $0.00                       $18.75
  195                    0.00                                               $0.00
            0.00                       0.00                    $0.00                       $75.00
  ADD                    0.00                                               $6,000.00
            0.00                       0.00                    $400.00                     $25,000.00
  NOP                    27.37                                              $0.00
            0.00                       27.37                   $0.00                       $0.00
Entity Total:           29,059.59                                          $733,023.62
            3,532.28                   102,636.85              $63,322.48                  $2,999,829.93
                                         End of Report
```

DOLLAR DETAIL BALANCING REPORT (HPRDDB)

The Dollar Detail Balancing Report is a detail listing of entered Pay Types containing dollar amounts on the employee timelines. The dollars are in detail and totalled for the pay period by employee, within a department within the Entity.

This report is used to audit and balance entered dollars.

An employee can have multiple timecard records; each prints individually. This report can be run multiple times per Pay Cycle, Pay Period and Cycle Type.

This is a demand report and issorted according to the parameter defined on the payroll Entity Parameters screen. This report can be demanded from the Time Card Entry Reports menu.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

A subtotal is displayed for each employee Pay Type by Home Department and a grand total is printed for the Entity.

NOTE: The Employee number and name print only once per employee, even if the employee has multiple time cards.

TCE Type can be Standard, Additional, Void or Manual. There can be several additional TCE records. The employee Pay Types and dollars come from each TCE record timeline.

The department totals print after the last employee within the department. The Department Pay Types are a summary of all the employee Pay Type Dollars within the department.

The Entity totals are on a separate page after the last department printed within Entity.

The Entity Pay Types are a summary of all the department's Pay Type Dollars.

All timelines for dollar entry pay types are included on the report.

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Figure 3.13 Dollar Detail Balancing Report (HPRDDB) - Page 1

```
Date: 05/12/2002                          MODEL HOSP - ENT 02                            Page  : 1
Time: 05:04pm                    Dollar Detail Balancing Report For 05/12/2002           Report: HPRDDB02


Pay Cycle:B  CY:2002 PP:1  CT: R  End Date 01/01/2002

Home Department:  6020

Employee                                 TCE    Pay       Amounts        Amounts       Total All
Number        Employee Name              Type   Type      Incl Gross     Not Incl      Pay Types
-------------------------------------------------------------------------------------------------------
000000060     Baker,Mary                  S     180       $1,000.00
                     Employee Total:                      $1,000.00                     $1,000.00


              Department Summary of all Pay Types:
                                                180       $1,000.00
              Department Total:                           $1,000.00                     $1,000.00
```

Figure 3.14 Dollar Detail Balancing Report (HPRDDB) - Page 2

```
Date: 05/12/2002                        MODEL HOSP - ENT 02                        Page  : 3
Time: 05:04pm                  Dollar Detail Balancing Report For 05/12/2002       Report: HPRDDB02


Pay Cycle:B  CY:2002 PP:1  CT: R  End Date 01/01/2002

Home Department:  6120

Employee                              TCE     Pay        Amounts        Amounts       Total All
Number       Employee Name            Type    Type       Incl Gross     Not Incl      Pay Types
-----------------------------------------------------------------------------------------------
000000042    STATE,PENNSYLVANIA        S      ADD        $25,000.00
             Employee Total:                             $25,000.00                   $25,000.00


             Department Summary of all Pay Types:
                                              ADD        $25,000.00
             Department Total:                           $25,000.00                   $25,000.00
```

EARNINGS HISTORY DETAIL AND SUMMARY REPORTS (HPREHD, HPREHT)

The Employee Earnings History Detail Report lists Quarter-to-Date and Year-to-Date taxable wages and tax information for all employee tax jurisdictions. You can use this report in reviewing and balancing the individual employee earnings. The report reflects federal, state and local information. It is also used in printing W-2 information.

The Employee Earnings History Summary Report summarizes all the Taxable Wages, Earned Income Credit (EIC) Wages, Earned Income Amounts, Withheld Taxes, Employee and Employer for federal, state and local jurisdictions. The system creates two reports. You can print either the Detail or the Summary report.

The Summary Report sorts and subtotals by taxing jurisdictions.

The Detail Report can be sorted by department and either employee name or social security number. The report is demanded from the Earnings History Reports menu. Selection criteria for this report are:

- Entity - one per report request

- Calendar Year - one per report request; default is current calendar year

- Quarter 1, 2, 3, or 4; default is current quarter

- Sort by Department [Y] or [N]. If Y (Yes), choose All for all departments or R for a range of departments.

- Sort sequence can be alphabetical by employee name [A] or by employee social security number [S].

A grand total is printed by Entity Code. If you selected **Y**, sort by Department, the report subtotals by Department. If you selected **N**, no sort by Department, no subtotals appear on the report.

Some employees may have multiple state income taxes. Each State Code and values print for that employee. Some employees may have multiple local income taxes. Each Local Code and values print for that employee.

The totals for the Entity may have multiple state income taxes and local taxes.

Each prints separately.

After the printed Entity total, the report reflects the current processing schedule for each pay cycle.

Figure 3.15 Earnings History Detail Report (HPREHD) - Page 1

```
Date: 06/14/2004                        MODEL HOSP - ENT 02                          Page  : 1
Time: 09:41am                    Earnings Hist. Detail Report For 06/14/2004         Report: HPREHD02


Dept: 6018-PATIENT CARE FLOAT POOL    Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31 2004


Employee #                          1st Quarter    Y-T-D thru 1st Qtr  St/Loc     1st Quarter     Y-T-D thru 1st Qtr
Soc Sec #     Employee Name         Wages    Taxes   Wages    Taxes    Code     Wages    Taxes    Wages    Taxes
--------------------------------------------------------------------------------------------------------------------
000000019 STATE,IOWA         Gross  7,500.00         7,500.00          Net    4,726.68         4,726.68
135-41-2465                  FIT    6,355.00  719.60 6,355.00  719.60 IA 01  6,355.00  298.25 6,355.00  298.25
                             EIC         .00     .00      .00     .00 IA 10  7,500.00   79.50 7,500.00   79.50
                             FICA Empl 7,980.00 494.76 7,980.00 494.76
                             FICA Empr 7,980.00 494.76 7,980.00 494.76
                             MHI Empl  7,980.00 115.71 7,980.00 115.71
                             MHI Empr  7,980.00 115.71 7,980.00 115.71
                             FUTA Empr 7,000.00  56.00 7,000.00  56.00


000000020 STATE,KANSAS       Gross  6,834.00         6,834.00          Net    3,783.01         3,783.01
132-45-6151                  FIT    5,384.00  670.66 5,384.00  670.66 KS 01  5,384.00  224.24 5,384.00  224.24
                             EIC         .00     .00      .00     .00 KS 10  6,567.40  177.32 6,567.40  177.32
                             FICA Empl 6,942.40 430.43 6,942.40 430.43
                             FICA Empr 6,942.40 430.43 6,942.40 430.43
                             MHI Empl  6,942.40 100.66 6,942.40 100.66
                             MHI Empr  6,942.40 100.66 6,942.40 100.66
                             FUTA Empr 6,767.40  54.14 6,767.40  54.14


000000021 STATE,KENTUCKY     Gross  8,997.05         8,997.05          Net    4,953.49         4,953.49
257-81-7752                  FIT    7,047.05  936.84 7,047.05  936.84 KY 01  7,047.05  358.93 7,047.05  358.93
                             EIC         .00     .00      .00     .00 KY 10  8,000.00   80.00 8,000.00   80.00
                             FICA Empl 8,950.80 554.95 8,950.80 554.95 MAD 51 8,997.05  113.05 8,997.05  113.05
                             FICA Empr 8,950.80 554.95 8,950.80 554.95
                             MHI Empl  8,950.80 129.79 8,950.80 129.79
                             MHI Empr  8,950.80 129.79 8,950.80 129.79
                             FUTA Empr 7,000.00  56.00 7,000.00  56.00
```

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Figure 3.16 Earnings History Detail Report (HPREHD) - Last Pages

```
Date: 06/14/2004                              MODEL HOSP - ENT 02                         Page  : 35
Time: 09:41am                        Earnings Hist. Detail Report For 06/14/2004          Report: HPREHD02


Departmental Totals for 8361  Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31 2004

Employee #                          1st Quarter    Y-T-D thru 1st Qtr St/Loc    1st Quarter    Y-T-D thru 1st Qtr
Soc Sec #      Employee Name        Wages    Taxes    Wages    Taxes   Code    Wages    Taxes    Wages    Taxes
-----------------------------------------------------------------------------------------------------------------
Department Totals        Gross   23,475.00           23,475.00           Net   14,348.55           14,348.55
                         FIT     19,100.00 2,193.35 19,100.00 2,193.35 CO 01   5,912.50   235.00   5,912.50   235.00
                         EIC           .00      .00       .00      .00 CO 10   7,541.25   203.61   7,541.25   203.61
                         FICA Empl 24,072.50 1,492.50 24,072.50 1,492.50 CT 01  6,812.50   257.90   6,812.50   257.90
                         FICA Empr 24,072.50 1,492.50 24,072.50 1,492.50 CT 10  8,437.50   227.81   8,437.50   227.81
                         MHI Empl  24,072.50   349.05 24,072.50   349.05 DE 01  6,375.00   223.65   6,375.00   223.65
                         MHI Empr  24,072.50   349.05 24,072.50   349.05 DE 10  7,500.00   202.50   7,500.00   202.50
                         FUTA Empr 21,000.00   168.00 21,000.00   168.00
```

```
Date: 06/14/2004                              MODEL HOSP - ENT 02                         Page  : 36
Time: 09:41am                        Earnings Hist. Detail Report For 06/14/2004          Report: HPREHD02


Tax         Tax Type
Type        Description                           Payer
-----------------------------------------------------------------------------------------------------------------
01 WTHLD    Withholding Tax                        EE
02 EIC      Earned Income Credit                   EE
10 UNEMP    Unemployment Tax                       ER
17 HLTHI    Health Insurance Tax                   ER
18 WFDEV    Workforce Development Tax              ER
20 SUI_E    Unemployment Tax                       EE
23 HLTHI    Health Insurance Tax                   EE
24 WFDEV    Workforce Development Tax              EE
30 WCOMP    Worker Compensation Tax               ER
31 SDI_R    Disability Tax                         ER
40 WCOMP    Worker Compensation Tax               EE
41 SDI_E    Disability Tax                         EE
51 OCCUP    Occupation Tax                         EE

                                        End of Report
```

Figure 3.17 Earnings History Summary Report (HPREHT)

```
Date: 06/14/2004                         MODEL HOSP - ENT 02                          Page  : 15
Time: 09:41am                   Earnings History Summary Report For 06/14/2004        Report: HPREHT02

Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31 2004
Department Range: ALL
                                                    Current Quarter                Year-to-Date

------------------------------------------------------------------------------------------------------

HEMP  01 WTHLD Taxable Wages                             $7,500.00                     $7,500.00
               Exempt Wages                               $110.00                       $110.00
               Txbl Emplr Contr                             $.00                          $.00

               Withholding Tax                            $37.50                        $37.50

IN    01 WTHLD Taxable Wages                            $15,097.19                    $15,097.19
               Exempt Wages                             $3,535.81                     $3,535.81
               Txbl Emplr Contr                             $.00                          $.00

               Withholding Tax                           $100.24                       $100.24

MAD   51 OCCUP Taxable Wages                             $8,997.05                     $8,997.05
               Exempt Wages                                 $.00                          $.00
               Txbl Emplr Contr                             $.00                          $.00

               Withholding Tax                           $113.05                       $113.05

NY    01 WTHLD Taxable Wages                              $543.82                       $543.82
               Exempt Wages                              -$493.82                      -$493.82
               Txbl Emplr Contr                             $.00                          $.00

               Withholding Tax                             $5.99                         $5.99

YUNG  01 WTHLD Taxable Wages                             $7,650.00                     $7,650.00
               Exempt Wages                               $635.00                       $635.00
               Txbl Emplr Contr                           $750.00                       $750.00

               Withholding Tax                           $210.37                       $210.37


                        Pay Cycle Process History

Pay Cycle  Cycle Type   PP-Nbr.   PP-Ending Date   PP-Check Date     Last Process      Completion Date/Time
  B                        5       02/20/2004        02/26/2004     Distribute Labor    04/20/2004 09:10
  B                        5       02/20/2004        02/26/2004     Distribute Labor    04/20/2004 13:10
  B                        5       02/20/2004        02/26/2004     Compute Net Wages   05/24/2004 17:29
  B        Regular         5       02/20/2004        02/26/2004     Distribute Labor    04/20/2004 07:10

                                       End of Report
```

EMPLOYEE BENEFITS BEFORE/AFTER DETAIL REPORT (HPRBBA)

The Before and After Benefits Detail Report provides an overview of the Employee Benefit details before and after the Gross Compute Process. The report runs for each Payroll Pay Cycle/Pay Period/Cycle Type process for which Y is entered in the Prepare Benefits indicator.

This report is used to audit and monitor the individual employee benefit calculations, Accrued and Earned, Taken and Buy-Backs, for both the Pay Period and Year-to-Date. It also contains the Employee Status, Pay Status, Work Status, Service Plan, Seniority Months and Seniority Level.

This is a Payroll Processes report and prints on demand. This report can be demanded from the Benefits Reports menu. The report is sorted by Benefit Type, Employee Alpha within Home Department, within Entity.

Selection criteria for this report are:

- Entity Code - one per report

- Pay Cycle

- Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

The report is subtotalled by Employee Benefit Types per Employee, within Home Department.

Figure 3.18 Employee Benefits Before/After Detail Report (HPRBBA)

```
Date: 01/06/92                              COUNTY GENERAL                              Page  : 1
Time: 1050am                     Employee Benefits Before/After Detail Report          Report:HPRBBAFW
Pay Cycle:W1 CY:1991 PP:26 CT:R  End Date:12/27/1991
Home Department: 000000/6020
                      Benefit            ****Pay Period Information****        ****Year-to-Date Information****
Employee Nbr.         Continuous/  Benefit   Accrued Earned Taken Buy/Back E P W Serv   Snr    Accrued Earned Taken Buy/Back
Employee Name         Earned Date  Pln Type Beg.  Hrs    Hrs   Hrs   Hrs    S S S Plan  Level    Hrs    Hrs   Hrs    Hrs
------------------------------------------------------------------------------------ ---------------------------------------
   2000               03/04/1988
Mitchell-Williams,Fr  Aft 12/12/1991 HOL HO  0.00 11.69  0.00  0.00  0.00 T N F 003      0.00   11.69  75.00  0.00  0.00
                      Aft 06/02/1988 HY  PT  0.00  0.00  3.00  0.00  0.00       001   4087.07    0.00   1.24  0.00  0.00
                      Aft 12/12/1987 SIC SC  100.00 0.00 4.33  0.00  0.00       002     48.00    0.00   4.33  0.00  0.00
                      Aft 05/30/1988 VAC VA  0.00  3.20  0.00  0.00  0.00       001     45.00    6.40   4.00  0.00  0.00

                      Bef            HOL HO  0.00 -5.84  0.00  0.00  0.00                        0.00  75.00  0.00  0.00
                      Bef            HY  PT  0.00  0.00 -1.76  0.00  0.00                        0.00  -1.76  0.00  0.00
                      Bef            SIC SC  100.00 0.00 -1.56  0.00  0.00                       0.00   0.00  0.00  0.00
                      Bef            VAC VA  0.00 -3.20  0.00  0.00  0.00                        3.20   4.00  0.00  0.00

Home Department: 000000/8076
   2014               12/07/1989
Gerbil,Gary B         Aft 11/26/1971 BL  PT  0.00  4.26  0.00  0.00  0.00 A N F 001  38106.77   8.52   0.00  0.00  0.00
                      Aft 03/07/1990 VAC VA  0.00  3.20  0.00  0.00  0.00       001     24.00    6.40   0.00  0.00  0.00

                      Bef            BL  PT  0.00  4.26  0.00  0.00  0.00                        4.26   0.00  0.00  0.00
                      Bef            VAC VA  0.00  3.20  0.00  0.00  0.00                        3.20   0.00  0.00  0.00

   2024               01/01/1989
Miller,James T        Aft 03/02/1989 HOL HO  0.00 11.69  0.00  0.00  0.00 A N F 003     35.00   15.38   8.00  0.00  0.00
                      Aft 01/01/1989 SIC SC  0.00  0.00  3.12  0.00  0.00       002     35.00    0.00   6.24  0.00  0.00
                      Aft 04/01/1989 VAC VA  0.00  3.20  0.00  0.00  0.00       001     35.00    6.40   0.00  0.00  0.00

                      Bef            HOL HO  0.00 11.69  0.00  0.00  0.00                        3.69   8.00  0.00  0.00
                      Bef            SIC SC  0.00  0.00  3.12  0.00  0.00                        0.00   3.12  0.00  0.00
                      Bef            VAC VA  0.00  3.20  0.00  0.00  0.00                        3.20   0.00  0.00  0.00

   2026               02/15/1990
Robinson,Elizabeth R  Aft 05/14/1990 HOL HO  0.00 11.69  0.00  0.00  0.00 A N F 003     21.00   15.38   8.00  0.00  0.00
                      Aft 03/15/1990 SIC SC  0.00  0.00  3.12  0.00  0.00       002     21.00    0.00   6.24  0.00  0.00
                      Aft 06/13/1990 VAC VA  0.00  2.40  0.00  0.00  0.00       001     21.00    4.80   0.00  0.00  0.00

                      Bef            HOL HO  0.00 11.69  0.00  0.00  0.00                        3.69   8.00  0.00  0.00
                      Bef            SIC SC  0.00  0.00  3.12  0.00  0.00                        0.00   3.12  0.00  0.00
                      Bef            VAC VA  0.00  2.40  0.00  0.00  0.00                        2.40   0.00  0.00  0.00

   2018               10/02/1989
                                            End of Report
```

EMPLOYEE BENEFIT DETAIL REPORT (HERBDR)

This report shows the detail of all employees' benefits. It is used to audit and monitor the individual employee's benefit calculations, Taken, Buy-Backs and the calculated available balances according to the Benefit Plan Master.

This report prints on demand. It can be demanded from the Benefits Reports menu. It is sorted by Benefit Type Code, subsorted by employee name within Home Department within Entity, by Pay Cycle.

Selection criteria for this report are:

- Entity Code - one per report request

- Pay Cycle - one, multiple, or all; default is all

- Sort by Pay Cycle; default is no

- One employee, multiple, or all; default is all

- Benefit Type Code - default is all

- Include seniority level accumulators - default is no

A subtotal is printed by employee benefit type per employee by Home Department. A grand total is printed by Entity Code.

Employees included on this report are those with Active Benefit Plans and the Pay Indicator set to Yes.

Figure 3.19 Employee Benefit Detail Report (HERBDR) - Page 1

```
Date: 05/14/92                                COUNTY GENERAL                              Page  : 1
Time: 08:33am                           Employee Benefit Detail Report                    Report: HERBDRFW

Home Department: 000000/6010


                      Continuous               Begin      Accrued        Earned        Taken       Buy-Back    Available
Employee Nbr.    E W P Service/  Benefit Svc  Balance  PP     YTD    PP     YTD    PP     YTD    PP     YTD    Balance
Employee Name    S S C Earned Date Pln Typ Pln  Hrs    Hrs    Hrs    Hrs    Hrs    Hrs    Hrs    Hrs    Hrs     Hrs
----------------------------------------------------------------------------------------------------------------------

    2000         T F W1 03/04/88
Mitchell-Williams,Leontene  12/12/91   HOL  HO  003  0.00   11.69  15.38  0.00   8.00   0.00   0.00   0.00   0.00   23.38
                      Lst Sen Meth: MO Lst Sen Val:    1.31
                            06/02/88   HY   PT  001  0.00   0.00   0.00   4.40   8.80   0.00   0.00   0.00   0.00   8.80
                      Lst Sen Meth: HY Lst Sen Val:  200.00  HRS-YTD:  400.00  HRS-PYTD:   0.00  HRS-LTD:   850.00
                            12/12/87   SIC  SC  002  0.00   0.00   0.00   7.80   15.60  0.00   0.00   0.00   0.00   15.60
                      Lst Sen Meth: MO Lst Sen Val:   46.31
                            05/30/88   VAC  VA  001  0.00   0.00   0.00   25.38  50.76  0.00   0.00   0.00   0.00   50.76
                      Lst Sen Meth: MO Lst Sen Val:   46.31

    2016         A F W1 07/23/89
Wilson,John                 09/21/89   HOL  HO  003  0.00   11.69  15.38  0.00   8.00   0.00   0.00   0.00   0.00   23.38
                      Lst Sen Meth: MO Lst Sen Val:   29.63


Dept. Total:     Benefit Type
                 HO      Holiday             0.00          30.76          16.00          0.00           0.00
                                     23.38          0.00           0.00           0.00           46.76
                 PT      Paid Time Off       0.00          0.00           8.80           0.00           0.00
                                      0.00          4.40           0.00           0.00           8.80
                 SC      Sick                0.00          0.00           15.60          0.00           0.00
                                      0.00          7.80           0.00           0.00           15.60
                 VA      Vacation            0.00          0.00           50.76          0.00           0.00
                                      0.00          25.38          0.00           0.00           50.76
```

Figure 3.20 Employee Benefit Detail Report (HERBDR) - Page 2

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```
Date: 05/14/92                                      COUNTY GENERAL                               Page  : 2
Time: 08:33am                                Employee Benefit Detail Report                      Report:HERBDRFW

Home Department: 000000/8050


                    Continuous              Begin        Accrued         Earned          Taken        Buy-Back    Available
Employee Nbr.    E W P  Service/  Benefit Svc  Balance  PP     YTD     PP     YTD     PP     YTD     PP     YTD    Balance
Employee Name    S S C  Earned Date Pln Typ Pln  Hrs    Hrs    Hrs     Hrs    Hrs     Hrs    Hrs     Hrs    Hrs      Hrs
----------------------------------------------------------------------------------------------------------------------------

      2006       A F W1  08/15/89
Jefferson,Terrell M      04/24/89    ET   PT ET1   2.00   0.00    0.00   2.00    2.00   0.00    0.00   0.00    0.00    4.00
                            Lst Sen Meth: MO Lst Sen Val:      35.59
                         08/15/89    SIC  SC 002   0.00   0.00    0.00   0.69    1.38   0.00    0.00   0.00    0.00    1.38
                            Lst Sen Meth: MO Lst Sen Val:      28.88
                         11/13/89    VAC  VA 001   0.00   0.00    0.00   2.23    4.46   0.00    0.00   0.00    0.00    4.46
                            Lst Sen Meth: MO Lst Sen Val:      28.88

      2020       A P W1  09/03/67
Jones,Darlene Marie      12/02/67    VAC  VA 001   0.00   0.00    0.00   0.24   99.00   0.00    0.00   0.00    0.00   99.00
                            Lst Sen Meth: MO Lst Sen Val:     292.25

      2021       A F W1  10/31/81
Morgan,Jane              01/29/82    BY   PT 001   0.00   0.20    0.20   0.00    0.20   0.00    0.00   0.00    0.00    0.20
                            Lst Sen Meth: BY Lst Sen Val:      80.00  BHA-YTD:   160.00  BHA-PYTD:    0.00  BHA-LTD:   160.00
                         12/30/81    HOL  HO 003   0.00  11.69   15.38   0.00    8.00   0.00    0.00   0.00    0.00   23.38
                            Lst Sen Meth: MO Lst Sen Val:     122.38
                         10/31/81    SIC  SC 002   0.00   0.00    0.00   3.12    6.24   0.00    0.00   0.00    0.00    6.24
                            Lst Sen Meth: MO Lst Sen Val:     122.38
                         01/29/82    VAC  VA 001   0.00   0.00    0.00   0.24   99.00   0.00    0.00   0.00    0.00   99.00
                            Lst Sen Meth: MO Lst Sen Val:     122.38

      2007       A F W1  08/18/89
Murphy,Harold T          08/18/89    SIC  SC 002   0.00   0.00    0.00   1.56    3.12   0.00    0.00   0.00    0.00    3.12
                            Lst Sen Meth: MO Lst Sen Val:      28.78
                         11/16/89    VAC  VA 001   0.00   0.00    0.00   5.08   10.16   0.00    0.00   0.00    0.00   10.16
                            Lst Sen Meth: MO Lst Sen Val:      28.78

      2003       A F W1  07/20/89
Smith,Frances            09/18/89    HOL  HO 003   0.00   0.00    0.00   0.00    0.00   0.00    0.00   0.00    0.00    0.00
                            Lst Sen Meth: MO Lst Sen Val:      29.72
                         07/20/89    SIC  SC 002   0.00   0.00    0.00   0.00    0.00   0.00    0.00   0.00    0.00    0.00
                            Lst Sen Meth: MO Lst Sen Val:      29.72
                         10/18/89    VAC  VA 001   0.00   0.00    0.00   0.00    0.00   0.00    0.00   0.00    0.00    0.00
                            Lst Sen Meth: MO Lst Sen Val:      29.72
```

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Figure 3.21 Employee Benefit Detail Report (HERBDR) - Page 3

```
Date: 05/14/92                              COUNTY GENERAL                            Page  : 3
Time: 08:33am                       Employee Benefit Detail Report                   Report:HERBDRFW


Home Department: 000000/8076


                       Continuous              Begin      Accrued        Earned        Taken      Buy-Back    Available
Employee Nbr.    E W P  Service/  Benefit Svc  Balance  PP     YTD     PP     YTD    PP     YTD   PP     YTD    Balance
Employee Name    S S C  Earned Date Pln Typ Pln  Hrs    Hrs    Hrs     Hrs    Hrs    Hrs    Hrs   Hrs    Hrs     Hrs
-------------------------------------------------------------------------------------------------------------------------

     2008        A F W2 08/15/91
Adams,John Q            11/13/91   BP   PT 001   0.00   0.00  99.00    0.00   0.00   0.00   0.00  0.00   0.00    0.00
                       Lst Sen Meth: BP Lst Sen Val:    0.00  BHA-YTD:   240.00  BHA-PYTD:    0.00  BHA-LTD:   240.00
                       12/04/85   HOL  HO 003   0.00  11.69  15.38    0.00   8.00   0.00   0.00  0.00   0.00   23.38
                       Lst Sen Meth: MO Lst Sen Val:   75.00
                       04/02/90   PTO  PT 001   0.00   0.00   0.00    4.00   8.00   0.00   0.00  0.00   0.00    8.00
                       Lst Sen Meth: MO Lst Sen Val:   33.09
                       01/09/86   SIC  SC 002   0.00   0.00   0.00    4.68   9.36   0.00   0.00  0.00   0.00    9.36
                       Lst Sen Meth: MO Lst Sen Val:   71.88
                       12/22/86   VAC  VA 001   0.00   0.00   0.00    0.24  99.00   0.00   0.00  0.00   0.00   99.00
                       Lst Sen Meth: MO Lst Sen Val:   60.47

     2014        A F W1 12/07/89
Garber,Gary B          11/26/71   BL   PT 001   0.00   2.62   5.24    0.00   0.00   0.00   0.00  0.00   0.00    0.00
                       Lst Sen Meth: BL Lst Sen Val:   40.00  BHA-YTD:    80.00  BHA-PYTD:    0.00  BHA-LTD:    80.00
                       03/07/90   VAC  VA 001   0.00   0.00   0.00    5.08  10.16   0.00   0.00  0.00   0.00   10.16
                       Lst Sen Meth: MO Lst Sen Val:   25.13

     2022        A F W2 07/10/80
Johnson,Lydell Barnes  09/08/80   HOL  HO 003   0.00  10.52  14.21    0.00   8.00   0.00   0.00  0.00   0.00   22.21
                       Lst Sen Meth: MO Lst Sen Val:  137.84
                       03/01/89   SIC  SC 002   0.00   0.00   0.00    2.81   5.93   0.00   0.00  0.00   0.00    5.93
                       Lst Sen Meth: MO Lst Sen Val:   34.13
                       05/30/89   VAC  VA 001   0.00   0.00   0.00    9.14  19.29   0.00   0.00  0.00   0.00   19.29
                       Lst Sen Meth: MO Lst Sen Val:   34.13

     2024        A F W1 01/01/89
Miller,James T         03/02/89   HOL  HO 003   0.00  11.69  15.38    0.00   8.00   0.00   0.00  0.00   0.00   23.38
                       Lst Sen Meth: MO Lst Sen Val:   36.31
                       01/01/89   SIC  SC 002   3.12   0.00   0.00    3.12   3.12   0.00   0.00  0.00   0.00    6.24
                       Lst Sen Meth: MO Lst Sen Val:   36.31
                       04/01/89   VAC  VA 001   0.00   0.00   0.00   10.15  20.30   0.00   0.00  0.00   0.00   20.30
                       Lst Sen Meth: MO Lst Sen Val:   36.31
```

Figure 3.22 Employee Benefit Detail Report (HERBDR) - Page 4

```
Date: 05/14/92                          COUNTY GENERAL                              Page  : 4
Time: 08:33am                     Employee Benefit Detail Report                    Report: HERBDRFW

Home Department: 000000/8076


                        Continuous         Begin    Accrued      Earned      Taken    Buy-Back  Available
Employee Nbr.      E W P Service/  Benefit Svc Balance  PP   YTD    PP   YTD   PP   YTD   PP   YTD  Balance
Employee Name      S S C Earned Date Pln Typ Pln  Hrs   Hrs  Hrs   Hrs  Hrs  Hrs  Hrs  Hrs  Hrs   Hrs
----------------------------------------------------------------------------------------------------------

   2026           A F W1 02/15/90
Robinson,Elizabeth R     05/14/90  HOL  HO 003  0.00  11.69  15.38  0.00  8.00  0.00  0.00  0.00  0.00  23.38
                         Lst Sen Meth: MO Lst Sen Val:    21.88
                         03/15/90  SIC  SC 002  0.00   0.00   0.00  3.12  6.24  0.00  0.00  0.00  0.00   6.24
                         Lst Sen Meth: MO Lst Sen Val:    21.88
                         06/13/90  VAC  VA 001  0.00   0.00   0.00  2.40  4.80  0.00  0.00  0.00  0.00   4.80
                         Lst Sen Meth: MO Lst Sen Val:    21.88

   2018           A F W1 10/02/89
Wilson,Amelia            12/31/89  HL   PT 001  0.00   2.00   4.00  0.00  0.00  0.00  0.00  0.00  0.00   0.00
                         Lst Sen Meth: HL Lst Sen Val:    80.00 HRS-YTD: 160.00 HRS-PYTD:   0.00 HRS-LTD: 160.00
                         12/31/89  VAC  VA 001  0.00   0.00   0.00 10.15 20.30  0.00  0.00  0.00  0.00  20.30
                         Lst Sen Meth: MO Lst Sen Val:    27.28


Dept. Total:    Benefit Type
        HO      Holiday             0.00         60.35       32.00       0.00        0.00
                                         45.59         0.00       0.00        0.00       92.35
        PT      Paid Time Off       0.00        108.24        8.00       0.00        0.00
                                          4.62         4.00       0.00        0.00        8.00
        SC      Sick                3.12          0.00       24.65       0.00        0.00
                                          0.00        13.73       0.00        0.00       27.77
        VA      Vacation            0.00          0.00      173.85       0.00        0.00
                                          0.00        37.16       0.00        0.00      173.85
```

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EMPLOYEE HOLIDAY DETAIL REPORT (HERHLD)

This is a detail report of holidays awarded, taken or not available and the available balance for each employee. This report prints all details or only those currently available to the employee.

This report prints on demand. It can be demanded from the Benefits Reports menu. This report is sorted by Holiday Code for each employee by Home Department by Entity, by Pay Cycle.

A subtotal is printed by employee Holiday Code per employee by Home Department.

Selection criteria for this report are:

- • Entity Code - one per report request

- • Pay Cycle - one, multiple, or all; default is all

- • One employee, multiple, or all; default is all

- • Holiday Code - one or range or all; default is all

- • Print awards - A for Active, H for Historical, B for Both; default is Active

Employees included on this report should be only those with Active Holiday Plans with the Pay Indicator set to Yes.

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Figure 3.23 Employee Holiday Detail Report (HERHLD)

```
Date: 05/30/91                              COUNTY GENERAL                        Page  : 1
Time: 1010am                        Employee Holiday Detail Report               Report:HERHLDDP
Home Department: 000000/8050
Employee           Hol    Hol    Hol    Awarded              Process  Taken              Available
Number    Employee Name     Plan   Act    Code Yr PP  Ending Date  Hours  Ind     PP  Ending Date  Hours  Holiday Hrs
-----------------------------------------------------------------------------------------------------------------------
    2020 Jones,Darlene Marie   01   Award-From  01  91 1   01/11/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
    2021 Morgan,Jane           01   Award-From  01  91 1   01/11/1991   10.00   Yes                        0.00   10.00
Employee Total:                                                         10.00                             0.00   10.00
    2007 Murphy,Harold T       01   Award-From  01  91 1   01/11/1991    4.00   Yes                        0.00    4.00
Employee Total:                                                          4.00                             0.00    4.00
    2019 Thomas,Terry          01   Award-From  01  91 1   01/11/1991   10.00   Yes                        0.00   10.00
Employee Total:                                                         10.00                             0.00   10.00
Home Department: 000000/8076
Employee           Hol    Hol    Hol    Awarded              Process  Taken              Available
Number    Employee Name     Plan   Act    Code Yr PP  Ending Date  Hours  Ind     PP  Ending Date  Hours  Holiday Hrs
-----------------------------------------------------------------------------------------------------------------------
    2008 Adams,Thomas J        02   N/A Thru    02  91 6   03/15/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
    2014 Gerber,Gary B         01   Award-From  01  91 1   01/11/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
    2024 Miller,James T        01   Award-From  01  91 1   01/11/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
    2026 Robinson,Elizabeth R  01   Award-From  01  91 1   01/11/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
    2018 Wilson,Amelia         01   Award-From  01  91 1   01/11/1991    8.00   Yes                        0.00    8.00
Employee Total:                                                          8.00                             0.00    8.00
                                        End of Report
```

EMPLOYEE PAY TYPE HISTORY HOURS AND DOLLARS REPORT (HERPTH)

This report reflects all specific Pay Type Hours and Dollars by employee and by Home Department for the Last Pay Period processed, plus monthly, quarterly and year-to-date information for the employee.

This is a demand report and is sorted according to the parameter defined on the Payroll Entity Parameters screen. This report can be demanded from the Statistical Reports menu.

The selection criteria for this report are:

- Entity Code - one per report request

- Fiscal or Calendar Year Reported By; default is Calendar Year

- Year; default is current year

- Calendar Month or Fiscal Period; default is current Month or Fiscal Period.

- One employee, multiple employees or all; default is all

   - To select multiple employees, you can enter a hyphen (-) to display an employee list.

- Home Department - one or range or all; default is all

- Pay Type - one or range or all; default is all

- Pay Type Hours Only; Pay Type Dollars Only; Pay Type Hours and Dollars; default is both.

A subtotal is printed by employee and Home Department. A grand total is printed by Entity Code.

This report prints for all Pay Types containing hours and dollars in Employee Pay Type History.

Figure 3.24 Employee Pay Type History Hours/Dollars Report (HERPTH) - Page 1

```
Date: 06/17/97                          MODEL HOSP - ENT 01                          Page  : 1
Time: 11:07              Employee Pay Type History Hours/Dollars Report For 06/17/97  Report: HERPTH01
Calendar Year 1997    Month 06
Home Dept: 0.5

                                       Pay Type Hours                    Pay Type Dollars
                          Pay Type   -----------------------------------   -----------------------------------
Employee Nbr   Name         Code     Month     Quarter   Year-to-Date   Month     Quarter     Year-to-Date
-------------------------------------------------------------------------------------------------------------
     2  Berry,Sondra M       100     0.00      426.66      2,394.63     $0.00    $12,373.10    $68,172.05
Employee Total:                      0.00      426.66      2,394.63     $0.00    $12,373.10    $68,172.05
Department Summary:          100                426.66                           $12,373.10
                                     0.00                  2,394.63     $0.00                  $68,172.05
Department Total:                               426.66                           $12,373.10
                                     0.00                  2,394.63     $0.00                  $68,172.05
```

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Figure 3.25 Employee Pay Type History Hours/Dollars Report (HERPTH) - Page 2

```
Date: 06/17/97                              MODEL HOSP - ENT 01                                   Page  : 28
Time: 11:07                    Employee Pay Type History Hours/Dollars Report For 06/17/97        Report: HERPTH01
                                                 Entity Summary

Calendar Year 1997    Month 06
                                   Pay Type Hours                                    Pay Type Dollars
Pay Type                 ------------------------------------------        ------------------------------------------
  Code          Month          Quarter       Year-to-Date            Month          Quarter        Year-to-Date
          -----------------------------------------------------------------------------------------------------------
   100         3,532.28       28,947.86       102,430.62           $59,922.48      $704,418.42      $2,902,010.48
   102             0.00           12.12            12.12                $0.00            $0.00              $0.00
   104             0.00          -12.12           -12.12                $0.00            $0.00              $0.00
   105             0.00          -12.12            -7.12                $0.00            $0.00            $105.00
   106             0.00            8.00             8.00                $0.00          $121.20            $121.20
   112             0.00            0.00            45.50                $0.00            $0.00             $22.75
   114             0.00            0.00             0.00                $0.00            $0.00              $0.00
   120             0.00            0.00            40.00                $0.00            $0.00            $720.00
   144             0.00            0.00             0.00                $0.00          $800.00          $1,515.75
   150             0.00            0.00             0.00                $0.00            $0.00          $3,083.00
   155             0.00           12.12            12.12                $0.00            $0.00              $0.00
   165             0.00           12.12            12.12                $0.00            $0.00              $0.00
   170             0.00           52.12            56.12                $0.00          $646.00            $718.00
   175             0.00           12.12            12.12                $0.00            $0.00              $0.00
   180             0.00            0.00             0.00            $3,000.00       $21,038.00         $66,440.00
   182             0.00            0.00             0.00                $0.00            $0.00             $18.75
   195             0.00            0.00             0.00                $0.00            $0.00             $75.00
   ADD             0.00            0.00             0.00              $400.00        $6,000.00         $25,000.00
   NOP             0.00           27.37            27.37                $0.00            $0.00              $0.00
Entity Total:
                               29,059.59                                          $733,023.62
               3,532.28                        102,636.85           $63,322.48                     $2,999,829.93
                                              End of Report
```

EMPLOYEE PENSION STATISTICS REPORT (HERPSR)

This report is a detail listing of the statistics stored in the Employee Pension file. It contains the Pension Hours and Dollars defined in the Pay Type Masters, the FICA Wages and FICA Taxes for each specific calendar year. This report can include all employees or only those employees who have met the eligibility criteria set up on the Pension Plan Code Table.

This is a demand report and is sorted by employee name, by Entity or employee Social Security number. The report can be demanded by choosing Processes from the main menu, then Payroll Reports, then Benefit Reports.

After you select this report from the menu of Benefit Reports, the system displays the following selection criteria screen:

```
     General Hospital Employee Pension Statistics Report Processor
                                       Fri Sep 25, 1992 10:12 am
 Ent : COUNTY GENERAL
  1 Entity Code                      2 Pension Plan
    FW COUNTY GENERAL                   01
  3 Cal Year    4 Update Empl Elig    5 Part Dt   6 Update Pens FICA/MHI Amts
    1992            Yes                09/25/1997   Yes
  7 Pens Plan Elig Src  8 Hrs YTD/LTD  9 Min Hrs  10 Min Age   11 Prob Months
    Pension Plan        Calendar Yr
 12 Employee                         13 Employee Eligibility Ind
    2046                                Yes
 14 Birth Yr Report By  15 Begin Year  16 End Year
    Yes                    1955          1955
 17 Hire Yr Report By  18 Begin Year  19 End Year  20 Sort Sequence
    Yes                    1989          1989          Alphabetic




 Accept this screen? (Y/N) [Y]--
```

The selection criteria available for each field are given in the following Field Explanations.

Field Explanations

1. ENTITY
One Entity per report request.

2. PENSION PLAN CODE
One, multiple or all; default is all.

This selection allows you to identify the pension plans to access and affect in this report. You can select multiple plans from the table lookup, one plan, or all plans.

3. CALENDAR YEAR
Single year or all; default is all.

> **NOTE:** If the Calendar Year is "ALL," you will not be able to update the Employee Pension Eligibility Flag.

4. UPDATE EMPLOYEE PENSION ELIGIBILITY FLAG (1-A-R)
This field in the Employee Pension information is used to indicate that the Eligibility Indicator is set automatically via the report, rather than manually. Valid values are:

Y   Yes, Update Employee Pension. This means that if the employee's Eligibility Indicator equals No, but the employee has met the other selection criteria (see other fields), then the system will automatically set the employee pension Eligibility Indicator to Yes. The system will also set the Participation Date to the date indicated in the Participation Date field. The Eligibility Indicator Origin field (located on the Employee Pension Information screen) is set to R (Report), meaning that the Eligibility Indicator was set automatically via the report rather than manually. To determine if the Probation Months have been met, the report will compare the Participation Date to the Employee Hire Date.

N   No (default), the system will not update the employee's Eligibility Indicator.

NOTE: The system will not change an Eligibility Indicator already set to Yes.

5. PARTICIPATION DATE (8-N-C)
This field indicates the date that is used for the employee pension Participation Date when the employee Pension Eligibility Flag is changed and updated. The participation date is when the employee began participation in the pension plan. You can enter this date or use the T+/- logic. The date default is the system date, which you can override. This date is required when the Update Employee Pension Eligibility Flag is Yes. Display format is MM/DD/YYYY. The Employee Pension Statistics Report will automatically update this field on the employee's Pension screen, if it was previously blank when the Eligibility Indicator was changed from No to Yes via the running of the report.

6. UPDATE PENSION FICA/MHI AMOUNTS (1-A-R)
This field indicates any update action for the employee pension FICA/MHI amounts (by year, in the scrolling screen) with the execution of the report. This action is valid only when the Calendar Year field (#3) indicates a single selected year (i.e., if Calendar Year equals ALL, then no update will occur). Valid values are:

Y   Yes, update amounts. The system will update the FICA and the MHI amounts (wages and taxes) from the Employee Earnings History for the designated year. If amounts alrea exist in the Employee Pension Information, then this action will replace dy and override those existing values.

N   No (default), the system will not update or change the employee pension FICA or MHI amounts.

7. PENSION PLAN ELIGIBILITY SOURCE (1-A-R)
This field indicates the source or origin of the specific pension plan eligibility criteria (Minimum Hours, Minimum Age, and Probation Months). The source options are from the Pension Plan Code Table or the override criteria fields (indicated in fields 9-11). Values are:

P   Pension Plan (default); the system will use the indicated selection criteria listed within the defined Pension Plan Code Table. If you select this source option, the override criteria fields are skipped.

O   Override; the system will use the override criteria fields to establish the selections, in place of those listed within the individual plans.

When using the override option, you must fill in fields 9 through 11. See note following.

NOTE: If the **Override** selection is used with a specific year selected for update or review, you must complete the Minimum Hours, Minimum Age and Probation Months fields to establish the override options. Otherwise, the system will return to the Main Menu Selection with no report compiled.

8. HRS YTD/LTD INDICATOR (1-A-R)
This field allows you to qualify the Minimum Hours requirement (regardless of eligibility source) to indicate how the minimum hours are to be measured. Currently, for each year listed within the Employee Pension Information, the pension hours are accumulated. To determine eligibility the system compares the Minimum Hours (see Source) against these annual hours from the the employee data. However, some pension plans indicate that the eligibility begins when an employee reaches the minimum requirements, even if this test crosses calendar year boundaries. To accommodate this situation, this indicator allows you to specify the overall hours test. Valid values are:

C   Calendar Year; The Minimum Hours requirements are applied against the pension hours for the specified Calendar Year. (See the Calendar Year field).

L   Life-to-Date; The system will read through the years listed for the Employee Pension Information and accumulate the total pension hours. These total pension hours are then used for comparison to the Minimum Hours requirement.

The field default is C for Calendar Year.

9. MINIMUM HOURS REQUIREMENT
10. MINIMUM AGE REQUIREMENT
11. PROBATION MONTHS
These fields are located on the Pension Plan Code Table.

NOTE: You must enter only a single year in the selection criteria (in addition to the Override selection in the Pension Plan Eligibility Source field) in order to enter selective data for Minimum Hours, Minimum Age or Probation Months from

the Pension Plan Code Table. If you select the default (All), all data for
Pension Years stored in the Employee Pension Information screen will print.

12. EMPLOYEE
One employee, multiple employees or all; default is all. To select multiple employees,
you can enter a hyphen (-) to display an employee list.

13. EMPLOYEE ELIGIBILITY INDICATOR
Y for Yes; N for No; A for All; default is A. The Employee Pension Statistics Report will
update this field automatically if the proper criteria have been met.

14. BIRTH YEAR REPORT BY
Range of Birth Year or No; default is No.

15. BEGIN YEAR
Beginning range of Birth Year or No; default is No.

16. END YEAR
Ending range of Birth Year.

17. HIRE YEAR REPORT BY
Range or No; default is N.

18. BEGIN YEAR
Beginning range of Hire Year or No; default is No.

19. END YEAR
Ending range of Hire Year.

20. SORT SEQUENCE
Alphabetic or social security; default is alphabetic.

A subtotal is printed by Plan Code and a grand total is printed by Entity Code.

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Figure 3.26 Employee Pension Detail Report (HERPSR) - Page 1

```
Date: 09/29/92                              GENERAL HOSPITAL                              Page  : 1
Time: 08:51am                        Employee Pension Detail Report                      Report: HERPSRFW
Report Options: Update Empl Elig - Yes  Part Dt - 01/01/80 Update Amts - Yes Pens Plan Elig Src - Pension Plan   Hrs - YTD
Pension Plan Code 01  FW County Hospital
Calendar Year: 1992
                                        Birth         Hire      Rehire    Cont Srv     Term    Elg Vst  Particip  Vested ST  Chgd
Soc Sec Nbr  Employee Name         Sex   Date   Age   Date      Date      Date         Date    Ind Ind  Date      Date       EI $
Employee Nbr
  Year        Pension Hours  Pension Dollars    Fica Wages     Fica Tax     MHI Wages       MHI Tax    L-T-D Hours
----------------------------------------------------------------------------------------------------------------------
 1992           1,760.00     $20,880.00      $20,880.00     $1,294.60    $20,880.00       $302.80       1,760.00
131-61-9181  Mitchem,Francoise     F  01/01/69   23  03/01/88  08/10/91  03/04/88              Yes Yes  08/27/92  02/09/90 A  N  Y
   2000
 1992           3,160.00     $21,601.28      $54,914.81     $3,404.75    $54,914.81       $796.27       5,240.00
123-09-7654  Morgan,Jane           F  05/12/47   45  10/31/81            10/31/81              Yes Yes  01/01/80  01/17/90 A  Y  Y
   2021
 1992           1,760.00     $17,544.00      $17,544.00     $1,087.72    $17,544.00       $254.42       1,760.00
123-45-6789  Murphy,Harold T       F  01/01/66   26  08/18/89            08/18/89              No  No                      I  N  Y
   2007
 1992             880.00      $6,912.00       $6,739.02       $417.87     $6,739.02        $97.78         880.00
098-12-6543  Robinson,Elizabeth R  F  08/01/43   49  02/15/90            02/15/90              Yes No   01/01/80           A  Y  Y
   2026
 1992           1,760.00     $24,208.00      $23,968.00     $1,485.92    $23,968.00       $347.48       1,760.00
111-22-5555  Smith,Frances         F  02/03/45   47  07/20/89            07/20/89              No  No                      A  N  Y
   2003
 1992             320.00      $5,440.00       $6,800.00       $421.60     $6,800.00        $98.60         320.00
182-73-6451  Stephens,Samuel S     M  01/19/49   43  02/13/90            02/13/90              Yes No   01/01/80           A  Y  Y
   2025
 1992           1,760.00     $27,364.00      $27,364.00     $1,696.50    $27,364.00       $396.86       1,760.00
192-83-7465  THOMAS-HARRISON-GUGENHEIM  M  04/11/60   32  01/01/90            01/01/90  06/06/92 Yes No   01/01/80           I  Y  Y
   2032
 1992           1,424.00      $3,439.04       $3,439.04       $213.23     $3,439.04        $49.87       1,424.00
444-44-4444  TRITT,LAURA LANE      F  06/10/58   34  01/01/92            01/01/92              Yes Yes  01/01/80  01/01/92 A  Y  Y
   0930
 1992           1,040.00     $20,800.00      $20,900.00     $1,295.80    $20,900.00       $303.05       1,040.00
494-83-7272  Thomas,Terry          F  06/12/39   53  12/02/85            12/09/85              Yes No   01/01/80           I  Y  Y
   2019
 1992           2,000.00      $1,424.00       $1,414.00        $87.67     $1,414.00        $20.50       2,000.00
253-92-9362  Tritt,Myra            F  03/22/50   42  01/01/92            01/01/92              No  Yes            07/20/92 A  N  Y
      1
 1992             108.00      $1,107.00       $1,030.97        $63.92     $1,030.97        $14.95         108.00
192-83-7465  Wilkins,Ronald        F  09/23/62   30  01/01/88            01/01/88              Yes No   01/01/80           A  Y  Y
   2023
```

Figure 3.27 Employee Pension Detail Report (HERPSR) - Page 2

```
Date: 09/29/92                                    GENERAL HOSPITAL                              Page  : 2
Time: 08:51am                             Employee Pension Detail Report                        Report: HERPSRFW

Report Options: Update Empl Elig - Yes  Part Dt - 01/01/80 Update Amts - Yes Pens Plan Elig Src - Pension Plan   Hrs - YTD

Pension Plan Code 01  FW County Hospital

Calendar Year: 1992
                                         Birth         Hire      Rehire    Cont Srv     Term     Elg Vst  Particip  Vested  ST  Chgd
Soc Sec Nbr  Employee Name       Sex     Date    Age   Date      Date      Date         Date     Ind Ind  Date      Date    EI $
Employee Nbr
 Year        Pension Hours  Pension Dollars      Fica Wages      Fica Tax       MHI Wages       MHI Tax     L-T-D Hours
-------------------------------------------------------------------------------------------------------------------------------
 1992            1,760.00     $23,728.00         $22,928.00      $1,421.60      $22,928.00       $332.48       1,760.00

919-28-3737  Wilson,Amelia      F     05/05/45   47  10/02/89              10/02/89              Yes  No  01/01/80           I   Y  Y
   2018
 1992            1,760.00     $23,280.00         $20,905.00      $1,296.04      $20,905.00       $303.10       1,760.00

098-76-5432  Wilson,John        M     05/06/43   49  07/23/89              07/23/89              Yes  No  01/01/80           A   Y  Y
   2016
 1992            1,760.00     $32,149.69         $30,958.26      $1,919.48      $30,958.26       $448.90       1,760.00


Plan Code 01     Total Number of Employees:                          11
                 Total Number of Employees with Updated Eligibility:  8
                 Total Number of Employees Updated from Earnings History:   11
```

EMPLOYEE PREPARE DEDUCTION CHANGE REPORT (HPRPDC)

This report is automatically generated after the Prepare Process for all employees whose deduction information was updated by the Future Deduction Change Process scheduled for the pay period.

The report lists the values before and after the Prepare Process. The report reflects the employee's deduction calculation fields for the deduction code that could have changed via the Future Deduction Information screen regardless of which fields were actually changed.

The report is sorted by employee number within the entity, home department, and Pay Cycle. Only employees who had changes updated from the Future Deduction information screen to the Current Deduction Information screen are reported. There can be multiple deductions for a single employee.

Figure 3.28 Employee Prepare Deduction Change Report (HPRPDC)

```
Date: 07/27/2005                          MODEL HOSP - ENT 02                          Page  : 1
Time: 04:09pm                    Employee Prepare Process Deduction Change Report For 07/27/2005      Report: HPRPDC02


Pay Cycle:B  CY:2005 PP:8  CT: R End Date 04/15/2005


   Empl Nbr    Employee Name                       Div Fac Home Department Soc Sec        Deduction                    Priority
   -----------------------------------------------------------------------------------------------------------------------------
   000000005   STATE,ARKANSAS                          8214          XXX-XX-4544     BG  457 Deduction                    29


   --------------- PREVIOUS DEDUCTION INFORMATION ---------------      --------------- CURRENT DEDUCTION INFORMATION ---------------
   Mstr EE Basis    Flat         EE Basis      Flat                    Mstr EE Basis    Flat         EE Basis      Flat
   Mstr EE Amt/Pct  20           EE Amt/Pct    100.00                  Mstr EE Amt/Pct  20           EE Amt/Pct    75.00
   Mstr EE PP Max                EE PP Max                             Mstr EE PP Max                EE PP Max
   Mstr EE YTD Max               EE YTD Max                            Mstr EE YTD Max               EE YTD Max
   Mstr ER Basis    % of Gross                                         Mstr ER Basis    % of Gross
   Mstr ER Amt/Pct  1            ER Amt/Pct                            Mstr ER Amt/Pct  1            ER Amt/Pct
   Mstr ER PP Max                ER PP Max                             Mstr ER PP Max                ER PP Max     100.00
   Mstr ER YTD Max               ER YTD Max                            Mstr ER YTD Max               ER YTD Max    1200.00
                                 Min Gross Wg                                                       Min Gross Wg

   -----------------------------------------------------------------------------------------------------------------------------


                             End of Report
```

EMPLOYEE PREPARE PROCESS INACTIVATED REPORT (HPRTRM)

This report is automatically generated after the Prepare Process for all Inactivated employees (those whose Pay Indicator is set to No during the Prepare Process) for this Pay Period. No Timecard Control record is created for these employees.

The system also sets the Employee Masters, Positions, Deductions, Benefit Plans, Holiday Plans, Pension Plans and Add-On Pay to Inactive. You should review this report immediately after the Prepare Process to insure the employee's reported should actually be inactivated. If the employee was not supposed to be inactivated, you can set the Employee Masters manually to Active, set the Pay Indicator to Yes, fill in the Begin Year and Pay Period, then do a Mini-Prepare to create a Timecard Control record for the employee for this Pay Period.

This is a Prepare Process report and sorts by employee alpha code within Entity, for Regular Pay Cycle only.

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Figure 3.29 Employee Prepare Process Inactivated Report (HPRTRM)

```
Date: 08/24/90                          GENERAL HOSPITAL                              Page  : 1
Time: 14:49                    Employee Prepare Process Inactivated Report           Report:HPRTRMDP

Pay Cycle:W1 CY:1990 PP:1  CT: R End Date 01/07/90
                                                               -----Position-----
  Employee Nbr      Employee Name        Div Fac  Home Department    Soc Sec      Ent    Dept  Job Class  Nbr    Priority
--------------------------------------------------------------------------------------------------------------------------
    2002   Roosevelt,Francis C.          80    M       000000/8060   222-33-4444      000000/8050  803    001    1



                                             End of Report
```

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EMPLOYEE PREPARE PROCESS INACTIVATED REPORT (HPRTRM)   Chapter 3 - PAYROLL REPORTS

EMPLOYEE PREPARE PROCESS POSITION CHANGE REPORT (HPRPPP)

This report is automatically generated after the Prepare Process runs for all employees who have had the Position Current Rate information updated from the Position Next Pay information for the pay period. This report reflects all the Position Information data elements, including Additive Rate information, regardless of which data element has been changed.

The report is sorted by employee within Entity, by Pay Cycle.

Only those employees who had changes from the Next Position information screen to the Current Position information are reported.

There can be multiple positions for a single employee.

Figure 3.30 Employee Prepare Process Position Change Report (HPRPPP)

```
Date: 05/02/91                              GENERAL HOSPITAL                              Page  : 1
Time: 16:47                     Employee Prepare Process Position Change Report           Report:HPRPPPFW


Pay Cycle:W1 CY:1991 PP:1  CT: R End Date 01/11/91


   Employee Nbr       Employee Name           Div Fac Home Department Soc Sec     EC      Pos Dept  Job Class  Nbr    Priority
--------------------------------------------------------------------------------- ----------------------------------------------
      2004  Brown,Robert B                     80  M    000000/8060  333-99-6666 FW  000000/8050    804       001    1


-------------------- PREVIOUS PAY INFORMATION --------------       --------------------- CURRENT PAY INFORMATION ---------------
Rate Effective Date  Salary Type      Pay Grade     Pay Step       Rate Effective Date  Salary Type      Pay Grade     Pay Step
02/02/90             C                80            MIN            02/02/90             C                80            MIN
Primary Shift        Hourly Rate      Supplemental Rate            Primary Shift        Hourly Rate      Supplemental Rate
                     15.7500          0.0000                                            15.0000          0.0000
Shift Rate Code      On-Call Rate     Charge Rate    Float Rate    Shift Rate Code      On-Call Rate     Charge Rate  Float Rate
                     0.7500           1.5000         0.5500                             0.7500           1.5000       0.5500


         Add Rate Code  Grp   Bas  Amt/Pct                                 Add Rate Code  Grp   Bas  Amt/Pct
         -------------  ----  ---  -------                                 -------------  ----  ---  -------
         1234           1234  P    1                                       1234           1234  P    1.00
                                   0                                       ABCD           ABCD  F    .3000

                                        End of Report
```

EMPLOYEE SUMMARY DEDUCTION REGISTER (HPRSD2)

This register is the detailed deduction information that supports all the deductions scheduled to be taken per employee. It reflects the Deduction Scheduled Amount, Date of Last Activity, Last Amount Taken, Month-to-Date, Quarter-to-Date, Year-to-Date and Maximum Amounts. It also reflects the Arrears Balance Due from each employee.

This register reflects all deductions, regardless of whether there is current activity for that pay period.

This is a Payroll Process report that prints on demand. This report can be demanded from the Deduction Reports menu. It is sorted by Home Department.

Subtotals are printed by Department by Deduction Code. A grand total is printed by Entity Code.

Selection criteria for this report are:

- •   Entity Code - one per report

- •   Pay Cycle

- •   Fiscal or Calendar Year

- •   Year

- •   Month

- •   Include employees with Emp Pay Ind set to No? (Y/N) [Y]; default is Y

- •   Print dollars/hours base statistics (Y/N) [N]; default is N

When printing this report using Optional Batch reporting, the system uses the current month.

If you choose Y for yes to print dollars/hours base statistics, the report includes last pay period, MTD Amount, QTD Amount, and YTD Amount.

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EMPLOYEE SUMMARY DEDUCTION REGISTER (HPRSD2)

Chapter 3 - PAYROLL REPORTS

Figure 3.31 Employee Summary Deduction Register (HPRSD2) - Page 1

```
Date: 06/29/98                           MODEL HOSP - ENT 01                             Page  : 1
Time: 10:24                    Employee Summary Deduction Register For 06/29/98          Report: HPRSD201
                                      Calendar Year: 1998  Month: 12
Home Department: 0.5
Employee Nbr.                   Sched        Date      Last
Employee Name         Pay  Ded  Amount     of Last    Amount     MTD        QTD        YTD      Maximum    Arrears
SSN                   Ind  Code Flat/%     Activity    Taken    Amount     Amount     Amount    Amount     Balance
-------------------------------------------------------------------------------------------------------------------
          2            Y   BF    25.00   09/27/1998    25.00     0.00      25.00      56.22     200.00      0.00
                           Dollar  Base ->            200.00     0.00     200.00   3,200.00
                           Applic Hours ->            80.00     0.00      80.00   1,120.00
Berry,Sondra M             BH    30.00   01/18/1998   100.00-    0.00       0.00     100.00-      0.00      0.00
                           Dollar  Base ->            370.00     0.00       0.00     370.00
                           Applic Hours ->             0.00     0.00       0.00       0.00
253-92-0101                CL    10.00   06/21/1998     0.00     0.00       0.00      90.00       0.00      0.00
                           Dollar  Base ->            200.00     0.00       0.00  90,250.00
                           Applic Hours ->            80.00     0.00       0.00     640.00
                           FE   100.00 % 07/05/1998    40.80     0.00       0.00     740.85       0.00      0.00
                           Dollar  Base ->            200.00     0.00       0.00   2,250.00
                           Applic Hours ->            80.00     0.00       0.00     640.00
                           GA     0.00 % 07/05/1998    40.80-    0.00       0.00     435.94-      0.00      0.00
                           Dollar  Base ->            200.00     0.00       0.00  90,250.00
                           Applic Hours ->            80.00     0.00       0.00     640.00
                           KDC    0.00   01/18/1998   100.00-    0.00       0.00     100.00-      0.00      0.00
                           Dollar  Base ->            370.00     0.00       0.00     370.00
                           Applic Hours ->             0.00     0.00       0.00       0.00
                           KHG    9.54   07/05/1998   200.00     0.00       0.00   1,583.76       0.00    216.24
                           Dollar  Base ->            200.00     0.00       0.00  90,250.00
                           Applic Hours ->            80.00     0.00       0.00     640.00
Dept.    Summary of Deductions:  BF                              0.00      25.00      56.22                 0.00
                                 BH                              0.00       0.00     100.00-                0.00
                                 CL                              0.00       0.00      90.00                 0.00
                                 FE                              0.00       0.00     740.85                 0.00
                                 GA                              0.00       0.00     435.94-                0.00
                                 KDC                             0.00       0.00     100.00-                0.00
                                 KHG                             0.00       0.00   1,583.76               216.24
Department Total:                                               0.00      25.00   1,834.89               216.24
```

Figure 3.32 Employee Summary Deduction Register (HPRSD2) - Page 3

```
Date: 06/29/98                            MODEL HOSP - ENT 01                                  Page  : 3
Time: 10:24                      Employee Summary Deduction Register For 06/29/98              Report: HPRSD201
                                        Calendar Year: 1998  Month: 12

Home Department: 6.010
Employee Nbr.                  Sched        Date      Last
Employee Name         Pay  Ded  Amount     of Last   Amount      MTD         QTD         YTD      Maximum    Arrears
SSN                   Ind  Code Flat/%     Activity   Taken      Amount      Amount      Amount    Amount    Balance
---------------------------------------------------------------------------------------------------------------------
      1               Y    AA    101.00 % 09/27/1998   101.00     0.00       101.00     1,809.68    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    38,239.98
                           Applic Hours ->            235.00     0.00       235.00     2,436.00
*********************      AB     20.00 % 09/27/1998    20.00     0.00        20.00       360.61    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    35,410.63
                           Applic Hours ->            235.00     0.00       235.00     2,205.00
325-39-3929               AC      0.00 % 09/27/1998 1,848.40     0.00     1,848.40    20,075.57    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    35,783.13
                           Applic Hours ->            235.00     0.00       235.00     2,286.00
                          AD      0.00 % 09/27/1998    50.00     0.00        50.00     1,639.60    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    36,783.13
                           Applic Hours ->            235.00     0.00       235.00     2,286.00
                          BFA   37,627.34 01/04/1998 1,670.29     0.00         0.00     1,670.29    0.00   73,584.39
                           Dollar  Base ->          2,456.85     0.00         0.00     2,456.85
                           Applic Hours ->            150.00     0.00         0.00       150.00
                          BG     20.00   09/27/1998    20.00     0.00        20.00       240.00    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    25,721.97
                           Applic Hours ->            235.00     0.00       235.00     1,720.00
                          FA    100.00 % 09/27/1998    27.19     0.00        27.19       186.57    0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    15,940.75
                           Applic Hours ->            235.00     0.00       235.00     1,175.00
                          GD      0.00 % 08/02/1998     0.00     0.00         0.00        36.68-   0.00       0.00
                           Dollar  Base ->          3,125.00     0.00     3,125.00    36,867.48
                           Applic Hours ->            235.00     0.00       235.00     2,355.00
    299               Y    BD     20.00   09/27/1998    20.00     0.00        20.00       300.00    0.00       0.00
                           Dollar  Base ->          2,000.00     0.00     2,000.00    30,000.00
                           Applic Hours ->             80.00     0.00        80.00     1,200.00
*********************      QPC    20.00   09/27/1998    20.00     0.00        20.00       300.00    0.00       0.00
                           Dollar  Base ->          2,000.00     0.00     2,000.00    30,000.00
                           Applic Hours ->             80.00     0.00        80.00     1,200.00
299-00-0299
    237               Y    CA     15.00   09/27/1998    15.00     0.00        15.00       225.00    0.00       0.00
                           Dollar  Base ->            800.00     0.00       800.00    12,000.00
                           Applic Hours ->             40.00     0.00        40.00       600.00
*********************
237-00-0237
    231               Y    CA     15.00   09/27/1998    15.00     0.00        15.00       225.00    0.00       0.00
                           Dollar  Base ->            800.00     0.00       800.00    12,000.00
                           Applic Hours ->             40.00     0.00        40.00       600.00
*********************
444-44-4447
```

Figure 3.33 Employee Summary Deduction Register (HPRSD2) - Page 4

```
Date: 06/29/98                              MODEL HOSP - ENT 01                              Page  : 4
Time: 10:24                       Employee Summary Deduction Register For 06/29/98           Report: HPRSD201
                                       Calendar Year: 1998  Month: 12
Home Department: 6.010
Employee Nbr.                  Sched        Date      Last
Employee Name        Pay  Ded  Amount     of Last   Amount     MTD        QTD        YTD       Maximum    Arrears
SSN                  Ind  Code Flat/%     Activity   Taken    Amount     Amount     Amount     Amount     Balance
----------------------------------------------------------------------------------------------------------------
     291              Y   BD     20.00  09/27/1998    20.00      0.00      20.00      300.00      0.00       0.00
                          Dollar  Base ->          1,000.00      0.00   1,000.00   15,000.00
                          Applic Hours ->             40.00      0.00      40.00      600.00
MERCY,JANE W              QPC     25.00 % 09/27/1998  50.00      0.00      50.00      750.00      0.00       0.00
                          Dollar  Base ->          1,000.00      0.00   1,000.00   15,000.00
                          Applic Hours ->             40.00      0.00      40.00      600.00
291-00-0291
     292              Y   BD     20.00  09/27/1998    20.00      0.00      20.00      300.00      0.00       0.00
                          Dollar  Base ->          1,200.00      0.00   1,200.00   18,000.00
                          Applic Hours ->             80.00      0.00      80.00    1,200.00
ROSCOE,BLAIR G            QPC     25.00 % 09/27/1998  50.00      0.00      50.00      750.00      0.00       0.00
                          Dollar  Base ->          1,200.00      0.00   1,200.00   18,000.00
                          Applic Hours ->             80.00      0.00      80.00    1,200.00
292-00-0292
      23              Y   BD     20.00  09/27/1998    20.00      0.00      20.00      300.00      0.00       0.00
                          Dollar  Base ->          2,534.40      0.00   2,534.40   38,016.00
                          Applic Hours ->            192.00      0.00     192.00    2,880.00
Underwood,Blair           FT       0.00 % 01/04/1998   0.00      0.00       0.00    1,661.39      0.00       0.00
                          Dollar  Base ->          2,534.40      0.00   2,534.40   38,016.00
                          Applic Hours ->            192.00      0.00     192.00    2,880.00
293-93-2323               QPC     25.00 % 09/27/1998  50.00      0.00      50.00      750.00      0.00       0.00
                          Dollar  Base ->          2,534.40      0.00   2,534.40   38,016.00
                          Applic Hours ->            192.00      0.00     192.00    2,880.00
      63              N   QPC     25.00  09/27/1998    25.00      0.00      25.00      275.00      0.00       0.00
                          Dollar  Base ->          3,120.00      0.00   3,120.00   15,760.00
                          Applic Hours ->            240.00      0.00     240.00      880.00
WATERS,ANDY               TD   1,000.00  09/27/1998 1,000.00      0.00   1,000.00    4,000.00      0.00       0.00
                          Dollar  Base ->          3,120.00      0.00   3,120.00   13,360.00
                          Applic Hours ->            240.00      0.00     240.00      720.00
235-32-2539
Dept.   Summary of Deductions:  AA                             0.00     101.00    1,809.68                 0.00
                                AB                             0.00      20.00      360.61                 0.00
                                AC                             0.00   1,848.40   20,075.57                 0.00
                                AD                             0.00      50.00    1,639.60                 0.00
                                BD                             0.00      80.00    1,200.00                 0.00
                                BFA                            0.00       0.00    1,670.29            73,584.39
                                BG                             0.00      20.00      240.00                 0.00
                                CA                             0.00      30.00      450.00                 0.00
                                FA                             0.00      27.19      186.57                 0.00
                                FT                             0.00       0.00    1,661.39                 0.00
                                GD                             0.00       0.00       36.68-                0.00
                                GIF                            0.00       0.00       11.00                 0.00
                                QPC                            0.00     200.00    3,045.00                 0.00
```

EMPLOYEE TCE POSITION/RATE DETAIL CHANGE AUDIT REPORT (HPRPCA)

This report reflects all employees whose employee data has been changed on the TCE Position/Rate detail screen. The Position Rate/Detail screen indicator is set to Yes, meaning there has been a change to the Position and Rate information in effect when this timecard/check was built during the Prepare Process. This report serves as an audit feature whenever the Primary Shift, Shift Rate Code, Shift Ind, Ben Ind, OT Ind, Hr Rate, On-Call Rate, Charge Rate, Float Rate, or Suppl Rate fields are modified.

This is a Payroll Process report and prints on demand. It can be demanded from the Gross Compute Reports menu. This report is sorted by employee within Entity.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle, once completed through the Prepare Process)

Only those employees with the Change Indicator set to Yes are included on this report. If the indicator is Null, there has been no change made to this record.

This report is an exact overview of the Employee TCE Position/Rate detail screen. The report reflects all position information, including Additive Rate information, regardless of which data element has been changed.

The report prints the stored Edit By, Date and Time information for this record.

Figure 3.34 Employee TCE Position/Rate Detail Change Audit Report
(HPRPCA)

```
Date: 05/30/91                          GENERAL HOSPITAL                         Page  : 1
Time: 1101am                Employee TCE Position/Rate Detail Change Audit Report    Report:HPRPCADP


Pay Cycle:C  CY:1991 PP:6  CT: R End Date 03/17/91


     Emp No        Employee Name          Div Fac Department         Soc Sec
------------------------------------------------------------------------------------------------------------


  455544545       Grady,Clark               60  M    00/00/00/6123   455-54-4545
   1 Priority 2 Ent  3 GL Department    4 Job Class    5 Pos Nbr      6 Assign Hrs
      1      DP    0000006140           6668          004             80.00
   7 Primary Shift 8 Shift Rate Cd     9 Shift Ind   10 Ben Ind     11 OT Ind
      09           0001                 Yes           Yes             Yes
  12 Hr Rate      13 On-Call Rate      14 Charge Rate 15 Float Rate 16 Suppl Rate
     30.0000         1.5000             1.5000         1.5000         1.5000
  17 Pay Status   18 FTE Ratio         19 Change Ind  20 Hours Since Last Incr
     Non-Exempt      1.00               Yes            80.00
  21 Additive Rate Codes           Grp  Basis Amount    Percent
                                    1445   F   1.0000     .00
                                    1445   P    .0000    3.00


Edit By: Kosner,Karen A         Date: 05/30/1991  1101am

  455544545       Grady,Clark               60  M    00/00/00/6123   455-54-4545
   1 Priority 2 Ent  3 GL Department    4 Job Class    5 Pos Nbr      6 Assign Hrs
      2      KK    0000006123           6668          001             80.00
   7 Primary Shift 8 Shift Rate Cd     9 Shift Ind   10 Ben Ind     11 OT Ind
      09           0001                 Yes           Yes             Yes
  12 Hr Rate      13 On-Call Rate      14 Charge Rate 15 Float Rate 16 Suppl Rate
     30.0000         2.5000             0.3500         1.0000         1.0000
  17 Pay Status   18 FTE Ratio         19 Change Ind  20 Hours Since Last Incr
     Non-Exempt      1.00               Yes            80.00
  21 Additive Rate Codes           Grp  Basis Amount    Percent
     89 Rate #1                    9898   F    .5000     .00


Edit By: Kosner,Karen A         Date: 05/30/1991  1101am


                           End of Report
```

EMPLOYER REGULATORY COSTS REPORT (HPRRCD AND HPRRCT)

This report provides the employer regulatory costs by employee. It displays quarter-to-date and year-to-date wage and tax information for all employees. This report assists in preparing tax reports. Quarter-to-date and year-to-date totals are provided at the end of the report for each applicable taxing jurisdiction in addition to overall Entity totals. This report consists of a detail report and a summary report.

The report displays the current processing schedule for each Pay Cycle following the Entity totals.

This is a demand report and sorts alphabetically by employee name within Entity, or employee social security number within Entity. A grand total is printed by Entity. The report can be demanded from the Earnings History Reports menu.

Selection criteria for this report are:

- Entity - one per report request

- Calendar Year - one per report request; default is Current Calendar Year

- Quarter 1, 2, 3, or 4; default is Current Quarter

- Report for one employee, range or all; default is all

- Employee name within Entity or employee social security number within Entity; default is alphabetic

This report uses the Employee Earnings History Record within the Payroll/Human Resources system to complete the Taxes field. The report also:

- Selects only the Employer Portion tax for the Taxes entry. This is for the FICA, MHI, FUTA, SUI and SDI fields only. If there is no tax in each of these categories for the Entity, the report will not print.

- Selects the Employee Taxable wages for the Taxable Wages entry.

This is for the FICA, MHI, FUTA, SUI and SDI fields only. If there are no wages in each of these categories for the Entity, the report will not print. Gross Wages are stored in the Employee Earnings History Record for Quarter and Year-to-Date.

The report displays the current processing schedule for each Pay Cycle.

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Figure 3.35 Employer Regulatory Costs Detail Report (HPRRCD)

```
Date: 05/12/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 05:15pm                 Employer Regulatory Costs Detail Report For 05/12/2002   Report: HPRRCD02


Calendar Year:  2002  Qtr:  2  Quarter Ending Date:  Jun 30/2002


Employee #                           2nd Quarter      Y-T-D thru 2nd Qtr  St/Lcl    2nd Quarter     Y-T-D thru 2nd Qtr
Soc Sec #      Employee Name        Wages    Taxes     Wages      Taxes   Code     Wages    Taxes    Wages     Taxes
----------------------------------------------------------------------------------------------------------------------
000000060 Baker,Mary        Gross     .00      .00   11,130.00     .00 AZ 10        .00      .00   7,000.00     1.89
173-39-0173                 FICA      .00      .00   10,780.00   668.38
                            MHI       .00      .00   10,780.00   156.33
                            FUTA      .00      .00    7,000.00    56.00
```

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Figure 3.36 Employer Regulatory Costs Summary Report (HPRRCT)

```
Date: 04/19/91                              GENERAL HOSPITAL                           Page  : 1
Time: 11:06                       Employer Regulatory Costs Summary Report            Report:HPRRCTDP


Calendar Year:  1991  Qtr:  2  Quarter Ending Date:  Jun 30/1991


                                       Current Quarter              Year-to-Date
-----------------------------------------------------------------------------------------------------
  Entity Gross Wages                         $.00                   $5,008.84


  FICA Taxable Wages                         $.00                   $4,642.51
  FICA Exempt Wages                          $.00                     $366.33


  FICA Employer Tax                          $.00                     $287.83


  MHI Taxable Wages                          $.00                   $3,512.95
  MHI Exempt Wages                           $.00                   $1,495.89


  MHI Employer Tax                           $.00                      $50.94


  FUTA Taxable Wages                         $.00                   $3,512.95
  FUTA Exempt Wages                          $.00                   $1,495.89


  FUTA Employer Tax                          $.00                      $28.10

State
Code       Income Taxes


NJ      SUI Taxable Wages                    $.00                        $.00
        SUI Exempt Wages                     $.00                        $.00

        SUI Employer Tax                     $.00                        $.00

        SDI Employer Tax                     $.00                        $.00

NJ      SDI Taxable Wages                    $.00                        $.00
        SDI Exempt Wages                     $.00                        $.00

        SDI Employer Tax                     $.00                        $.00

               Pay Cycle Process History

Pay Cycle  Cycle Type   PP-Nbr.   PP-Ending Date   PP-Check Date     Last Process        Completion Date/Time
   B        Regular        1        12/30/1990       01/04/1991     Distribute Labor         04/19/1991 09:13

                               End of Report
```

EMPLOYER SUMMARY DEDUCTION REGISTER (HPRSD1)

This register is the detailed deduction information of Employer Contributions and Costs that support all the deductions scheduled to be taken per employee. It reflects the Deduction Scheduled Amount, Date of Last Activity, Last Amount Taken, Month-to-Date, Quarter-to-Date, Year-to-Date and Maximum Amounts. It also reflects the arrears balance for each employee. This register reflects all deductions, regardless of whether there is current activity for that pay period.

This is a Payroll Process report and prints on demand. The report can be demanded from the Deduction Reports menu. It is sorted by Home Department.

Selection criteria for this report are:

- Entity code - one per report

- Pay Cycle

- Fiscal or Calendar Year

- Year

- Month

- Include employees with Emp Pay Ind set to No? (Y/N) [Y]; default is Y

- Print dollars/hours base statistics (Y/N); default is N

When printing this report on demand, the system uses the current check date month.

If you enter **Y** (Yes) to print dollars/hours base statistics, the report includes last pay period, MTD Amount, QTD Amount, and YTD Amount.

Subtotals are printed by total employee deductions per employee by Home Department. A grand total is printed by Entity Code.

Figure 3.37 Employer Summary Deduction Register (HPRSD1) - Page 1

```
Date: 06/29/98                           MODEL HOSP - ENT 01                         Page  : 1
Time: 10:28                     Employer Summary Deduction Register For 06/29/98     Report: HPRSD101
                                         Calendar Year: 1998  Month: 12
Home Department: 05
Employee Nbr.                   Sched       Date      Last
Employee Name           Pay Ded Amount     of Last   Amount      MTD        QTD        YTD      Maximum    Arrears
SSN                     Ind Code Flat/%    Activity   Taken     Amount     Amount     Amount     Amount    Balance
-----------------------------------------------------------------------------------------------------------------
       2                 Y  BF   60.00   09/27/1998    0.00       0.00       0.00     100.00       0.00       0.00
Berry,Sondra M              BH    5.00 % 01/18/1998   18.50       0.00       0.00      18.50       0.00       0.00
253-92-0101                 KDC  32.50   01/18/1998   32.50       0.00       0.00      32.50       0.00       0.00
Total Per Employee:                                   51.00       0.00       0.00     151.00                  0.00
Dept.   Summary of Deductions:  BF                               0.00       0.00     100.00                  0.00
                                BH                               0.00       0.00      18.50                  0.00
                                KDC                              0.00       0.00      32.50                  0.00
Department Total:                                                0.00       0.00     151.00                  0.00
```

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Figure 3.38 Employer Summary Deduction Register (HPRSD1) - Page 2

```
Date: 06/29/98                              MODEL HOSP - ENT 01                              Page  : 2
Time: 10:28                      Employer Summary Deduction Register For 06/29/98             Report: HPRSD101
                                        Calendar Year: 1998  Month: 12
Home Department: 6000
Employee Nbr.                    Sched      Date      Last
Employee Name         Pay Ded    Amount    of Last    Amount      MTD         QTD         YTD       Maximum     Arrears
SSN                   Ind Code   Flat/%    Activity   Taken      Amount      Amount      Amount      Amount     Balance
------------------------------------------------------------------------------------------------------------------------
      40               Y  BFA     10.00    09/27/1998  10.00       0.00       10.00       90.00       0.00       0.00
**********************     KHG     35.00    09/27/1998  35.00       0.00       35.00      525.00       0.00       0.00
514-64-6233               QPC     10.00 %  09/27/1998  50.00       0.00       50.00      150.00      50.00       0.00
Total Per Employee:                                    95.00       0.00       95.00      765.00                  0.00
Dept.   Summary of Deductions:   BFA                               0.00       10.00       90.00                  0.00
                                 KHG                               0.00       35.00      525.00                  0.00
                                 QPC                               0.00       50.00      150.00                  0.00
Department Total:                                                  0.00       95.00      765.00                  0.00
```

Figure 3.39 Employer Summary Deduction Register (HPRSD1) - Page 3

```
Date: 06/29/98                                 MODEL HOSP - ENT 01                              Page  : 3
Time: 10:28                          Employer Summary Deduction Register For 06/29/98           Report: HPRSD101
                                             Calendar Year: 1998  Month: 12

Home Department: 6010
Employee Nbr.                      Sched       Date      Last
Employee Name            Pay  Ded  Amount    of Last   Amount     MTD         QTD         YTD      Maximum     Arrears
SSN                      Ind  Code Flat/%    Activity   Taken    Amount      Amount      Amount     Amount     Balance
----------------------------------------------------------------------------------------------------------------------
        1                Y    BF   100.00   05/10/1998   0.00      0.00        0.00       50.00      0.00       0.00
**********************         BFA   10.00   01/04/1998 491.37      0.00        0.00      491.37      0.00       0.00
325-39-3929                   ES    35.00   07/05/1998  35.00      0.00        0.00      455.00      0.00       0.00
                              QPC   10.00 % 09/27/1998   0.00      0.00        0.00      167.50     50.00       0.00
Total Per Employee:                                    526.37      0.00        0.00    1,163.87                 0.00
       33                Y    KHG   35.00   09/27/1998  35.00      0.00       35.00      525.00      0.00       0.00
**********************         TD  1,000.00  09/27/1998 1,000.00    0.00    1,000.00   13,000.00      0.00       0.00
654-12-8741
Total Per Employee:                                  1,035.00      0.00    1,035.00   13,525.00                 0.00
       36                Y    BFA  125.00   09/27/1998 125.00      0.00      125.00    1,125.00      0.00       0.00
**********************
521-45-8741
Total Per Employee:                                    125.00      0.00      125.00    1,125.00                 0.00
       34                Y    BFA   10.00   09/27/1998  10.00      0.00       10.00       90.00      0.00       0.00
**********************
698-51-1475
Total Per Employee:                                     10.00      0.00       10.00       90.00                 0.00
      299                Y    QPC   10.00 % 09/27/1998  50.00      0.00       50.00      750.00     50.00       0.00
**********************
299-00-0299
Total Per Employee:                                     50.00      0.00       50.00      750.00                 0.00
      291                Y    QPC   10.00 % 09/27/1998  50.00      0.00       50.00      750.00     50.00       0.00
MERCY,JANE W
291-00-0291
Total Per Employee:                                     50.00      0.00       50.00      750.00                 0.00
      292                Y    QPC   10.00 % 09/27/1998  50.00      0.00       50.00      750.00     50.00       0.00
ROSCOE,BLAIR G
292-00-0292
Total Per Employee:                                     50.00      0.00       50.00      750.00                 0.00
       23                Y    QPC   10.00 % 09/27/1998  50.00      0.00       50.00      750.00     50.00       0.00
Underwood,Blair
293-93-2323
Total Per Employee:                                     50.00      0.00       50.00      750.00                 0.00
```

ENTITY PAY TYPE HOURS AND DOLLARS SUMMARY REPORT (HPREPT)

This report summarizes the employees by Entity and Pay Type Hours and Dollars for the current pay period, month, quarter, and year-to-date.

This is a demand report and is sorted by Pay Type by Entity Code. This report can be demanded from the Statistical Reports menu.

A grand total is printed by Entity Code.

Selection criteria for this report are:

- Entity - one per report request

- Fiscal Year/Calendar Year - one per report request; default is Calendar Year

- Year - default is current year

- Calendar Month or Fiscal Period; default is Current Month or Fiscal Period

- Pay Type - one or range or all; default is all

- Pay Type Hours only; Pay Type Dollars only; Pay Type Hours and Dollars; default is Hours and Dollars.

This report is for all Pay Types containing hours and dollars in the Employee Pay Type History.

Figure 3.40 Entity Pay Type Hours and Dollars Summary Report (HPREPT)

```
Date: 06/17/97                           MODEL HOSP - ENT 01                          Page  : 1
Time: 11:08                 Entity Pay Type Hours and Dollars Summary Report For 06/17/97     Report: HPREPT01
Calendar Year 1997   Month 06
                                     Pay Type Hours                            Pay Type Dollars
   Pay Type              -----------------------------------------    -----------------------------------------
Code  Description         Month      Quarter    Year-to-Date          Month       Quarter       Year-to-Date
                    --------------------------------------------------------------------------------------------

100   Regular Pay                     28,947.86                                   $704,418.42
                       3,532.28                 102,430.62          $59,922.48                   $2,902,010.48
102   Double Time                        12.12                                        $0.00
                           0.00                      12.12               $0.00                           $0.00
104   SICK PAY TYPE                     -12.12                                        $0.00
                           0.00                     -12.12               $0.00                           $0.00
105   Vacation                         -12.12                                        $0.00
                           0.00                      -7.12               $0.00                         $105.00
106   Holiday                            8.00                                      $121.20
                           0.00                       8.00               $0.00                         $121.20
112   Chg Pay/Flat Dollar Amt            0.00                                        $0.00
                           0.00                      45.50               $0.00                          $22.75
114   On-Call/Flat Dollar Amt            0.00                                        $0.00
                           0.00                       0.00               $0.00                           $0.00
120   Vacation/Flat Hours Paid           0.00                                        $0.00
                           0.00                      40.00               $0.00                         $720.00
144   Dollars                            0.00                                      $800.00
                           0.00                       0.00               $0.00                       $1,515.75
150   Add-OnPay/Flex Spend               0.00                                        $0.00
                           0.00                       0.00               $0.00                       $3,083.00
155   Premium Pay                       12.12                                        $0.00
                           0.00                      12.12               $0.00                           $0.00
165   OT Premium                        12.12                                        $0.00
                           0.00                      12.12               $0.00                           $0.00
170   Jury Duty                         52.12                                      $646.00
                           0.00                      56.12               $0.00                         $718.00
175   Comp Time                         12.12                                        $0.00
                           0.00                      12.12               $0.00                           $0.00
180   Education Dollars                  0.00                                   $21,038.00
                           0.00                       0.00           $3,000.00                      $66,440.00
182   Bonus/Special                      0.00                                        $0.00
                           0.00                       0.00               $0.00                          $18.75
195   Straight Units                     0.00                                        $0.00
                           0.00                       0.00               $0.00                          $75.00
ADD   ADD ON PAY FLEX                    0.00                                    $6,000.00
                           0.00                       0.00             $400.00                      $25,000.00
NOP   HOURS TRACKING NO PAY             27.37                                        $0.00
                           0.00                      27.37               $0.00                           $0.00
Entity Grand Total:                  29,059.59                                  $733,023.62
                       3,532.28                 102,636.85          $63,322.48                   $2,999,829.93
                                            End of Report
```

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FULL-TIME EMPLOYEES WITH LESS HOURS THAN IN PAY CYCLE (HPRLHR)

This report lists all active employees whose Work Status is F (Full-Time) and who timelines in the pay period reflect fewer hours than the Pay Cycle contains. This information assists the Payroll Department in locating missing timecards or time not recorded in the Time and Attendance system.

This report runs for Cycle Type R (Regular) only.

This is a Payroll Process report and prints on demand. This report can be demanded from the Gross Compute Reports menu. This report is sorted alphabetically by employee name within Home Department.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type. Options for this report are:

    - Regular Cycle Type

    - Demand Cycle Type, once completed through the Prepare Process

The hours for a pay period are defined on the Pay Cycle Master.

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Figure 3.41 Full-Time Employees With Less Hours Than in Pay Cycle
(HPRLHR)

```
Date: 01/30/90                          GENERAL HOSPITAL                          Page  : 1
Time: 12:22                   Full Time Employees With Less Hours Than In Pay Cycle    Report:HPRLHRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1989

Pay Cycle Period Hours: 173.33

Work Status : Full-Time


Home Department      Employee Number      Employee Name              Total Hours
--------------------------------------------------------------------------------------------------

0/0/00/00/9310       259215631            Jordan,James R                0.00
0/0/00/00/9315       135635546            Krug,Regis                   80.00

                                        End of Report
```

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GENERAL LEDGER DEFAULT POSTING REPORT (HPRDPR)

This report is a detail listing of the employee's hours and dollars posted to the General Ledger Default Department/Subaccount for the Home Entity and the Link Entity. This report can be used to research the default entries to the original source document to make the correct journal entries, or to correct the chart of accounts, or to correct the department being charged on the timelines.

If the General Ledger Department or Subaccount does not exist on the Entity chart of accounts, you can add them to the GL, then re-compute the employee for correct posting to the General Ledger. Note how the GL Related Parameters for Job Class and Pay Type are established.

This is a Payroll Processes demand report and is sorted by posting Entity Code, Default Indicator, Default Department by Subaccount, subsorted by employee name within the Home Department. This report can be demanded from the Gross Compute Reports menu.

Subtotals are printed for each default department and subaccount within the entity. Each Entity will have only one. A grand total is printed by Entity Code.

Selection criteria for this report are:

- Entity - one per report request
- Pay Cycle
- Calendar Year
- Pay Period
- Cycle Type (select from all cycle types, including Demand Cycle)

Home Entity default accounts are on the General Ledger Subaccount Posting screen of the General Ledger Parameters screen. This is the processing Entity. The Link Entity Department and Subaccount default accounts are located on the Intercompany Parameter screen.

The default indicator is taken from the Post Default Ind field of the Employee Timelines screen. **Yes** is entered in this field to indicate that a default entry has been made for this timeline. If this field is set to Yes, sort by the Posting Entity field on the Timeline Detail screen. The first entry in this field is the name of the Payroll Processing Entity.

The Employee Number, Name and Home Department information on the report is located in the header of the TCE record.

The Department Charged is taken from the Dept Charged field on the Employee Timelines Detail screen.

The Paid Hours and Dollars are taken from the Hrs Paid and Dollars Paid fields on the Employee Timelines Detail screen.

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Figure 3.42 General Ledger Default Posting Report (HPRDPR)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                              Page  : 1
Time: 04:34pm                    General Ledger Default Posting Report For 04/29/2002        Report: HPRDPR02



Pay Cycle:B  CY:2002 PP:5  CT: R End Date 02/26/2002

Fiscal Period 02     Fiscal End Date 02/28/2002

                                                              Job    Pay Type   Paid      Paid      TCE
Home Department   Employee Nbr        Employee Name       Dept. Charged  Class  Code    Hours     Dollars   Type
-------------------------------------------------------------------------------------------------------------

Posting Entity Code 02  Posting Department Default: 1000       Subaccount 0050


6020              000000060      Baker,Mary                    6012    6700     100     75.00    $1,132.50  Std.

6060              000000043      brewer,test                   6060    1101     ADD      0.00      $75.00   Std.

6120              000000042      STATE,PENNSYLVANIA            8076    8950     ADD      0.00      $75.00   Std.

7070              000000002      STATE,ALASKA                  6011    6700     100     75.00    $1,582.50  Std.

8212              000000004      STATE,ARIZONA                 6012    6700     100     75.00    $1,507.50  Std.

8214              000000006      STATE,CALIFORNIA              6014    6700     100     75.00    $1,507.50  Std.

8361              000000008      STATE,COLORADO                6017    6700     100     75.00    $1,507.50  Std.

8361              000000009      STATE,CONNECTICUT BARNES      6018    6610     ADD      0.00      $75.00   Std.

Total Entity:                                                                375.00    $7,462.50

                                       End of Report
```

GROSS COMPUTE AUDIT REPORT (HPRCAR)

This report is a detail audit listing of the employee Hours Entered, Hours Paid and Units of Service, Gross Wages Calculations, Tax Calculations, Deductions and Net Wages per employee. This report is also used to balance Entered Hours versus Paid Hours.

The Hours Entered, Hours Paid, Calculated Rate, General Ledger Posting Department and Subaccount print for each detail timeline record created for the employee, by Home Department for each entity. You can review this report and make any corrections, then recompute if necessary.

The employee can have multiple timecard records; each timecard prints individually. This report can be run multiple times per Pay Cycle, pay period and Cycle Type.

This report indicates any default General Ledger accounts created on the employee timeline for audit purposes. This enables you to correct these entries and recompute the employee timecard record before posting to the General Ledger.

The employees' Primary Position Hourly Rate, Primary Shift Assignment, Work Status and Pay Status is reported to assist in auditing the Gross Wage Calculations.

This is a Payroll Process report and prints on demand. This report can be generated from the Gross Compute Reports menu. The report is sorted according to the parameter defined on the Payroll Entity Parameters screen.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

The reports reflects the Deduction Dollars Base and Applicable Hours for each deduction.

When recomputing, you can use only those employees whose information was changed, along with the Department and Entity totals.

A subtotal displays for each employee by Home Department.

The following fields must always have a value entered: Pos Nbr, Pay Type, Sh, Wk, Gross Wage, Ent Cd, Department, Subaccount.

The Calculated Rate prints for each timeline. The Hours Entered, Units Entered, and Hours Paid fields may not always have a value if you do not enter them on the employee timeline.

The Default Indicator value is entered if the system generates a default Department, Subaccount or a combination of both. The Employee Timeline Records Default Indicator is set to Yes.

The calculation for Check Amount is:

Gross Wages minus FIT Withheld, minus Employee FICA/MHI Withheld, minus State Income Tax, minus SUI, minus SDI, minus Local Tax withheld, minus Deductions (including the Banking Services Deductions) equals Check Amount.

The TCE control record stores these totals:

Net Wages minus Banking Services Deductions equals the actual check amount, which can be zero, if the employee's net wages are deposited to the bank through a deduction.

The Deduction Indicator notes which processing method was used for this deduction.

If no units of service are reported, the total line is left blank. If units of service are reported, Hours Entered or Hours Paid are blank. This is also true for the Department and Entity Summary of Pay Types.

The Employee's Primary Position Hourly Rate, Primary Shift Assigned, Work Status (F=Full Time or P=Part-Time) and Pay Status (E=Exempt or N=Non-Exempt) is taken from the Employees TCE Control Record.

The Department Totals come immediately after the last employee within the department.

The Entity Totals display on a separate page, following the last department printed within Entity.

The report lists all employees for whom system-calculated tax filing status was used due to missing tax screen data. You can use this list as a reference when adding the appropriate tax data to the Employee Revision Tax screens, then deleting the timelines and mini-preparing the employee. This updates the check history records with the correct federal and state tax data for the Compute Process.

Also, the following messages could be displayed on the bottom of this report:

- *Empl# TCE Type Add'l Ind Review tax results - possible process code override needed because of negative timeline!*

This message is displayed if the following conditions exist for the employee:

- timelines are keyed to more than one state

- one or more of the timelines contain negative gross wages, and

- the overall gross wages are positive.

- *Empl# TCE Type Add'l Ind Process Code changed to '1' due to refund of Exempt Deduction with Txbl Emplr Contr*

  This message is displayed if the following conditions exist for the employee:

  - the refund of an exempt deduction with a matching taxable employer contribution may cause a situation in which the calculated taxable wages returned from TaxFactory (equal to the calculated total taxable earnings plus the total taxable employer contributions minus the total non-taxable employee contributions) may not be equal to the taxable wages actually returned. This happens because the Process Code is set by default to 3, which does not allow for negative taxable wages. If this situation is detected, and

  - the total taxable employer contributions are negative, indicating a refund, the STAR Payroll system automatically sets the BSI TaxFactory Process Code Override field to 1 and reprocesses the employee's pay check.

- *Empl# TCE Type Add'l Ind Tax withheld for BSI Auth Cd NNNNNNNN, Tax Type XXX reset to zero due to negative net wages.*

  This message is displayed if the following conditions exist for the employee:

  - If there is not enough money to take a flat occupational tax for a locality within the state of Pennsylvania, the tax is processed as "E"xempt. Taxable wages are returned, if applicable, and no taxes are taken. This prevents the system from creating a negative check and not processing the employee past the Compute process.

- *Empl# Annual limit was exceeded on tax sheltered deduction(s) - Class Type(s) = PXXX,PXXX*

  This message is displayed if the following conditions exist for the employee:

  - If the current amount plus YTD amount of a tax-sheltered deduction, or combinations of appropriate tax-sheltered deductions and/or Roth deductions go over the federal limit or override limit established on BSI TaxFactory. With this information available, the payroll clerk can determine if the deductions should be stopped for the calendar year.

- *Annual limit was exceeded on earnings type(s) = EXXX,EXXX*

This message is displayed if the following conditions exist for the employee:

-   if earnings codes are processed, such as E053 and E054, and a YTD amount is exceeded, a message is displayed on the report. For earnings codes that have annual limits, the clerk can determine if the particular earnings should be processed for the rest of the calendar year.

•   **Empl#** Couldn't determine where to allocate PA local wages -- NOT Computed

This message is displayed in the follow situations:

-   if the BSI parameter for PA Local Fac/Dept Ind is set to Loc/Hire Facility, the employee has wages worked in PA, but the Facility field on the Employee Location/Hire screen is blank or the Facility field is not blank but the Local Tax Code field on the Facility/Location Codes table is blank

-   if the PA Local Fac/Dept Ind is set to Position Dept, the employee had wages worked in PA, and the primary position department is not mapped in the G/L Related Local Code/Dept Mapping Parameters.

NOTE: This is a fatal error and you cannot proceed to the Print Check process until it is resolved.

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Figure 3.43   Gross Compute Audit Report (HPRCAR)

```
Date: 06/14/2004                              MODEL HOSP - ENT 02                              Page : 2
Time: 09:39am                         Gross Compute Audit Report For 06/14/2004                Report: HPRCAR02


Pay Cycle:B  CY:2004 PP:2  CT: R End Date 01/09/2004
Check Code 01  Check Date 01/15/2004

Home Department: 6018
          Gross      FIT W/H   FICA/MHI   St Tax      Tax     St Tax      Tax      Local      Tax       Employee       Check
          Wages        EIC     Withheld   Cd Type   Withheld  Cd Type  Withheld   Tax Cd   Withheld   Deductions      Amount
       ----------------------------------------------------------------------------------------------------------------------
        $1,507.50    148.53     93.51     KS 01      50.83                                                 325.00      $867.76
                                21.87


***********************************************************************************************************************

Employee #   Employee Name
-------------------------------------------------------
000000021    STATE,KENTUCKY
             Pos Pay Hol         Hours    Units    Hours Calculated     Gross         Dollars      ST  Ent                   Def
             Nbr Typ Cd Wk  Sh   Enter    Enter    Paid    Rate        Wages      Not In Gross   Cd  Cd Dept   Subacct       Ind
             ----------------------------------------------------------------------------------------------------------------------
             001 100   1  01     75.00     0.00    75.00   20.1000    $1,507.50                   KY  02 6090    3200
                  Totals:        75.00     0.00    75.00              $1,507.50        $0.00

Ded   Ded   Ded                          Ded   Plan Arrears      Arrears       Employee       Employer       Dollar        Hours
Src   Code  Description                  Class Code  Ind        Amount         Amount         Amount          Base         Base
      ----------------------------------------------------------------------------------------------------------------------------
S     PA5   DEP CARE - S                  B    P010   6         $0.00         $100.00         $0.00        $1,507.50       75.00
S     BG    457 Deduction                 B    P004   8         $0.00         $100.00        $150.75       $1,507.50       75.00
S     BH    403B Tax Shelter Annuity      B    P002   6         $0.00          $75.00         $0.00        $1,507.50       75.00
S     125   Dependant Care                B    P011   6         $0.00          $50.00         $0.00        $1,507.50       75.00
                            Total Deductions:                   $0.00         $325.00        $150.75
------ Primary ------  -Status-
Pos   Hr Rate  Shift Work Pay
001   20.0000   01    F    N    TCE Type: S Addl Ind: 0  Status: D Ben Ind: Y Ded Ind: Y Hol Ind: Y    Employer FICA:      $93.51
                                                                                                       Employer MHI:       $21.87

          Gross      FIT W/H   FICA/MHI   St Tax      Tax     St Tax      Tax      Local      Tax       Employee       Check
          Wages        EIC     Withheld   Cd Type   Withheld  Cd Type  Withheld   Tax Cd   Withheld   Deductions      Amount
       ----------------------------------------------------------------------------------------------------------------------
        $1,507.50    130.64     93.51     KY 01      58.17                        MAD 51     22.61       325.00      $855.70
                                21.87


***********************************************************************************************************************
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Figure 3.44 Gross Compute Audit Report (HPRCAR)

```
Date: 06/14/2004                          MODEL HOSP - ENT 02                          Page  : 60
Time: 09:39am                     Gross Compute Audit Report For 06/14/2004            Report: HPRCAR02


Pay Cycle:B  CY:2004 PP:2  CT: R End Date 01/09/2004
Check Code 01  Check Date 01/15/2004


Entity Totals:


           Ded   Ded   Ded                      Ded   Plan  Arrears     Arrears       Employee      Employer
           Src   Code  Description              Class Code  Ind         Amount        Amount        Amount
           ------------------------------------------------------------------------------------------------------
                 125   Dependant Care           B     P011  6           $374.27       $2,414.92     $0.00
                 AA    Garnishment              A     1     5           $0.00         $35.00        $0.00
                 AB    Child Support1           A     2     5           $0.00         $1,085.47     $0.00
                 AF    Child Support2           A     2     5           $0.00         $1.00         $0.00
                 AG    GA Child Support1        A     2     5           $0.00         $50.00        $0.00
                 AG2   GA Child Support2        A     2     5           $0.00         $25.00        $0.00
                 BD    Child Care Flex. Spending B    P010  8           $0.00         $0.00         $0.00
                 BE    Medical Flexible Spending B    P007  5           $0.00         $25.00        $0.00
                 BFB   401K-Stock Purchase Plan B     P001  3           $0.00         $0.00         $100.00
                 BG    457 Deduction            B     P004  8           $1,299.09     $4,470.13     $7,132.12
                 BH    403B Tax Shelter Annuity B     P002  6           $975.00       $3,225.00     $0.00
                 FA    Regular Checking         F     2     1           $0.00         $50.00        $0.00
                 FS    ACH Savings              F     1     1           $0.00         $211.51       $0.00
                 FT    ACH Checking             F     1     1           $0.00         $347.27       $0.00
                 GP    GARNISHMENT - PERCENT    A     5     1           $0.00         $249.08       $0.00
                 GRP   GROUP TERM LIFE          B     P008  1           $0.00         $1,125.00     $0.00
                 KHG   GROUP HEALTH INS PLAN    B     P009  6           $0.00         $100.00       $15.00
                 PA1   MEDICAL                  B     P009  6           $5.00         $623.50       $0.00
                 PA2   VISION                   B     P009  6           $6.00         $66.00        $0.00
                 PA3   DENTAL                   B     P007  6           $2.50         $64.00        $0.00
                 PA4   DEP CARE - M             B     P011  6           $0.00         $2,634.00     $0.00
                 PA5   DEP CARE - S             B     P010  6           $100.00       $1,100.00     $0.00
                 PA6   LIFE                     B     P008  2           $0.00         $32.83        $0.00
                 PA7   457 PLAN                 B     P004  8           $154.92       $405.38       $50.00
                 PA8   403B                     B     P002  1           $0.00         $75.38        $617.10
                 PA9   401K                     B     P001  7           $0.00         $841.00       $20.50
                            Total Deductions:                           $2,916.78     $19,306.47    $7,959.72


                                                                       Employer FICA:     $4,819.78
                                                                       Employer MHI:      $1,132.40
      Gross      FIT W/H    FICA/MHI   St Tax     Tax      St Tax     Tax       Local     Tax       Employee     Check
      Wages      EIC        Withheld   Cd Type    Withheld Cd Type   Withheld   Tax Cd    Withheld  Deductions   Amount
      ----------------------------------------------------------------------------------------------------------------------
      $79,637.50 7,698.33   4,819.78   AK 01      0.00     AL 01     130.71     43K 01    9.79      19,306.47    $43,771.72
                 -14.36     1,132.40   AR 01      59.85    AZ 01     0.00       AKRN 01   4.05
                                       CA 01      22.24    CA 41     16.19      HEMP 01   7.50
                                       CO 01      47.00    CT 01     51.58      IN 01     6.60
                                       DE 01      44.73    FL 01     0.00       MAD 51    22.61
                                       GA 01      81.40    HI 01     79.35      NY 01     0.00
```

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Figure 3.45 Gross Compute Audit Report (HPRCAR)

```
Date: 06/14/2004                              MODEL HOSP - ENT 02                              Page  : 61
Time: 09:39am                          Gross Compute Audit Report For 06/14/2004               Report: HPRCAR02


Pay Cycle:B  CY:2004 PP:2  CT: R End Date 01/09/2004
Check Code 01  Check Date 01/15/2004
          Gross        FIT W/H    FICA/MHI    St Tax       Tax      St Tax       Tax      Local     Tax         Employee        Check
          Wages          EIC      Withheld    Cd Type   Withheld    Cd Type   Withheld    Tax Cd    Withheld    Deductions      Amount
---------------------------------------------------------------------------------------------------------------------------------
                                              IN 02       -.86      KS 01      50.83
                                              KY 01      58.17      LA 01       7.33
                                              MA 01      58.57      MD 01      47.77
                                              ME 01      61.53      MI 01      42.23
                                              MN 01      64.03      MO 01      50.00
                                              MS 01      58.00      MT 01      10.00
                                              NC 01      52.00      ND 01      20.00
                                              NE 01      53.09      NH 01       0.00
                                              NJ 01      18.84      NJ 20       1.65
                                              NJ 23       1.80      NJ 24        .38
                                              NJ 41       4.51      NM 01      42.02
                                              NV 01       0.00      NY 01      69.89
                                              NY 41       1.20      OH 01      37.79
                                              OK 01     139.00      OR 01       0.00
                                              OR 40       0.00      PA 01      46.05
                                              PA 20       1.35      RI 01      35.77
                                              SC 01      60.14      SD 01       0.00
                                              TN 01       0.00      TX 01       0.00
                                              UT 01      61.96      VA 01      50.36
                                              VT 01      34.34      WA 01       0.00
                                              WA 40     750.00      WI 01      63.97
                                              WV 01      41.00      WY 01       0.00


Entity Pay Type Summary

Pay
Type                          Units        Hours        Hours                      Dollars
Code      Description        Entered      Entered        Paid     Gross Wages    Not In Gross
----------------------------------------------------------------------------------------------
100 Regular Pay                0.00      3,655.00     3,655.00     $75,267.50        $0.00
107 Personal Day               0.00         16.00        16.00        $320.00        $0.00
144 Dollars                    0.00          0.00         0.00      $4,000.00        $0.00
205 Group Term Life            0.00          0.00         0.00          $0.00        $3.40
210 Service Payback            0.00          0.00         0.00          $0.00     -$563.83
ADD ADD ON PAY FOR FLEX        0.00          0.00         0.00         $50.00        $0.00

Entity Grand Totals:           0.00      3,671.00     3,671.00     $79,637.50     -$560.43
```

Figure 3.46 Gross Compute Audit Report (HPRCAR)

```
Date: 06/14/2004                       MODEL HOSP - ENT 02                          Page  : 62
Time: 09:39am                  Gross Compute Audit Report For 06/14/2004            Report: HPRCAR02


Pay Cycle:B  CY:2004 PP:2  CT: R End Date 01/09/2004
Check Code 01  Check Date 01/15/2004


Home Department:

BSI Messages:


Employee   TCE  Addl  Message
 Number    Type Ind

10          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
12          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
13          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
15          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
19          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
2           S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
20          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
23          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
25          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
26          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
27          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
28          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
30          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
31          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
32          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
33          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
34          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
35          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
38          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
4           S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
40          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
42          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
43          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
44          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
46          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
47          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
48          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
49          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
5           S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
50          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
52          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
53          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
54          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
55          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
56          S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- legality warnings issued
6           S    0    04/07/04 04:34 pm - See TaxFactory Msg Viewer -- assumption made
```

Figure 3.47 Gross Compute Audit Report (HPRCAR)

```
Date: 06/14/2004                        MODEL HOSP - ENT 02                    Page  : 63
Time: 09:39am                   Gross Compute Audit Report For 06/14/2004      Report: HPRCAR02


Pay Cycle:B  CY:2004 PP:2  CT: R End Date 01/09/2004
Check Code 01  Check Date 01/15/2004


Home Department:

BSI Messages:


Employee    TCE  Addl   Message
 Number     Type Ind


157789779    S   0      Federal Tax Data not defined
157789779    S   0      State Tax Data not defined
34           S   0      State Tax Data not defined
42           S   0      State Tax Data not defined
64           S   0      State Tax Data not defined



Tax         Tax Type
Type        Description                    Payer
---------------------------------------------------------------------------------------------------


01          Withholding Tax                EE
02          Earned Income Credit           EE
10          Unemployment Tax               ER
17          Health Insurance Tax           ER
18          Workforce Development Tax      ER
20          Unemployment Tax               EE
23          Health Insurance Tax           EE
24          Workforce Development Tax      EE
30          Worker Compensation Tax        ER
31          Disability Tax                 ER
40          Worker Compensation Tax        EE
41          Disability Tax                 EE
51          Occupation Tax                 EE

                                       End of Report
```

HIRE ACT EMPLOYER FICA BALANCING REPORT (HPRFER)

This report lists the employer FICA taxable wages and taxes withheld for employees who have a value of E for Exempt ER, but report taxable wages in the FICA Exempt Ind field on the Employee Federal Tax screen.

The information on the report is pulled from Check History/Timecard Inquiry data, not earnings history data. In addition to the taxable wages and taxes withheld, other fields displayed on the report include the employee number, name, pay period, cycle type, check type, sequence number, check date and FICA exempt indicator. The value displayed in the FICA Exempt Ind field is the value at the time the check was computed.

NOTE: This value is not available for manual checks or manual adjustments and in such cases is displayed as *Not Avail* on the report.

Quarter-to-date and year-to-date totals are also provided per employee. Summary totals are provided at the end of the report by quarter- and year-to-date to help in determining any adjustment amounts for 941 reporting.

The report includes employees who either currently have or in the past have had the FICA Exempt Ind on the Employee Federal Tax screen set to E for the quarter and year selected in the report selection criteria. Both the current and historical values are examined due to the retroactive nature of the HIRE Act.

The report provides the ability to specify a start date for use in determining the date from which QTD and YTD totals are accumulated. The start date feature is useful in the following situations:

- During the first quarter when determining the credit to enter on the 941 statement for taxes paid in the first quarter that should have been exempt.

- At the end of the year when determining the W-2 Box 12 code CC adjustments to make on the Employee W-2 Adjustment screen.

In both situations you can enter 3/19/10 as the start date, instead of the default of 1/1/10 because you do not want to include taxable wages from 1/1/10 through 3/18/10.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Start Date

- Quarter Number or Year-to-Date

The first part of the report contains the following for each employee:

- Employee number

- Pay period

- Cycle type

- TCE Type

- Sequence number

- Check date

- FICA exempt indicator

- Employer FICA tax withheld

- Employer FICA taxable wages

- Quarter-to-date wages by quarter

- Year-to-date wages through quarter 4

On the report's last page, the following totals are provided:

- Reporting period

- Taxable wages subject to exemption

- Calculated exemption amount

- Actual tax withheld

- Difference in withholding

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Figure 3.48   HIRE Act Employer FICA Balancing Report (HPRFERx)

```
Date: 05/18/2010                              MODEL HOSP - ENT 02                          Page  : 2
Time: 05:23pm                         HIRE Act Employer FICA Balancing Report              Report: HPRFER02
                                     QTD/YTD Totals Accumulated From:  01/01/2010
                                          Period Requested:  Year to Date


Employee                          Pay   Cycle  TCE  Seq   Check      FICA        Emplr FICA  Emplr FICA   QTD Wages   YTD Wages
Number       Employee Name        Pd    Type   Typ  Nbr   Date       Exempt Ind  Tax Wthld   Txbl Wages    By Qtr     Thru Qtr 4
-----------------------------------------------------------------------------------------------------------------------------

000000048    STATE,TEXAS          1     R      Std  0    01/06/2010  No             92.02     1,484.25   10,389.75   16,326.75
                                  2     R      Std  0    01/20/2010  No             92.03     1,484.25
                                  3     R      Std  0    02/03/2010  No             92.02     1,484.25
                                  4     R      Std  0    02/17/2010  No             92.02     1,484.25
                                  5     R      Std  0    03/03/2010  No             92.03     1,484.25
                                  6     R      Std  0    03/17/2010  No             92.02     1,484.25
                                  7     R      Std  0    03/31/2010  No             92.02     1,484.25

                                  8     R      Std  0    04/14/2010  No             92.03     1,484.25    5,937.00
                                  9     R      Std  0    04/28/2010  Exempt          0.00     1,484.25
                                  10    R      Std  0    05/12/2010  Exempt          0.00     1,484.25
                                  11    R      Std  0    05/26/2010  Exempt          0.00     1,484.25


000000054    STATE,WEST VIRGINIA  1     R      Std  0    01/06/2010  No             96.10     1,550.00   10,850.00   17,050.00
                                  2     R      Std  0    01/20/2010  No             96.10     1,550.00
                                  3     R      Std  0    02/03/2010  No             96.10     1,550.00
                                  4     R      Std  0    02/17/2010  No             96.10     1,550.00
                                  5     R      Std  0    03/03/2010  No             96.10     1,550.00
                                  6     R      Std  0    03/17/2010  No             96.10     1,550.00
                                  7     R      Std  0    03/31/2010  No             96.10     1,550.00

                                  8     R      Std  0    04/14/2010  No             96.10     1,550.00    6,200.00
                                  9     R      Std  0    04/28/2010  Exempt          0.00     1,550.00
                                  10    R      Std  0    05/12/2010  Exempt          0.00     1,550.00
                                  11    R      Std  0    05/26/2010  Exempt          0.00     1,550.00
```

Figure 3.49 HIRE Act Employer FICA Balancing Report (HPRFERx) - last page

```
Date: 05/18/2010                              MODEL HOSP - ENT 02                          Page  : 3
Time: 05:23pm                          HIRE Act Employer FICA Balancing Report             Report: HPRFER02
                                       QTD/YTD Totals Accumulated From:  01/01/2010
                                            Period Requested:  Year to Date


                   Taxable Wages Subject          Calculated            Actual Tax      Difference in
Reporting Pd          to Exemption             Exemption Amt             Withheld        Withholding
----------------------------------------------------------------------------------------------------------------
  Quarter 1        $53,761.75 x .062 =            $3,333.23             $3,333.22              $.01
  Quarter 2       $123,853.00 x .062 =            $7,678.89              $476.19           $7,202.70
Year to Date      $177,614.75 x .062 =           $11,012.11            $3,809.41           $7,202.70

                                              End of Report
```

HOURS DETAIL BALANCING REPORT (HPRHDB)

This report is used to balance the employee hours entered at Timecard Entry for defining Week 1 and Week 2 of each payroll. If all hours are entered into Week 1 on the timelines, Week 1 hours, details and totals display on the report, followed by the employee grand totals.

This report prints Week 1 Hours, Week 2 Hours and Grand Total Hours entered for each employee by Home Department for each Pay Cycle, Pay Period, and Cycle Type.

The employee can have multiple timecard records; each prints individually. This report can be run multiple times per Pay Cycle, Pay Period and Cycle Type. You can use this report to balance only the entered totals by each employee, by Home Department, within the Entity. This report can also be used to balance Entered Hours on the Gross Compute Report. The Gross Compute Report reflects the Paid Hours.

This is a Payroll Process report and prints on demand. This report can be demanded from the Time Card Entry Reports menu. It is sorted according to the parameter defined in the Payroll Entity Parameters screen.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

A subtotal displays for each Home Department and a grand total prints for the Entity.

NOTE: The Employee number and name print only once per employee, even if the employee has multiple timecards.

TCE Type can be Standard, Additional, Void or Manual. There can be several additional TCE records.

Figure 3.50 Hours Detail Balancing Report (HPRHDB) - Page 1

```
Date: 02/08/90                          GENERAL HOSPITAL                          Page  : 1
Time: 16:50                        Hours Detail Balancing Report                  Report: HPRHDBDP


Pay Cycle:C  CY:1989 PP:15 CT: R End Date 07/22/1989


Home Department: 0/0/00/00/6010
                                       WEEK 1                           WEEK 2
                                ------------------------------  ------------------------------
Employee                 TCE    Reg    OT    Other  Total       Reg    OT    Other  Total        Grand
Number     Employee Name Type   Hours  Hours Hours  Hours       Hours  Hours Hours  Hours        Total Hours
                                ------------------------------  ------------------------------  ------------------------------
609893401  Night,Anne    S      80.00  0.00  0.00   80.00       0.00   0.00  0.00   0.00          80.00

Department Total:               80.00        0.00                0.00         0.00                80.00
                                       0.00         80.00               0.00         0.00
324464376  Brandt,Sally  S      80.00  0.00  0.00   80.00       0.00   0.00  0.00   0.00          80.00

Department Total:               80.00        0.00                0.00         0.00                80.00
                                       0.00         80.00               0.00         0.00
119326875  Chance,Mary Ellen S  80.00  0.00  0.00   80.00       0.00   0.00  0.00   0.00          80.00
689784521  Jones,Sally   S      80.00  0.00  0.00   80.00       0.00   0.00  0.00   0.00          80.00

Department Total:              160.00        0.00                0.00         0.00               160.00
                                       0.00        160.00               0.00         0.00
```

Figure 3.51 Hours Detail Balancing Report (HPRHDB) - Page 2

```
Date: 02/08/90                              GENERAL HOSPITAL                          Page  : 2
Time: 16:50                           Hours Detail Balancing Report                   Report: HPRHDBDP


Pay Cycle:C  CY:1989 PP:15 CT: R End Date 07/22/1989


Home Department:
                                              WEEK 1                                WEEK 2
                                    -------------------------------      -------------------------------
Employee                        TCE   Reg    OT    Other   Total      Reg    OT    Other   Total       Grand
Number       Employee Name      Type  Hours  Hours Hours   Hours      Hours  Hours Hours   Hours     Total Hours
-------------------------------------------------------------------------------------------------------------

Entity Total:                         560.00        0.00            0.00          0.00                   560.00
                                             0.00          560.00            0.00          0.00

                                           End of Report
```

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HOURS/DOLLARS/UNITS OF SERVICE SUMMARY BALANCING REPORT (HPRBAL)

This report is a total listing of all entered Hours, Dollars and Units of Service.

The report prints for each Pay Cycle, Pay Period, Cycle Type, and Timecard record per employee by Home Department by Entity. The employee can have multiple timecard records; each prints individually. This report can be run multiple times per Pay Cycle, Pay Period and Cycle Type.

This report is used to balance entered totals only, per employee by Home Department, by Entity. This report is also used to balance Entered Hours on the Gross Compute Report. The Gross Compute Report reflects the Paid Hours.

This is a Payroll Process report and prints on demand. This report can be demanded from the Time Card Entry Reports menu. It is sorted according to the parameter defined in the payroll entity parameters screen.

Selection criteria for this report are:

- • Entity - one per report request

- • Pay Cycle

- • Calendar Year

- • Pay Period

- • Cycle Type (select from all cycle types, including Demand Cycle)

A subtotal displays for each home department and a grand total prints for the Entity.

NOTE: The Employee number and name print only once per employee, even if the employee has multiple timecards.

TCE Type can be Standard, Additional, Void or Manual. There can be several additional TCE records.

The Entity totals are printed on a separate page after the last department printed within Entity.

Figure 3.52 Hours/Dollars/Units of Service Summary Balancing Report (HPRBAL)
- Page 1

```
Date: 05/12/2002                         MODEL HOSP - ENT 02                              Page  : 16
Time: 05:17pm            Hours/Dollars/Units of Service Summary Balancing Report For 05/12/2002      Report: HPRBAL02


Pay Cycle:B  CY:2002 PP:1  CT: R End Date 01/01/2002

Home Department: 8361
                                             Total        Total        Total        Total
Employee                            TCE      Hours        Gross $      Non-Gross $  Units/Service
  Number        Employee Name       Type     Entered      Entered      Entered      Entered
---------------------------------------------------------------------------------------------------
000000008    STATE,COLORADO           S       150.00         $0.00        $0.00        0.00
000000009    STATE,CONNECTICUT BARNES S       150.00     $25,000.00       $0.00        0.00
000000010    STATE,DELWARE            S       150.00         $0.00        $0.00        0.00

 Department Total:                            450.00     $25,000.00       $0.00        0.00

Date: 05/12/2002                         MODEL HOSP - ENT 02                              Page  : 17
Time: 05:17pm            Hours/Dollars/Units of Service Summary Balancing Report For 05/12/2002      Report: HPRBAL02


Pay Cycle:B  CY:2002 PP:1  CT: R End Date 01/01/2002

Home Department:
                                             Total        Total        Total        Total
Employee                            TCE      Hours        Gross $      Non-Gross $  Units/Service
  Number        Employee Name       Type     Entered      Entered      Entered      Entered
---------------------------------------------------------------------------------------------------

 Entity Total:                              7,075.00     $76,000.00       $0.00        0.00

                                       End of Report
```

INDIVIDUAL DEDUCTION REGISTER (EMPLOYEE DEDUCTION HISTORY) (HPRID2)

This register identifies all employee activity to the specific deduction. It reflects the scheduled amount, date of last activity, last amount taken, month-to-date, quarter-to-date, year-to-date and limit amounts. It also reflects the arrears balance due for each employee. It reflects all deductions, regardless of current activity for that pay period.

This is a Payroll Processes report that prints on demand. It can be demanded from the Deduction Reports menu. It is sorted alphabetically by employee within Home Department within Entity. Selection criteria for this report are:

- Entity Code - one per report request

- Pay Cycle

- Fiscal or Calendar Year

- Year

- Month

- Print dollars/hours base statistics (Y/N); default is N

- One Deduction Code or all; default is all

- One employee or all; default is all

- Include employees with Emp Pay Ind set to No? (Y/N) [Y]; default is Y

- Print by Home Department; default is Yes.

- Enter department number or '-' for list [ALL]

- Sort option is Employee Number or Employee Alpha; default is alpha.

When printing this report on demand, the system uses the current check date month.

If you choose Y for yes to print dollars/hours base statistics, the report includes last pay period, MTD Amount, QTD Amount, and YTD Amount.

Subtotals are printed by Home Department if requested by home department. A grand total is printed by Employee and Employer Deduction Code.

For deductions in which the employer contribution and costs are zero (blank), the second line of information is required.

For deduction code, if All is not selected, the system only displays deduction codes that are active at the master level. If All is selected, the report prints all deduction codes with activity for the year selected.

Figure 3.53 Individual Deduction Register (Employee Deduction History) (HPRID2)
- Page 2

```
Date: 06/29/98                          MODEL HOSP - ENT 01                              Page  : 2
Time: 12:49              Individual Deduction Register (Employee Deduction History) For 06/29/98    Report: HPRID201
                                      Calendar Year: 1998  Month: 12

Deduction Code: BF 401K-Profit Sharing
Home Department: 6.020
                                 Sched        Date        Last
Employee Nbr  Employee Name      Pay   Amount     of Last     Amount      MTD         QTD         YTD      YTD Maximum    Arrears
Soc.Sec. Nbr                     Ind   Flat/%     Activity    Taken     Amount      Amount      Amount      Amount       Balance
--------------------------------------------------------------------------------------------------------------------------------
      41 ************************Y     25.00   09/27/1998     25.00      0.00       25.00      375.00        0.00         0.00
456-73-5786 Employer                  100.00               100.00       0.00      100.00    1,500.00     8,997.00        0.00
     225 laura,laura              Y   237.75   09/27/1998    237.75      0.00      237.75    3,566.25        0.00         0.00
718-68-8888 Employer                  100.00               100.00       0.00      100.00    1,500.00     8,997.00        0.00
Department Totals - Employee Deduction:                                           262.75
          - Employer Cost/Contribution:                                           200.00
                                                                        0.00                3,941.25                     0.00
                                                                        0.00                3,000.00                     0.00
```

Figure 3.54 Individual Deduction Register (Employee Deduction History) (HPRID2)
- Page 6

```
Date: 06/29/98                           MODEL HOSP - ENT 01                              Page  : 6
Time: 12:49                Individual Deduction Register (Employee Deduction History) For 06/29/98      Report: HPRID201
                                      Calendar Year: 1998   Month: 12

Deduction Code: BF 401K-Profit Sharing
                                    Sched      Date      Last
Employee Nbr  Employee Name    Pay   Amount    of Last   Amount       MTD         QTD         YTD       YTD Maximum    Arrears
Soc.Sec. Nbr                   Ind   Flat/%    Activity  Taken       Amount      Amount      Amount       Amount       Balance
-----------------------------------------------------------------------------------------------------------------------
Deduction Code Totals
Total Employee Deduction:                                                        387.75
Total Employer Cost/Contribution:                                               500.00
                                                                   0.00        5,817.47                                  0.00
                                                                   0.00        7,600.00                                  0.00
                                           End of Report
```

INDIVIDUAL DEDUCTION REGISTER (TCE DEDUCTION DETAIL) (HPRID1)

This report identifies all employee activity to the specific deduction. It reflects the Scheduled Amount, Amount Taken, and Amount Not Taken, as well as the initial and the result of the Amount Remaining and Arrears Amounts during the pay period requested. This report information is taken from the Deduction Detail screen in the TCE Check History file.

This is a Payroll/Demand report and sorts by employee alpha or numeric within Home Department within Entity. This report can be demanded from the Deduction Reports menu.

Selection criteria for this report are:

- Entity Code - one per report request

- Pay Cycle

- Cycle Type

- Calendar Year

- Pay Period

- One Deduction Code or all; default is all

- One employee or all; default is all

- Print by Home Department; default is yes

- Sort by employee number or employee alpha; default is alpha.

- Combine adjustment amounts with scheduled amounts, Y or N; default is N

The report reflects the Deduction Dollars Base for the specific deduction.

Subtotals are by Home Department/Employee. A grand total is by Deduction Code/Employee and Employer.

Figure 3.55 Individual Deduction Register (TCE Deduction Detail) (HPRID1)
- Page 1

```
Date: 11/18/92                          GENERAL HOSPITAL                              Page  : 1
Time: 08:14am            Individual Deduction Register (TCE Deduction Detail) For 11/18/92      Report: HPRID1FW


Pay Cycle:W1 CY:1992 PP:12 CT:R   End Date06/12/1992


Deduction Code: BI 403B Teachers Annuity


Employee   Employee            Soc. Sec.  TCE   Amount    Amount   Amount   Adjust   Amount Remaining      Arrears Processing
Number     Name                Number     Typ   Scheduled Taken    Not Taken Amount   Initial    Result    Initial    Result
-------------------------------------------------------------------------------------------------------------------------------

   2007 Murphy,Harold T        123-45-6789 S      5.90      5.90     0.00              0.00       0.00       0.00       0.00
        Employer                                 50.50     50.50     0.00     Dollar Base:     347.60 Appl Hrs:      40.00

   2018 Wilson,Amelia          919-28-3737 S    112.18    112.18     0.00              0.00       0.00       0.00       0.00
        Employer                                 50.50     50.50     0.00     Dollar Base:   1,172.80 Appl Hrs:      80.00
```

Figure 3.56 Individual Deduction Register (TCE Deduction Detail) (HPRID1)
- Page 2

```
Date: 11/18/92                           GENERAL HOSPITAL                          Page : 2
Time: 08:14am              Individual Deduction Register (TCE Deduction Detail) For 11/18/92     Report: HPRID1FW


Pay Cycle:W1 CY:1992 PP:12 CT:R  End Date06/12/1992


Deduction Code: BI 403B Teachers Annuity


Employee    Employee                Soc. Sec.  TCE  Amount      Amount      Amount     Adjust    Amount Remaining      Arrears Processing
Number      Name                    Number     Typ  Scheduled   Taken     Not Taken   Amount     Initial    Result    Initial    Result
-------------------------------------------------------------------------------------------------------------------------------------


Deduction Code Totals


Total Employee Deduction:                                         118.08                           0.00                  0.00
Total Employer Cost/Contribution:                                 101.00
                                                                              0.00                          0.00                    0.00
```

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INDIVIDUAL DEDUCTION REGISTER (TCE DEDUCTION

LABOR ACCRUAL PAY TYPE ADJUSTMENT REPORTS (HPRAPD, HPRAPS)

The Labor Accrual Pay Type Adjustment Report (HPRAPD) shows the dollars of pay types that were selected to be excluded from the Labor Accrual to the General Ledger. The report options also allow the system to create the journal entries to the general ledger (to be processed during Midnight Processing).

The Labor Accrual Pay Type Adjustment Summary Report (HPRAPS) summarizes the department and subaccount dollars of the detail report. The summary report includes both the accrual entries for the fiscal period and the reversal entries for the fiscal period.

These reports can be demanded from the Statistical Reports menu.

Selection criteria for these reports are:

- Entity - one per report request

- Generate (B)oth report & journal entries or (R)eport only [R]. If you select **B**, the system creates the journal entry to be updated during Midnight Processing, as well as the reports.

  NOTE: If you select the B option more than once per day for the same entity, pay cycle, calendar year, and period, the journal entry that would update to the general ledger is the journal entry from the pay types of your last selection.

- Pay Cycle - only pay cycles defined in the Pay Cycle Master for the processing entity are allowed.

- Cycle Type - Regular. This is display-only since Labor Accrual entries are not created in Supplemental, Irregular or Demand cycles.

- Calendar Year - Select any calendar year that is defined on the Pay Cycle Master for the pay cycle selected.

- Pay Period - Select only pay periods that are defined on the Pay Cycle Master Accrual screen as accrual pay periods and that have been processed through Labor Distribution.

  In the following sample Accrual screen from the Pay Cycle Master, the valid pay periods for selection are 02,04,06,08 and 13 if they have all been processed through Labor Distribution.

```
                    General Hospital Pay Cycle Master Processor
                                               Tue Nov 23, 2004 01:06 pm
 Ent : MODEL HOSP - ENT 02
  1 Pay Cycle
   B All Personnel (bi-weekly
    PP   PP          Ben   Labor  Accrual  Accrual     Lbr GL Accrual Fiscal
    2    Ending Date Ind   Ind    Days     PCT         Year   Pd  Ending Date
     01  12/26/2003  NO    NO
     02  01/09/2004  NO    YES    05       35.714      2003   12  12/31/2003
     03  01/23/2004  NO    NO
     04  02/06/2004  NO    YES    08       57.143      2004   01  01/31/2004
     05  02/20/2004  NO    NO
     06  03/05/2004  NO    YES    09       64.286      2004   02  02/29/2004
     07  03/19/2004  NO    NO
     08  04/02/2004  NO    YES    12       85.714      2004   03  03/31/2004
     09  04/16/2004  NO    NO
     10  04/30/2004  NO    NO
     11  05/14/2004  NO    NO
     12  05/28/2004  NO    NO
     13  06/11/2004  NO    YES    03       21.429      2004   05  05/31/2004
     14  06/25/2004  NO    NO
```

- Pay Type - Select multiple Pay Types from a list of all active Pay Types.

   NOTE: After the pay types are selected for the first time, the system highlights the pay types selected. This allows you to easily edit the pay types.

Once the pay types are selected, the following prompt is displayed:

   Accept this screen? (Y/N) [Y]--

If you selected B for the system to create both the report and the journal entry, an additional prompt is displayed:

   Are you sure you want to create G/L journal entries (YES/N)-- |

The system takes the Accrual Percentage that is stored in the Pay Cycle Master and multiplies it by the dollars on the timeline with the matching pay type(s). The Labor Accrual Pay Type Adjustment Reports include only the dollars for the timelines associated with the pay types you selected.

These reports do not include any Employer Regulatory Cost associated with the timelines as the Labor Accrual Reports do. Also, since these entries could be used to create a journal entry to reduce the Labor Accrual that has updated to the General Ledger, the debit and credit entries are the opposite of the Labor Accrual Reports produced in Labor Distribution.

Following is a sample timeline detail record from the Check History/Timecard Inquiry screen. Using the example of the Pay Cycle Master Accrual screen shown above, selecting Calendar Year 2004, pay period 02, the accrual percentage is 35.714. The timeline was for Pay Type 105 with calculated dollars of $2440.00. The information

appearing on the Labor Accrual Pay Type Adjustment Detail Report would be $871.42 dollars, which is 2440.00 x 35.714%. The charge entity, department and subaccount is 01 6010 3000.

```
        General Hospital Check History/Timecard Inquiry Processor
                                          Tue Dec 21, 2004 02:16 pm
Ent   Emp No       Employee Name         Div Fac Department        Soc Sec
02   H000000001    STATE,ALABAMA                 8050              XXX-XX-2433
PC   CycTp  PP  End Date      TCE Type  Nbr   Status    Chk Date   Ck Cd/Nbr
B    Reglr  02  01/09/2004    Standard  0     Computed  01/15/2004  01
 1 Position Pri  2 Position Dept    3 Job Class       4 Pos Nbr    5 Status
    1               6010 PATIENT C   1103              001
 6 Pay Type                         7 Holiday Code    8 State Code
   105 Vacation Pay                                     AL
 9 Entered Entity 10 Dept Charged                     11 Post Default Ind
   01             6010
12 Posting Entity 13 Posting Dept   14 Subacct        15 Fiscal Yr 16 Pd
   01             6010              3000              2004        1
**************************   Hours and Dollars   **************************
17 Week Worked   18 Hrs Entered   19 Dollars Entered   20 Units Entered/Paid
    1              80.00
21 Shift Code    22 Hrs Paid       23 Dollars Paid      24 Calculated Hr Rate
   00             80.00              2,440.00              30.5000
                 25 Shift Hrs      26 Shift Dollars     27 Premium OT Dollars
                    80.00             0.00

Press NL--
```

The system also uses the G/L Related Parameters screen and the Intercompany Account Parameters screen to create the balanced journal entry for the reports and journal entries:

```
        General Hospital General Ledger Related Parameters Processor
                                          Tue Dec 21, 2004 02:22 pm
Ent : MODEL HOSP - ENT 02          Fiscal Yr: 2004
 1 Payroll Accrual Dept                 2 Payroll Accrual Subacct
   2031 ACCRUED PAYROLLS                  2312 ACCR-DAYS OF THE MONTH
 3 Prepaid Salary Dept                  4 Prepaid Salary Subacct
   1127 PREPAID EXPENSES                  1100 PRSA-PREPAID SALARIES
 5 Default Dept                         6 Default Subacct
   1000 DEFAULT DEPARTMENT               0050 DEFA-PAYROLL DEFAULT ACCO
 7 Edit By                              8 Edit Date
   Adams,Susan S                          12/01/2003 03:33pm
 9 Agency Code   Liability Dept         Liability Subacct
     A        2022 AGENCIES ACCOUNTS PA  2252 APAG-TEMP FORCE AGEN
     K1       2022 AGENCIES ACCOUNTS PA  2254 APAG-KIMBERLY NURSE
     TL       2022 AGENCIES ACCOUNTS PA  2252 APAG-TEMP FORCE AGEN
```

```
            General Hospital Intercompany Account Parameters Processor
                                                   Tue Dec 21, 2004 02:24 pm
 Ent : MODEL HOSP - ENT 02              Link Ent: HBOC MODEL HOSPITAL OF GEORGI
  1 Home Entity Receivable Dept          2 Receivable Subacct
    1080 INTERCOMPANY RECEIVABLES           1200 INTR-INTERCOMPANY RECIEVA
  3 Link Entity Liability Dept           4 Liability Subacct
    2.080 INTERCOMPANY PAYABLES             22.02 INTP-INTERCOMPANY PAYABL
  5 Link Entity Expense Dept             6 Expense Subacct
    1.000 NEW NEW DEFAULT DEPT              00.52
  7 Link Entity Prepaid Salary Dept      8 Prepaid Salary Subacct
    1.127 PREPAID EXPENSES                  11.00 PRSA-PREPAID SALARIES
  9 Edit By                            10 Edit Date
    Richarello,Deidre                      03/07/1997 04:09pm
```

The journal entry created for the Labor Accrual fiscal period would be as follows:

Entity 01			**Debit**	**Credit**
01	6010	3000		871.42
01	2080	2202	871.42	

Entity 02				
02	1080	1200		871.42
02	2031	2312	871.42	

This entry is made to the same accounts that would have been updated during the Labor Accrual but the debits and credits are opposite due to reducing the original entries.

The reversal entry to the following fiscal period would be as follows:

Entity 01			**Debit**	**Credit**
01	6010	3000	871.42	
01	2080	2202		871.42

Entity 02				
02	1080	1200	871.42	
02	2031	2312		871.42

Figure 3.57 Labor Accrual Pay Type Adjustment Report (HPRAPD)

```
Date: 07/13/2005                              HAPPY HOSPITAL                              Page  : 1
Time: 09:53pm                    Labor Accrual Pay Type Adjustment Detail Report         Report: HPRAPD01
                                         Selection Mode: Report Only


Pay Cycle: B  CY: 2002  PP: 2  CT: R  End Date: 01/13/2002
Fiscal Period: 12  Fiscal End Date: 07/13/2005

EC: 01  HAPPY HOSPITAL
Department: 6010  PATIENT CARE ADMINISTRATION

Employee                                    Home
 Number     Employee Name                   Department      Pay Type                        Dollars
--------------------------------------------------------------------------------------------------------
0000000022  Troye,Travis M                  01              100 Regular Pay                    0.00
0000000023  Underwill,Blane                 6010            100 Regular Pay                  109.03
0000000028  Tombs,Anthony                   6020            100 Regular Pay                   24.00
0000000045  Waller,Tim G                    6020            100 Regular Pay                   83.20
0000000222  Baker,Macy                      6020            100 Regular Pay                   57.14
0000000252  Abbott,Lany                     6010            100 Regular Pay                    1.50
0000000265  OLYMPIA,FIELDS I                6020            100 Regular Pay                  177.49

              Total Subaccount: 3000 PCA5-SAL-REGULAR                                       452.36

              Total Department: 6010 PATIENT CARE ADMINISTRATION                            452.36
```

Figure 3.58 Labor Accrual Pay Type Adjustment Summary Report (HPRAPS)

```
Date: 07/13/2005                              HAPPY HOSPITAL                              Page  : 1
Time: 09:53pm                   Labor Accrual Pay Type Adjustment Summary Report          Report: HPRAPS01
                                             Pay Type Accruals
                                          Selection Mode: Report Only

Pay Cycle: B  CY: 2002  PP: 2  CT: R  End Date: 01/13/2002
Fiscal Period: 12  Fiscal End Date: 07/13/2005
Included Pay Types: 100,102,105,106,107,109,110,111,112,113,114,115,116

Pay Type Accrual Entries                   Department      Subaccount         Debits          Credits
------------------------------------------------------------------------------------------------------

Gross Wage Summary:
                                           1000            0050                               6,092.86

Home Entity Receivables:
  02  MODEL HOSP - ENT 02                  1000            0050                                 210.57

Payroll Accrual Liability                  1000            0050               6,303.43

Total Payroll Register                                                        6,303.43        6,303.43
```

```
Date: 07/13/2005                              HAPPY HOSPITAL                              Page  : 2
Time: 09:53pm                   Labor Accrual Pay Type Adjustment Summary Report          Report: HPRAPS01
                                             Pay Type Accruals
                                          Selection Mode: Report Only

Pay Cycle: B  CY: 2002  PP: 2  CT: R  End Date: 01/13/2002
Fiscal Period: 12  Fiscal End Date: 07/13/2005
Included Pay Types: 100,102,105,106,107,109,110,111,112,113,114,115,116

Link Entity 02 MODEL HOSP - ENT 02         Department      Subaccount         Debits          Credits
------------------------------------------------------------------------------------------------------

Gross Wage Summary:
                                           1000            0050                                 210.57

Intercompany Payable                       1000            0050                 210.57

Total Link Entity Entries                                                       210.57          210.57

                                             End of Report
```

LABOR DISTRIBUTION DEPARTMENTAL JOB CLASS REPORT (HPRDPC)

This report lists all paid hours, dollars, and FTEs by Job Class within Department in the categories of Productive/Non-Productive, Overtime and Shift.

This report is automatically generated after the Distribute Labor Process. It is sorted by Job Class within Charged Department within Charged Entity.

A subtotal is printed by department; a grand total is printed by Entity Code.

Any one Job Class can display multiple times, depending on the number of different departments worked during the pay period.

The statistics are accumulated for current fiscal period and fiscal year to date.

The department header field is the Department Charged.

The formulas for calculating the FTEs per job class within department are as follows:

- **Current Fiscal Period FTEs = the Total Paid Hours for the current fiscal period divided by the CFP FTE Divisor** (the product of the job class 'FTE Hours' from the Job Class Master times the number of pay periods that have been processed in the current fiscal period shown on the report as CFP:PP Proc).

- **Fiscal Year to Date FTEs = the Total Paid Hours FYTD divided by the FYTD FTE Divisor** (the product of the job class 'FTE Hours' from the Job Class Master times the number of pay periods that have been processed in the current fiscal year shown on the report as FYTD:PP Proc).

The formulas for calculating the FTEs by department are as follows:

- **Current Fiscal Period FTEs = the Total Paid Hours for the current fiscal period divided by the CFP FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current fiscal period shown on report as CFP:PP Proc).

- **Fiscal Year to Date FTEs = the Total Paid Hours FYTD divided by the FYTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current fiscal year shown on report as FYTD:PP Proc).

The formula for calculating the FTEs by entity is the same as the department calculation except the Total Paid Hours are for all departments charged to the entity.

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Figure 3.59 Labor Distribution Departmental Job Class Report (HPRDPC)

```
Date: 04/12/1999                            MODEL HOSP - ENT 01                          Page  : 19
Time: 9:23                            Departmental Job Class Report For 04/12/1999       Report: HPRDPC01
Pay Cycle:B  CY:1999 PP:3  CT:R    PP End Date:01/29/1999
Fiscal Period:1    Fiscal End Date:01/31/1999
Entity: 02 MODEL HOSP - ENT 02
Department: 7011
                        Total Paid            Productive           Non Productive          Overtime             Shift
                      Hours     Dollars      Hours     Dollars     Hours     Dollars     Hours  Dollars     Hours  Dollars
-------------------------------------------------------------------------------------------------------------------------
Job Class 7880  EEG Technician FTE = 80.00        CFP:PP Proc=2, FTE Divisor=160.00    FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:    160.00              160.00                 0.00                 0.00              160.00
                                 1,080.00                1,080.00             0.00                 0.00                  40.00
         FTEs         1.00                  1.00                 0.00                 0.00                1.00
Fiscal Year to Date:      160.00              160.00                 0.00                 0.00              160.00
                                 1,080.00                1,080.00             0.00                 0.00                  40.00
         FTEs         1.00                  1.00                 0.00                 0.00                1.00
Department Total: 7011  Hrs in PP = 80  CFP:PP Proc=2, FTE Divisor=160.00   FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:    160.00              160.00                 0.00                 0.00              160.00
                                 1,080.00                1,080.00             0.00                 0.00                  40.00
         FTEs         1.00                  1.00                 0.00                 0.00                1.00
Fiscal Year to Date:      160.00              160.00                 0.00                 0.00              160.00
                                 1,080.00                1,080.00             0.00                 0.00                  40.00
         FTEs         1.00                  1.00                 0.00                 0.00                1.00
```

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Figure 3.60 Labor Distribution Departmental Job Class Report (HPRDPC)

```
Date: 04/12/1999                          MODEL HOSP - ENT 01                            Page  : 20
Time: 9:23                        Departmental Job Class Report For 04/12/1999           Report: HPRDPC01
Pay Cycle:B  CY:1999 PP:3  CT:R    PP End Date:01/29/1999
Fiscal Period:1    Fiscal End Date:01/31/1999
Entity: 02 MODEL HOSP - ENT 02
Department:
                        Total Paid          Productive          Non Productive         Overtime            Shift
                      Hours    Dollars    Hours    Dollars    Hours    Dollars    Hours  Dollars    Hours  Dollars
-------------------------------------------------------------------------------------------------------------------
Entity Total : 02 MODEL HOSP - ENT 02
Hrs in PP = 80  CFP:PP Proc=2, FTE Divisor=160.00    FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:   690.00              690.00              0.00               0.00               610.00
                               6,790.00              6,790.00             0.00              0.00               670.00
            FTEs      4.31                4.31                0.00               0.00                3.81
Fiscal Year to Date:    690.00              690.00              0.00               0.00               610.00
                               6,790.00              6,790.00             0.00              0.00               670.00
            FTEs      4.31                4.31                0.00               0.00                3.81
                                            End of Report
```

LABOR DISTRIBUTION EMPLOYEE/JOB CLASS DETAIL REPORT (HPRLDR)

The Labor Distribution/Job Class Detail Report lists all the paid hours, dollars and FTEs by employee by job class within each department charged. The column headings are defined in the Labor Reporting Code Table. If an employee works in multiple departments during a pay period, that employee's time is reported in each of the departments. The report also lists hours and dollars from manual checks and voided checks by the appropriate departments.

To balance this report to the Payroll Check Register, review the section titled "Pay Types not Reported on Previous Pages" on the last page of the report. This section summarizes the Pay Types that have No entered in the Labor Distribution Print Indicator on the Pay Type Master.

This report is system generated after the Distribute Labor process. The report is sorted by employee alpha name within Job Class, by Job Class within department charged, and by department charged within Entity Code.

Subtotals are printed by Job Class within department, by department within entity, and a grand total is printed by Entity Code. Subtotals include the hours, dollars and the calculated paid FTEs per job class, department, and entity.

The formula for calculating the paid FTEs per job class, department and entity is the Total Paid Hours for the category (i.e. job class, department, or entity) divided by the 'Hrs in PP' from the Pay Cycle Master.

The column header definitions are taken from the Labor Reporting Code Table. There are ten columns to define.

The Job Class description is taken from the Job Class Master.

NOTE: Do not change the headers that are defined on the Labor Report Code Table in the middle of the calendar year. If these are changed, the statistics totals will not be in agreement. Also, if the status of any TCE records for the current pay period is Not Printed, those records are not included on this report.

Figure 3.61 Labor Distribution Employee/Job Class Detail Report (HPRLDR)

```
Date: 05/14/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 02:17pm                  Labor Distribution Employee/Job Class Detail Report           Report: HPRLDR02


Pay Cycle:B  CY:2002 PP:7  CT:R    Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
Entity : 02 Department: 1000 DEFAULT DEPARTMENT
                         Total     Regular  OT       Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
           Employee Name Hours     Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
    Emp No       Home Dept Dollars Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
-----------------------------------------------------------------------------------------------------------------------------
Job Class : 1101   President
brewer,test                0.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000043  6060          $75.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00    75.00     0.00


Job Class 1101 Total: 1    0.00               0.00              0.00              0.00              0.00              0.00
                         $75.00             $0.00             $0.00             $0.00             $0.00             $0.00
                                     0.00              0.00              0.00              0.00              0.00
                                    $0.00             $0.00             $0.00             $0.00            $75.00
        Paid FTEs:         0.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Job class : 6610   RN - Weekends
STATE,CONNECTICUT BARNES   0.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000009  8361          $75.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00    75.00     0.00


Job Class 6610 Total: 1    0.00               0.00              0.00              0.00              0.00              0.00
                         $75.00             $0.00             $0.00             $0.00             $0.00             $0.00
                                     0.00              0.00              0.00              0.00              0.00
                                    $0.00             $0.00             $0.00             $0.00            $75.00
        Paid FTEs:         0.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Job class : 6700   LPN - Licensed
STATE,ALASKA              75.00     75.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000002  7070       $1,582.50  1582.50     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
STATE,ARIZONA             75.00     75.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000004  8212       $1,507.50  1507.50     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
STATE,CALIFORNIA          75.00     75.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000006  8214       $1,507.50  1507.50     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
Baker,Mary                75.00     75.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000060  6020       $1,132.50  1132.50     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
STATE,COLORADO            75.00     75.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
000000008  8361       $1,507.50  1507.50     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Job Class 6700 Total: 5  375.00               0.00              0.00              0.00              0.00              0.00
                      $7,237.50             $0.00             $0.00             $0.00             $0.00             $0.00
                                   375.00              0.00              0.00              0.00              0.00
                                $7,237.50             $0.00             $0.00             $0.00             $0.00
        Paid FTEs:         5.00      5.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
```

Figure 3.62 Labor Distribution Employee/Job Class Detail Report (HPRLDR)

```
Date: 05/14/2002                                MODEL HOSP - ENT 02                               Page  : 50
Time: 02:17pm                          Labor Distribution Employee/Job Class Detail Report         Report: HPRLDR02


Pay Cycle:B  CY:2002 PP:7  CT:R   Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
Entity : 02 MODEL HOSP - ENT 02
                        Total     Regular  OT       Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
                        Hours     Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                        Dollars   Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
--------------------------------------------------------------------------------------------------------------------------

Entity Total:           3,825.00           0.00              0.00              0.00              0.00              0.00
                        $79,180.00         $0.00             $0.00             $0.00             $0.00             $0.00

                        3,825.00           0.00              0.00              0.00              0.00
                        $77,955.00         $0.00             $0.00             $1,000.00         $225.00

        Paid FTEs:      51.00     51.00    0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
```

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Figure 3.63 Labor Distribution Employee/Job Class Detail Report (HPRLDR)

```
Date: 05/14/2002                              MODEL HOSP - ENT 02                              Page  : 51
Time: 02:17pm                        Labor Distribution Employee/Job Class Detail Report       Report: HPRLDR02


Pay Cycle:B  CY:2002 PP:7  CT:R   Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
                         Total    Regular  OT       Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
                         Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                         Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
----------------------------------------------------------------------------------------------------------------------------

Summary Total:         3,825.00           0.00              0.00              0.00              0.00              0.00
                      $79,180.00          $0.00             $0.00             $0.00             $0.00             $0.00

                                 3,825.00          0.00              0.00              0.00              0.00
                                $77,955.00         $0.00             $0.00          $1,000.00           $225.00

        Paid FTEs:     51.00     51.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00



            Pay Types not Reported on Previous Pages
            ----------------------------------------


      Pay Type - Desc                Units        Hours        Dollars     Dollars Not in Gross
      --------------------------------------------------------------------------------------------
       205   - Group Term Life        0.00         0.00          $0.00          $2,550.00
      --------------------------------------------------------------------------------------------
      Total Not Reported              0.00         0.00          $0.00          $2,550.00

      Total Reported                  N/R      3,825.00      $79,180.00
      --------------------------------------------------------------------------------------------
      Total Actual                    0.00     3,825.00      $79,180.00          $2,550.00



                                  End of Report
```

LABOR DISTRIBUTION JOB CLASS REPORT BY ENTITY (HPRLDJ)

This report is for all Job Classes within the Entity that have had activity in the pay period. It lists all paid hours, dollars, and FTEs by Job Class within Entity into the categories of Productive/Non-Productive, Overtime, and Shift.

This report is generated automatically after the Distribute Labor Process. The report is sorted by Job Class Code within Charged Entity.

The statistics for this report are accumulated for the Current Fiscal Period and Fiscal Year.

A grand total is printed by Entity Code.

The formulas for calculating the FTEs per job class are as follows:

- **Current Fiscal Period FTEs = the Total Paid Hours for the current fiscal period divided by the CFP FTE Divisor** (the product of the job class 'FTE Hours' from the Job Class Master times the number of pay periods that have been processed in the current fiscal period shown on the report as CFP:PP Proc).

- **Fiscal Year to Date FTEs = the Total Paid Hours FYTD divided by the FYTD FTE Divisor** (the product of the job class 'FTE Hours' from the Job Class Master times the number of pay periods that have been processed in the current fiscal year shown on the report as FYTD:PP Proc).

The formulas for calculating the FTEs by entity are as follows:

- **Current Fiscal Period FTEs = the Total Paid Hours for the current fiscal period divided by the CFP FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current fiscal period shown on the report as CFP:PP Proc).

- **Fiscal Year to Date FTEs = the Total Paid Hours FYTD divided by the FYTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current fiscal year shown on the report as FYTD:PP Proc).

Figure 3.64 Labor Distribution Job Class Report by Entity (HPRLDJ)

```
Date: 04/12/1999                            MODEL HOSP - ENT 01                              Page  : 3
Time: 9:23                       Labor Distribution Job Class Report by Entity For 04/12/1999     Report: HPRLDJ01
Entity: 01 MODEL HOSP - ENT 01
Pay Cycle:B  CY:1999 PP:3  CT:R    PP End Date:01/29/1999
Fiscal Period:1    Fiscal End Date:01/31/1999
                       Total Paid            Productive           Non Productive           Overtime              Shift
                     Hours    Dollars      Hours    Dollars      Hours    Dollars      Hours  Dollars      Hours  Dollars
--------------------------------------------------------------------------------------------------------------------------
Job Class 7880  EEG Technician FTE = 80.00       CFP:PP Proc=2, FTE Divisor=160.00    FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:   320.00              320.00                0.00                   0.00                160.00
                               5,872.00             5,872.00                0.00                  0.00                   0.00
        FTEs         2.00                2.00                0.00                   0.00                  1.00
Fiscal Year to Date:     320.00              320.00                0.00                   0.00                160.00
                               5,872.00             5,872.00                0.00                  0.00                   0.00
        FTEs         2.00                2.00                0.00                   0.00                  1.00
Job Class 9150  Cook FTE = 80.00         CFP:PP Proc=2, FTE Divisor=160.00    FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:   263.50              247.50               16.00                   0.00                 87.50
                               3,566.76             3,218.76              248.00                  0.00                   0.00
        FTEs         1.65                1.55                0.10                   0.00                  0.55
Fiscal Year to Date:     263.50              247.50               16.00                   0.00                 87.50
                               3,566.76             3,218.76              248.00                  0.00                   0.00
        FTEs         1.65                1.55                0.10                   0.00                  0.55
```

Figure 3.65 Labor Distribution Job Class Report by Entity (HPRLDJ)

```
Date: 04/12/1999                          MODEL HOSP - ENT 01                               Page  : 4
Time: 9:23                     Labor Distribution Job Class Report by Entity For 04/12/1999     Report: HPRLDJ01
Entity: 01 MODEL HOSP - ENT 01
Pay Cycle:B  CY:1999 PP:3  CT:R    PP End Date:01/29/1999
Fiscal Period:1    Fiscal End Date:01/31/1999
                        Total Paid            Productive            Non Productive            Overtime              Shift
                      Hours    Dollars      Hours    Dollars      Hours    Dollars        Hours  Dollars       Hours  Dollars
---------------------------------------------------------------------------------------------------------------------------
Entity Total: 01 MODEL HOSP - ENT 01
Hrs in PP = 80  CFP:PP Proc=2, FTE Divisor=160.00   FYTD:PP Proc=2, FTE Divisor=160.00
Current Fiscal Period:  7,950.10            7,934.10               16.00                  0.00                  3,107.50
                       157,618.00           150,470.00            7,048.00                        0.00                 4,220.00
             FTEs      49.69               49.59                  0.10                   0.00                  19.42
Fiscal Year to Date:   7,950.10            7,934.10               16.00                  0.00                  3,107.50
                       157,618.00           150,470.00            7,048.00                        0.00                 4,220.00
             FTEs      49.69               49.59                  0.10                   0.00                  19.42
```

LABOR DISTRIBUTION PAY TYPE BY CHARGED DEPARTMENT REPORT (HPRPTR)

The Labor Distribution Pay Type by Charged Department Report (HPRPTR) shows pay type history by the entity and department charged on the timeline. It is automatically produced as part of the Distribute Labor Process, and also can be demanded from the Statistical Reports menu. In order to request the report from the menu, Labor Distribution must be completed for the pay cycle, cycle type, calendar year, and pay period requested.

When the report is automatically produced during Labor Distribution, the system uses the Labor Report Indicator field on the third screen of the Pay Type Master to determine whether pay types should be included in the detail of the report. If the Labor Report Indicator field is set to No, then the total for the pay type is reflected on the last page of the report under the title of "Pay Types Not Reported on Previous Pages."

Selection criteria for this report are:

- Entity Code - one per report request

- Pay Cycle - Select the pay cycle to be reflected in the report data.

- Calendar Year - Select the calendar year to be reflected in the report data.

- Pay Period - Select the pay period to be reflected in the report data.

- Cycle Type - Only cycle types that have been processed through Labor Distribution are displayed.

- Pay Types - Select ALL pay types or select pay types from a list generated from the Pay Type Master.

The report sorts the information by charge entity, department and then pay type. The employee number, name and home department print along with the hours, gross dollars and Not In Gross Dollars associated with the timeline.

Report totals are by department, pay type, and then by entity.

Figure 3.66 Labor Distribution Pay Type by Charged Department Report (HPRPTR)

```
Date: 07/27/2005                         MODEL HOSP - ENT 02                        Page  : 1
Time: 12:43pm                       Labor Distribution Pay Type History            Report: HPRPTR02
                                          By Charged Department


Pay Cycle:B  CY:2004 PP:1  CT: R End Date 12/26/2003
Check Code 01  Check Date 01/01/2004


EC: 02     Department:  1000   DEFAULT DEPARTMENT


Employee                        Home
 Number     Employee Name       Department       Hours          Dollars           Dollars Not in Gross
----------------------------------------------------------------------------------------------------------


Pay Type:  100  Regular Pay

000000002    STATE,ALASKA         7070          75.00          1,582.50                    0.00
000000006    STATE,CALIFORNIA     8214          75.00          1,507.50                    0.00
000000008    STATE,COLORADO       8361          75.00          1,507.50                    0.00
000000010    STATE,DELWARE        8361          75.00          1,500.00                    0.00
000000060    Baker,Mary           6020          75.00          1,132.50                    0.00


              Pay Type Total:                  375.00          7,230.00                    0.00


              Department Total:                375.00          7,230.00                    0.00
```

LABOR DISTRIBUTION SUMMARY REPORT BY DEPARTMENT (HPRLDD)

This report summarizes all paid hours, dollars, and FTEs by department charged.

The column headings are defined based on the Labor Reporting Code Table. Rather than reporting individual employee detail, the report displays the summarization of the departments within the entity. The Labor Distribution Report also lists hours and dollars from any manual and voided checks by the appropriate departments.

To balance this report to the Payroll Check Register, review the section titled "Pay Types not Reported on Previous Pages" on the last page of the report. This section summarizes the Pay Types that have No entered in the Labor Distribution Print Indicator on the Pay Type Master and were processed in the current cycle.

This is an automatic report which is generated after the Distribute Labor Process. It is sorted by department code by Entity Code charged.

The statistics for this report are accumulated on a calendar year basis by current cycle, month to date, quarter to date and year to date.

The formulas for calculating the Paid FTEs per department for each time period are as follows:

- **Current Cycle FTEs = the Total Paid Hours for the current cycle divided by the 'Hrs in PP' from the Pay Cycle Master**.

- **Month to Date FTEs = the Total Paid Hours MTD divided by the MTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current month shown on the report as MTD PP proc).

- **Quarter to Date FTEs = the Total Paid Hours QTD divided by the QTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current calendar quarter shown on the report as QTD PP Proc).

- **Year to Date FTEs = the Total Paid Hours YTD divided by the YTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current calendar year shown on the report as YTD PP Proc).

NOTE: Do not change the Headers that are defined on the Labor Report Code Table in the middle of the calendar year. If these are changed, the statistics totals will not be in agreement.

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Figure 3.67 Labor Distribution Summary Report By Department (HPRLDD)

```
Date: 05/14/2002                          MODEL HOSP - ENT 02                                    Page  : 48
Time: 02:17pm                     Labor Distribution Summary Report By Department                Report: HPRLDD02


Pay Cycle:B  CY:2002 PP:7  CT:R   Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
Entity : 02 Department: 8381 EMPLOYEE MEDICAL SERVICES
                     Total     Regular   OT       Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
                     Hours     Hours     Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
          Employees  Dollars   Dollars   Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
-------------------------------------------------------------------------------------------------------------------------

Current Cycle:  1    75.00               0.00              0.00              0.00              0.00              0.00
                     $1,500.00           $0.00             $0.00             $0.00             $0.00             $0.00
                               75.00              0.00              0.00              0.00              0.00
                               $1,500.00          $0.00             $0.00             $0.00             $0.00
          Paid FTEs: 1.00      1.00      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Month to Date:       300.00              0.00              0.00              0.00              0.00              0.00
                     $6,000.00           $0.00             $0.00             $0.00             $0.00             $0.00
MTD PP Proc = 3                300.00             0.00              0.00              0.00              0.00
MTD FTE Divisor = 225.00       $6,000.00          $0.00             $0.00             $0.00             $0.00
          Paid FTEs: 1.33      1.33      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Quarter to Date:     600.00              0.00              0.00              0.00              0.00              0.00
                     $12,000.00          $0.00             $0.00             $0.00             $0.00             $0.00
QTD PP Proc = 3                600.00             0.00              0.00              0.00              0.00
QTD FTE Divisor = 225.00       $12,000.00         $0.00             $0.00             $0.00             $0.00
          Paid FTEs: 2.67      2.67      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00


Year to Date:        600.00              0.00              0.00              0.00              0.00              0.00
                     $12,000.00          $0.00             $0.00             $0.00             $0.00             $0.00
YTD PP Proc = 3                600.00             0.00              0.00              0.00              0.00
YTD FTE Divisor = 225.00       $12,000.00         $0.00             $0.00             $0.00             $0.00
          Paid FTEs: 2.67      2.67      0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
```

Figure 3.68 Labor Distribution Summary Report By Department (HPRLDD)

```
Date: 05/14/2002                            MODEL HOSP - ENT 02                          Page  : 49
Time: 02:17pm                      Labor Distribution Summary Report By Department       Report: HPRLDD02


Pay Cycle:B  CY:2002 PP:7  CT:R   Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
                         Total    Regular  OT       Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
                         Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                         Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
----------------------------------------------------------------------------------------------------------------------------


             Pay Types not Reported on Previous Pages
             -----------------------------------------


    Pay Type - Desc                     Units        Hours        Dollars    Dollars Not in Gross
    -------------------------------------------------------------------------------------------------
     205  - Group Term Life              0.00         0.00          $0.00            $2,550.00
    -------------------------------------------------------------------------------------------------
    Total Not Reported                   0.00         0.00          $0.00            $2,550.00

    Total Reported                        N/R      3,825.00     $79,180.00
    -------------------------------------------------------------------------------------------------
    Total Actual                         0.00     3,825.00     $79,180.00           $2,550.00



                                      End of Report
```

LABOR DISTRIBUTION SUMMARY REPORT BY ENTITY (HPRLDE)

This report summarizes all paid hours, dollars, and FTEs by entity charged. The column headings are defined based on the Labor Reporting Code Table. Rather than reporting individual employee detail, the report displays a summarization of the detail by charged entity. The Labor Distribution Report also lists hours and dollars from any manual and voided checks by the appropriate charged entity.

To balance this report to the Payroll Check Register, review the section titled "Pay Types not Reported on Previous Pages" on the last page of the report. This section summarizes the Pay Types that have No entered in the Labor Distribution Print Indicator on the Pay Type Master and were processed in the current cycle.

This is an automatic report which is generated after the Distribute Labor Process. It is sorted by Entity Code charged.

The statistics for this report are accumulated on a calendar year basis by current cycle, month to date, quarter to date and year to date.

The formulas for calculating the Paid FTEs per entity for each time period are as follows:

- **Current Cycle FTEs = the Total Paid Hours for the current cycle divided by the 'Hrs in PP' from the Pay Cycle Master**.

- **Month to Date FTEs = the Total Paid Hours MTD divided by the MTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current month shown on the report as MTD PP Proc).

- **Quarter to Date FTEs = the Total Paid Hours QTD divided by the QTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current calendar quarter shown on the report as QTD PP Proc).

- **Year to Date FTEs = the Total Paid Hours YTD divided by the YTD FTE Divisor** (the product of the 'Hrs in PP' from the Pay Cycle Master times the number of pay periods that have been processed in the current calendar year shown on the report as YTD PP Proc).

NOTE: Do not change the Headers that are defined on the Labor Report Code Table in the middle of the calendar year. If these are changed, the statistics totals will not be in agreement.

Figure 3.69 Labor Distribution Summary Report By Entity (HPRLDE)

```
Date: 04/12/1999                           MODEL HOSP - ENT 01                              Page  : 1
Time: 9:23                         Labor Distribution Summary Report By Entity              Report: HPRLDE01
Pay Cycle:B  CY:1999 PP:3  CT:R   Check Date: 02/04/1999
Pay Cycle Master 'Hrs in PP': 80.00
Entity : 01 MODEL HOSP - ENT 01
                        Total    Regular  OT        Db. Tm.  Sick     Vac.     Hol.     Prs.Day  Premium  Other    On-Call
                        Hours    Hours    Hours     Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                        Dollars  Dollars  Dollars   Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
------------------------------------------------------------------------------------------------------------------------------
Current Cycle:          4,357.05          0.00               0.00              0.00              0.00              0.00
                        $84,386.00        $0.00              $0.00             $0.00             $0.00             $0.00
                                 4,333.05           0.00              24.00             0.00              0.00
                                 $80,738.00         $0.00             $248.00           $3,000.00         $400.00
       Paid FTEs:       54.46    54.16    0.00      0.00     0.00     .30      0.00     0.00     0.00     0.00     0.00
Month to Date:          4,357.05          0.00               0.00              0.00              0.00              0.00
                        $84,386.00        $0.00              $0.00             $0.00             $0.00             $0.00
MTD PP Proc = 1                  4,333.05           0.00              24.00             0.00              0.00
MTD FTE Divisor = 80.00          $80,738.00         $0.00             $248.00           $3,000.00         $400.00
       Paid FTEs:       54.46    54.16    0.00      0.00     0.00     .30      0.00     0.00     0.00     0.00     0.00
Quarter to Date:        4,357.05          0.00               0.00              0.00              0.00              0.00
                        $84,386.00        $0.00              $0.00             $0.00             $0.00             $0.00
QTD PP Proc = 3                  4,333.05           0.00              24.00             0.00              0.00
QTD FTE Divisor = 240.00         $80,738.00         $0.00             $248.00           $3,000.00         $400.00
       Paid FTEs:       18.15    18.05    0.00      0.00     0.00     .10      0.00     0.00     0.00     0.00     0.00
Year to Date:           4,357.05          0.00               0.00              0.00              0.00              0.00
                        $84,386.00        $0.00              $0.00             $0.00             $0.00             $0.00
YTD PP Proc = 3                  4,333.05           0.00              24.00             0.00              0.00
YTD FTE Divisor = 240.00         $80,738.00         $0.00             $248.00           $3,000.00         $400.00
       Paid FTEs:       18.15    18.05    0.00      0.00     0.00     .10      0.00     0.00     0.00     0.00     0.00
```

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Figure 3.70 Labor Distribution Summary Report By Entity (HPRLDE)

```
Date: 04/12/1999                              MODEL HOSP - ENT 01                            Page  : 2
Time: 9:23                            Labor Distribution Summary Report By Entity            Report: HPRLDE01
Pay Cycle:B  CY:1999 PP:3  CT:R   Check Date: 02/04/1999
Pay Cycle Master 'Hrs in PP': 80.00
Entity : 02 MODEL HOSP - ENT 02
                        Total    Regular  OT       Db. Tm.  Sick     Vac.     Hol.     Prs.Day  Premium  Other    On-Call
                        Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                        Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
---------------------------------------------------------------------------------------------------------------------------
Current Cycle:          587.00            0.00              0.00              0.00              0.00              0.00
                        $5,825.00         $0.00             $0.00             $0.00             $0.00             $0.00
                                 587.00            0.00              0.00              0.00              0.00
                                 $5,825.00         $0.00             $0.00             $0.00             $0.00
      Paid FTEs:        7.34     7.34     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
Month to Date:          1,014.00          0.00              0.00              0.00              0.00              0.00
                        $10,690.00        $0.00             $0.00             $0.00             $0.00             $0.00
MTD PP Proc = 1                  1,014.00          0.00              0.00              0.00              0.00
MTD FTE Divisor = 80.00          $10,690.00        $0.00             $0.00             $0.00             $0.00
      Paid FTEs:        12.68    12.68    0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
Quarter to Date:        1,074.00          0.00              0.00              0.00              0.00              0.00
                        $11,590.00        $0.00             $0.00             $0.00             $0.00             $0.00
QTD PP Proc = 3                  1,074.00          0.00              0.00              0.00              0.00
QTD FTE Divisor = 240.00         $11,590.00        $0.00             $0.00             $0.00             $0.00
      Paid FTEs:        4.48     4.48     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
Year to Date:           1,074.00          0.00              0.00              0.00              0.00              0.00
                        $11,590.00        $0.00             $0.00             $0.00             $0.00             $0.00
YTD PP Proc = 3                  1,074.00          0.00              0.00              0.00              0.00
YTD FTE Divisor = 240.00         $11,590.00        $0.00             $0.00             $0.00             $0.00
      Paid FTEs:        4.48     4.48     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
```

Figure 3.71 Labor Distribution Summary Report By Entity (HPRLDE)

```
Date: 05/14/2002                              MODEL HOSP - ENT 02                            Page  : 2
Time: 02:17pm                         Labor Distribution Summary Report By Entity           Report: HPRLDE02


Pay Cycle:B  CY:2002 PP:7  CT:R   Check Date: 03/30/2002
Pay Cycle Master 'Hrs in PP': 75.00
                            Total    Regular  OT      Db.Time  Sick     Vac.     Holiday  Prs.     Prem.    Other    Column10
                            Hours    Hours    Hours   Hours    Hours    Hours    Hours    Hours    Hours    Hours    Hours
                            Dollars  Dollars  Dollars Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars  Dollars
-----------------------------------------------------------------------------------------------------------------------------


                 Pay Types not Reported on Previous Pages
                 ----------------------------------------


        Pay Type - Desc                       Units         Hours        Dollars    Dollars Not in Gross
        -------------------------------------------------------------------------------------------------
         205   - Group Term Life               0.00          0.00          $0.00             $2,550.00
        -------------------------------------------------------------------------------------------------
        Total Not Reported                     0.00          0.00          $0.00             $2,550.00

        Total Reported                          N/R       3,825.00      $79,180.00
        -------------------------------------------------------------------------------------------------
        Total Actual                           0.00       3,825.00      $79,180.00           $2,550.00


                                           End of Report
```

MULTI-ENTITY EMPLOYEE MAINTENANCE EMPLOYEE COPY REPORT (HPRMEC)

This report is created twice: first when the copy is requested in Report mode and again after the copy is completed in Copy mode. In Report mode, the report reveals any errors or warnings that could make the copy unsuccessful for the employee.   It also provides a picture of what the data looked like before and after it is copied to another entity code. The report that is created when the copy is performed in Copy mode, displays what the data looked like before the copy and the actual data in the Copy To entity after the copy.

The report is automatically created and spooled when the copy process is initiated in both the Report and the Copy modes and cannot be demanded at any other time.

A report is spooled for each employee when a copy is initiated. The report is sorted by the Employee Master items used in the copy process.

Figure 3.72 Multi-Entity Employee Maintenance Employee Copy Report
(HPRMEC)

```
Date: 04/01/98                           MODEL HOSP - ENT 01                              Page  : 1
Time: 9:23             Multi-Entity Employee Maintenance Employee Copy Report For 04/01/98    Report: HERMEC01
                                       From Entity 01 to 02
                                          Mode - Report
Employee        Screen     Codes  Field Name                            Before  / After
----------------------------------------------------------------------------------------------------
Cash,Joy
     From Emp #: 251
     To   Emp #: New Employee
               Benefit Plan
                       PDO - Paid Days Off
                              Service Plan                              /  FT
                              Status                                    /  1
                              Edit By                                   /  Richardson,Debra G
                              Edit Date                                 /  04/01/98 0923
                              Ben Earned Date                           /  03/29/92
                              Beg Balance                               /  0
                              Hrs Accr-YTD                              /  306.27
                              Hrs Earn-YTD                              /  0.00
                              Hrs Taken-YTD                             /  0.00
                              Hrs Buy-YTD                               /  0.00
                              Prob End Ind                              /  1
                              Ben Serv Date                             /  02/13/92
                       SIC -
                              Warning: Benefit Plan SIC has not been setup in flow and will not be processed.
                       VAC -
                              Warning: Benefit Plan VAC has not been setup in flow and will not be processed.
               Check Remittance
                              Edit By                                   /  Richardson,Debra G
                              Edit Date & Time ($ZK)                    /  04/01/98 0923
                              Remittance Name                           /  Joy Cash
                              Address Line 1                            /  897 PIEDMONT
                              Address Line 2                            /  APT 23
                              City                                      /  ATLANTA
                              State                                     /  GA
                              Zip Code                                  /  30346
                              Mail Flag                                 /  0
               Deduction
                       Employee Credit
                              Not selected for Copy
                       DP - Dental Plan
                              EE Proc Stat                              /  1
                              ER Proc Stat                              /  1
                              Edit By                                   /  Richardson,Debra G
                              Edit Date                                 /  04/01/98 0923
                              Eff Begin-CY                              /  1995
                              Eff Begin-PP                              /  10
                              Ded/Ben Value                             /  0.00
                              EE Amt/Pct                                /  75
                              EE YTD Max                                /  240.00
                              EE Basis                                  /  F
```

NEGATIVE BENEFIT HOURS EXCEPTION REPORT (HPRNBH)

This report lists employee negative benefit available balances. It is part of the Gross Compute process. This report reflects current pay period information which comes from the Employee TCE Record. The report is used to audit negative benefit balances. You can change the timelines and re-run Gross Compute if you do not want to pay those benefits.

This is a Payroll Processes report and prints on demand. It is sorted by employee by Home Department by Entity.

The selection criteria for this report are:

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

Figure 3.73 Negative Benefit Hours Exception Report (HPRNBH)

```
Date: 02/05/90                            GENERAL HOSPITAL                        Page  : 1
Time: 11:51                     Negative Benefit Hours Exception Report           Report:HPRNBHDP

Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1989
                                                                              Negative
                                                    Benefit    Benefit          Hours
Employee #    Employee Name              Home Department     Plan       Type        Available
------------------------------------------------------------- ----------------------------------------------

  2002      Roosevelt,Frederick K              0/0/00/00/8060          SIC       SC              10.00-

                                         End of Report
```

NEGATIVE NET/GROSS WAGES REPORT (HPRNNW)

This report is automatically generated after Compute, or Recompute, is run. The report contains a list of all employees with net or gross wages that are less than zero. This information is used to make any adjustments required for these employees before running Recompute.

Figure 3.74 Negative Net/Gross Wages Report (HPRNNW)

```
Date: 03/24/95                          GENERAL HOSP - ENT 01                     Page  : 1
Time: 02:20pm                    Negative Net/Gross Wages Report For 03/24/95     Report: HPRNNW01

Pay Cycle:B  CY:1995 PP:1  CT: R End Date 01/09/1995

Check Code 01  Name Payroll Account

                                                      TCE   TCE
Home Dept        Employee Nbr  Employee Name          Type  Nbr   Net Wages      Gross Wages
------------------------------------------------------------------------------------------------
7070                   2       Berry,Sondra M          S     0     $397.29-         $397.29-

Entity Total                                                       $397.29-         $397.29-

                                    End of Report
```

NET WAGES OVER CHECK LIMIT (HPRNWO)

This report lists employees whose net wages are over the Pay Cycle Check Limit amount after the Gross Compute Process. You can review the employees, make corrections, and recompute before the actual checks are printed. This report runs for each Pay Cycle and Cycle Type requiring a check to be printed at the Compute and Recompute Processes.

This is a Payroll Process report and prints on demand. It is sorted by Entity Code, subsorted by employee name within the Home Department.

Selection criteria for this report are:

- Entity

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

A grand total is printed by Entity Code.

The check limit amount is located on the Pay Cycle Master.

The calculation for Net Wages is:

Gross Wages minus FIT Withheld, minus Employee FICA Withheld, minus State Income Tax, minus SUI, minus SDI, minus Local Tax Withheld, minus regular voluntary deductions, excluding the Banking Services Deductions. The TCE control record stores these totals.

The employee Net Wage is compared to the Check Limit Amount field for the Pay Cycle. All employees with net wages over this amount are listed on this report.

Figure 3.75 Net Wages Over Check Limit (HPRNWO)

```
Date: 01/30/90                          GENERAL HOSPITAL                        Page  : 1
Time: 12:22                          Net Wages Over Check Limit                 Report: HPRNWODP

Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1989

Check Code 02  Name Executive

Check Limit     5,000.00

                                                          TCE   TCE
Home Dept            Employee Nbr  Employee Name           Type  Nbr    Net Wages
------------------------------------------------------------------------------------------------
0/0/00/00/6010       157261464     Richardson,Barbara       S     0     $ 6,169.56
0/0/00/00/9310       579260208     Taylor,Mahlon C.         S     0     $11,389.97
0/0/00/00/9311       153366455     Metzner,Diane E          S     0     $ 9,169.40
0/0/00/00/9312       154564200     Abatemann,Carla          S     0     $ 7,290.33
0/0/00/00/9315       157265757     Robyns,Dixie Lee         S     0     $ 6,296.58

Entity Total                                                             $40,315.84

                                      End of Report
```

PAY PERIOD WAGE & TAX BALANCING REPORT (HPRPTB)

This report lists the employee's taxable wages and tax withholding detail for all applicable taxes associated with the check run. It is similiar in appearance and contains the same type of data as the Tax Wage & Tax Balancing Detail Report (HPRTBD) except the data is provided per pay period and cycle type.

This report prints for each Cycle Type after the Payroll Check Print Process. The report can also be demanded from the Payroll Reports menu.

Following the Entity total, the report reflects the current processing schedule for each Pay Cycle.

This demand report sorts alphabetically by employee name within Entity or employee social security number within Entity.

A grand total is printed by Entity Code.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle - one per report request

- Calendar Year - one per report request; default is Current Calendar Year

- Pay Period - one per report request

- Cycle Type - one per report request

- Report for all applicable taxes associated with the check run or a subset of the applicable taxes

- Employee name within Entity or employee ID number within Entity; default is alphabetic

Some employees may have multiple state income taxes. Each State Code and values print for those employees. Some employees may have multiple local income taxes. Each Local Code and values print for those employees.

Employees with Exempt Pay Types/Deductions in Excess of Taxable Wages

When an employee has more exempted deductions and/or pay types than taxable pay in a pay period, the system applies the exempted pay types first, then the exempted deduction amounts, up to, but not exceeding, the employee's taxable gross pay. Therefore, the employee ends up with more deductions taken than are exempted from taxable wages. When this occurs, the employee is included at the end of the Pay

Period Wage & Tax Balancing Report (HPRPTB) under the heading "Employees with Exempt Pay Types/Deductions in Excess of Taxable Wages". See "Pay Period Wage & Tax Balancing (HPRPTB) - Last Page" on page 3-145 for an example.

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Figure 3.76 Pay Period Wage & Tax Balancing (HPRPTB) - Detail

```
Date: 05/16/2006                          MODEL HOSP - ENT 02                              Page  : 1
Time: 11:03am                   Pay Period Wage & Tax Balancing Report For 05/16/2006      Report: HPRPTB02


Pay Cycle:B  CY:2006 PP:1  CT: R  End Date: 01/06/2006


Home Department:6018


                                       ------------ E X E M P T   W A G E S ------------     Total       Txbl
                    Taxable      Emple/Emplr    Employee                                     Exempt      Emplr
                    Wages           Tax         Indicator   Over Limit   Pay Types  Deductions   Wages      Contr
          ------------------------------------------------------------------------------------------------------

Emp #: 19           Name: STATE,IOWA        Gross Wages:    1,500.00  Not in Gross:    0.00  Net Wages:    965.19
TCE Type: S         Addl Ind: 0
FIT                 1,271.00       142.19         0.00        0.00       0.00       229.00      229.00        0.00
FICA Empl           1,446.00        89.65         0.00        0.00       0.00        54.00       54.00        0.00
FICA Empr           1,446.00        89.65         0.00        0.00       0.00        54.00       54.00        0.00
MHI Empl            1,446.00        20.97         0.00        0.00       0.00        54.00       54.00        0.00
MHI Empr            1,446.00        20.97         0.00        0.00       0.00        54.00       54.00        0.00
FUTA Empr           1,446.00        11.57         0.00        0.00       0.00        54.00       54.00        0.00
IA 001 WTHD         1,271.00        53.00         0.00        0.00       0.00       229.00      229.00        0.00
IA 010 UNEM         1,500.00        15.90         0.00        0.00       0.00         0.00        0.00        0.00


**********************************************************************************************************

Emp #: 20           Name: STATE,KANSAS      Gross Wages:    1,507.50  Not in Gross:    0.00  Net Wages:    879.87
TCE Type: S         Addl Ind: 0
FIT                 1,182.50       147.95         0.00        0.00       0.00       325.00      325.00        0.00
FICA Empl           1,357.50        84.17         0.00        0.00       0.00       150.00      150.00        0.00
FICA Empr           1,357.50        84.17         0.00        0.00       0.00       150.00      150.00        0.00
MHI Empl            1,357.50        19.68         0.00        0.00       0.00       150.00      150.00        0.00
MHI Empr            1,357.50        19.68         0.00        0.00       0.00       150.00      150.00        0.00
FUTA Empr           1,357.50        10.86         0.00        0.00       0.00       150.00      150.00        0.00
KS 001 WTHD         1,182.50        50.83         0.00        0.00       0.00       325.00      325.00        0.00
KS 010 UNEM         1,282.50        34.63         0.00        0.00       0.00       225.00      225.00        0.00


**********************************************************************************************************

Emp #: 21           Name: STATE,KENTUCKY    Gross Wages:    1,507.50  Not in Gross:    0.00  Net Wages:    870.79
TCE Type: S         Addl Ind: 0
FIT                 1,182.50       128.91         0.00        0.00       0.00       325.00      325.00        0.00
FICA Empl           1,357.50        84.17         0.00        0.00       0.00       150.00      150.00        0.00
FICA Empr           1,357.50        84.17         0.00        0.00       0.00       150.00      150.00        0.00
MHI Empl            1,357.50        19.68         0.00        0.00       0.00       150.00      150.00        0.00
MHI Empr            1,357.50        19.68         0.00        0.00       0.00       150.00      150.00        0.00
FUTA Empr           1,357.50        10.86         0.00        0.00       0.00       150.00      150.00        0.00
KY 001 WTHD         1,182.50        56.34         0.00        0.00       0.00       325.00      325.00        0.00
KY 010 UNEM         1,507.50        15.08         0.00        0.00       0.00         0.00        0.00        0.00
MAD 051 OCPT        1,507.50        22.61         0.00        0.00       0.00         0.00        0.00        0.00


**********************************************************************************************************
```

Figure 3.77 Pay Period Wage & Tax Balancing (HPRPTB) - Summary Totals

```
Date: 05/16/2006                          MODEL HOSP - ENT 02                              Page  : 23
Time: 11:03am                 Pay Period Wage & Tax Balancing Report For 05/16/2006        Report: HPRPTB02

                                              Entity Totals

Pay Cycle:B  CY:2006 PP:1  CT: R  End Date: 01/06/2006

                                      ----------- E X E M P T   W A G E S ------------      Total      Txbl
               Taxable      Emple/Emplr    Employee                                        Exempt      Emplr
                Wages          Tax        Indicator   Over Limit    Pay Types   Deductions  Wages      Contr
            -----------------------------------------------------------------------------------------------
                                      Gross Wages:    81,840.00  Not in Gross:    0.00  Net Wages:    46,298.65

FIT           61,869.23     7,330.88        0.00         0.00      1,500.00     18,470.77   19,970.77      0.00
FICA Empl     75,878.79     4,704.57        0.00         0.00      1,500.00      7,065.41    8,565.41  2,604.20
FICA Empr     75,878.79     4,704.57        0.00         0.00      1,500.00      7,065.41    8,565.41  2,604.20
MHI Empl      75,878.79     1,100.32        0.00         0.00      1,500.00      7,065.41    8,565.41  2,604.20
MHI Empr      75,878.79     1,100.32        0.00         0.00      1,500.00      7,065.41    8,565.41  2,604.20
FUTA Empr     77,258.79       618.07        0.00         0.00          0.00      7,185.41    7,185.41  2,604.20
AK 001 WTHD        0.00         0.00        0.00         0.00          0.00          0.00        0.00      0.00
AK 010 UNEM    1,507.50        55.63        0.00         0.00          0.00         75.00       75.00      0.00
AL 001 WTHD    1,750.17        66.62        0.00         0.00        500.00        837.06    1,337.06      0.00
AL 010 UNEM    3,855.00         1.04        0.00         0.00          0.00          0.00        0.00      0.00
AR 001 WTHD    1,382.50        66.85        0.00         0.00          0.00        200.00      200.00      0.00
AR 010 UNEM    1,382.50          .37        0.00         0.00          0.00        200.00      200.00      0.00
AZ 001 WTHD    1,855.05        40.01        0.00         0.00          0.00      2,289.95    2,289.95      0.00
AZ 010 UNEM    4,040.00         1.09        0.00         0.00          0.00        105.00      105.00      0.00
CA 001 WTHD    1,407.50        41.86        0.00         0.00          0.00        100.00      100.00      0.00
CA 010 UNEM    1,507.50          .51        0.00         0.00          0.00          0.00        0.00      0.00
CA 041 SDIE    1,507.50        12.06        0.00         0.00          0.00          0.00        0.00      0.00
CA 077 EVDT    1,507.50         1.51        0.00         0.00          0.00          0.00        0.00      0.00
CO 001 WTHD    1,182.50        46.00        0.00         0.00          0.00        325.00      325.00      0.00
CO 010 UNEM    1,357.50        36.65        0.00         0.00          0.00        150.00      150.00      0.00
CT 001 WTHD    1,362.50        51.58        0.00         0.00          0.00        325.00      325.00      0.00
CT 010 UNEM    1,687.50        45.56        0.00         0.00          0.00          0.00        0.00      0.00
DE 001 WTHD    1,275.00        44.73        0.00         0.00          0.00        225.00      225.00      0.00
DE 010 UNEM    1,500.00        40.50        0.00         0.00          0.00          0.00        0.00      0.00
FL 001 WTHD        0.00         0.00     1,500.00        0.00          0.00          0.00    1,500.00      0.00
FL 010 UNEM    1,275.00          .34        0.00         0.00          0.00        225.00      225.00      0.00
GA 001 WTHD      560.05        20.99        0.00         0.00      1,000.00      2,339.95    3,339.95      0.00
GA 010 UNEM    1,407.50         0.00        0.00         0.00      1,000.00        300.00    1,300.00      0.00
HI 001 WTHD    1,282.50        79.35        0.00         0.00          0.00        225.00      225.00      0.00
HI 010 UNEM    1,507.50        46.73        0.00         0.00          0.00          0.00        0.00      0.00
IA 001 WTHD    1,271.00        53.00        0.00         0.00          0.00        229.00      229.00      0.00
IA 010 UNEM    1,500.00        15.90        0.00         0.00          0.00          0.00        0.00      0.00
ID 001 WTHD    1,182.50        66.00        0.00         0.00          0.00        325.00      325.00      0.00
ID 010 UNEM    1,357.50          .50        0.00         0.00          0.00        150.00      150.00      0.00
IL 001 WTHD    1,307.50        36.92        0.00         0.00          0.00        200.00      200.00      0.00
IN 001 WTHD      171.87         4.54        0.00         0.00          0.00      1,335.63    1,335.63      0.00
IN 002 EIC       171.87         0.00        0.00         0.00          0.00      1,335.63    1,335.63      0.00
IN 010 UNEM    2,715.00          .73        0.00         0.00          0.00        300.00      300.00      0.00
```

Figure 3.78 Pay Period Wage & Tax Balancing (HPRPTB) - Last Page

```
Date: 05/16/2006                            MODEL HOSP - ENT 02                           Page  : 26
Time: 11:03am                    Pay Period Wage & Tax Balancing Report For 05/16/2006    Report: HPRPTB02

                              Employees with Exempt Pay Types/Deductions in Excess of Taxable Wages

Pay Cycle:B  CY:2006 PP:1  CT: R  End Date: 01/06/2006

                                                                             Excess
Employee          Employee             Tax Authority  Timecard  Seq   Exempt Deductions    Exempt Deductions
Number            Name                 Information     Type      Num   Amount Allowed       Amount Not Allowed
--------------------------------------------------------------------------------------------------------------

000000013         STATE,GEORGIA        FED/    /001   Std        0            200.00                 594.00
000000013         STATE,GEORGIA        STE/ GA /001   Std        0            200.00                 594.00
000000013         STATE,GEORGIA        STE/ GA /010   Std        0            200.00                 350.00
000000017         STATE,ILLINOIS       STE/ IN /002   Std        0              0.00                 200.00

                                                    End of Report
```

PAYROLL AVERAGE STATISTICS REPORT (HPRGLA)

This report provides an average of the FTEs and Hours statistics in the General Ledger for a particular fiscal period or range of fiscal periods. The report can be demanded for a Fiscal Period or Year-to-Date (Fiscal Year). The average is calculated by dividing the total hours and FTEs by the number of pay periods which fall within the fiscal periods requested.

Selection criteria are:

- • Entity Code - one per report request.

- • Fiscal Year

- • Beginning Department

- • Ending Department

- • Beginning Subaccount

- • Ending Subaccount

- • Beginning Fiscal Period

- • Ending Fiscal Period

- • Pay Cycle

- • Cycle Types - one or all (including Demand Cycles); default is all

If you have processed a payroll in the pay period which falls in the fiscal period being requested, and the Complete Pay Period Process has not been run yet, the following prompt displays:

Include current pay period being processed (Y/N) [Y] --

If you enter **Y**, the current pay period is included as part of the average calculation.

Figure 3.79 Payroll Average Statistics Report (HPRGLA) - Page 1

```
Date: 06/06/97                        MODEL HOSP - ENT 01                          Page  : 1
Time: 8:28                   Payroll Average Statistical Report For 06/06/97        Report: HPRGLA01
Pay Cycle:B  FY:1996 Fiscal Periods:01 to 12 CT:ALL
Departments:0000 to 8710
Sub Accounts:0000 to 6252
Entity: 01 MODEL HOSP - ENT 01
Department: 6010   PATIENT CARE ADMINISTRATION

                                     Pay Period    Cycle Types       Hours         FTE's

-------------------------------------------------------------------------------------------------------
Sub Account: 3000   PCA5-SAL-REGULAR
                                        01            R             9.29          0.12
                                        03            S           130.00          1.63
                                        05            S           130.00          1.63
                                        13            S           260.00          3.25
                                        13            V            65.00          0.81
                                        14            R             5.71          0.07
                                        14            R            74.29          0.93
                                        15            R            80.00-          1.00-
                                                   Average         19.81          0.25
Sub Account: 3001   PCA5-SAL-OVERTIME
                                        01            R         1,053.61         13.17
                                                   Average         35.12          0.44
Sub Account: 3003   PCA5-SAL-HOLIDAY
                                        20            R            32.00          0.40
                                                   Average          1.07          0.01
Sub Account: 3004   PCA5-SAL-VACATION
                                        28            D01           25.00          0.14
                                                   Average          0.83          0.00
```

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PAYROLL AVERAGE STATISTICS REPORT (HPRGLA)

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Figure 3.80 Payroll Average Statistics Report (HPRGLA) - Page 3

```
Date: 06/06/97                            MODEL HOSP - ENT 01                                    Page  : 3
Time: 8:28                         Payroll Average Statistical Report For 06/06/97               Report: HPRGLA01
Pay Cycle:B  FY:1996 Fiscal Periods:01 to 12 CT:ALL
Departments:0000 to 8710
Sub Accounts:0000 to 6252
Entity: 01 MODEL HOSP - ENT 01
Department: 6020  MEDICAL SURGICAL-1ST FLOOR
                                        Pay Period      Cycle Types       Hours          FTE's
-----------------------------------------------------------------------------------------------------------------
Sub Account: 3000  MDS1-SAL-REGULAR
                                            02               R            40.00          0.50
                                            03               S            40.00          0.50
                                            05               S            40.00          0.50
                                            13               S            80.00          1.00
                                            13               V           140.00          1.75
                                            15               V            60.00          0.75
                                            15               V            20.00          0.25
                                            19               S            50.00          0.63
                                            19               V            60.00          0.75
                                            20               S            65.00          0.81
                                            20               V            55.00          0.69
                                                          Average         21.67          0.27
Sub Account: 3001   MDS1-SAL-OVERTIME
                                            15               S            80.00          1.00
                                            01               R           814.76         10.18
                                                          Average         29.83          0.37
Sub Account: 3004   MDS1-SAL-VACATION
                                            02               R            10.00          0.13
                                                          Average          0.33          0.00
Sub Account: 3100   MDS1-SAL-RN-REGULAR
                                            01               R           925.72         11.57
                                            29               D01            5.25          0.07
                                                          Average         31.03          0.39
Sub Account: 3103   MDS1-SAL-RN-HOLIDAY
                                            20               R            20.00          0.25
                                                          Average          0.67          0.01
```

PAYROLL CHECK/REMITTANCE LISTING (HPRCHR)

The Payroll Check/Remittance Listing Report details the payroll checks and remittance advices printed for the Pay Cycle and Pay Period/Cycle Type run. It is automatically generated by the Payroll Check Print Process and the Reprint Payroll Checks Process. The report lists all the checks and remittances printed, including checks and remittance advices used for Pattern Print and System Voids.

The report includes any negative check amounts and any negative remittance amounts. Both negative remittances and negative checks remain in computed status and are not printed. Since these negative remittances and checks remain in computed status, they are not reflected in Earnings History, and they are not processed by Labor Distribution.

In addition, this report lists those checks/remittances that were voided by the Reprint process as Reprint Void. Checks/remittances voided using the Halt or Abort command will be listed as Printer Void. Checks/remittances voided using the Void Check option will be listed as System Void, but will not be reprinted. Checks/remittances still pending void will be listed as Pending Void Deleted and will be reprinted.

This report is used to audit actual checks and remittance advices printed, multiple check statuses, and the Inventory Number Control.

This is a Payroll Process report and is sorted by Check Number, Remittance Advice Number, and Negative Check Amounts.

Print selections are established in the Check Code Master.

The report is subtotalled by payroll checks, remittance advices and negative checks not printed, and negative remittances.

Figure 3.81 Payroll Check/Remittance Listing (HPRCHR) - Page 1

```
Date: 09/07/2001              MODEL HOSPITAL OF GEORGIA               Page  : 1
Time: 03:55pm          Payroll Check/Remittance Listing For 09/07/2001    Report: HPRCHR01
Pay Cycle: B  CY: 2001 PP:4 CT: R End Date 02/11/2001
Check Code: 01 Payroll Account
Check Date: 02/15/2001
                               Check        Remit     TCE
  Check Number Employee Number  Amount      Amount    Type    Seq#    Status
--------------------------------------------------------------------------------
          350   0000000022       791.62       0.00    Stndrd   00    Reprint Void
          351   0000000002        90.52       0.00    Stndrd   00    Reprint Void
          352   0000000299     1,313.38       0.00    Stndrd   00    Reprint Void
          353   0000000237       571.94       0.00    Stndrd   00    Reprint Void
          354   0000000231       585.59       0.00    Stndrd   00    Reprint Void
          355   0000000291       508.98       0.00    Stndrd   00    Reprint Void
          356   0000000292       629.01       0.00    Stndrd   00    Reprint Void
          357   0000000023       618.11     618.12    Stndrd   00    Reprint Void
          358   0000001973     1,266.01       0.00    Stndrd   00    Reprint Void
          359   0000000058       681.08       0.00    Stndrd   00    Reprint Void
          360   0000000045     2,081.46       0.00    Stndrd   00    Reprint Void
          361   0000000222       594.83       0.00    Stndrd   00    Reprint Void
          362   0000000059       797.31       0.00    Stndrd   00    Reprint Void
          363   0000000061       522.28       0.00    Stndrd   00    Reprint Void
          364   0000000275       953.06       0.00    Stndrd   00    Reprint Void
          365   0000000041       221.38      11.65    Stndrd   00    Reprint Void
                                            12.27    Stndrd   00    Reprint Void
          366   0000000257       523.55       0.00    Stndrd   00    Reprint Void
          367   0000000258       543.47       0.00    Stndrd   00    Reprint Void
          368   0000000259       946.60       0.00    Stndrd   00    Reprint Void
          369   0000000060       865.21       0.00    Stndrd   00    Reprint Void
          370   0000000260     1,085.36       0.00    Stndrd   00    Reprint Void
          371   0000000277       519.72       0.00    Stndrd   00    Reprint Void
          372   0000000269       526.54       0.00    Stndrd   00    Reprint Void
          373   0000000265     5,760.81   5,760.82    Stndrd   00    Reprint Void
          374   0000000274     1,010.88       0.00    Stndrd   00    Reprint Void
          375   0000000279     1,018.33       0.00    Stndrd   00    Reprint Void
          376   0000000224     1,654.60       0.00    Stndrd   00    Reprint Void
          377   0000000273     1,061.95       0.00    Stndrd   00    Reprint Void
          378   0000000272       513.55       0.00    Stndrd   00    Reprint Void
          379   0000000268       571.43       0.00    Stndrd   00    Reprint Void
          380   0000000251     2,017.80       0.00    Stndrd   00    Reprint Void
          381   0000000255     1,190.63       0.00    Stndrd   00    Reprint Void
          382   0000000264       836.97       0.00    Stndrd   00    Reprint Void
          383   0560692440       419.08     419.09    Stndrd   00    Reprint Void
          384   0000000247       818.75       0.00    Stndrd   00    Reprint Void
          385   0000000285     1,338.29       0.00    Stndrd   00    Reprint Void
          386   0000000280       515.32       0.00    Stndrd   00    Reprint Void
          387   0000000281       978.74       0.00    Stndrd   00    Reprint Void
          388   0000000282     1,338.29       0.00    Stndrd   00    Reprint Void
          389   0012398765     1,123.39       0.00    Stndrd   00    Reprint Void
          390   0000000125       494.27       0.00    Stndrd   00    Reprint Void
          391   0527457603       926.05       0.00    Stndrd   00    Reprint Void
          392   0000000022       791.62       0.00    Stndrd   00    Reprint Void
          393   0000000002        90.52       0.00    Stndrd   00    Reprint Void
          394   0000000299     1,313.38       0.00    Stndrd   00    Reprint Void
          395   0000000237       571.94       0.00    Stndrd   00    Reprint Void
          396   0000000231       585.59       0.00    Stndrd   00    Reprint Void
```

Figure 3.82 Payroll Check/Remittance Listing (HPRCHR) - Last Page

```
Date: 09/07/2001                    MODEL HOSPITAL OF GEORGIA                 Page  : 10
Time: 03:55pm                  Payroll Check/Remittance Listing For 09/07/2001
Report: HPRCHR01
Pay Cycle: B  CY: 2001 PP:4 CT: R End Date 02/11/2001
Check Code: 01 Payroll Account
Check Date: 02/15/2001
-----------------------------------------------------------------------------------------
                                             Check                      Remit
            Remittances           Total      Amount                     Amount
-----------------------------------------------------------------------------------------
            G-Good-Standard            6       0.00                   2,521.86
            V-Reprint Voids           12       0.00                       0.00
-----------------------------------------------------------------------------------------
            Total                     18       0.00                   2,521.86




Remittances printed from 48 to 65


                        End of Report
```

PAYROLL FIELD AUDIT REPORT (HURFAR)

The Payroll Field Audit report lists field audit information that was changed or deleted. This report can be demanded for a range of dates from the Payroll Reports menu. It is generated automatically during midnight processing when the following conditions are met:

- The Audit History field on the Entity Parameters Processing screen is set to Yes.

- The Audit Retention Days field on the Entity Parameters Processing screen specifies the number of retention days.

- The audit retention period has passed.

The information displayed in this report can be viewed online using the Payroll Audit Trail Graphical User Interface (GUI) any time before the specified number of retention days has passed.

When the report is demanded, the report name displays as Field Audit Change Report. When the report is generated during midnight processing, the report name displays as Field Audit Deletion Report.

The report lists the field audit information by screen in the following order:

1. Employee Master data screens

2. Master file screens

3. Parameters screens

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Figure 3.83 Payroll Field Audit Report (HURFAR)

```
Date: 05/13/2002                        MODEL HOSP - ENT 02                      Page : 1
Time: 09:59am                           Field Audit Change Report                Report: HURFAR02
                                    For 01/01/2002 through 05/01/2002


EMPLOYEE LOCATION/HIRE/WORK STATUS


Run Time Display Fields                 Edit Date/Time      Edit By
Field Name                              Before / After Value
-----------------------------------------------------------------------------------------------------


000000042  STATE,PENNSYLVANIA


                                        04/29/2002 09:13am  Adaas,Susan J
Group Code                              DED1 / BLANK
```

```
Date: 05/13/2002                        MODEL HOSP - ENT 02                      Page : 2
Time: 09:59am                           Field Audit Change Report                Report: HURFAR02
                                    For 01/01/2002 through 05/01/2002


PAY CYCLE MASTER


Run Time Display Fields                 Edit Date/Time      Edit By
Field Name                              Before / After Value
-----------------------------------------------------------------------------------------------------
Pay Cycle Code:  B-All Personnel (bi-weekly)

Cal Year/Pay Period - 2002/5            04/23/2002 10:25am  Adaas,Susan J
Labor Ind                               No / Yes

Cal Year/Pay Period - 2002/5            04/23/2002 10:25am  Adaas,Susan J
Lbr GL Year                             BLANK / 2002

Cal Year/Pay Period - 2002/5            04/23/2002 10:25am  Adaas,Susan J
Accrual Fiscal Pd                       BLANK / 01

Cal Year/Pay Period - 2002/5            04/23/2002 10:25am  Adaas,Susan J
Accrual PCT                             BLANK / 14.286

Cal Year/Pay Period - 2002/5            04/23/2002 10:25am  Adaas,Susan J
Accrual Days                            BLANK / 02

                                    End of Report
```

PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE TYPES R, S, AND D

Payroll Register/Employer Regulatory and Deductions

General Ledger reports are in two parts. Each report contains the Detail Report and the Summary Report. Report descriptions discuss the Detail Report first, then the Summary Report. The reports produced for each cycle type are:

Cycle Type	Reports Produced
R - Regular	HPRG01, HPRG03
S - Supplemental	HPRG13, HPRG14
D - Demand	HPRG17, HPRG18

The same report format is produced for Cycle Types R, S, and D. Therefore, only reports for Cycle Type R are provided as examples in this section.

The General Ledger Detail Report Payroll Register reflects the journal entries created to balance the Payroll Register to the General Ledger. The Detail report can be used to verify posting of Payroll Hours, Dollars and Calculated FTEs to the appropriate departments charged on the employee timelines. The subaccounts are defined in the General Ledger Job Class and Pay Type parameters.

The Summary Report reflects the Gross Wage Summary, Taxes, Deductions, Net Wages, Home Entity receivable, Employer Regulatory Costs and Deductions, Link Entity, Gross Wage Summary and payable, and the cash entry posting as created by the General Ledger Distribution Payroll Process.

This is a Payroll processes report and is sorted on the detail page by Entity, Fiscal Period, Department Charged, Subaccount Hours, Dollars and FTEs. Subtotals are printed on the detail pages by Gross Wage Hours and Dollars by Subaccount within Department Charged, Department and Entity Code.

A grand total is printed on the summary pages by Entity Code, Fiscal Period, Total Credits and Total Debits. These reports are generated automatically during the Distribute Labor Process.

On the summary pages, the report is sorted by Entity Code, Fiscal Period, Department and Subaccount.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Entity, Department, Subaccount	Employee Detail Timeline posting Hours and Dollars Fields records

The taxes are summarized from the employee's Federal, State and Local TCE records.

The deduction information is summarized from the employee's Deduction Timeline Detail records. The Net Wage information is summarized from all the employee's Wage and Summary records.

The Employer Taxes are summarized from the employee's federal and state TCE records. The Employer Deduction information is summarized from all the employees Deduction Timeline Detail records.

The Employer FUTA, FICA, MHI, SUI, SDI and Employer Deductions fields can be posted either to a single department and subaccount, or to a multiple of employee home or position departments, depending on the Entity Parameters.

The Summary General Ledger Report lists the credits and debits incurred during the current payroll processing. This report is supported by the General Ledger Detail Report; however, the summary report can be printed independently of the Detail Report.

Figure 3.84 Payroll GL Detail Report (HPRG01)

```
Date: 04/29/2002                              MODEL HOSP - ENT 02                              Page  : 1
Time: 05:07pm                        Payroll General Ledger Detail Report For 04/29/2002        Report: HPRG0102

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                                      Payroll Register
Fiscal Period:02    Fiscal End Date:02/28/2002

Entity Code 01  HBOC MODEL HOSPITAL OF GEORGIA
Department:  6.024  MEDICAL SURGICAL-3RD FLOOR


Employee Number     Employee Name                          Home Department          Hours      FTE      Dollars
--------------------------------------------------------------------------------------------------------------------
000000013           STATE,GEORGIA                              6022                  40.00     0.53       500.00

                                       Total Subaccount:        32.00                40.00     0.53       500.00

Total Department        6.024   MEDICAL SURGICAL-3RD FLOOR                           40.00     0.53       500.00
```

Figure 3.85 Payroll GL Detail Report (HPRG01)

```
Date: 04/29/2002                              MODEL HOSP - ENT 02                           Page  : 51
Time: 05:07pm                      Payroll General Ledger Detail Report For 04/29/2002      Report: HPRG0102

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                              Payroll Register
Fiscal Period:02   Fiscal End Date:02/28/2002

Entity Code 02  MODEL HOSP - ENT 02

Employee Number    Employee Name                     Home Department        Hours      FTE      Dollars
------------------------------------------------------------------------------------------------------------

Entity Re-cap:

Total Entity:  02  MODEL HOSP - ENT 02                                     3,580.00    47.74    74,580.00

                                              End of Report
```

Figure 3.86 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                            Page  : 1
Time: 05:07pm                   Payroll General Ledger Summary Report For 04/29/2002       Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                               Payroll Register
Fiscal Period:02    Fiscal End Date:02/28/2002

Payroll Register Entries                    Department        Subaccount          Debits            Credits
------------------------------------------------------------------------------------------------------------
Gross Wage Summary
Default                                        1000              0050            7,462.50
                                               6010              3000            1,500.00
                                               6012              3228            1,000.00
                                               6013              3200            1,507.50
                                               6018              3000            1,687.50
                                               6020              3000            1,500.00
                                               6022              3000            1,500.00
                                               6024              3200            1,007.50
                                               6026              3200            1,507.50
                                               6028              3200            1,507.50
                                               6030              3200            1,507.50
                                               6050              3200            1,507.50
                                               6060              3000            1,500.00
                                               6080              3200            1,507.50
                                               6090              3200            1,507.50
                                               6120              3100            1,500.00
                                               6130              3100            1,500.00
                                               6140              3000            1,687.50
                                               6160              3000            1,500.00
                                               6170              3000            1,500.00
                                               6190              3000            1,950.00
                                               6211              3000            1,687.50
                                               6217              3000            1,500.00
                                               6218              3000            1,575.00
                                               6231              3000            1,500.00
                                               6232              3000            1,500.00
                                               6251              3000            1,500.00
                                               7011              3000            1,500.00
                                               7033              3000            1,500.00
                                               7040              3000            1,875.00
                                               7070              3000            1,537.50
                                               7170              3000            1,537.50
                                               8030              3000            1,500.00
                                               8050              3000            1,507.50
                                               8060              3000            1,500.00
                                               8076              3000              400.00
                                               8090              3000            1,500.00
                                               8111              3000            1,537.50
                                               8211              3000                               1,500.00
                                               8212              3000            1,500.00
                                               8214              3000            1,500.00
```

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Figure 3.87 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                         Page  : 5
Time: 05:07pm                    Payroll General Ledger Summary Report For 04/29/2002   Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                              Payroll Register
Fiscal Period:02    Fiscal End Date:02/28/2002

Employer Costs Entries                  Department        Subaccount          Debits           Credits
--------------------------------------------------------------------------------------------------------

FICA Employer Tax Expense
Default                                    1000              0050             455.08
                                           6010              3500              96.10
                                           6012              3500              60.55
                                           6013              3500              93.47
                                           6018              3500              98.69
                                           6020              3500              93.00
                                           6022              3500              93.00
                                           6024              3500              87.27
                                           6026              3500              93.47
                                           6028              3500              87.27
                                           6030              3500              85.72
                                           6050              3500              87.27
                                           6060              3500              92.75
                                           6080              3500              87.27
                                           6090              3500              87.27
                                           6120              3500              93.00
                                           6130              3500              86.80
                                           6140              3500              98.43
                                           6160              3500              86.80
                                           6170              3500              93.00
                                           6190              3500             113.15
                                           6211              3500              98.43
                                           6217              3500              86.80
                                           6218              3500              91.45
                                           6231              3500              86.80
                                           6232              3500              86.80
                                           6251              3500              86.80
                                           7011              3500              86.80
                                           7033              3500              86.80
                                           7040              3500             110.05
                                           7070              3500              89.13
                                           7170              3500              89.13
                                           8030              3500              86.80
                                           8050              3500              87.27
                                           8060              3500              83.70
                                           8076              3500              27.41
                                           8090              3500              86.80
                                           8111              3500              89.13
                                           8211              3500                               86.80
                                           8212              3500              86.80
```

Figure 3.88 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                           MODEL HOSP - ENT 02                              Page  : 6
Time: 05:07pm                    Payroll General Ledger Summary Report For 04/29/2002       Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                          Payroll Register
Fiscal Period:02   Fiscal End Date:02/28/2002

Employer Costs Entries                     Department        Subaccount           Debits              Credits
-------------------------------------------------------------------------------------------------------------
                                             8311              3500               88.35
                                             8361              3500               86.80
                                             8371              3500               82.46
                                             8381              3500               86.80

FICA Employer Tax Liability                  2036              2403                                   4,421.07

MHI Employer Tax Expense
Default                                      1000              0050              106.43
                                             6010              3501               22.48
                                             6012              3501               14.16
                                             6013              3501               21.86
                                             6018              3501               23.08
                                             6020              3501               21.75
                                             6022              3501               21.75
                                             6024              3501               20.41
                                             6026              3501               21.86
                                             6028              3501               20.41
                                             6030              3501               20.05
                                             6050              3501               20.41
                                             6060              3501               21.69
                                             6080              3501               20.41
                                             6090              3501               20.41
                                             6120              3501               21.75
                                             6130              3501               20.30
                                             6140              3501               23.02
                                             6160              3501               20.30
                                             6170              3501               21.75
                                             6190              3501               26.46
                                             6211              3501               23.02
                                             6217              3501               20.30
                                             6218              3501               21.39
                                             6231              3501               20.30
                                             6232              3501               20.30
                                             6251              3501               20.30
                                             7011              3501               20.30
                                             7033              3501               20.30
                                             7040              3501               25.74
                                             7070              3501               20.84
                                             7170              3501               20.84
                                             8030              3501               20.30
                                             8050              3501               20.41
```

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Figure 3.89 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                              Page  : 7
Time: 05:07pm                   Payroll General Ledger Summary Report For 04/29/2002      Report: HPRG0302


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                          Payroll Register

Fiscal Period:02    Fiscal End Date:02/28/2002

Employer Costs Entries                    Department       Subaccount         Debits          Credits
------------------------------------------------------------------------------------------------------
                                             8211             3501                              20.30
                                             8212             3501             20.30
                                             8214             3501             20.30
                                             8215             3501             20.30
                                             8221             3501             20.30
                                             8231             3501             20.30
                                             8311             3501             20.66
                                             8361             3501             20.30
                                             8371             3501             19.29
                                             8381             3501             20.30


MHI Employer Tax Liability                   2036             2406                           1,033.96


Federal Unemployment Tax Expense             8060             3510            197.06


Federal Unemployment Tax Liability           2034             2404                             197.06

State Unemployment Tax Expense
Default                                      1000             0050             42.33
                                             2041             2407            768.86
                                             6010             3520              0.21
                                             7040             3520              0.52
                                             8030             3520              0.42


State Unemployment Tax Liability
   Code        Description
    AK    ALASKA                             2041             2407                              64.48
    AL    ALABAMA                            2041             2407                               0.63
    AR    ARKANSAS                           2041             2407                               5.28
    CA    CALIFORNIA                         2041             2407                               0.48
    CO    COLORADO                           2041             2407                              38.00
    DE    DELAWARE                           2041             2407                              41.85
    FL    FLORIDA                            2041             2407                               0.41
    HI    HAWAII                             2041             2407                              48.28
    IA    IOWA                               2041             2407                              16.43
    ID    IDAHO                              2041             2407                               0.52
    IL    ILLINOIS                           2041             2407                               0.39
    KS    KANSAS                             2041             2407                              35.98
    KY    KENTUCKY                           2041             2407                              15.58
    MA    MASSACHUSETTS                      2041             2407                              46.91
    MD    MARYLAND                           2041             2407                               0.38
    ME    MAINE                              2041             2407                              37.80
```

Figure 3.90 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                              Page  : 8
Time: 05:07pm                     Payroll General Ledger Summary Report For 04/29/2002     Report: HPRG0302


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                              Payroll Register
Fiscal Period:02   Fiscal End Date:02/28/2002


Employer Costs Entries                      Department        Subaccount        Debits            Credits
-------------------------------------------------------------------------------------------------------------
   ND     NORTH DAKOTA                         2041              2407                                51.59
   NH     NEW HAMPSHIRE                        2041              2407                                 0.30
   NM     NEW MEXICO                           2041              2407                                37.80
   NV     NEVADA                               2041              2407                                 0.47
   NY     NEW YORK                             2041              2407                                 0.52
   OK     OKLAHOMA                             2041              2407                                38.21
   OR     OREGON                               2041              2407                                 0.53
   RI     RHODE ISLAND                         2041              2407                                37.60
   SC     SOUTH CAROLINA                       2041              2407                                 0.39
   SD     SOUTH DAKOTA                         2041              2407           34.20
   TX     TEXAS                                2041              2407                                 0.42
   UT     UTAH                                 2041              2407                                37.80
   VA     VIRGINIA                             2041              2407                                 0.38
   VT     VERMONT                              2041              2407                                35.16
   WA     WASHINGTON                           2041              2407                                47.25
   WI     WISCONSIN                            2041              2407                                35.91
   WV     WEST VIRGINIA                        2041              2407                                41.85
   WY     WYOMING                              2041              2407                                37.80


State Worker Compensation Tax Expense
Default                                        1000              0050            1.54

State Worker Compensation Tax Liability
  Code         Description
  OR     OREGON                                1000              0050                                 1.35
  WA     WASHINGTON                            1000              0050                                 0.19

State Employment Administrative Fund Expense   2042              2410            0.32

State Employment Administrative Fund Liability
  Code         Description
  WA     WASHINGTON                            2042              2410                                 0.32

Deduction Code BFB  401K-Stock Purchase Plan   8710              6213          150.00

Deduction Employer                             2038              2486                               150.00

Deduction Code QPC  125 Cafeteria Plans        8710              6217          213.25

Deduction Employer                             2049              2525                               213.25

Total Employer Costs Entries                                                  6,970.84            6,970.84
```

Figure 3.91 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                         MODEL HOSP - ENT 02                         Page  : 9
Time: 05:07pm                 Payroll General Ledger Summary Report For 04/29/2002   Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                              Payroll Register
Fiscal Period:02    Fiscal End Date:02/28/2002

                                        Department       Subaccount          Debits          Credits
---------------------------------------------------------------------------------------------------------

Grand Total per Entity:                                                    83,608.17        83,608.17
```

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Figure 3.92 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                         MODEL HOSP - ENT 02                         Page  : 10
Time: 05:07pm                 Payroll General Ledger Summary Report For 04/29/2002   Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                        Payroll Register
Fiscal Period:02    Fiscal End Date:02/28/2002

Link Entity 01 HBOC MODEL HOSPITAL OF GEORGIA     Department       Subaccount          Debits              Credits
-----------------------------------------------------------------------------------------------------------------
Gross Wage Summary                                  6.024            32.00            500.00

Intercompany Payable                                2.080            22.02                                500.00

Total Link Entity Entries                                                            500.00               500.00
```

Figure 3.93 Payroll GL Summary Report (HPRG03)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                          Page  : 11
Time: 05:07pm               Payroll General Ledger Summary Report For 04/29/2002       Report: HPRG0302

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                         Payroll Register
Fiscal Period:03    Fiscal End Date:03/31/2002

Cash Entry  Payroll Register Entry            Department       Subaccount          Debits           Credits
-----------------------------------------------------------------------------------------------------------


Check Code 01    Payroll Account

Cash Liability/Net Wages:                        2031             2310          43,136.99

Cash Account:                                    1012             0121                             43,136.99

 Ded  Code FS   ACH Savings

Cash Liability/Net Wages:                        2047             2451            141.26

Cash Account:                                    1012             0122                                141.26

                                         End of Report
```

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PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE TYPE O (OTHER)

Non-Hospital - Agency (HPRG06 and HPRG08)

The General Ledger Detail Non-Hospital - Agency Report reflects the journal entries created to post labor costs to the General Ledger. The Detail report can be used to verify posting of Payroll Hours, Dollars and Calculated FTEs to the appropriate departments charged on the employee timelines. The subaccounts are defined in the General Ledger Job Class and Pay Type parameters.

Report HPRG06:

If the status of any TCE records for the current pay period is Not Printed, those records are not included on this report.

The Summary report reflects the Gross Wage Summary, Home Entity Receivable, Agency Liabilities, Link Entity Gross Wage Summary and liability created by the General Ledger Distribution Payroll process.

This is a Payroll processes report. It is sorted on the detail pages by Gross Wage Hours and Dollars, Entity, Fiscal Period, Department Charged, Subaccount and employee name. The summary pages are sorted by Entity Code, Fiscal Period, Department and Subaccount. This report is generated automatically during the Distribute Labor Process.

Subtotals are printed on the detail pages by Gross Wage Hours and Dollars by Subaccount within Department Charged, Department and Entity Code.

Grand totals are printed on the summary pages by Entity Code, Fiscal Period, Total Credits and Total Debits.

The Entity, Department, Subaccount, and Hours and Dollars fields are taken from the Employee Detail Timeline posting record.

Multiple Employee Entries are required for the Entities, Gross Wage Hours Dollars, Department Subaccounts, Link Entity and Multiple Agency Liabilities fields.

The Summary General Ledger Report lists the credits and debits incurred during the current Payroll processing. This report is supported by the General Ledger Detail Report; however, the Summary Report can be printed independently of the Detail Report.

Figure 3.94 Payroll General Ledger Detail Report (HPRG06)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                            Page  : 1
Time: 09:57am                  Payroll General Ledger Detail Report For 04/30/2002       Report: HPRG0602


Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                            Non-Hospital - Agency
Fiscal Period:03    Fiscal End Date:03/31/2002


Entity Code 02  MODEL HOSP - ENT 02
Department:  8050   FOOD SERVICES/ADMINISTRATION


Employee Number     Employee Name                    Home Department   Agency Code  Hours      FTE      Dollars
-------------------------------------------------------------------------------------------------------------------
7777777778          NON,HOSPITAL                         8050               A       80.00      1.07     1,208.00


                                        Total Subaccount:   3000                    80.00      1.07     1,208.00


Total Department       8050   FOOD SERVICES/ADMINISTRATION                          80.00      1.07     1,208.00
```

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Figure 3.95 Payroll General Ledger Detail Report (HPRG06)

```
Date: 04/30/2002                            MODEL HOSP - ENT 02                                Page  : 2
Time: 09:57am                     Payroll General Ledger Detail Report For 04/30/2002          Report: HPRG0602

Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                          Non-Hospital - Agency
Fiscal Period:03    Fiscal End Date:03/31/2002

Entity Code 02  MODEL HOSP - ENT 02

Employee Number     Employee Name                    Home Department   Agency Code  Hours      FTE      Dollars
-----------------------------------------------------------------------------------------------------------------


Total Entity:  02  MODEL HOSP - ENT 02                                              80.00      1.07     1,208.00

                                              End of Report
```

Figure 3.96 Payroll General Ledger Summary Report (HPRG08)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                           Page  : 1
Time: 09:57am                    Payroll General Ledger Summary Report For 04/30/2002   Report: HPRG0802

Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                        Non-Hospital - Agency
Fiscal Period:03    Fiscal End Date:03/31/2002

Agency  Entries                            Department       Subaccount        Debits          Credits
-----------------------------------------------------------------------------------------------------
Gross Wage Summary                            8050             3000          1,208.00

Agencies Liability
  Code        Description
   A    CONTRACT DOCTORS - CALL I            2022             2252                           1,208.00

Total Payroll Register                                                      1,208.00         1,208.00

                                          End of Report
```

Chapter 3 - PAYROLL REPORTS

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PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE

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PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE TYPE V (VACATION/IRREGULAR)

Payroll Register/Prepaid Salaries (HPRG11 and HPRG12)

The General Ledger Detail Report Payroll Register/Prepaid Salaries reflects the journal entries created to balance the Payroll Register and Prepaid Entries to the General Ledger. The detail report can be used to verify posting of Payroll Hours, Dollars and Calculated FTEs to the appropriate fiscal periods and departments charged on the employee timelines. The subaccounts are defined in the General Ledger Job Class and Pay Type parameters.

Report HPRGL11:

If the status of any TCE records for the current pay period is Not Printed, those records are not included on this report.

The Summary Report reflects the Gross Wage Summary, Prepaid Salaries, Taxes, Deductions, Net Wages, Home Entity Receivable, Employer Regulatory Costs and Deductions. The Link Entity Gross Wage Summary and the Cash Entry Posting are created by the General Ledger Distribution Payroll Process.

The entries are also created to post hours, dollars and FTEs to future fiscal periods, creating prepaid salary accounts.

This is a Payroll Processes report. It is sorted on the detail level by Gross Wage Hours and Dollars, Entity, Fiscal Period, Department Charged, Subaccount and employee name. The summary pages are sorted by Entity, Fiscal Period, Department and Subaccount. This report is generated automatically during the Distribute Labor Process.

Subtotals are printed on the detail level by Gross Wage Hours and Dollars, by Subaccount within Department Charged, Department and Entity.   A grand total is printed on the summary pages by Entity, Fiscal Period, Total Credits and Total Debits.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Entity	Entity Payroll Process Master, set in the General Ledger Distribute Labor Process.
Entity, Department, Subaccount	Employee Detail Timeline posting Hours and Dollars Fields records

The taxes are summarized from all the employee's federal, state and local TCE records.

The Deduction information is summarized from all the employee's Deduction Timeline Detail records.

The Net Wage information is summarized from all the employee's Wage and Summary records.

The Employer Taxes are summarized from all the employee's Federal, State TCE records.

The Employer Deduction information is summarized from all the employee's Deduction Timeline Detail records.

The Employer FUTA, FICA, MHI, SUI, SDI and Employer Deductions fields can be posted either to a single Department and Subaccount, or to a multiple of employee home or position departments, depending on the Entity Parameters.

The Prepaid Salaries in the current Fiscal Period is the Total of Gross Wage Hours and Dollar entries created for the future fiscal periods. The system creates the entries to credit Prepaid Salaries in the future fiscal periods.

The Intercompany funding is done in the current period. For the current fiscal period, the Prepaid Salaries are posted to the Prepaid Salary account for each entity. The system creates the journal entries to credit Prepaid Salaries in the future periods.

Report HPRGL12:

The Summary General Ledger Report lists the credits and debits incurred during the current Payroll processing. This report is supported by the General Ledger Detail Report; however, the Summary Report can be printed independently of the Detail Report.

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PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE TYPE V (VACATION/IRREGULAR) Chapter 3 - PAYROLL REPORTS

Figure 3.97 Payroll General Ledger Detail Report (HPRG11)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 10:00am                 Payroll General Ledger Detail Report For 04/30/2002      Report: HPRG1102

Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                              Prepaid Salaries
Fiscal Period:04    Fiscal End Date:04/30/2002

Entity Code 02  MODEL HOSP - ENT 02
Department:  6010   PATIENT CARE ADMINISTRATION

Employee Number     Employee Name                    Home Department       Hours      FTE      Dollars
-----------------------------------------------------------------------------------------------------------
000000001           STATE,ALABAMA                        8050              80.00      1.07     1,600.00


                                    Total Subaccount:    3000              80.00      1.07     1,600.00

Total Department          6010   PATIENT CARE ADMINISTRATION               80.00      1.07     1,600.00
```

Figure 3.98 Payroll General Ledger Detail Report - (HPRG11)

```
Date: 04/30/2002                         MODEL HOSP - ENT 02                          Page : 2
Time: 10:00am                 Payroll General Ledger Detail Report For 04/30/2002     Report: HPRG1102

Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                        Prepaid Salaries
Fiscal Period:04    Fiscal End Date:04/30/2002

Entity Code 02  MODEL HOSP - ENT 02

Employee Number    Employee Name                    Home Department          Hours      FTE      Dollars
-----------------------------------------------------------------------------------------------------------

Entity Re-cap:

Total Entity:  02  MODEL HOSP - ENT 02                                       80.00      1.07     1,600.00

                                            End of Report
```

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Figure 3.99 Payroll General Ledger Summary Report (HPRG12)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                        Page  : 1
Time: 10:00am                 Payroll General Ledger Summary Report For 04/30/2002   Report: HPRG1202


Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                   Prepaid Salaries/Fiscal Periods Posting
Fiscal Period:03   Fiscal End Date:03/31/2002

Prepaid Salaries Entries               Department      Subaccount        Debits          Credits
-------------------------------------------------------------------------------------------------

Prepaid Salaries:                         1127            1100         1,600.00

Federal Withholding Tax                   2035            2400                            162.40

FICA Employee Tax                         2036            2402                             99.20

MHI Employee Tax                          2036            2405                             23.20

State Withholding Tax
  Code        Description
   AL    ALABAMA                          2037            2416                             63.61

Deductions / Employee:
  Code        Description
   AE    Tax Levy by State Code           2049            2504                          1,251.59

Total Payroll Register                                                 1,600.00        1,600.00
```

Figure 3.100 Payroll General Ledger Summary Report (HPRG12)

```
Date: 04/30/2002                            MODEL HOSP - ENT 02                            Page  : 2
Time: 10:00am                   Payroll General Ledger Summary Report For 04/30/2002       Report: HPRG1202

Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                     Prepaid Salaries/Fiscal Periods Posting
Fiscal Period:03    Fiscal End Date:03/31/2002

Employer Costs Entries                    Department         Subaccount          Debits            Credits
--------------------------------------------------------------------------------------------------------------

FICA Employer Tax Expense                   6010               3500              99.20

FICA Employer Tax Liability                 2036               2403                                99.20

MHI Employer Tax Expense                    6010               3501              23.20

MHI Employer Tax Liability                  2036               2406                                23.20

Total Employer Costs Entries                                                    122.40            122.40
```

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Figure 3.101 Payroll General Ledger Summary Report (HPRG12)

```
Date: 04/30/2002                        MODEL HOSP - ENT 02                       Page  : 3
Time: 10:00am                 Payroll General Ledger Summary Report For 04/30/2002    Report: HPRG1202

Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                    Prepaid Salaries/Fiscal Periods Posting
Fiscal Period:03    Fiscal End Date:03/31/2002

                                     Department      Subaccount        Debits          Credits
     ------------------------------------------------------------------------------------------

Grand Total per Entity:                                                1,722.40        1,722.40
```

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Figure 3.102 Payroll General Ledger Summary Report (HPRG12)

```
Date: 04/30/2002                         MODEL HOSP - ENT 02                         Page  : 4
Time: 10:00am                  Payroll General Ledger Summary Report For 04/30/2002  Report: HPRG1202

Pay Cycle: B  CY:2002 PP:6  CT: V End Date: 03/12/2002
                                    Prepaid Salaries/Fiscal Periods Posting
Fiscal Period:04    Fiscal End Date:04/30/2002

Prepaid Salaries Entries               Department        Subaccount        Debits        Credits
-----------------------------------------------------------------------------------------------------
Gross Wage Summary                        6010              3000          1,600.00

Prepaid Salaries:                         1127              1100                          1,600.00

Total Payroll Register                                                    1,600.00       1,600.00

                                         End of Report
```

PAYROLL GL DETAIL, SUMMARY REPORTS - CYCLE TYPE R (REGULAR)

Payroll Gross Wage Accruals/Reversals (HPRG02, HPRG15, HPRG04, and HPRG05)

The General Ledger Detail Report-Payroll Gross Wage Accruals reflects the journal entries created by the GL/Distribute Labor Process. The Detail report can be used to verify posting of Payroll Accrual Hours and Dollars to the appropriate Departments Charged on the employee Timelines. The Subaccounts are as defined in the General Ledger Job Class, Pay Type Parameters.

The Summary report reflects the Gross Wage Summary, Home Entity Receivable, Employer Regulatory Costs, Link Entity Gross Wage Summary and Payable and Payroll Accrual Liability entries created.

This is a Payroll Processes report. It is sorted at the Detail level by Gross Wage Hours and Dollars, Entity, Fiscal Period, Department Charged, Subaccount, and Employee Name. The Summary pages are sorted by Entity, Fiscal Period, Department and Subaccount. This report is generated automatically during the Distribute Labor Process.

Subtotals are printed at the Detail level by Gross Wage Hours and Dollars, by Subaccount within Department Charged, Department and Entity.

Grand totals are printed on the Summary pages by Entity, Fiscal Period, Total Credits and Total Debits.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Entity	Entity Payroll Process Master, set in the General Ledger Distribute Labor Process.
Entity, Department, Subaccount	Employee Detail Timeline posting Hours and Dollars Fields records

The Accrual Hours and Dollars are summarized to the GL Payroll Accrual Account set in the GL Related Payroll Parameters.

The Home Entity and the Link Entity Department and Subaccounts must be defined and displayed as in the General Ledger Definition screen. The Link Entity may not always be the same as the Home Entity.

Multiple employee entries are required for the Entities, Gross Wage Hours Dollars, Department, Subaccounts and Link Entity Entries fields.

The Employer Tax Accruals are summarized to Federal and State GL Accounts located in the GL Related Federal and State Parameters. There are no Link Entity Entries for Employer Costs.

The Summary General Ledger Report lists the credits and debits incurred during the current Payroll processing. This report is supported by the General Ledger Detail Report; however, the Summary Report can be printed independently of the Detail Report.

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Figure 3.103 Payroll General Ledger Detail Report (HPRG02)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 05:07pm                     Payroll General Ledger Detail Report For 04/29/2002       Report: HPRG0202


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                            Gross Wage Accruals

Fiscal Period:01   Fiscal End Date:01/31/2002


Entity Code 01  HBOC MODEL HOSPITAL OF GEORGIA
Department:  6.024  MEDICAL SURGICAL-3RD FLOOR


Employee Number     Employee Name                     Home Department      Hours      FTE      Dollars
-----------------------------------------------------------------------------------------------------------
000000013          STATE,GEORGIA                          6022            5.71       0.08       71.43


                                 Total Subaccount:        32.00           5.71       0.08       71.43


Total Department         6.024   MEDICAL SURGICAL-3RD FLOOR                5.71       0.08       71.43
```

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Figure 3.104 Payroll General Ledger Detail Report (HPRG02)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                              Page  : 3
Time: 05:07pm                     Payroll General Ledger Detail Report For 04/29/2002        Report: HPRG0202


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                         Gross Wage Accruals

Fiscal Period:01   Fiscal End Date:01/31/2002


Entity Code 02  MODEL HOSP - ENT 02
Department:  1000   DEFAULT DEPARTMENT


Employee Number      Employee Name                         Home Department       Hours      FTE       Dollars
-----------------------------------------------------------------------------------------------------------------
000000060           Baker,Mary                                 6020             10.71      0.14        161.79
000000002           STATE,ALASKA                               7070             10.71      0.14        226.08
000000004           STATE,ARIZONA                              8212             10.71      0.14        215.36
000000006           STATE,CALIFORNIA                           8214             10.71      0.14        215.36
000000008           STATE,COLORADO                             8361             10.71      0.14        215.36
000000009           STATE,CONNECTICUT BARNES                   8361              0.00      0.00         10.71
000000042           STATE,PENNSYLVANIA                         6120              0.00      0.00         10.71
000000043           brewer,test                                6060              0.00      0.00         10.71


                                  Total Subaccount:       0050             53.55      0.70      1,066.08


Total Department          1000   DEFAULT DEPARTMENT                        53.55      0.70      1,066.08
```

Figure 3.105 Payroll General Ledger Detail Report (HPRG02)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                         Page  : 51
Time: 05:07pm                  Payroll General Ledger Detail Report For 04/29/2002    Report: HPRG0202

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                            Gross Wage Accruals
Fiscal Period:01   Fiscal End Date:01/31/2002

Entity Code 02  MODEL HOSP - ENT 02

Employee Number    Employee Name                     Home Department       Hours     FTE     Dollars
------------------------------------------------------------------------------------------------------

Entity Re-cap:

Total Entity:  02  MODEL HOSP - ENT 02                                    511.23     6.68    10,654.48

                                            End of Report
```

Figure 3.106 Payroll General Ledger Detail Report (HPRG15)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                        Page  : 1
Time: 05:07pm                   Payroll General Ledger Detail Report For 04/29/2002   Report: HPRG1502

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                        Gross Wage Reversals
Fiscal Period:02    Fiscal End Date:02/28/2002

Entity Code 01  HBOC MODEL HOSPITAL OF GEORGIA
Department:  6.024  MEDICAL SURGICAL-3RD FLOOR

Employee Number     Employee Name                   Home Department      Hours      FTE       Dollars
-----------------------------------------------------------------------------------------------------
000000013           STATE,GEORGIA                       6022            -5.71      -0.08       -71.43

                                  Total Subaccount:     32.00           -5.71      -0.08       -71.43

Total Department        6.024  MEDICAL SURGICAL-3RD FLOOR               -5.71      -0.08       -71.43
```

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Figure 3.107 Payroll General Ledger Detail Report (HPRG15)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                          Page  : 2
Time: 05:07pm                    Payroll General Ledger Detail Report For 04/29/2002     Report: HPRG1502

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                              Gross Wage Reversals
Fiscal Period:02    Fiscal End Date:02/28/2002

Entity Code 01  HBOC MODEL HOSPITAL OF GEORGIA

Employee Number    Employee Name                      Home Department         Hours      FTE      Dollars
---------------------------------------------------------------------------------------------------------

Entity Re-cap:

Total Entity:  01  HBOC MODEL HOSPITAL OF GEORGIA                             -5.71     -0.08      -71.43
```

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Figure 3.108 Payroll General Ledger Detail Report (HPRG15)

```
Date: 04/29/2002                            MODEL HOSP - ENT 02                              Page  : 3
Time: 05:07pm                    Payroll General Ledger Detail Report For 04/29/2002         Report: HPRG1502

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                          Gross Wage Reversals
Fiscal Period:02    Fiscal End Date:02/28/2002


Entity Code 02  MODEL HOSP - ENT 02
Department:  1000   DEFAULT DEPARTMENT


Employee Number     Employee Name                        Home Department       Hours      FTE       Dollars
-----------------------------------------------------------------------------------------------------------
000000060           Baker,Mary                             6020               -10.71     -0.14      -161.79
000000002           STATE,ALASKA                           7070               -10.71     -0.14      -226.08
000000004           STATE,ARIZONA                          8212               -10.71     -0.14      -215.36
000000006           STATE,CALIFORNIA                       8214               -10.71     -0.14      -215.36
000000008           STATE,COLORADO                         8361               -10.71     -0.14      -215.36
000000009           STATE,CONNECTICUT BARNES               8361                 0.00      0.00       -10.71
000000042           STATE,PENNSYLVANIA                     6120                 0.00      0.00       -10.71
000000043           brewer,test                            6060                 0.00      0.00       -10.71


                                     Total Subaccount:     0050               -53.55     -0.70    -1,066.08


Total Department          1000   DEFAULT DEPARTMENT                           -53.55     -0.70    -1,066.08
```

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Figure 3.109 Payroll General Ledger Summary Report (HPRG04)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                           Page  : 1
Time: 05:07pm                 Payroll General Ledger Summary Report For 04/29/2002       Report: HPRG0402

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                         Gross Wage Accruals
Fiscal Period:01    Fiscal End Date:01/31/2002

Gross Wage Accruals Entries               Department        Subaccount         Debits            Credits
----------------------------------------------------------------------------------------------------------
Gross Wage Summary
Default                                      1000              0050           1,066.08
                                             6010              3000             214.29
                                             6012              3228             142.86
                                             6013              3200             215.36
                                             6018              3000             241.08
                                             6020              3000             214.29
                                             6022              3000             214.29
                                             6024              3200             143.93
                                             6026              3200             215.36
                                             6028              3200             215.36
                                             6030              3200             215.36
                                             6050              3200             215.36
                                             6060              3000             214.29
                                             6080              3200             215.36
                                             6090              3200             215.36
                                             6120              3100             214.29
                                             6130              3100             214.29
                                             6140              3000             241.08
                                             6160              3000             214.29
                                             6170              3000             214.29
                                             6190              3000             278.58
                                             6211              3000             241.08
                                             6217              3000             214.29
                                             6218              3000             225.00
                                             6231              3000             214.29
                                             6232              3000             214.29
                                             6251              3000             214.29
                                             7011              3000             214.29
                                             7033              3000             214.29
                                             7040              3000             267.86
                                             7070              3000             219.65
                                             7170              3000             219.65
                                             8030              3000             214.29
                                             8050              3000             215.36
                                             8060              3000             214.29
                                             8076              3000              57.14
                                             8090              3000             214.29
                                             8111              3000             219.65
                                             8211              3000                              214.29
                                             8212              3000             214.29
                                             8214              3000             214.29
```

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Figure 3.110 Payroll General Ledger Summary Report (HPRG04)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                         Page  : 2
Time: 05:07pm                 Payroll General Ledger Summary Report For 04/29/2002    Report: HPRG0402


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                          Gross Wage Accruals

Fiscal Period:01    Fiscal End Date:01/31/2002


Gross Wage Accruals Entries             Department       Subaccount           Debits            Credits
----------------------------------------------------------------------------------------------------------
                                           8361             3000               214.29
                                           8371             3000               214.29
                                           8381             3000               214.29

Home Entity Receivables:
  01     HBOC MODEL HOSPITAL OF GEORGIA    1080             1200                71.43

Payroll Accrual Liability                  2031             2312                              10,725.91

Total Payroll Register                                                       10,940.20        10,940.20
```

Figure 3.111 Payroll General Ledger Summary Report (HPRG04)

```
Date: 04/29/2002                       MODEL HOSP - ENT 02                          Page  : 3
Time: 05:07pm                Payroll General Ledger Summary Report For 04/29/2002   Report: HPRG0402

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                      Gross Wage Accruals
Fiscal Period:01    Fiscal End Date:01/31/2002

Employer Costs Entries                 Department         Subaccount          Debits            Credits
------------------------------------------------------------------------------------------------------

FICA Employer Tax Expense
Default                                  1000               0050              65.01
                                         6010               3500              13.73
                                         6012               3500               8.65
                                         6013               3500              13.35
                                         6018               3500              14.10
                                         6020               3500              13.29
                                         6022               3500              13.29
                                         6024               3500              12.47
                                         6026               3500              13.35
                                         6028               3500              12.47
                                         6030               3500              12.25
                                         6050               3500              12.47
                                         6060               3500              13.25
                                         6080               3500              12.47
                                         6090               3500              12.47
                                         6120               3500              13.29
                                         6130               3500              12.40
                                         6140               3500              14.06
                                         6160               3500              12.40
                                         6170               3500              13.29
                                         6190               3500              16.16
                                         6211               3500              14.06
                                         6217               3500              12.40
                                         6218               3500              13.06
                                         6231               3500              12.40
                                         6232               3500              12.40
                                         6251               3500              12.40
                                         7011               3500              12.40
                                         7033               3500              12.40
                                         7040               3500              15.72
                                         7070               3500              12.73
                                         7170               3500              12.73
                                         8030               3500              12.40
                                         8050               3500              12.47
                                         8060               3500              11.96
                                         8076               3500               3.92
                                         8090               3500              12.40
                                         8111               3500              12.73
                                         8211               3500                                 12.40
                                         8212               3500              12.40
```

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Figure 3.112 Payroll General Ledger Summary Report (HPRG05)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                         Page  : 1
Time: 05:07pm                    Payroll General Ledger Summary Report For 04/29/2002  Report: HPRG0502

Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                        Gross Wage Reversals
Fiscal Period:02    Fiscal End Date:02/28/2002

Gross Wage Reversals Entries               Department        Subaccount        Debits            Credits
---------------------------------------------------------------------------------------------------------
Gross Wage Summary
Default                                       1000              0050                             1,066.08
                                              6010              3000                               214.29
                                              6012              3228                               142.86
                                              6013              3200                               215.36
                                              6018              3000                               241.08
                                              6020              3000                               214.29
                                              6022              3000                               214.29
                                              6024              3200                               143.93
                                              6026              3200                               215.36
                                              6028              3200                               215.36
                                              6030              3200                               215.36
                                              6050              3200                               215.36
                                              6060              3000                               214.29
                                              6080              3200                               215.36
                                              6090              3200                               215.36
                                              6120              3100                               214.29
                                              6130              3100                               214.29
                                              6140              3000                               241.08
                                              6160              3000                               214.29
                                              6170              3000                               214.29
                                              6190              3000                               278.58
                                              6211              3000                               241.08
                                              6217              3000                               214.29
                                              6218              3000                               225.00
                                              6231              3000                               214.29
                                              6232              3000                               214.29
                                              6251              3000                               214.29
                                              7011              3000                               214.29
                                              7033              3000                               214.29
                                              7040              3000                               267.86
                                              7070              3000                               219.65
                                              7170              3000                               219.65
                                              8030              3000                               214.29
                                              8050              3000                               215.36
                                              8060              3000                               214.29
                                              8076              3000                                57.14
                                              8090              3000                               214.29
                                              8111              3000                               219.65
                                              8211              3000            214.29
                                              8212              3000                               214.29
                                              8214              3000                               214.29
```

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Figure 3.113 Payroll General Ledger Summary Report (HPRG05)

```
Date: 04/29/2002                          MODEL HOSP - ENT 02                           Page  : 2
Time: 05:07pm                    Payroll General Ledger Summary Report For 04/29/2002    Report: HPRG0502


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                            Gross Wage Reversals

Fiscal Period:02    Fiscal End Date:02/28/2002


Gross Wage Reversals Entries            Department        Subaccount          Debits            Credits
------------------------------------------------------------------------------------------------------------
                                           8361              3000                                214.29
                                           8371              3000                                214.29
                                           8381              3000                                214.29

Home Entity Receivables:
   01     HBOC MODEL HOSPITAL OF GEORGIA     1080              1200                                 71.43


Payroll Accrual Liability                  2031              2312           10,725.91


Total Payroll Register                                                      10,940.20          10,940.20
```

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Figure 3.114 Payroll General Ledger Summary Report (HPRG05)

```
Date: 04/29/2002                         MODEL HOSP - ENT 02                          Page  : 6
Time: 05:07pm                    Payroll General Ledger Summary Report For 04/29/2002        Report: HPRG0502


Pay Cycle: B  CY:2002 PP:5  CT: R End Date: 02/26/2002
                                           Gross Wage Reversals

Fiscal Period:02    Fiscal End Date:02/28/2002


Employer Costs Entries                    Department          Subaccount          Debits            Credits
----------------------------------------------------------------------------------------------------------------
    ND      NORTH DAKOTA                      2041                2407              7.37
    NH      NEW HAMPSHIRE                     2041                2407              0.04
    NM      NEW MEXICO                        2041                2407              5.40
    NV      NEVADA                            2041                2407              0.07
    NY      NEW YORK                          2041                2407              0.07
    OK      OKLAHOMA                          2041                2407              5.46
    OR      OREGON                            2041                2407              0.08
    RI      RHODE ISLAND                      2041                2407              5.37
    SC      SOUTH CAROLINA                    2041                2407              0.06
    SD      SOUTH DAKOTA                      2041                2407                                4.89
    TX      TEXAS                             2041                2407              0.06
    UT      UTAH                              2041                2407              5.40
    VA      VIRGINIA                          2041                2407              0.05
    VT      VERMONT                           2041                2407              5.02
    WA      WASHINGTON                        2041                2407              6.75
    WI      WISCONSIN                         2041                2407              5.13
    WV      WEST VIRGINIA                     2041                2407              5.98
    WY      WYOMING                           2041                2407              5.40


State Worker Compensation Tax Expense
Default                                       1000                0050                                0.22


State Worker Compensation Tax Liability
  Code          Description
   OR     OREGON                               1000                0050              0.19
   WA     WASHINGTON                           1000                0050              0.03


State Employment Administrative Fund Expense  2042                2410                                0.05


State Employment Administrative Fund Liability
  Code          Description
   WA     WASHINGTON                           2042                2410              0.05


Total Employer Costs Reversal Entries                                             944.02             944.02
```

PAYROLL GL DETAIL AND SUMMARY REPORTS - CYCLE TYPE O (OTHER)

Non-Hospital - Agency Gross Wage Accruals/Reversals (HPRG07, HPRG16, HPRG09, and HPRG10)

The General Ledger Detail/Non-Hospital/Agency Gross Wage Accruals Report reflects the journal entries created to post labor costs to the General Ledger. The Detail report can be used to verify posting of Payroll Accrual Hours and Dollars to the appropriate Departments Charged on the employee timelines. The Subaccounts are set up as defined in the General Ledger Job Class and Pay Type parameters.

The Summary report reflects the Gross Wage Summary, Home Entity Receivable, Agency Liabilities, Link Entity Gross Wage Summary and Liability created by the General Ledger Distribution Payroll Process.

This is a Payroll processes report. It is sorted on the detail level by Gross Wage Hours and Dollars, Entity, Fiscal Period, Department Charged, Subaccount and Employee Name. The report is sorted on the summary pages by Entity, Fiscal Period, Department and Subaccount. This report is generated automatically during the Distribute Labor Process.

Subtotals are printed on the detail level by Gross Wage Hours and Dollars by Subaccount within Department Charged, Department and Entity.

Grand Totals are printed on the summary pages by Entity, Fiscal Period, Total Credits and Total Debits.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Entity	Entity Payroll Process Master set in General Ledger Distribute Labor Process
Entity, Department, and Subaccount	Employee Detail Timeline posting Hours and Dollars Fields record

Entity Hours and Dollars Totals, Hours and Dollars print on a separate page.

Multiple employee entries are required for the Entities, Gross Wage Hours Dollars, Department, Subaccounts, Link Entity Entries, and Multiple Agency Liabilities fields.

The Summary General Ledger Report lists the Credits and Debits incurred during the current Payroll processing. This report is supported by the General Ledger detail report; however, the Summary Report can be printed independently of the Detail Report.

Figure 3.115 Payroll General Ledger Detail Report (HPRG07)

```
Date: 04/30/2002                            MODEL HOSP - ENT 02                          Page  : 1
Time: 09:57am                   Payroll General Ledger Detail Report For 04/30/2002      Report: HPRG0702


Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                    Non-Hospital - Agency Gross Wage Accruals
Fiscal Period:02   Fiscal End Date:02/28/2002


Entity Code 02  MODEL HOSP - ENT 02
Department:  8050  FOOD SERVICES/ADMINISTRATION


Employee Number     Employee Name                      Home Department   Agency Code  Hours     FTE      Dollars
-----------------------------------------------------------------------------------------------------------------
7777777778          NON,HOSPITAL                            8050              A        11.43     0.15     172.57

                                      Total Subaccount:     3000                       11.43     0.15     172.57

Total Department          8050   FOOD SERVICES/ADMINISTRATION                          11.43     0.15     172.57
```

```
Date: 04/30/2002                            MODEL HOSP - ENT 02                          Page  : 2
Time: 09:57am                   Payroll General Ledger Detail Report For 04/30/2002      Report: HPRG0702


Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                    Non-Hospital - Agency Gross Wage Accruals
Fiscal Period:02   Fiscal End Date:02/28/2002


Entity Code 02  MODEL HOSP - ENT 02


Employee Number     Employee Name                      Home Department   Agency Code  Hours     FTE      Dollars
-----------------------------------------------------------------------------------------------------------------


Total Entity:  02  MODEL HOSP - ENT 02                                                 11.43     0.15     172.57

                                            End of Report
```

Figure 3.116 Payroll General Ledger Detail Report (HPRG16)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                          Page  : 1
Time: 09:57am                  Payroll General Ledger Detail Report For 04/30/2002     Report: HPRG1602

Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                    Non-Hospital - Agency Gross Wage Reversals
Fiscal Period:03    Fiscal End Date:03/31/2002

Entity Code 02  MODEL HOSP - ENT 02
Department:  8050  FOOD SERVICES/ADMINISTRATION


Employee Number     Employee Name                   Home Department   Agency Code  Hours      FTE      Dollars
------------------------------------------------------------------------------------------------------------------
7777777778          NON,HOSPITAL                          8050             A       -11.43     -0.15    -172.57


                                  Total Subaccount:         3000                     -11.43     -0.15    -172.57


Total Department          8050   FOOD SERVICES/ADMINISTRATION                        -11.43     -0.15    -172.57
```

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Figure 3.117 Payroll General Ledger Detail Report (HPRG16)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                              Page  : 2
Time: 09:57am                    Payroll General Ledger Detail Report For 04/30/2002       Report: HPRG1602

Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                    Non-Hospital - Agency Gross Wage Reversals
Fiscal Period:03    Fiscal End Date:03/31/2002

Entity Code 02  MODEL HOSP - ENT 02

Employee Number    Employee Name                 Home Department   Agency Code  Hours       FTE       Dollars
-------------------------------------------------------------------------------------------------------------


Total Entity:  02  MODEL HOSP - ENT 02                                         -11.43     -0.15     -172.57

                                              End of Report
```

Figure 3.118 Payroll General Ledger Summary Report (HPRG09)

```
Date: 04/30/2002                            MODEL HOSP - ENT 02                           Page  : 1
Time: 09:57am                   Payroll General Ledger Summary Report For 04/30/2002      Report: HPRG0902

Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                     Non-Hospital - Agency Gross Wage Accruals
Fiscal Period:02    Fiscal End Date:02/28/2002

Agency Gross Wage Accruals Entries            Department        Subaccount        Debits            Credits
------------------------------------------------------------------------------------------------------------
Gross Wage Summary                               8050              3000            172.57

Agencies Liability
  Code         Description
   A     CONTRACT DOCTORS - CALL I              2022              2252                               172.57

Total Payroll Register                                                            172.57            172.57

                                             End of Report
```

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Figure 3.119   Payroll General Ledger Summary Report (HPRG10)

```
Date: 04/30/2002                          MODEL HOSP - ENT 02                              Page  : 1
Time: 09:57am                   Payroll General Ledger Summary Report For 04/30/2002       Report: HPRG1002


Pay Cycle: B  CY:2002 PP:6  CT: O End Date: 03/12/2002
                                   Non-Hospital - Agency Gross Wage Reversals
Fiscal Period:03    Fiscal End Date:03/31/2002


Agency Gross Wage Reversals Entries        Department        Subaccount        Debits          Credits
-----------------------------------------------------------------------------------------------------------
Gross Wage Summary                            8050              3000                              172.57


Agencies Liability
  Code         Description
   A    CONTRACT DOCTORS - CALL I            2022              2252            172.57


Total Payroll Register                                                        172.57            172.57

                                            End of Report
```

PAYROLL GL DETAIL AND SUMMARY REPORTS

Benefit Accruals (HPRGBD and HPRGBS)

The General Ledger Detail Benefit Accruals Report lists the Employee Hours and Rates that the system uses to calculate the Benefit Accrual Liability Dollars by Benefit Plan, Benefit Type and Department/Subaccount charged. The same report is used for Benefit Reversals.

The report prints each original department and subaccount that posted to the Payroll default account due to being inactive or non-existent in GL.

The Summary Report reflects the Benefit Accrual Summary Department/Subaccount and Liabilities created by the General Ledger Distribution Process.

This is a Payroll processes report and a Benefit Accrual Processes report. The Pay Cycle Benefit Accrual Indicator is set to Yes. This report is sorted at the detail level by Entity, subsorted by Department Charged, Benefit Type, Benefit Plan, and Employee Name. At the summary level, it is sorted by Entity, subsorted by Fiscal Period, Department, and Subaccount. This report is generated automatically during the Complete Pay Period process.

Subtotals are printed at the detail level by Benefit Accrual Dollars by Subaccount within Department Charged, Department, and Entity Code.

Grand totals are printed on the summary pages by Entity Code, Fiscal Period, Total Credits and Total Debits.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Entity	Entity Payroll Process Master, set General Ledger Distribute Labor Process
Entity, Department and Subaccount	Benefit Plan Master Accrual screen

If the Benefit Department field is blank on the Benefit Plan Master Accrual screen, the employee Home or Position Department is charged, depending on the Entity Parameters.

The above fields can be posted either to a single department and subaccount or to a multiple number of departments and subaccounts.

The Summary General Ledger Report lists the credits and debits incurred during the current Payroll processing. This report is supported by the General Ledger Detail

Report; however, the Summary report can be printed independently of the Detail report.

Figure 3.120 Payroll General Ledger Detail Report (HPRGBD)

```
Date: 04/28/92                              GENERAL HOSPITAL                                Page  : 1
Time: 0802am                         Payroll General Ledger Detail Report                   Report:HPRGBDFW


Pay Cycle: W2 CY:1992 PP:21 CT:   End Date: 10/10/1992
                                            Benefit Accruals

Fiscal Period:10   Fiscal End Date:10/31/1992


Entity: DP GENERAL HOSPITAL
Department: 0/0/0/0/008050 FOOD SERVICES
Benefit Type SC Sick
                                                  Primary Position
                                             Hourly **** Shift ****    Calculated
Employee Number    Employee Name        Benefit Plan        Rate  Code Asgnd Rate    Hr Rate   Hours   Dollars
--------------------------------------------------------------------------------------------------------------
    2022   Williamson,Frank            SIC Sick Benefit Plan      7.2500           0.0000      7.2500  137.28  995.28

Total Subaccount: 0.0.0.0.003502                                                           137.28  995.28
```

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Figure 3.121 Payroll General Ledger Detail Report (HPRGBD)

```
Date: 04/28/92                              GENERAL HOSPITAL                        Page  : 2
Time: 0802am                       Payroll General Ledger Detail Report             Report: HPRGBDFW


Pay Cycle: W2 CY:1992 PP:21 CT:   End Date: 10/10/1992
                                            Benefit Accruals
Fiscal Period:10    Fiscal End Date:10/31/1992


Entity: DP GENERAL HOSPITAL
Department: 0/0/0/0/008050 FOOD SERVICES
Benefit Type VA Vacation
                                                     Primary Position
                                                Hourly **** Shift ****    Calculated
Employee Number     Employee Name          Benefit Plan       Rate  Code Asgnd Rate    Hr Rate    Hours Dollars
--------------------------------------------------------------------------------------------------------

    2022   Williamson,Frank            VAC Vacation Benefit Plan   7.2500           0.0000   7.2500  126.60  917.85

Total Subaccount: 0.0.0.0.003501                                                           126.60  917.85

Total Department:                                                                          263.88 1,913.13
```

Figure 3.122 Payroll General Ledger Detail Report (HPRGBD)

```
Date: 04/28/92                        GENERAL HOSPITAL                         Page  : 3
Time: 0802am                  Payroll General Ledger Detail Report             Report: HPRGBDFW


Pay Cycle: W2 CY:1992 PP:21 CT:   End Date: 10/10/1992
                                           Benefit Accruals

Fiscal Period:10    Fiscal End Date:10/31/1992


Entity: DP GENERAL HOSPITAL
                                                        Primary Position
                                            Hourly **** Shift ****     Calculated
Employee Number     Employee Name          Benefit Plan      Rate   Code Asgnd Rate    Hr Rate     Hours Dollars
----------------------------------------------------------------------------------------------------------------
Entity Re-cap:        Benefit Type SC  Sick                                                       137.28  995.28
                      Benefit Type VA  Vacation                                                   126.60  917.85


Total Entity Benefit Accruals:                                                                   263.88 1,913.13


Department/Subaccounts not valid in G/L


   Department     Subaccount          Hours         Dollars


  000000/8050     000000.3005         52.00         1,716.00
  000000/8050     000000.3405        140.00         4,620.00
  000000/8090     000000.3001        394.78         3,014.34
  000000/8090     000000.3005          0.00             0.00
  000000/8090     000000.3405        145.08         1,068.96

                   Total:            731.86        10,419.29
```

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PAYROLL GENERAL LEDGER ERROR REPORT (HPRLER)

The General Ledger Error Report is a detail listing of Departments and Subaccounts not defined in the General Ledger Chart of Accounts. This report is system-generated when the Distribute Labor Process creates the journal entries for the General Ledger system. If the Department/Subaccount is not found in the GL Chart of Accounts, the system posts to the Payroll Default Department/Subaccount.

However, the entry displays on this report. You can then correct the Masters or Parameters and make a manual journal entry to correct the General Ledger Default account.

This is a Payroll All Cycle Types report and is generated by the Distribute Labor Process. The report summary pages sort by Entity within Fiscal Year, by Department, by Subaccount.

A grand total is printed by Entity Default Entries. The Entity displays in the report header.

NOTE: If statistics for Reversals and Accruals are for Hours, rather than Dollars, these statistics are not included in the Debit and Credit totals.

An asterisk (*) indicates the Hours entry in the J/E Description field.

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Figure 3.123 Payroll General Ledger Error Report (HPRLER)

```
Date: 08/12/2003                            MODEL HOSP - ENT 02                            Page : 1
Time: 10:41am                     Payroll General Ledger Error Report For 08/12/2003       Report: HPRLER02


Pay Cycle:B  CY:2003 PP:11 CT: R End Date 05/16/2003


Fiscal Period: 5   Fiscal End Date:  05/31/2003


Error : Posted to default account - Possible causes: 1) Mapping issue; 2) Department/Subaccount not defined OR inactive in GL


Ent  Year Mapped Dept/Subacct        Posted Dept/Subacct        Debits        Credits   J/E Description
---------------------------------------------------------------------------------------------------------------
02   2003 /                          1000/0050                    0.00          21.33 Occupation Tax EE-MULD
02   2003 /                          1000/0050                    0.00            .19 Worker Comp ER-WA
02   2003 /                          1000/0050                    0.00          32.25 Local Income Tax-031
02   2003 /                          1000/0050                    0.00          11.44 Local Income Tax-43K
02   2003 /                          1000/0050                    0.00           6.29 Local Income Tax-IN
02   2003 /                          1000/0050                    0.00          42.26 Local Income Tax-NY
02   2003 /                          1000/0050                    0.00          11.29 Local Income Tax-OH
02   2003 /                          1000/0050                    0.00          22.61 Occupation Tax EE-MAD
02   2003 1000/0050                  1000/0050                    0.00       2,400.00 Deduction Empl Cr-125
02   2003 1000/0050                  1000/0050                8,787.50           0.00 Gross Wages
02   2003 2038/0004                  1000/0050                    0.00         800.00 Deduction Empl Cr-PA9
02   2003 8060/6220                  1000/0050                    1.35           0.00 Worker Comp ER-OR
02   2003 8311/                      1000/0050                     .19           0.00 Worker Comp ER-WA


                 Total :                                      8,789.04       3,347.66
```

```
Date: 08/12/2003                            MODEL HOSP - ENT 02                            Page : 2
Time: 10:41am                     Payroll General Ledger Error Report For 08/12/2003       Report: HPRLER02


Pay Cycle:B  CY:2003 PP:11 CT: R End Date 05/16/2003


Fiscal Period: 5   Fiscal End Date:  05/31/2003


Error : Statistics - Posted to default account


Ent  Year Mapped Dept/Subacct        Posted Dept/Subacct        Debits        Credits   J/E Description
---------------------------------------------------------------------------------------------------------------
02   2003 1000/0050                  1000/0050                  450.00           0.00 Stat


                 Total :                                        450.00           0.00

                         End of Report
```

PAYROLL MANUAL CHECK/MANUAL ADJUSTMENT LISTING (HPRMCA)

The Payroll Manual Check/Manual Adjustment Listing details the manual checks and manual adjustments entered for the Pay Cycle and Pay Period/Cycle Type run. It is automatically generated by the Payroll Check Print Process and Reprint Payroll Checks Process. The report lists all the manual checks and manual adjustments for the entity, pay cycle, cycle type, calendar year, and pay period that is being processed.

In addition, this report lists the status of those manual checks that were voided by the Reprint process as Reprint Void. Checks voided using the Halt or Abort command are listed as Printer Void. Checks using the Void Check option are listed as a System Void. Checks pending void are listed as Pending Void Deleted.

This report is used to audit actual manual checks and manual adjustments entered and printed for inventory control as well as for balancing the payroll run.

The information displayed on the report includes Check/Adjustment Number, Employee Number, Check Amount, TCE Type, Sequence #, and Status.

This is a Payroll Process report and is sorted by Check Number and Manual Adjustment Number.

The report is subtotalled by manual checks and manual adjustments. It is automatically generated by the Compute process.

This report is subtotalled by department and then a grand total by entity.

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Figure 3.124 Payroll Manual Check/Manual Adjustment Listing (HPRMCA) - Page 1

```
Date: 05/31/2007                         MODEL HOSP - ENT 02                         Page  : 1
Time: 10:31am              Payroll Manual Check/Manual Adjustment Listing For 05/31/2007     Report: HPRMCA02
Pay Cycle:B  CY:2006 PP:10 CT: S End Date 05/12/2006
Check Code 01  Check Date 05/14/2006
Home Department: 6020
Employee #   Employee Name
-------------------------------------------------
000000018    STATE,INDIANA
             Pos Pay Hol      Hours    Units   Hours Calculated    Gross        Dollars     ST Ent                  Def
             Nbr Typ Cd Wk Sh Enter    Enter   Paid  Rate          Wages        Not In Gross Cd Cd Dept   Subacct    Ind
             ------------------------------------------------------------------------------------------------------------
             001 205   1  0   0.00     0.00    0.00  0.0000                     -$5.00      IN 02                    Y
                 Totals:        0.00     0.00    0.00            $0.00          -$5.00
Ded  Ded  Ded                        Ded   Plan Arrears    Arrears      Employee      Employer       Dollar      Hours
Src  Code Description                Class Code Ind        Amount       Amount        Amount         Base        Base
-------------------------------------------------------------------------------------------------------------------------
M    PA4  DEP CARE - M               B     P011            $0.00        -$100.00      $0.00          $0.00       0.00
M    PA3  DENTAL                     B     P007            $0.00        $100.00       $0.00          $0.00       0.00
                             Total Deductions:             $0.00        $0.00         $0.00
------ Primary ------ -Status-
Pos  Hr Rate  Shift Work Pay
001  20.0000   01    F    N   TCE Type: M Addl Ind: 1  Status: D Ben Ind: Y Ded Ind: N Hol Ind: N   Employer FICA:        $0.00
                             Check No: MA02061250                                                   Employer MHI:         $0.00
     Gross      FIT W/H  FICA/MHI  St Tax      Tax      St Tax   Tax       Local   Tax       Employee       Check
     Wages       EIC     Withheld  Cd Type   Withheld   Cd Type Withheld   Tax Cd Withheld   Deductions     Amount
-------------------------------------------------------------------------------------------------------------------------
     $0.00       0.00     0.00                                                                0.00          $0.00
                          0.00
*****************************************************************************************************************************
```

Figure 3.125 Payroll Manual Check/Manual Adjustment Listing (HPRMCA) - Page 2

```
Date: 05/31/2007                              MODEL HOSP - ENT 02                              Page  : 2
Time: 10:31am                     Payroll Manual Check/Manual Adjustment Listing For 05/31/2007      Report: HPRMCA02
Pay Cycle:B  CY:2006 PP:10 CT: S End Date 05/12/2006
Check Code 01  Check Date 05/14/2006
Home Department: 6020
Department Totals:
            Ded   Ded   Ded                         Ded    Plan  Arrears      Arrears        Employee        Employer
            Src   Code  Description                  Class  Code  Ind          Amount         Amount          Amount
            ------------------------------------------------------------------------------------------------------------
                  PA3   DENTAL                         B    P007   6           $0.00          $100.00         $0.00
                  PA4   DEP CARE - M                   B    P011   6           $0.00         -$100.00         $0.00
                              Total Deductions:                               $0.00          $0.00           $0.00
                                                                                       Employer FICA:            $0.00
                                                                                       Employer MHI:             $0.00
            Gross      FIT W/H    FICA/MHI   St Tax      Tax      St Tax    Tax       Local   Tax        Employee       Check
            Wages      EIC        Withheld   Cd Type   Withheld   Cd Type  Withheld   Tax Cd  Withheld   Deductions     Amount
            ------------------------------------------------------------------------------------------------------------
            $0.00      0.00       0.00                                                                    0.00          $0.00
                       0.00       0.00
Department Pay Type Summary
Pay
Type                               Units      Hours      Hours                         Dollars
Code    Description                Entered    Entered    Paid     Gross Wages          Not In Gross
        ----------------------------------------------------------------------------------------------------
205 Group Term Life                0.00       0.00       0.00     $0.00                -$5.00
Department Grand Totals:           0.00       0.00       0.00     $0.00                -$5.00
```

Figure 3.126 Payroll Manual Check/Manual Adjustment Listing (HPRMCA) - Last
Page

```
Date: 05/31/2007                         MODEL HOSP - ENT 02                              Page  : 7
Time: 10:31am                Payroll Manual Check/Manual Adjustment Listing For 05/31/2007    Report: HPRMCA02
Pay Cycle:B  CY:2006 PP:10 CT: S End Date 05/12/2006
Check Code 01  Check Date 05/14/2006
Entity Totals:
              Ded   Ded   Ded                       Ded   Plan  Arrears      Arrears       Employee       Employer
              Src   Code  Description                Class Code  Ind          Amount        Amount         Amount
              ----------------------------------------------------------------------------------------------------
              BFB   401K-Stock Purchase Plan    B     P001  2        $0.00         $25.00         $75.00
              BG    457 Deduction               B     P004  2        $0.00         $75.00          $0.00
              BH    403B Tax Shelter Annuity    B     P002  6        $0.00        -$75.00          $0.00
              PA1   MEDICAL                     B     P009  6        $0.00         -$2.00          $0.00
              PA2   VISION                      B     P009  6        $0.00         -$4.00          $0.00
              PA3   DENTAL                      B     P007  6        $0.00        $106.00          $0.00
              PA4   DEP CARE - M                B     P011  6        $0.00       -$100.00          $0.00
              PA7   457 PLAN                    B     P004  6        $0.00        -$25.00        -$75.00
                              Total Deductions:                      $0.00          $0.00          $0.00
                                                                          Employer FICA:            $0.00
                                                                          Employer MHI:             $0.00
        Gross      FIT W/H   FICA/MHI   St Tax      Tax     St Tax     Tax     Local   Tax      Employee        Check
        Wages      EIC       Withheld   Cd Type  Withheld   Cd Type  Withheld  Tax Cd  Withheld Deductions      Amount
       -------------------------------------------------------------------------------------------------------------------
        $0.00       0.00      0.00                                                              0.00           $0.00
                    0.00      0.00
Entity Pay Type Summary
Pay
Type                         Units        Hours      Hours                        Dollars
Code    Description          Entered      Entered    Paid      Gross Wages       Not In Gross
----------------------------------------------------------------------------------------------
205 Group Term Life           0.00         0.00       0.00        $0.00            -$5.00
Entity Grand Totals:          0.00         0.00       0.00        $0.00            -$5.00
Tax        Tax Type
Type       Description                  Payer
----------------------------------------------------------------------------------------------
                                     End of Report
```

PAYROLL REGISTER (HPRPRR)

The Payroll Register provides a detail audit by employee of all payroll checks produced in processing a given Pay Cycle, Pay Period and Cycle Type. Also included are any manual or voided checks recorded in the system for that pay cycle and cycle type since the processing of the last pay period.

This report prints on demand. It is sorted by Entity Code, subsorted by employee name within the Home Department.

Selection criteria for this report are:

- Entity

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

A grand total is printed by Entity Code.

The Regular, OT, Other and Total Paid Hours information is taken from the Employee TCE Control Record. The Total Paid Dollars and the total Not in Gross Dollars are also taken from the TCE Control Record.

The FIT, FICA, MHI Taxable Wages and Withheld Taxes information is taken from the Employee Wages Summary Screen.

The State Taxable Wages and Withheld Taxes information is taken from the Employee Wages Summary Screen. The first column for state withholding is the state defined on the entity parameter. The next state withholding column is used for any additional states processed. Any other state taxes, such as employee disability, are printed in the other state taxes column.

The Local Withheld Tax displays on the Wage Summary screen only if the employee is subject to local taxes.

The total deductions taken for the pay period are located in the Deduction Amount field on the Employee TCE Control Record. All the detail deductions equal this total.

The calculation for Check Amount is:

Gross Wages minus FIT withheld, minus Employee FICA withheld, minus MHI withheld, minus State Taxes, minus Local Taxes withheld, minus Deductions, including the Banking Services Deductions.

The TCE control record stores these totals:

Net Wages minus Banking Services Deductions equals the actual check amount, which may be zero, should the employee's net wages be deposited to the bank through an F Type deduction.

A single asterisk (*) printed in the check number field indicates either that a remittance was printed (i.e. the employee has direct deposit) or that the employee had timeline activity with a zero net pay (Entity Parameters set to Yes to Print Zero Check).

A single exclamation mark (!) displayed in the Check Number field indicates that the employee had no timeline activity during the pay period, but did have other activity, such as offsetting deductions or employer-only deductions, that resulted in zero dollar net wages. No check or remittance was printed for the employee.

Employees with Activity but no Net Pay Page

This page contains a listing of those employees who had offsetting pay types, offsetting deductions or other activity which resulted in zero net wages. The employee number and home department is provided. The employees have an exclamation mark (!) in the check number field in the detail section of the report if they had no timeline activity that resulted in zero wages, and the employees have an asterisk (*) if they had timeline activity that resulted in zero net wages. Further detail for the individual employee may be found in the Gross Compute Audit Report or online in the employee's check history.

Entity Summary Page

Total Gross Wages is the total of all the employee's Gross Wages on the TCE Control Record.

Total Check Amount is the total of all the employees' Check Amount on the TCE Control Record.

Federal Taxable Wages and Withheld Tax is the summary of all the employees taken from the Employees Wage Summary Screen.

FICA Taxable Wages, MHI Taxable Wages, Employee Withheld Tax and Employer Tax is the summary of all the employees taken from the Employees Wage Summary Screen.

The Taxable Wage summary is reported only on the Employee.

FUTA Taxable Wages and Employer tax is the summary of all the Employees taken from the Employees Wage Summary Screen.

The EIC tax paid is the summary of all the employees taken from the Employees Wage Summary Screen.

There can be multiple states for the Entity. Each State Code and associated data is printed separately.

The summary of all the employees state taxes taken from the Employees Wage Summary Screen is printed by Tax Type and then by state code. The Taxable Wage summary is only reported on the employee tax types.

The employee deductions are summarized from the Employee Individual Deduction codes on the Employee Deduction Detail screen.

The number of checks is summarized by type of check (such as Regular, Manuals or Voids) on the Payroll Register.

The Number of Zero-Amount Checks is the total number of checks with a zero balance in the Check Amount and either a gross wages amount or a bank services amount greater than zero.

For example, if an employee has only a refund of a deduction and no timelines, and the refunded deduction amount is paid via a direct deposit deduction, the employee is included in the Number of Zero-Amount Checks count on the end of the Payroll Register.

The Number of Zero-Gross Wage Checks is included on this report if the Print Zero Checks field on the Entity Parameters screen contains a Y for Yes. This total indicates the number of checks where there were zero gross wages and no timelines were entered for the check.

The Work Status and Employee Status are both located on the Employee TCE Contrd record.

Figure 3.127 Payroll Register Detail (HPRPRR)

```
Date: 06/09/2004                        MODEL HOSP - ENT 02                              Page  : 1
Time: 11:59am                          Payroll Register For 06/09/2004                  Report: HPRPRR02


Pay Cycle:B  CY:2004 PP:8  CT: R  End Date 04/02/2004


Check Code 01  Check Date 04/08/04


Home Department:6018
                     Reg     OT     Other    FIT      FICA     MHI      SIT      SIT      Other                         Amount
Employee Name        Hrs/    Hrs/   Hrs/     Tax/     Tax/     Tax/     Tax/     Tax/     State    Local    Total       /Check
Employee Number      $$$     $$$    $$$      Wages    Wages    Wages    Wages    Wages    Taxes    Taxes    Deducts     Number
------------------------------------------------------------------------------------------------------------------------------

STATE,IOWA                   0.00            143.92            20.97             59.65             0.00                 956.81
000000019                    0.00            1,271.00          1,446.00          1,271.00                                  701
              75.00                 0.00              89.65             0.00              0.00              229.00
           1,500.00                 0.00              1,446.00          0.00


       Gross Hrs/$$: 75.00 / 1,500.00              Not In Gross: 0.00        Net Pay: 956.81       Bank Srvcs: 0.00


*****************************************************************************************************************************

STATE,KANSAS                 0.00            148.53            19.68             50.83             0.00                 879.29
000000020                    0.00            1,182.50          1,357.50          1,182.50                                  702
              75.00                 0.00              84.17             0.00              0.00              325.00
           1,507.50                 0.00              1,357.50          0.00


       Gross Hrs/$$: 75.00 / 1,507.50              Not In Gross: 0.00        Net Pay: 879.29       Bank Srvcs: 0.00


*****************************************************************************************************************************

STATE,KENTUCKY               0.00            130.64            17.14             58.17            22.61                 880.62
000000021                    0.00            1,182.50          1,182.50          1,182.50                                  703
              75.00                 0.00              73.32             0.00              0.00              325.00
           1,507.50                 0.00              1,182.50          0.00


       Gross Hrs/$$: 75.00 / 1,507.50              Not In Gross: 0.00        Net Pay: 880.62       Bank Srvcs: 0.00


*****************************************************************************************************************************

Department Total:            0.00            $423.09           $57.79            $168.65          $22.61               $2,716.72
                             $0.00           $3,636.00         $3,986.00         $3,636.00
             225.00                 0.00              $247.14            $0.00             $0.00
           $4,515.00                $0.00             $3,986.00          $0.00                               $879.00
```

Figure 3.128 Payroll Register (HPRPRR) - Employees with Activity, but No Net

```
Date: 06/09/2004                         MODEL HOSP - ENT 02                            Page  : 25
Time: 11:59am                        Payroll Register For 06/09/2004                    Report: HPRPRR02


Pay Cycle:B  CY:2004 PP:8  CT: R  End Date 04/02/2004


Check Code 01  Check Date 04/08/04


Employees with Activity, but No Net Report         Employee Number      Home Department
---------------------------------------------------------------------------------------------------------

brewer,test                                             43               6060
STATE,ONE A                                             52               6020
GEORGIA,TEST TWO                                        58               6020
*******************                                     65               6160
ALABAMA,STATE                                        91749               6020
```

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Figure 3.129 Payroll Register Summary (HPRPRR)

```
Date: 06/09/2004                       MODEL HOSP - ENT 02                         Page  : 26
Time: 11:59am                          Payroll Register For 06/09/2004             Report: HPRPRR02


Pay Cycle:B  CY:2004 PP:8  CT: R  End Date 04/02/2004


Check Code 01  Check Date 04/08/04

                                                                        Taxable
Entity Summary Report:                              Debit      Credit   Wages
--------------------------------------------------------------------------------------------------
Gross Wages:                                      82,387.50


Check Amount                                                 46,712.38


Direct Deposit Amount                                         2,099.99


Federal Withholding Tax                                       8,154.35   66,409.17


FICA Employee Tax                                            4,303.30   69,407.00
FICA Employer Expense                             4,303.30
     Employer Tax                                            4,303.30


MHI  Employee Tax                                            1,064.90   73,436.67
MHI  Employer Expense                             1,064.90
     Employer Tax                                            1,064.90


FUTA Employer Expense                                0.00
     Employer Tax                                               0.00        0.00


EIC                                                  3.79


State Employee Taxes:
01 WTHLD Tax:      AK   ALASKA                                  0.00        0.00
                   AL   ALABAMA                                85.04    1,499.67
                   AR   ARKANSAS                               59.85    1,282.50
                   AZ   ARIZONA                                61.19    3,090.00
                   CA   CALIFORNIA                             45.86    1,407.50
                   CO   COLORADO                               47.00    1,182.50
                   CT   CONNECTICUT                            51.58    1,362.50
                   DE   DELAWARE                               44.73    1,275.00
                   FL   FLORIDA                                 0.00        0.00
                   GA   GEORGIA                                92.80    1,932.50
                   HI   HAWAII                                 79.35    1,282.50
                   IA   IOWA                                   59.65    1,271.00
                   ID   IDAHO                                  76.00    1,282.50
                   IL   ILLINOIS                               34.67    1,232.50
                   IN   INDIANA                                37.03    1,127.50
                   KS   KANSAS                                 50.83    1,182.50
                   KY   KENTUCKY                               58.17    1,182.50
                   LA   LOUISIANA                              28.16    1,450.00
                   MA   MASSACHUSETTS                          59.25    1,362.50
Employer Local Taxes:
```

Figure 3.130 Payroll Register Summary (HPRPRR)

```
Date: 06/09/2004                         MODEL HOSP - ENT 02                              Page  : 31
Time: 11:59am                         Payroll Register For 06/09/2004                     Report: HPRPRR02

Pay Cycle:B  CY:2004 PP:8  CT: R  End Date 04/02/2004

Check Code 01  Check Date 04/08/04

                                                                             Taxable
Entity Summary Report:                                  Debit       Credit   Wages
-----------------------------------------------------------------------------------------------------

Entity Total                                          89,730.08    89,730.08


Checks Processed                 Number      Check Amount

R - Regular Checks                 51        $46,712.38

Total Checks:                      51        $46,712.38


Number of Zero-Amount Checks        1

Number of Zero-Gross Wage Checks    0

Total Banking Services:             1         $2,099.99


Net Pay:                                      $48,812.37
```

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Chapter 3 - PAYROLL REPORTS

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PAYROLL VOID CHECK REPORT (HPRVCR)

The Payroll Void Check Report (HPRVCR) is a subset of the Gross Compute Audit Report (HPRCAR). It lists only voided checks, using the same format as the Gross Compute Audit Report. The Payroll Void Check Report is designed to help the payroll department isolate and identify voided checks when balancing entries and taxable wages during a pay run.

The system automatically generates the report during Compute and Re-compute processing for an entity, pay cycle, cycle type, calendar year and pay period. In addition, this report can be generated on demand from the Gross Compute Reports menu by selecting Void Check Report (HPRVCR).

The report is sorted according to the parameter defined on the Payroll Entity Parameters screen.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

The Department Totals come immediately after the last employee within the department.

The Entity Totals display on a separate page, following the last department printed within Entity.

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PAYROLL VOID CHECK REPORT (HPRVCR)

Chapter 3 - PAYROLL REPORTS

Figure 3.131 Payroll Void Check Report - Page 1

```
Date: 02/20/2008                              MODEL HOSP - ENT 02                                Page  : 1
Time: 02:00pm                            Payroll Void Check Report For 02/20/2008                Report: HPRVCR02


Pay Cycle:B  CY:2006 PP:3  CT: R End Date 02/03/2006 Check Code 01  Check Date 02/05/2006


Home Department: 6020


Employee #   Employee Name
-------------------------------------------------------
000000060    Baker,Mary
             Pos Pay Hol        Hours    Units   Hours Calculated     Gross           Dollars      ST  Ent                       Def
             Nbr Typ Cd Wk Sh   Enter    Enter   Paid    Rate         Wages         Not In Gross   Cd  Cd Dept    Subacct         Ind
             --------------------------------------------------------------------------------------------------------------------------
             001 100  1  00     -80.00    0.00  -80.00   20.0000    -$1,600.00                      GA  01 6.020   30.00
             001 180  2  00       0.00    0.00    0.00    0.0000      -$500.00                      GA  01 6.020   31.28
             001 180  2  00       0.00    0.00    0.00    0.0000      -$500.00                      GA  01 6.020   31.28
                  Totals:       -80.00    0.00  -80.00             -$2,600.00         $0.00

Ded  Ded   Ded                         Ded   Plan Arrears      Arrears       Employee       Employer        Dollar        Hours
Src  Code  Description                  Class Code Ind          Amount        Amount         Amount          Base          Base
----------------------------------------------------------------------------------------------------------------------------------
S    BH    403B Tax Shelter Annuity      B   P002   6          $0.00       -$1,659.95        $0.00        -$2,600.00       -80.00
S    KDC   DENTACARE                     B   P007   1          $0.00           -$5.00        $0.00        -$2,600.00       -80.00
S    BG    457 Deduction                 B   P004   2          $0.00         -$300.00        $0.00        -$2,600.00       -80.00
S    KHG   GROUP HEALTH INS PLAN         B   P009   6          $0.00          -$45.00        $0.00        -$2,600.00       -80.00
S    QPC   125 Cafeteria Plans           B   P008   1          $0.00          -$30.00     -$260.00        -$2,600.00       -80.00
S    BFA   401K-Prudential               B   P001   6          $0.00            $0.00        $0.00        -$2,600.00       -80.00
                            Total Deductions:                  $0.00       -$2,039.95     -$260.00

------ Primary ------ -Status-
Pos  Hr Rate  Shift Work Pay
001  20.0000   00    F    E    TCE Type: V Addl Ind: 1  Status: D Ben Ind: Y Ded Ind: Y Hol Ind: Y    Employer FICA:       -$156.24
                                                                                                      Employer MHI:         -$36.54

        Gross       FIT W/H   FICA/MHI   St Tax        Tax      St Tax     Tax     Local   Tax      Employee        Check
        Wages        EIC      Withheld   Cd Type    Withheld   Cd Type  Withheld  Tax Cd  Withheld  Deductions      Amount
----------------------------------------------------------------------------------------------------------------------------------
     -$2,600.00     -35.55    -156.24    AZ 001       -3.56    GA 001    -20.99   MULD 051  -28.60   -2,039.95      -$278.57
                             -36.54
```

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Figure 3.132 Payroll Void Check Report - Page 2

```
Date: 02/20/2008                           MODEL HOSP - ENT 02                              Page  : 2
Time: 02:00pm                         Payroll Void Check Report For 02/20/2008              Report: HPRVCR02


Pay Cycle:B  CY:2006 PP:3  CT: R End Date 02/03/2006 Check Code 01  Check Date 02/05/2006


Home Department: 6020


Department Totals:

                Ded  Ded  Ded                         Ded    Plan Arrears       Arrears        Employee        Employer
                Src  Code Description                  Class  Code Ind          Amount         Amount          Amount
                ----------------------------------------------------------------------------------------------------------
                     BFA  401K-Prudential              B      P001 6            $0.00          $0.00           $0.00
                     BG   457 Deduction                B      P004 2            $0.00          -$300.00        $0.00
                     BH   403B Tax Shelter Annuity     B      P002 6            $0.00          -$1,659.95      $0.00
                     KDC  DENTACARE                    B      P007 1            $0.00          -$5.00          $0.00
                     KHG  GROUP HEALTH INS PLAN        B      P009 6            $0.00          -$45.00         $0.00
                     QPC  125 Cafeteria Plans          B      P008 1            $0.00          -$30.00         -$260.00
                                       Total Deductions:                       $0.00          -$2,039.95      -$260.00


                                                                                       Employer FICA:      -$156.24
                                                                                       Employer MHI:       -$36.54
             Gross      FIT W/H  FICA/MHI  St Tax     Tax      St Tax    Tax      Local   Tax       Employee        Check
             Wages      EIC      Withheld  Cd Type    Withheld Cd Type  Withheld  Tax Cd  Withheld  Deductions      Amount
             ----------------------------------------------------------------------------------------------------------------
            -$2,600.00  -35.55   -156.24   AZ 001     -3.56    GA 001   -20.99    MULD 051 -28.60   -2,039.95      -$278.57
                        0.00     -36.54

Department Pay Type Summary

Pay
Type                              Units         Hours        Hours                      Dollars
Code     Description              Entered       Entered      Paid     Gross Wages       Not In Gross
         ---------------------------------------------------------------------------------------------
100 Regular Pay                   0.00          -80.00       -80.00   -$1,600.00
180 Education Dollars             0.00          0.00         0.00     -$1,000.00

Department Grand Totals:          0.00          -80.00       -80.00   -$2,600.00        $0.00
```

Figure 3.133 Payroll Void Check Report - Page 3

```
Date: 02/20/2008                          MODEL HOSP - ENT 02                          Page : 3
Time: 02:00pm                    Payroll Void Check Report For 02/20/2008              Report: HPRVCR02


Pay Cycle:B  CY:2006 PP:3  CT: R End Date 02/03/2006 Check Code 01  Check Date 02/05/2006

Entity Totals:

              Ded   Ded   Ded                          Ded   Plan  Arrears       Arrears        Employee       Employer
              Src   Code  Description                  Class  Code  Ind           Amount         Amount         Amount
              -------------------------------------------------------------------------------------------------------------
                    BFA   401K-Prudential                B    P001  6             $0.00          $0.00          $0.00
                    BG    457 Deduction                  B    P004  2             $0.00          -$300.00       $0.00
                    BH    403B Tax Shelter Annuity       B    P002  6             $0.00          -$1,659.95     $0.00
                    KDC   DENTACARE                      B    P007  1             $0.00          -$5.00         $0.00
                    KHG   GROUP HEALTH INS PLAN          B    P009  6             $0.00          -$45.00        $0.00
                    QPC   125 Cafeteria Plans            B    P008  1             $0.00          -$30.00        -$260.00
                                        Total Deductions:                        $0.00          -$2,039.95     -$260.00

                                                                                           Employer FICA:      -$156.24
                                                                                           Employer MHI:       -$36.54
              Gross    FIT W/H   FICA/MHI   St Tax       Tax     St Tax    Tax      Local    Tax       Employee       Check
              Wages    EIC       Withheld   Cd Type   Withheld   Cd Type Withheld   Tax Cd  Withheld   Deductions     Amount
              -------------------------------------------------------------------------------------------------------------
            -$2,600.00  -35.55   -156.24    AZ 001     -3.56     GA 001   -20.99    MULD 051 -28.60    -2,039.95      -$278.57
                        0.00     -36.54

Entity Pay Type Summary

Pay
Type                                     Units       Hours       Hours                    Dollars
Code   Description                       Entered     Entered     Paid     Gross Wages     Not In Gross
-------------------------------------------------------------------------------------------------------------
100 Regular Pay                          0.00        -80.00      -80.00   -$1,600.00      $0.00
180 Education Dollars                    0.00        0.00        0.00     -$1,000.00      $0.00

Entity Grand Totals:                     0.00        -80.00      -80.00   -$2,600.00      $0.00


Tax       Tax Type
Type      Description                    Payer
-------------------------------------------------------------------------------------------------------------

001       Withholding Tax                EE
010       Unemployment Tax               ER
051       Occupation Tax                 EE

                                     End of Report
```

CONSOLIDATED PAYROLL REGISTER (HPRPRC)

The Consolidated Payroll Register (HPRPRC) is a summary version of the Payroll Register (HPRPRR) for selected cycle types in a pay period. It produces Entity Summary Data for each cycle type requested for a particular entity, pay cycle, calendar year, and pay period, with consolidated totals appearing at the end of the report.

This report is useful when multiple payroll runs are performed during a pay period for different cycle types, especially when there are multiple Demand Check runs. This report automatically calculates the tax liability totals for all selected cycle types within the pay period.

This report can be produced on demand. From the Payroll/Human Resources main menu, choose **Processes,** then **Payroll Reports,** then **Payroll Check Reports,** and choose "Consolidated Payroll Register" from the list of displayed options.

The system will prompt for the following data:

    Entity Code

    Pay Cycle

    Calendar Year

    Pay Period

After you enter this data, the screen displays all cycle types matching the entered data which have been completed through Print Checks, and prompts you to select one or more cycle types from the displayed list:

```
              General Hospital Consolidated Payroll Register Processor
                                            Tue Apr 18, 2000 05:28 pm
Ent : HAPPY HOSPITAL 01
Page:01                    Available Cycle Type Codes        ##=Current Choices
( 1) D01-Demand 1
( 2) R-Regular
( 3) S-Supplemental

















  Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                            end select(NL)
```

You can choose one, multiple, or all cycle type(s) for which checks have been produced for the selected entity / pay cycle / calendar year / pay period. Once you have selected the desired cycle type(s), the report will spool.

The Consolidated Payroll Register report data is organized as follows:

- For each cycle type, the Entity Summary Data is shown.

- At the end of the report, consolidated totals of each line item are shown if more than one cycle type was selected.

- The report does not include employee detail, department totals, or statistic totals (this information is included on the Payroll Register HPRPRR).

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Figure 3.134 Consolidated Payroll Register (HPRPRC) - First Page

```
Date: 05/13/2002                    MODEL HOSP - ENT 02                          Page  : 1
Time: 10:56am                       Consolidated Payroll Register                Report: HPRPRC02


Pay Cycle:B  CY:2002  PP:1  PP End Date 01/01/2002
Check Code 01  Check Date 01/05/02

                                                                   Taxable
Summary Report - Cycle Type: R            Debit        Credit      Wages
-----------------------------------------------------------------------------------------------------


Gross Wages:                            $212,914.38


Check Amount                                          $114,373.87


Direct Deposit Amount                                    $279.31


Federal Withholding Tax                                      0.00        0.00


FICA Employee Tax                                            0.00        0.00
FICA Employer Expense                      0.00
     Employer Tax                                            0.00


MHI  Employee Tax                                           0.00        0.00
MHI  Employer Expense                      0.00
     Employer Tax                                           0.00


FUTA Employer Expense                      0.00
     Employer Tax                                           0.00        0.00


State Income Tax:    AL   ALABAMA                           0.00        0.00
                     AR   ARKANSAS                          0.00        0.00
                     AZ   ARIZONA                           0.00        0.00
                     CA   CALIFORNIA                        0.00        0.00
                     CO   COLORADO                          0.00        0.00
                     CT   CONNECTICUT                       0.00        0.00
                     DE   DELAWARE                          0.00        0.00
                     FL   FLORIDA                           0.00        0.00
                     GA   GEORGIA                           0.00        0.00
                     HI   HAWAII                            0.00        0.00
                     IA   IOWA                              0.00        0.00
                     ID   IDAHO                             0.00        0.00
                     IL   ILLINOIS                          0.00        0.00
                     IN   INDIANA                           0.00        0.00
                     KS   KANSAS                            0.00        0.00
                     KY   KENTUCKY                          0.00        0.00
                     LA   LOUISIANA                         0.00        0.00
                     MA   MASSACHUSETTS                     0.00        0.00
                     MD   MARYLAND                          0.00        0.00
                     ME   MAINE                             0.00        0.00
                     MI   MICHIGAN                          0.00        0.00
                     MN   MINNESOTA                         0.00        0.00
                     MO   MISSOURI                          0.00        0.00
```

Figure 3.135 Consolidated Payroll Register (HPRPRC) - Last Page

```
Date: 05/13/2002                          MODEL HOSP - ENT 02                                              Page  : 3
Time: 10:56am                             Consolidated Payroll Register                                    Report: HPRPRC02


Pay Cycle:B  CY:2002  PP:1  PP End Date 01/01/2002
Check Code 01  Check Date 01/05/02

                                                                                          Taxable
Summary Report - Cycle Type: R                             Debit          Credit          Wages
-----------------------------------------------------------------------------------------------------------------------
            DAA    Housing/Resident                                       5,365.99
            DT     GRANDFATHER SPECIAL                                      310.75
            GP     GARNISHMENT - PERCENT                                    386.62
            GRP    GROUP TERM LIFE                                          125.00
            KDC    DENTACARE                                                  5.00
            KHG    GROUP HEALTH INS PLAN                                     15.00
            ORW    Oregon Workers Comp                                       2.70
            PA1    MEDICAL                                                 320.00
            PA4    DEP CARE - M                                          4,299.00
            PA5    DEP CARE - S                                          1,059.86
            PA9    401K                                                  1,550.00
            QPC    125 Cafeteria Plans                                      30.00
Total Employee Deductions:                                              26,568.30

Employer Deductions
            BFB    401K-Stock Purchase Plan          150.00               150.00
            ORW    Oregon Workers Comp                 2.70                 2.70
            QPC    125 Cafeteria Plans               260.00               260.00
            WWC    Wash. Workemens Comp.               0.03                 0.03


Total Employer Deductions:                           412.73               412.73

Taxable Wage Deductions
            CA     Awards                           2,500.00

    Total Taxable Wage Deductions:                  2,500.00
Entity Total                                      $213,327.11         $141,634.21

Checks Processed               Number        Check Amount

R - Regular Checks               50          $114,373.87

Total Checks:                    50          $114,373.87

Number of Zero-Amount Checks      1

Number of Zero-Gross Wage Checks  0

Total Banking Services:           1             $279.31

Net Pay:                                     $114,653.18

                                          End of Report
```

POSITION CONTROL STATISTICAL REPORT (HPRPCS)

This report is a printout of the statistics stored in the Position Control Master file. The report can be demanded for a Pay Period, Fiscal Period, or Year-to-Date, either Calendar or Fiscal Year. Actual and Budget statistics are for each position, by Job Class within Department and by Department. This report is used in comparing Budget versus Actual Hours and Dollars; FTEs Budgeted and Assigned and Hours Worked. It also reports the budgeted rate and the average rate paid per Job Class/Position Number.

A Position Type of XX on the report represents a system-created position.

This is a Payroll Demand report and sorts by Position Number within Job Class Code within Department.

Selection criteria are:

- Entity Code - one per report request.

- Fiscal Year/Calendar Year - one per report request; default is Fiscal Year.

- Year - 99, 9999, or = for current year.

- Pay Cycle - one or all; default is all (as there may be multiple pay periods).

- Period - New period number or YTD

- Department - one or range or all; default is all.

- Division - one or range or all; default is all.

- Status - Active, Inactive, File as Delete, or all. Default is Active.

- Facility - one or range or all; default is all.

- Include system created positions on report - Y or N; default is Y.

- Do you wish to graph? (Y/N) [N]

- Graph (D)ollars or (H)ours --

NOTE: If **all** is entered for the Pay Cycle, the system automatically enters YTD for the Period.

The report subtotals by Department Total, Total FTEs Budgeted and Assigned, Total Hours per Pay Period Budgeted and Assigned, Total Hours YTD Budgeted and Assigned, Total Dollars Budgeted per Pay Period and Year-to-Date.

Total Hours and Dollars are for each category. The average rate and the budgeted rate are not on the Department Totals.

Report Grand Total is by Entity Total, Total FTEs Budgeted and Assigned, Total Hours per Pay Period Budgeted and Assigned, Total Hours YTD Budgeted and Assigned, Total Dollars Budgeted per Pay Period and Year-to-Date.

Total Hours and Dollars are for each category. The average rate and the budgeted rate are not part of the Entity Totals.

NOTE: Some Job Class/Positions may not have Shift totals. These should be left blank.

When Calendar Year Statistics are selected, the Fiscal Budget Information will be blank.

Graph (HPGPCS)

If you are using WEM version 2.01 or later, a graph representing the data generated by this report is available.

In Column graph format, the Position Control Statistics Graph displays the top five budgeted positions within the selected criteria and their Assigned Hrs-PP (if Fiscal Year selected), Budgeted-PP, Productive and Non-Productive Hours or Dollars for the selected year and period.

When you request the report from the Payroll Reports menu, the following prompt displays:

Do you wish to graph? (Y/N) [N]

If you enter **N** (No), the system creates the report only.

If you enter **Y** (Yes), the system displays the following prompt:

Graph (D)ollars or (H)ours --

When you enter **D** or **H**, the system produces the report and the graph. You can view the graph by selecting Graphs, Payroll Graphs from the main menu of the STAR Payroll/Human Resources system.

Refer to the *WEM User's Guide* for instructions about how to change the configurations of the graphs.

Figure 3.138 on page 3-229 provides a sample graph of the Position Control Statistical Report.

Figure 3.136 Position Control Statistical Report (HPRPCS) - Page 1

```
Date: 05/29/2003                            MODEL HOSP - ENT 02                              Page  : 1
Time: 05:07pm                    Position Control Statistical Report For 05/29/2003          Report: HPRPCS02


Calendar Year 2002  Period YTD

Department  6010
                                                            Fiscal/Pay Period         Year-to-Date              Average
  Job Class                    Position          Pay       Hours      Earnings       Hours      Earnings          Rate
  Code    Description          Number  Div Fac   Cycle  Status  Effective Date-From  Effective Date-To       Vacate Date
-------------------------------------------------------------------------------------------------------------------------
1103    Sr. V/P Patient Care     001   60    M    B    Active      06/28/1991
                                Total Paid        0.00      0.00    1,440.00     31,386.44      21.7961
                                Productive        0.00      0.00    1,440.00     27,600.00
                                Non-Productive    0.00      0.00        0.00          0.00
                                Total Prod & Non  0.00      0.00    1,440.00     27,600.00      19.1667
                                Overtime          0.00      0.00        0.00          0.00
                                Premium Overtime  0.00      0.00        0.00          0.00
                                Hours Worked      0.00      0.00    1,280.00          0.00
                                Shift Totals      0.00      0.00    1,440.00          0.00
                                Shift Code 00     0.00      0.00    1,440.00          0.00


2122    Patient Care - Director  001   60    M    B    Active      01/01/1991                    07/05/2001
                                Total Paid        0.00      0.00        0.00          0.00       0.0000
                                Productive        0.00      0.00        0.00          0.00
                                Non-Productive    0.00      0.00        0.00          0.00
                                Total Prod & Non  0.00      0.00        0.00          0.00       0.0000
                                Overtime          0.00      0.00        0.00          0.00
                                Premium Overtime  0.00      0.00        0.00          0.00
                                Hours Worked      0.00      0.00        0.00          0.00
                                Shift Totals      0.00      0.00        0.00          0.00


6726    Chaplin                  001   91    M    B    Active      01/01/1991      01/01/1993
                                Total Paid        0.00      0.00        0.00          0.00       0.0000
                                Productive        0.00      0.00        0.00          0.00
                                Non-Productive    0.00      0.00        0.00          0.00
                                Total Prod & Non  0.00      0.00        0.00          0.00       0.0000
                                Overtime          0.00      0.00        0.00          0.00
                                Premium Overtime  0.00      0.00        0.00          0.00
                                Hours Worked      0.00      0.00        0.00          0.00
                                Shift Totals      0.00      0.00        0.00          0.00


6800    RN - Instructor          001   60    M    B    Active      06/28/1991                    09/28/2001
                                Total Paid        0.00      0.00        0.00          0.00       0.0000
                                Productive        0.00      0.00        0.00          0.00
                                Non-Productive    0.00      0.00        0.00          0.00
                                Total Prod & Non  0.00      0.00        0.00          0.00       0.0000
                                Overtime          0.00      0.00        0.00          0.00
                                Premium Overtime  0.00      0.00        0.00          0.00
                                Hours Worked      0.00      0.00        0.00          0.00
                                Shift Totals      0.00      0.00        0.00          0.00
```

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Figure 3.137 Position Control Statistical Report (HPRPCS) - Last Page

```
Date: 05/29/2003                              MODEL HOSP - ENT 02                                 Page  : 56
Time: 05:07pm                      Position Control Statistical Report For 05/29/2003             Report: HPRPCS02


Calendar Year 2002  Period YTD

Department
                                                          Fiscal/Pay Period          Year-to-Date               Average
  Job Class                        Position       Pay     Hours      Earnings        Hours       Earnings       Rate
Code    Description                Number  Div Fac Cycle   Status   Effective Date-From  Effective Date-To      Vacate Date
-------------------------------------------------------------------------------------------------------------------------



Entity Total:

                                     Total Paid           0.00         0.00      48,615.00   1,111,500.14
                                     Productive           0.00         0.00      48,745.00     991,956.88
                                     Non-Productive       0.00         0.00        -130.00      25,375.00
                                     Total Prod & Non     0.00         0.00      48,615.00   1,017,331.88
                                     Overtime             0.00         0.00           0.00           0.00
                                     Premium Overtime     0.00         0.00           0.00          18.00
                                     Hours Worked         0.00         0.00      48,585.00           0.00
                                     Shift Totals         0.00         0.00      44,215.00      17,522.50
                                     Shift Code 0         0.00         0.00           0.00           0.00
                                     Shift Code 00        0.00         0.00       2,495.00           0.00
                                     Shift Code 01        0.00         0.00      27,230.00       3,231.50
                                     Shift Code 04        0.00         0.00       2,925.00       7,312.50
                                     Shift Code 07        0.00         0.00       2,190.00         641.00
                                     Shift Code 08        0.00         0.00         975.00       5,850.00
                                     Shift Code 10        0.00         0.00       7,575.00         487.50
                                     Shift Code 99        0.00         0.00         825.00           0.00


                                          End of Report
```

Figure 3.138 Position Control Statistical Graph (HPGPCS)

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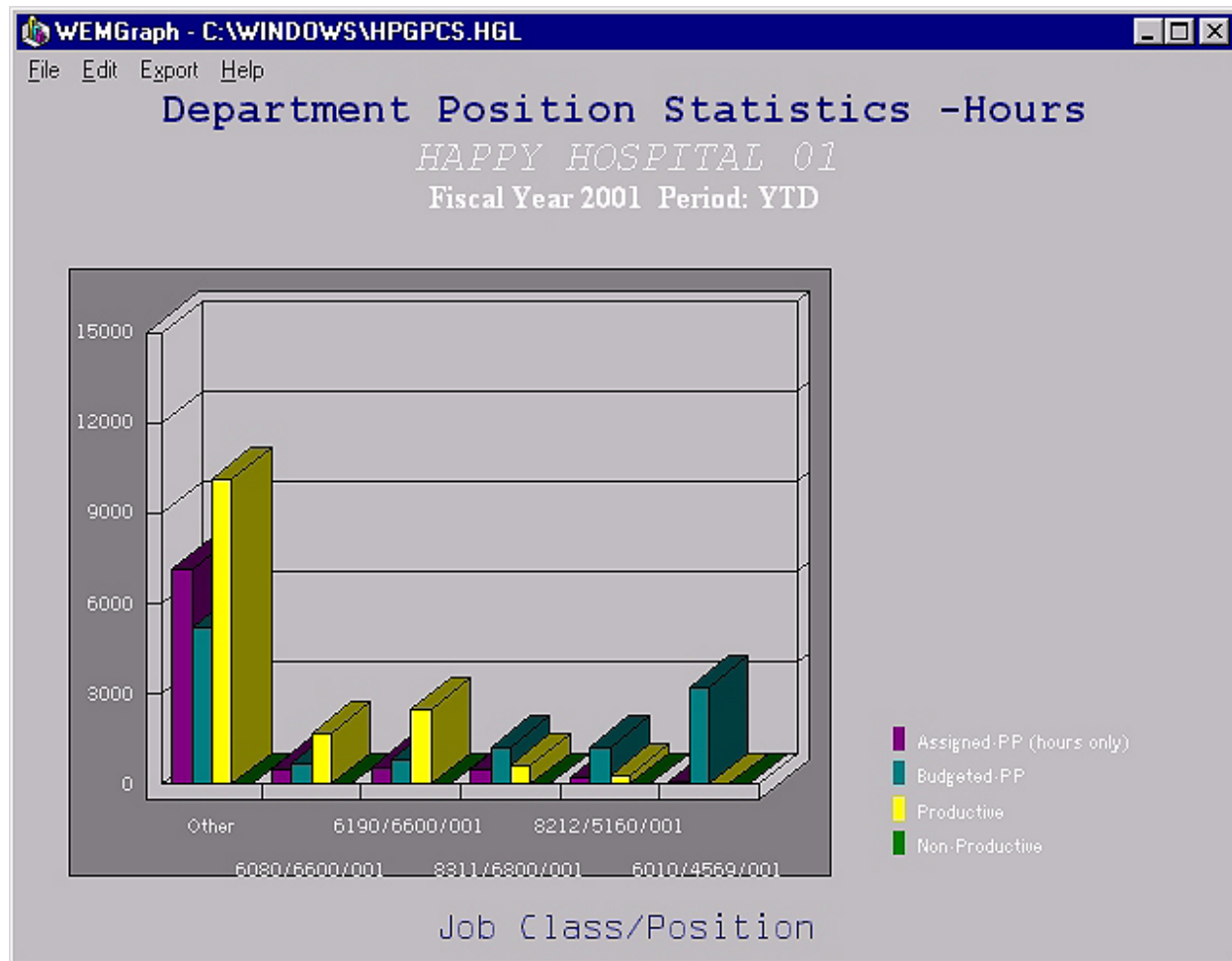
POSITION CONTROL VARIANCE REPORT (HPRPCV)

This report is a printout of the statistics stored in the Position Control Master file. It prints any variance reflected in budgeted and assigned FTEs, Hours PP, dollar totals, and Annual Hours within Department, Job Class, and number of positions within each Job Class. A Position Type of XX on the report represents a system-created position.

This report prints on demand and is sorted by Position Number within Job Class Code, within Department, within Entity.

Selection criteria for this report are:

- Entity code - one per report request

- Fiscal Year

- Pay Cycle - default is all

- Job Class - default is all

- Department - default is all

- Division - default is all

- Facility - default is all

- Status - Active, Inactive or All - default is Active

- Include system created positions on report - Y or N; default is Y.

- Reflect total dollars and variances - Y or N; default is N.

Totals are printed for departments, with grand totals for the Entity.

Variances are calculated by subtracting the assigned amounts from the budgeted amounts.

Figure 3.139 Position Control Variance Report (HPRPCV) - Page 1

```
Date: 01/31/90                          GENERAL HOSPITAL                              Page  :  1
Time: 16:03
                           Position Control Variance Report                     Report:HPRPCVDP

Department: 0/0/00/00/6020 SECOND FLOOR MEDICAL                                  Fiscal Yr: 1989

   Job Class        Pos Sts Pos Div Fac Pay Pay Ovr  Effective    Vacant
Code  Description   Nbr Cde Typ Cde Cde Cyc Grd Stf    Date        Date   Description  Budgeted     Assigned      Variance
-----------------------------------------------------------------------------------------------------------------------

5555 Unit Secretary  001  A   P   60  MM   B       No  01/01/1989         FTEs            1.00          .00          1.00
                                                                          Hours-PP       80.00          .00         80.00
                                                                          Annual-Hrs  2,080.00          .00      2,080.00

6700 LPN - Licensed  001  A   P   60  MM   B       No  01/01/1989         FTEs            1.00          .00          1.00
                                                                          Hours-PP       80.00          .00         80.00
                                                                          Annual-Hrs  2,080.00          .00      2,080.00

Department Totals:  2                                              Total FTEs            2.00          .00          2.00
                                                                  Total Hours-PP      160.00          .00        160.00
                                                                  Total Annual-Hrs  4,160.00          .00      4,160.00
```

Figure 3.140 Position Control Variance Report (HPRPCV) - Page 2

```
Date: 01/31/90                              GENERAL HOSPITAL                              Page  : 2
Time: 16:03                          Position Control Variance Report                    Report:HPRPCVDP

Department:                                                                              Fiscal Yr: 1989

   Job Class              Pos Sts Pos Div Fac Pay Pay Ovr  Effective    Vacant
Code  Description          Nbr Cde Typ Cde Cde Cyc Grd Stf  Date         Date    Description    Budgeted      Assigned      Variance
----------------------------------------------------------------------------------------------------------------------------------

Entity Totals:  39                                                    Total FTEs        86.00         29.60         56.40
                                                                      Total Hours-PP  7,138.66      1,741.33      5,397.33
                                                                      Total Annual-Hrs 177,872.00    40,794.00    137,078.00

                                        End of Report
```

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POSITION CONTROL VARIANCE REPORT (HPRPCV)

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REPREPARED EMPLOYEE LIST (HPRRPE)

The Reprepared Employee List provides a list of the employees who were deleted from the Standard cycle during Labor Distribution of a Demand cycle. This list includes all employees who had timelines and/or miscellaneous deductions in a Demand cycle which was run while a Standard cycle was in progress.

If a Standard cycle is in progress when a Demand cycle is started, the HPRRPE report is required to print before continuing any process of the Standard cycle. The request for printing will occur when the user tries to begin the next process in the Standard cycle. The employees listed on the report must be mini-prepared to add them back into the Standard cycle before the next process in the Standard cycle runs or they will not get paid.

If, during a single Pay Cycle and Standard cycle type, more than one Demand cycle occurred, the report will include a page for each of those Demand cycles.

If no Standard cycle is in progress when a Demand cycle is started the report will not be requested.

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Figure 3.141 Reprepared Employee List (HPRRPE)

```
Date: 02/19/97                      MODEL HOSP - ENT 01                Page  : 1
Time: 17:04                   Reprepared Employee List For 02/19/97    Report: HPRRPE01


Pay Cycle: W  CY: 1995  PP: 5  CT: D01 End Date: 02/03/1995
ID            Employee Name
--------------------------------------------------------------------------------


20            Rainey,Amanda J
98            SANDBURG,ALVIN M/JR
```

STANDARD/OTHER TIMECARD FORMS

The Standard Time Card Forms report option is used to print the standard timecard form. Other Time Card Forms is used for non-standard forms.

To access these options, choose Processes from the main menu, then Payroll Reports, then Timecard Entry Reports.

For either option, the system prompts you to enter the following information:

Enter entity code or '-' for list--

Enter pay cycle description(-) or pay cycle code--

Enter year or '-' to list--

Enter pay period or '-' to list--

For Other Time Card Forms, the form prints after you respond to each prompt, as indicated by the system message:

Compiling and Printing!

For Standard Time Card Forms, a message displays while data is being sorted to produce the file for printing the timecards:

PROCESSING TIMECARDS!

Timecards are sorted by Home Department and Name. Once the the sortfile has been compiled, the following prompts will display:

Which Device? [___]--

The default printer is established by the Check Code Master associated with the Pay Cycle being processed. You can select another printer by entering a hyphen (-) to display a list of printers, or enter a device name at the prompt.

Mount Timecards - reply (Y/N) [Y]--

This prompt reminds you to place the timecard forms onto the selected device. When this is done, enter **Y**. The system will display display this prompt until Y is entered.

Pattern Alignment? (Y/N) [Y]--

You can print as many patterns as needed to align forms in printer.

Key in 'H' to Halt, 'A' to Abort (H/A)--

This prompt works similarly to the one in the Print Payroll Checks process. f **A** (upper case) is entered to abort, the following message displays:

    TIMECARD PROCESSING ABORTED!!

after which processing returns to the menu. If **H** (upper case) is entered to halt, the following message displays:

    TIMECARD PROCESSING HALTED!!

The Halt message is followed by a prompt to indicate the department number at which to restart the process:

    Enter Department # to restart--

You must enter the Department number where you want the timecards to continue printing. If no department number is entered, the system prompts:

    Department Number was not entered. Do you wish to abort? (Y/N)--

Enter **Y** to abort the process and return to the menu. Enter **N** or press ENTER to return to the Restart prompt.

When timecards have completed printing, processing will return to the menu.

SUMMARY DEDUCTIONS NOT TAKEN/ARREARS ACCOUNTING (HPRDNT)

This report is produced at the time of the Compute Process, detailing each deduction not taken for each employee. All deductions not taken, whether with arrears processing or without arrears processing, display on this report if the deduction status is Active on the employee deduction screen. This report reflects the Scheduled Amount, the Current Amount Taken, the Current Amount not Taken and the arrears balance per employee, within Home Department. This report is used to monitor arrears, take steps in changing the employees' other deductions, or as a follow-up arrears accounting report. It is run each time there is a Compute or Recompute for the Pay Cycle, Pay Period or Cycle Type.

This is a Payroll Process report and is sorted by Entity Code, subsorted by deduction priority, by employee name by Home Department.

Selection criteria for this report are:

- Entity

- Pay Cycle

- Calendar Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

A subtotal is printed for each employee within the Home Department. A grand total is printed for the Entity.

The employee number and name print once per employee.

The Scheduled Amount is taken from the Employee Deduction Detail screen under Check History. The Amount Taken, Amount Not Taken and Arrears Balance are from the Employee Deduction Detail screen of Check History.

The deductions are sorted in priority order for the employee, for the department and for the Entity.

The Entity totals are on a separate page after the last department is printed.

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Figure 3.142 Summary Deductions Not Taken/Arrears Accounting (HPRDNT) - Page 1

```
Date: 02/05/90                          GENERAL HOSPITAL                         Page  : 1
Time: 11:51                  Summary Deductions Not Taken/Arrears Accounting     Report: HPRDNTDP

Pay Cycle:A  CY:1989 PP:51 CT: R End Date 01/31/1989

Home Department:  0/0/00/00/8050

                                    Deduction              Ded   Sched  Arrears  Amount  Amt Not  Adjust  Arrears
Employee # Name                     Code Description       Pri   Flat/% Amount   Taken   Taken    Amount  Balance
--------------------------------------------------------- -------------------------------------------------------------
0000002001   Adams,John Miller      BA   401K - Prudential  8    10.00  0.00     0.00    10.00            0.00
                                    NB   United Way        19     5.00  0.00     0.00     5.00            5.00

                                    Employee Total:               0.00     0.00    15.00            5.00

                 Department Total:
                                    BA                            0.00     0.00    10.00            0.00
                                    NB                            0.00     0.00     5.00            5.00

                                                                  0.00     0.00    15.00            5.00
```

Figure 3.143 Summary Deductions Not Taken/Arrears Accounting (HPRDNT) - Page 2

```
Date: 02/05/90                             GENERAL HOSPITAL                              Page  : 2
Time: 11:51                    Summary Deductions Not Taken/Arrears Accounting          Report: HPRDNTDP

Pay Cycle:A  CY:1989 PP:51 CT: R End Date 01/31/1989

Home Department:

                            Deduction          Ded    Sched   Arrears   Amount   Amt Not   Adjust   Arrears
Employee # Name             Code Description    Pri    Flat/%  Amount    Taken    Taken     Amount   Balance
-----------------------------------------------   ----------------------------------------------------------------

                            Entity Total:BA                     0.00     0.00    10.00               0.00
                            NB                                  0.00     0.00     5.00               5.00

                                                                0.00     0.00    15.00               5.00

                                   End of Report
```

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TAX WAGE & TAX BALANCING REPORT (HPRTBD AND HPRTBS)

This report assists in tax wage and tax balancing. It displays a quarter-to-date or year-to-date detail audit trail from Gross Wages to Taxable Wages. Employee Taxes and Employer Taxes display by individual employee for all taxing jurisdictions. Totals are provided at the end of the report for each applicable taxing jurisdiction.

Following the Entity total, the report reflects the current processing schedule for each Pay Cycle.

This demand report sorts alphabetically by employee name within Entity or employee social security number within Entity.

A grand total is printed by Entity Code.

Selection criteria for this report are:

- Entity - one per report request

- Calendar Year - one per report request; default is Current Calendar Year

- Quarter 1, 2, 3 or 4; default is Current Quarter

- Report for one employee, range or all; default is all

- Employee name within Entity or employee social security number within Entity; default is alphabetic

Some employees may have multiple state income taxes. Each State Code and values print for those employees. Some employees may have multiple local income taxes. Each Local Code and values print for those employees.

The totals for the Entity can have multiple State Income Tax and Local Tax. Each total prints separately.

Following the Entity Total, the report shows the current processing schedule for each Pay Cycle.

The State and Local Codes may be different for each employee. This is the state and local code associated with the Employee Earnings History record.

Figure 3.144 Tax Wage & Tax Balancing Detail Report (HPRTBD) - Page 1

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```
Date: 06/14/2004                          MODEL HOSP - ENT 02                               Page  : 1
Time: 09:41am                 Tax Wage & Tax Balancing Detail Report For 06/14/2004          Report: HPRTBD02


Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004

                                           ----------- E X E M P T   W A G E S ------------     Total        Txble
                   Taxable      Emple/Emplr    Employee                                        Exempt        Emplr
                    Wages          Tax         Indicator    Over Limit   Pay Types  Deductions  Wages        Contr
--------------------------------------------------------------------------------------------------------------------


SSN: 546-54-4545  Name: Adams,Donald       Gross Wages:    7,537.50 Not in Gross:       0.00  Net Wages:    5,421.78
                                           EIC Wages:          0.00   EIC Amount:       0.00
FIT              7,037.50       687.35          0.00           0.00        0.00     500.00     500.00          0.00
FICA Empl        7,037.50       436.33          0.00           0.00        0.00     500.00     500.00          0.00
FICA Empr        7,037.50       436.33          0.00           0.00        0.00     500.00     500.00          0.00
MHI Empl         7,037.50       102.04          0.00           0.00        0.00     500.00     500.00          0.00
MHI Empr         7,037.50       102.04          0.00           0.00        0.00     500.00     500.00          0.00
FUTA Empr        7,000.00        56.00          0.00          37.50        0.00     500.00     537.50          0.00
GA 01 WTHLD          0.00         0.00          0.00           0.00        0.00     500.00     500.00          0.00
GA 10 UNEMP      7,037.50       190.01          0.00           0.00        0.00     500.00     500.00          0.00
OK 01 WTHLD      7,037.50       390.00          0.00           0.00        0.00     500.00     500.00          0.00


SSN: 352-53-2433  Name: STATE,ALABAMA      Gross Wages:   12,000.00 Not in Gross:     150.00  Net Wages:    4,009.49
                                           EIC Wages:          0.00   EIC Amount:       0.00
FIT              9,689.68     1,536.17          0.00           0.00        0.00   2,460.32   2,460.32          0.00
FICA Empl       11,368.68       704.86          0.00           0.00        0.00   1,671.32   1,671.32        890.00
FICA Empr       11,368.68       704.86          0.00           0.00        0.00   1,671.32   1,671.32        890.00
MHI Empl        11,368.68       164.85          0.00           0.00        0.00   1,671.32   1,671.32        890.00
MHI Empr        11,368.68       164.85          0.00           0.00        0.00   1,671.32   1,671.32        890.00
FUTA Empr        7,000.00        56.00          0.00       4,218.68      150.00   1,671.32   6,040.00        890.00
AL 01 WTHLD      9,689.68       369.98          0.00           0.00        0.00   2,460.32   2,460.32          0.00
AL 10 UNEMP      8,000.00         2.16          0.00       4,150.00        0.00       0.00   4,150.00          0.00


SSN: 123-15-1211  Name: STATE,ALASKA       Gross Wages:    7,912.50 Not in Gross:       0.00  Net Wages:    5,329.49
                                           EIC Wages:          0.00   EIC Amount:       0.00
FIT              6,787.50       811.30          0.00           0.00        0.00   1,125.00   1,125.00          0.00
FICA Empl        8,453.75       524.13          0.00           0.00        0.00     250.00     250.00        791.25
FICA Empr        8,453.75       524.13          0.00           0.00        0.00     250.00     250.00        791.25
MHI Empl         8,453.75       122.58          0.00           0.00        0.00     250.00     250.00        791.25
MHI Empr         8,453.75       122.58          0.00           0.00        0.00     250.00     250.00        791.25
FUTA Empr        7,000.00        56.00          0.00       1,453.75        0.00     250.00   1,703.75        791.25
AK 01 WTHLD          0.00         0.00          0.00           0.00        0.00       0.00       0.00          0.00
AK 10 UNEMP      8,328.75       344.81          0.00           0.00        0.00     375.00     375.00        791.25
```

Figure 3.145 Tax Wage & Tax Balancing Detail Report (HPRTBD) - Last Page

```
Date: 06/14/2004                        MODEL HOSP - ENT 02                          Page  : 16
Time: 09:41am                  Tax Wage & Tax Balancing Detail Report For 06/14/2004    Report: HPRTBD02

Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004

                                         ------------ E X E M P T   W A G E S ------------    Total      Txble
                Taxable    Emple/Emplr    Employee                                           Exempt      Emplr
                Wages         Tax         Indicator   Over Limit     Pay Types   Deductions   Wages      Contr
-------------------------------------------------------------------------------------------------------------------

SSN: 365-98-7456   Name: brewer,test     Gross Wages:        1.00 Not in Gross:      0.00  Net Wages:       0.00
                                         EIC Wages:          0.00  EIC Amount:       0.00
FIT               .09          0.00          0.00          0.00          0.00         .91       .91         0.00
FICA Empl        1.10           .07          0.00          0.00          0.00        0.00      0.00          .10
FICA Empr        1.10           .07          0.00          0.00          0.00        0.00      0.00          .10
MHI Empl         1.10           .02          0.00          0.00          0.00        0.00      0.00          .10
MHI Empr         1.10           .02          0.00          0.00          0.00        0.00      0.00          .10
FUTA Empr        1.10           .01          0.00          0.00          0.00        0.00      0.00          .10
IA 01 WTHLD       .09          0.00          0.00          0.00          0.00         .91       .91         0.00
OH 01 WTHLD      0.00          0.00          0.00          0.00          0.00        0.00      0.00         0.00
OH 10 UNEMP      1.10          0.00          0.00          0.00          0.00        0.00      0.00          .10
PA 01 WTHLD      0.00          0.00          0.00          0.00          0.00        0.00      0.00         0.00

                                       End of Report
```

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Figure 3.146 Tax Wage & Tax Balancing Summary Report (HPRTBS)

```
Date: 06/14/2004                              MODEL HOSP - ENT 02                              Page  : 3
Time: 09:41am                     Tax Wage & Tax Balancing Summary Report For 06/14/2004       Report: HPRTBS02


Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004


                                          ----------- E X E M P T   W A G E S -----------      Total      Txble
                      Taxable    Emple/Emplr    Employee                                        Exempt     Emplr
                      Wages         Tax         Indicator   Over Limit   Pay Types   Deductions Wages      Contr
         ------------------------------------------------------------------------------------------------------------
OR 10 UNEMP           6,320.00       2.21                      0.00        0.00        0.00        0.00        0.00
OR 30 WCOMP           6,320.00       5.12                      0.00        0.00        0.00        0.00        0.00
OR 40 WCOMP           6,320.00       5.12                      0.00        0.00        0.00        0.00        0.00
PA 01 WTHLD           7,512.19     260.25                      0.00      110.00        0.00      110.00        0.00
PA 10 UNEMP           7,600.00     235.60                      0.00      110.00        0.00      110.00        0.00
PA 20 SUI_E           7,500.00       6.75                      0.00      110.00        0.00      110.00        0.00
RI 01 WTHLD           5,875.00     178.85                      0.00        0.00    1,625.00    1,625.00        0.00
RI 10 UNEMP           5,875.00     188.00                      0.00        0.00    1,625.00    1,625.00        0.00
SC 01 WTHLD           6,062.50     300.70                      0.00        0.00    1,625.00    1,625.00        0.00
SC 10 UNEMP           7,000.00       1.89                    706.25        0.00      750.00    1,456.25      768.75
SD 01 WTHLD               0.00                 7,500.00        0.00        0.00        0.00    7,500.00        0.00
SD 10 UNEMP           7,000.00     252.00                  1,250.00        0.00        0.00    1,250.00      750.00
TN 01 WTHLD               0.00                 9,375.00        0.00        0.00        0.00    9,375.00        0.00
TN 10 UNEMP           7,000.00     189.00                  2,375.00        0.00        0.00    2,375.00        0.00
TX 01 WTHLD               0.00                 7,500.00        0.00        0.00        0.00    7,500.00        0.00
TX 10 UNEMP           7,600.00       2.05                      0.00        0.00        0.00        0.00        0.00
UT 01 WTHLD           5,875.00     309.80                      0.00        0.00    1,625.00    1,625.00        0.00
UT 10 UNEMP           7,500.00     202.50                      0.00        0.00      750.00      750.00      750.00
VA 01 WTHLD           5,875.00     251.80                      0.00   -2,819.15    1,625.00   -1,194.15        0.00
VA 10 UNEMP           7,218.10       1.95                      0.00   -2,819.15      750.00   -2,069.15      468.10
VT 01 WTHLD           5,875.00     171.70                      0.00        0.00    1,625.00    1,625.00        0.00
VT 10 UNEMP           8,000.00     240.00                    250.00        0.00        0.00      250.00      750.00
WA 01 WTHLD               0.00                 7,875.00        0.00        0.00        0.00    7,875.00        0.00
WA 40 WCOMP           7,875.00   3,750.00                      0.00        0.00        0.00        0.00        0.00
WI 01 WTHLD           5,900.00     319.85                      0.00        0.00    1,600.00    1,600.00        0.00
WI 10 UNEMP           6,400.00     172.80                      0.00        0.00    1,100.00    1,100.00        0.00
WV 01 WTHLD           5,875.00     205.00                      0.00        0.00    1,625.00    1,625.00        0.00
WV 10 UNEMP           7,500.00     202.50                      0.00        0.00        0.00        0.00        0.00
WY 01 WTHLD               0.00                 7,500.00        0.00        0.00        0.00    7,500.00        0.00
WY 10 UNEMP           6,750.00     182.25                      0.00        0.00      750.00      750.00        0.00
43K 01 WTHLD         15,097.19     148.74                      0.00        0.00    3,535.81    3,535.81        0.00
AKRN 01 WTHLD           180.00       4.05                      0.00        0.00       80.00       80.00      160.00
ARTX 01 WTHLD             0.00                                 0.00        0.00        0.00        0.00        0.00
HEMP 01 WTHLD         7,500.00      37.50                      0.00      110.00        0.00      110.00        0.00
IN 01 WTHLD          15,097.19     100.24                      0.00        0.00    3,535.81    3,535.81        0.00
MAD 51 OCCUP          8,997.05     113.05                      0.00        0.00        0.00        0.00        0.00
NY 01 WTHLD             543.82       5.99                      0.00        0.00     -493.82     -493.82        0.00
YUNG 01 WTHLD         7,650.00     210.37                      0.00        0.00      635.00      635.00      750.00
```

TAX WAGE & TAX BALANCING EXCEPTION REPORT (HPRTED AND HPRTES)

The Tax Wage and Tax Balancing Exception Detail and Summary reports are used to identify employees whose Earnings History is out of balance. The report formats and selection criteria are the same as the Tax Wage and Balancing Detail and Summary reports. The reports include only those employees having an out-of-balance condition and can be run at any time for any quarter, or for Year-To-Date.

The Earnings History out of balance condition is the result of the following combination:

Gross Wages

    plus Not in Gross Wages
    minus Employee Indicator Wages
    minus Over-Limit Wages
    minus Exempt Pay Types
    minus Exempt Deductions

    do not equal Taxable Wages.

Any modifications required for Taxable Deductions, Exempt Deductions, Exempt Pay Type, Employee Indicator Wages, and/or Over-Limit Wages can be made to individual employees via Manual Adjustments. These can then be updated to the current quarter in the normal Payroll Process. For this reason, McKesson strongly recommends that you run this report option before the last payroll of each quarter so that you make any manual adjustments necessary. This will ensure that the data you use to create your Quarterly Reports will be correct and in balance.

To access these reports, select the following menu options from the main Payroll menu:

- •   Processes

- •   Payroll Reports

- •   Earnings History Reports

- •   Tax Wage & Tax Balancing Exception Reports

NOTE: An employee with earnings in more than one state will possibly appear on this report due to multi-state processing and wage reporting rules.

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Figure 3.147 Tax Wage & Tax Balancing Detail Exception Report (HPRTED)

```
Date: 06/14/2004                          MODEL HOSP - ENT 02                              Page  : 1
Time: 09:41am                Tax Wage & Tax Balancing Detail Exception Report For 06/14/2004      Report: HPRTED02


Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004

                                               ----------- E X E M P T   W A G E S ------------      Total        Txble
                     Taxable      Emple/Emplr    Employee                                           Exempt        Emplr
                     Wages            Tax        Indicator    Over Limit    Pay Types    Deductions  Wages        Contr
-------------------------------------------------------------------------------------------------------------------------

SSN:  546-54-4545  Name:  Adams,Donald      Gross Wages:      0.00 Not in Gross:      0.00  Net Wages:    5,421.78

GA   01 WTHLD         0.00          0.00        0.00          0.00        0.00       500.00       500.00        0.00
GA   10 UNEMP     7,037.50        190.01        0.00          0.00        0.00       500.00       500.00        0.00

SSN:  231-56-4544  Name:  STATE,ARKANSAS    Gross Wages:  7,537.50 Not in Gross:      0.00  Net Wages:    4,831.91

AR   01 WTHLD     6,513.00        306.29        0.00          0.00        0.00     1,125.00     1,125.00        0.00
AR   10 UNEMP     8,151.80          2.20        0.00          0.00        0.00       250.00       250.00      763.80

SSN:  564-87-4564  Name:  STATE,GEORGIA     Gross Wages: 91,924.50 Not in Gross:      0.00  Net Wages:   37,269.93

GA   01 WTHLD    89,259.50      5,262.97        0.00          0.00        0.00     3,015.00     3,015.00        0.00
GA   10 UNEMP     8,500.00        229.50        0.00     85,874.50        0.00       590.00    86,464.50       25.00

SSN:  231-58-6411  Name:  STATE,ILLINOIS    Gross Wages:  9,145.50 Not in Gross:      0.00  Net Wages:    5,828.81

IL   10 UNEMP     4,749.75          1.28        0.00          0.00        0.00       375.00       375.00      602.25

                                             Gross Wages:      0.00 Not in Gross:      0.00  Net Wages:    2,990.14

IN   10 UNEMP     4,685.30          1.27        0.00          0.00        0.00       400.00       400.00      462.30

SSN:  645-65-4564  Name:  STATE,NEW JERSEY   Gross Wages:  6,550.00 Not in Gross:      6.80  Net Wages:    2,103.27

FICA Empl         7,762.30        481.26        0.00          0.00        0.00       794.50       794.50    1,500.00
FICA Empr         7,762.30        481.26        0.00          0.00        0.00       794.50       794.50    1,500.00
MHI Empl          7,762.30        112.55        0.00          0.00        0.00       794.50       794.50    1,500.00
MHI Empr          7,762.30        112.55        0.00          0.00        0.00       794.50       794.50    1,500.00
FUTA              7,000.00         56.00        0.00        755.50        6.80       794.50     1,556.80    1,500.00

                                             Gross Wages:  6,500.00 Not in Gross:      6.80  Net Wages:    2,103.27

NJ   01 WTHLD     8,556.80        222.89        0.00          0.00        0.00         0.00         0.00    1,500.00
NJ   10 UNEMP     6,556.80        346.40        0.00          0.00        0.00         0.00         0.00        0.00
NJ   17 HLTHI     6,556.80         16.39        0.00          0.00        0.00         0.00         0.00        0.00
NJ   18 WFDEV     6,556.80          7.74        0.00          0.00        0.00         0.00         0.00        0.00
NJ   31 SDI_R     6,556.80         32.78        0.00          0.00        0.00         0.00         0.00        0.00

                                             Gross Wages:  1,900.00 Not in Gross:      6.80  Net Wages:      502.99
```

Figure 3.148 Tax Wage & Tax Balancing Summary Exception Report (HPRTES)

```
Date: 06/14/2004                          MODEL HOSP - ENT 02                          Page : 1
Time: 09:41am            Tax Wage & Tax Balancing Summary Exception Report For 06/14/2004      Report: HPRTES02

Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004

                                              ------------ E X E M P T    W A G E S  ------------    Total          Txble
                      Taxable      Emple/Emplr    Employee                                          Exempt          Emplr
                       Wages          Tax         Indicator    Over Limit    Pay Types   Deductions   Wages         Contr
      -------------------------------------------------------------------------------------------------------------------------

                                               Gross Wages:     6,550.00 Not in Gross:      6.80  Net Wages:      2,103.27

FICA Empl             7,762.30       481.26        0.00          0.00         0.00       794.50     794.50        1,500.00
FICA Empr             7,762.30       481.26        0.00          0.00         0.00       794.50     794.50        1,500.00
MHI Empl              7,762.30       112.55        0.00          0.00         0.00       794.50     794.50        1,500.00
MHI Empr              7,762.30       112.55        0.00          0.00         0.00       794.50     794.50        1,500.00
FUTA                  7,000.00        56.00        0.00        755.50         6.80       794.50   1,556.80        1,500.00

                                               Gross Wages:     7,537.50 Not in Gross:      0.00  Net Wages:      4,831.91

AR   01 WTHLD         6,513.00       306.29        0.00          0.00         0.00     1,125.00   1,125.00            0.00
AR   10 UNEMP         8,151.80         2.20        0.00          0.00         0.00       250.00     250.00          763.80

                                               Gross Wages:    91,924.50 Not in Gross:      0.00  Net Wages:     42,691.71

GA   01 WTHLD        89,259.50     5,262.97        0.00          0.00         0.00     3,515.00   3,515.00            0.00
GA   10 UNEMP        15,537.50       419.51        0.00     85,874.50         0.00     1,090.00  86,964.50           25.00

                                               Gross Wages:         0.00 Not in Gross:      0.00  Net Wages:      1,180.84

ID   10 UNEMP         7,912.50         2.93        0.00          0.00         0.00       750.00     750.00          787.50

                                               Gross Wages:     9,145.50 Not in Gross:      0.00  Net Wages:      5,828.81

IL   10 UNEMP         4,749.75         1.28        0.00          0.00         0.00       375.00     375.00          602.25

                                               Gross Wages:         0.00 Not in Gross:      0.00  Net Wages:      2,990.14

IN   10 UNEMP         4,685.30         1.27        0.00          0.00         0.00       400.00     400.00          462.30

                                               Gross Wages:     6,500.00 Not in Gross:      6.80  Net Wages:      2,103.27

NJ   01 WTHLD         8,556.80       222.89        0.00          0.00         0.00         0.00       0.00        1,500.00
NJ   10 UNEMP         6,556.80       346.40        0.00          0.00         0.00         0.00       0.00            0.00
NJ   17 HLTHI         6,556.80        16.39        0.00          0.00         0.00         0.00       0.00            0.00
NJ   18 WFDEV         6,556.80         7.74        0.00          0.00         0.00         0.00       0.00            0.00
NJ   31 SDI_R         6,556.80        32.78        0.00          0.00         0.00         0.00       0.00            0.00

                                               Gross Wages:         0.00 Not in Gross:      0.00  Net Wages:          0.00
```

Figure 3.149 Tax Wage & Tax Balancing Summary Exception Report (HPRTES)
- Last Page

```
Date: 06/14/2004                            MODEL HOSP - ENT 02                              Page  : 3
Time: 09:41am                Tax Wage & Tax Balancing Summary Exception Report For 06/14/2004    Report: HPRTES02


Calendar Year:  2004  Qtr:  1  Quarter Ending Date:  Mar 31/2004

                       Pay Cycle Process History
Pay Cycle  Cycle Type  PP-Nbr.   PP-Ending Date   PP-Check Date        Last Process          Completion Date/Time
-----------------------------------------------------------------------------------------------------------------
   B                      5        02/20/2004       02/26/2004        Distribute Labor         04/20/2004 09:10
   B                      5        02/20/2004       02/26/2004        Distribute Labor         04/20/2004 13:10
   B                      5        02/20/2004       02/26/2004        Compute Net Wages        05/24/2004 17:29
   B       Regular        5        02/20/2004       02/26/2004        Distribute Labor         04/20/2004 07:10


NOTE:
     Employees with Earnings in More than 1 state will possibly appear on
     this report due to multi-state processing and wage reporting rules.

                                              End of Report
```

TIME AND ATTENDANCE AUDIT REPORT (HPRTAE)

The Time and Attendance Audit Report is system-generated after the interface of data time records from the vendor timeclock system to the Payroll system. The system edits the Pay Types, Employee Position, Holiday and Benefits information, and validates Overtime, Shift and Benefit eligibility. Error messages are created for each employee record.

This report also contains the calculated variance for the Holiday and Benefit hours. You can use this report to make corrections to the Employee Timelines before Compute is processed.

This is a Payroll Time and Attendance interface report. The report sorts by alpha employee name within Home Department.

A grand total is printed by Entity Code. The Entity Name is in the report heading.

The Department Number prints only once when there are multiple employees within the department.

Error Messages

The following is an explanation of the error messages the system creates:

NOTE: The system will still create a timeline to be paid even though an error message displays.

Employee Not Found

This employee is not found in the Temporary Process File due to one of the following reasons:

- The employee is not in the Employee Master File.

- The employee is not in this Pay Cycle.

- The employee had no TCE Control record created in the Prepare Process.

Employee Not in Pay Cycle

This employee is not found in the Temporary Process File due to one of the following reasons:

- This employee is not in the Pay Cycle currently being processed.

- This employee is flagged not to be paid in the Pay Cycle and pay period currently being processed.

Position Priority Not Found

The Position Priority for this employee is not found in the Temporary Process File.

Position is Inactive

The Primary Position for this employee is not Active. This position was made Inactive after the Prepare Process.

Bypassed Timeline

If the employee is not found, the timelines for this employee are not edited and so are bypassed.

Pay Type Not Found

The Pay Type is not found in the Pay Type Master.

Pay Type Inactive

The Pay Type in the Pay Type Master is inactive.

Employee Not Assigned a Shift Rate Code

No Shift Rate Code is found in the Employee Position record.

Shift Differential Not Found

The Shift Differential Code is not found in the Shift Rate Code Table.

Warning - Not Shift Eligible

If there is a Shift Code, and the Shift Eligibility Indicator is set to N (No) in the Pay Type Master, or the Shift Eligibility Indicator is set to No on the Employee Position, the Shift Code is set to 00 (no shift). The system will pay the Hours Differential rate.

Charged Entity Not Found

The Charged Entity is not found in the General Ledger Entity Master.

Charged Department Not Found

The Charged Department is not found in the General Ledger Department Master.

Employee Type Mismatch

The Employee Type does not match the Employee Type in the Pay Type Master.

Work Status Mismatch

The Employee Work Status does not match the Work Status in the Pay Type Master.

Pay Status Mismatch

The Employee Pay Status Does not match the Pay Status in the Pay Type Master.

Not Eligible For Overtime

This is an Overtime Pay Type (Calculation Method formulas 4,5,6) and the Overtime Eligible Indictor in the Employee Master is set to N (No) on the Employee Position record.

No On-Call Rate

This is an On-Call Pay Type (Calculation Method formula 8) and there is no On-Call Rate in the Employee Position Record.

No Charge Rate

This is a Charge Pay Type (Calculation Method formula 9) and there is no Charge Rate in the Employee Position record.

No Float Rate

This is a Float Pay Type (Calculation Method formula 10) and there is no Float Rate in the Employee Position record.

No Supplemental Rate

This is a Supplemental Pay Type (Calculation Method formulas 1,12) and there is no Supplemental Rate in the Employee Position record.

Week Out Of Range

The week is greater than the number of weeks in the Pay Cycle Master.

Hours Required

The Pay Type Master is set to Hours Required and Hours are 0.

Dollars Required

The Pay Type Master is set to Dollars Required and Dollars are 0.

Units Required

The Pay Type Master is set to Units Required and Units are 0.

Benefit Hours Exceeded

The number of hours Taken plus buy-back exceed the number of hours Available, and the Benefit Available Indicator in the Benefit Master is set to N (No). The number of hours exceeded displays in the Hours Variance Field.

Warning - Benefit Hours Exceed

The number of hours Taken plus buy-back exceed the number of hours Available, and the Benefit Available Indicator in the Benefit Master is set to Y (Yes). The system will pay these benefit hours. The number of hours exceeded displays in the Hours Variance Field.

Holiday Code Not Found

The Holiday Code is not found in the Holiday Master.

Pay Type Not a Holiday

The Holiday Indicator on the Pay Type Master is set to N (No).

Holiday Not Awarded

The Holiday was not awarded to this employee.

Holiday Already Paid

The Holiday is already Paid.

Holiday Not Available

The Awarded Holiday is no longer available.

Warning - Holiday Hrs Not Paid

The Holiday Hours Paid were exceeded by the Not Paid amount. The amount not paid displays in the Hours Variance field.

Gross Up Requires $'s Pay Type

The system allows only a Dollars Pay Type to be entered for a Gross Up check.

Gross Up Only 1 Timeline Allowed

The system allows only one dollars timeline to be entered for a Gross Up check.

Figure 3.150 Time & Attendance Audit Report (HPRTAE) - Page 1

```
Date: 11/15/90                              GENERAL HOSPITAL                              Page  : 1
Time: 09:46                               Time & Attendance Audit                        Report:HPRTAEDP
Pay Cycle:BI CY:1990 PP:1 CT:R End Date 01/07/1990
Employee                       Pos      Shift Pay  Charged                  Hol                                      Hours
Number      Employee Name      Nbr Week Code  Type Dept      Hrs/Dols/Unts Code Error Message                       Variance
-------------------------------------------------------------------------------------------------------------------------
Home Department: 6021 MEDICINE II
9007849     HULSEY,CANDACE      1   1    01    02   6021          .00          Hours Required
9016406     FRYE,TOMMIE A       1   1    03    01   6021          .00          Hours Required
Home Department: 6030 DAY SURGERY
9011050     CAPELL,RANDI B      1   1    01    02   6030          .00          Hours Required
9023488     FUSTER,RENADA A     1   1    02    02   6122         6.50          Shift Differential Not Found
Home Department: 6031 MODERATE SURGERY
9040552     LIDDELL,PAMELA      1   1    02    01   6031          .00          Hours Required
Home Department: 6033 HOUSMAN,JANELL P
9005100     BOLAND,WENDY C      1   1    03    01   6033          .00          Hours Required
9014174     BROEDER,JUANELL     1   1    01    02   6033          .00          Hours Required
9042121     JOHNSON,MARY ANN                      6033                        Employee Not In Pay Cycle
Home Department: 6034 HOUSMAN, JANELL P
9000739     ALLMAN,BARBARA H    1   1    02    02   6034          .00          Hours Required
9035389     RYELAND,NELDA       1   1    01    14   6034        15.00          Warning - Benefit Hours Exceed     2.02-
9061118     RUSSELL,MARIANNA C  1   1    02    01   6034          .00          Hours Required
Home Department: 6080 OBSTETRICS
9000105     ABERNATHY,JULIA F   1   1    03    01   6080        16.00          Position Priority Not Found
9000105     ABERNATHY,JULIA F   1   1    01    17   6080         7.50          Position Priority Not Found
9000105     ABERNATHY,JULIA F   1   1    00    26   6080         8.00          Position Priority Not Found
9074066     WEISS,MELISSA G     1   1    02    02   6080        15.00          Shift Differential Not Found
9074066     WEISS,MELISSA G     1   1    03    02   6080         3.00          Shift Differential Not Found
9074066     WEISS,MELISSA G     1   1    03    27   6080         8.00          Shift Differential Not Found
Home Department: 6095 NURSERY LEVEL II
9044590     GLEASON,CONNIE D    1   1    01    14   6095         8.00          Warning - Benefit Hours Exceed      .83-
Home Department: 6121 INTENSIVE CARE
9004486     BRISON,MARIE        1   1    01    01   6121        32.00          Position Priority Not Found
9004486     BRISON,MARIE        1   1    02    01   6121        23.00          Position Priority Not Found
9004486     BRISON,MARIE        1   1    03    01   6121         7.00          Position Priority Not Found
9004486     BRISON,MARIE        1   1    01    02   6121         2.00          Position Priority Not Found
9010483     CAMDEN, MELINDA B   1   1    03    01   6121        61.50          Position Priority Not Found
```

Figure 3.151 Time & Attendance Audit Report (HPRTAE) - Page 2

```
Date:  11/15/90                              GENERAL HOSPITAL                                    Page  : 2
Time:  09:46                                 Time & Attendance Audit                             Report:HPRTAEDP
Pay Cycle:BI CY:1990 PP:1 CT:R End Date 01/07/1990
Employee                            Pos        Shift Pay  Charged                   Hol                                Hours
Number       Employee Name          Nbr Week  Code  Type Dept      Hrs/Dols/Unts  Code Error Message                  Variance
------------------------------------------------------------------------------------------------------------------------------
9038453      KENNEY,WANDA A          1   1     02    01   6190           64.50          Position Priority Not Found
Home Department: 6211 SURGERY
9003614      BURDETT,VIRGINIA F      1   1     01    02   6211             .00          Hours Required
9023550      TRACER,MELONY M         1   1     01    01   6211             .00          Hours Required
Home Department: 6231 EMERGENCY ROOM
9043700      MARVIN,ALVIN R          1   1     01    14   6231           36.00          Warning - Benefit Hours Exceed   10.94-
9075630      WILKERSON,MICHAEL B                          6231                          Employee Not In Pay Cycle
9075630      WILKERSON,MICHAEL B     1   1     01    01   6231             .00          Bypassed Timeline
9075630      WILKERSON,MICHAEL B     1   1     03    01   6231             .00          Bypassed Timeline
9079220      ZIMMERS,SUSAN R         1   1     02    02   6231             .00          Hours Required
Home Department: 6250 CENTRAL STERILE SERVICES
9021434      RACKMANN,LOUISE         1   1     02    01   6250           67.50          Shift Differential Not Found
Home Department: None
9011376                                                   6021                          Employee Not Found
9011376                              1   1     02    01   6021             .00          Bypassed Timeline
9011376                              1   1     02    17   6021             .00          Bypassed Timeline
9005272                                                   6031                          Employee Not Found
9005272                              1   1     01    01   6031             .00          Bypassed Timeline
9059741                                                   6031                          Employee Not Found
9059180                                                   6034                          Employee Not Found
9012420                                                   6095                          Employee Not Found
9010215                                                   6121                          Employee Not Found
9047384                                                   6121                          Employee Not Found
9011875                                                   6124                          Employee Not Found
9011875                              1   1     01    01   6121             .00          Bypassed Timeline
9011875                              1   1     03    01   6121             .00          Bypassed Timeline
9011875                              1   1     01    02   6121             .00          Bypassed Timeline
9011875                              1   1     01    01   6124             .00          Bypassed Timeline
9011875                              1   1     02    01   6124             .00          Bypassed Timeline
9011875                              1   1     03    01   6124             .00          Bypassed Timeline
9011875                              1   1     01    02   6124             .00          Bypassed Timeline
9011875                              1   1     02    02   6124             .00          Bypassed Timeline
0578022                                                   6151                          Employee Not Found
0578022                              1   1     02    01   6151             .00          Bypassed Timeline
0578022                              1   1     02    02   6151             .00          Bypassed Timeline
0578023                                                   6151                          Employee Not Found
0578023                              1   1     01    01   6151             .00          Bypassed Timeline
0578023                              1   1     03    01   6151             .00          Bypassed Timeline
0578023                              1   1     03    02   6151             .00          Bypassed Timeline
                                                     End of Report
```

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TIME AND ATTENDANCE AUDIT REPORT (HPRTAE)

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TIME AND ATTENDANCE BALANCING REPORT (HPRTAB)

The Time and Attendance Balancing Report is system-generated after the interface of data time records from the vendor timeclock system to the Payroll system. The system accumulates the Hours, Units and Dollars entered by Pay Type Code within the employee Home Department. You can use this report to balance to the vendor timeclock system reports. This report can also be used to balance the Hours, Units and Dollars entered, by Pay Type Code as recorded on the Star Financials Payroll/ Human Resources Gross Compute Audit Report.

This is a Payroll Time and Attendance interface report. The report sorts by Home Department.

A subtotal is printed by Home Department; a grand total by Entity Code. The Entity Name is in the report heading.

Figure 3.152 Time and Attendance Balancing (HPRTAB)

```
Date: 11/15/90                        GENERAL HOSPITAL                  Page  : 1
Time: 09:46                      Time & Attendance Balancing            Report:HPRTABDP


Pay Cycle:BI CY:1990 PP:1 CT:R End Date 01/07/1990


Home Department Totals: 6021 MEDICINE II


Pay
Type
Code    Description               Units      Hours       Dollars
----------------------------------------------------------------
01      REGULAR                       0   1,626.00         0.00
02      OVERTIME                      0     110.50         0.00
17      OTHER                         0      12.00         0.00
21      VACATION                      0       7.50         0.00
26      CHARGE PAY                    0     117.50         0.00
27      WEEKEND                       0       8.00         0.00
28      BAYLOR                        0     304.50         0.00


Entity Totals:


Pay
Type
Code    Description               Units      Hours       Dollars
----------------------------------------------------------------
01      REGULAR                       0  24,737.00         0.00
02      OVERTIME                      0   1,468.50         0.00
11      SICK                          0     195.50         0.00
14      LEAVE                         0     100.00         0.00
17      OTHER                         0     303.50         0.00
21      VACATION                      0     144.50         0.00
26      CHARGE PAY                    0     877.00         0.00
27      WEEKEND                       0     770.00         0.00
28      BAYLOR                        0   3,209.00         0.00


Entity Totals:                        0  31,805.00         0.00

                              End of Report
```

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UNION DUES DEDUCTION REGISTER (HPRUDR)

This report contains the Union Dues deduction for each employee. The union local can use this report for posting the current amounts to the union member's individual account. The report also informs the union local of a deduction not taken. If the Arrears Indicator is not set, the union local does not receive an arrears balance, but only the current deduction amount not taken. When the employee's Pay Indicator is set to No, the employee no longer displays on this report.

This is a Payroll Processes report and prints on demand. It is sorted by union local or employee Social Security number, or employee name by Deduction Code and Pay Cycle by entity.

NOTE: This report lists the union dues for any check processed within the selected cycle type, including Manual, Void, and Additional checks.

Selection criteria for this report are:

- Entity - one per report

- Pay Cycle

- Year

- Pay Period

- Cycle Type (select from all cycle types, including Demand Cycle)

- Sort report by Local Code (L), Social Security Number (S) or Employee Name (A); default is A

A grand total is printed by entity code.

Employees included on this report are those with the requested Deduction Code, union local and the Pay Indicator set to Yes. This report selects that deduction that has U in the Credit Union or Union Dues Ind field on the Deduction Master.

Figure 3.153 Union Dues Deduction Register (HPRUDR)

```
Date: 02/01/90                          COUNTY GENERAL                          Page  : 1
Time: 15:21                          Union Dues Register                        Report:HPRUDRDP


Pay Cycle:A  CY:1989 PP:1  CT: R End Date 01/31/1990


Deduction Code:  NC Union Dues


                                          Social        Union      Sched
                               Home       Security      Local      Amnt      Amount    Amount    Arrears
Employee # Name                Department Number        Nbr        Flat/%    Taken     Not Taken Balance
-----------------------------------------------------------------------------------------------------------
2001       Adams,John Miller   0/0/00/00/8050  987-65-4321                     5.00%     0.00     11.10    0.00
2000       Williams,Franklin K. 0/0/00/00/6020 123-45-6789   1199           15.00     15.00      0.00    0.00

Deduction Total:                                                                      15.00     11.10     0.00

Entity Total:                                                                         15.00     11.10     0.00


                                        End of Report
```

VOID CHECK ERROR REPORT (HPRVCP)

This report is generated only when the following condition exists:

If a check is marked as Pending Void while the Pay Indicator is still set to Yes, but the employee is subsequently set to be terminated in the next Prepare process using the Termination Process, the Prepare process changes the Pay Indicator to No. In this situation the Compute process detects that the Pay Indicator is now set to No and changes the check status from Pending Void back to Outstanding and lists the employee's check on the Void Check Error Report (HPRVCP).

When Void Check Entry is selected and an employee is entered, the following error message is displayed if the Pay Indicator is set to No for the employee:

> *Check(s) cannot be voided, employee Pay Indicator set to 'No'!*

Also, in manual check entry, if you try to enter a manual check for an employee and the Pay Indicator is set to No, the following modified error message is displayed:

> *Employee cannot be paid - Pay Indicator set to 'No'*

You should check for this report whenever you void checks in a pay run. Or you can add this report to a batch report group that gets generated after Compute.

Figure 3.154 Void Check Error Report (HPRVCP)

```
Date: 08/01/2005           MODEL HOSP - ENT 02              Page  : 1
Time: 05:40pm         Void Check Error Report For 08/01/2005    Report: HPRVCP02



Empl Nbr      Empl Name                        Check Nbr    Net Check Amt
60            Baker,Mary                        1354         187.42

                         End of Report
```

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WORKER'S COMPENSATION RISK CODE WAGES (HPRRCW)

This report summarizes the Worker's Compensation Risk Code wages within each entity code. The employee's Gross Wages, Executive Exempt Wages, Gross Overtime Wages, and Overtime Premium Wages are taken from the Position Control Master Fiscal Statistics.

You select the source of the data used to generate the report. After you choose this report option from the Demand Reports menu, the following prompt is displayed:

Generate report from TCE (D)etail for processing entity or (P)osition control statistics for charge entity? (D/P)[P]--

If you enter **P**, the report is generated by using the position control fiscal or calendar year statistics that are accumulated during the Master File Update based on the Charged entity and department. If you enter **D**, the report is generated by accumulating the data based on the TCE detail from the processing payroll entity. The source of the data prints on the report as either *From Position Control Charge Entity Statistics* or *From TCE Detail Processing Entity Statistics.*

NOTE: For option D to be valid, the detail data in Check History must exist. The check history retention parameters should be set to retain at least three years of history.

This report is sorted by Workers Compensation Risk Code, by department, by Job Class by Position Number. The prompt, *Enter Risk Code or '-' to list [ALL]--*, allows you to choose one specific risk code or several codes.

A subtotal is printed by Workers Compensation Risk Code. A grand total is printed by Entity Code.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle - one, several, or all

- Calendar Year or Fiscal Year - one per report request

Information for this report comes from these sources:

- The Position Control Master statistics for the requested Fiscal or Calendar year summarizing all period information if P (Position) control statistics for charge entity is selected.

- The TCE Detail for the requested Fiscal or Calendar year summarizing all period information, if D (Detail) for processing entity is selected.

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- The Executive Indicator is in the Job Class Master. All other information can be found in the Position Control Master.

Gross Total Dollars equal the Total Dollars field in the Position Control Master.

Executive Dollars are for Job Classes with the Executive Indicator set to Yes.

The Overtime Premium Dollars amount is equal to the Premium Overtime Dollars field in the Position Control Master.

Use the following equation for calculating the Workers Comp Dollars column:

- Gross Total Dollars, minus Executive Dollars, minus Overtime Premium Dollars

- Gross Overtime Dollars equals the Overtime Dollars Field in the Position Control Master

Figure 3.155 Workers Compensation Risk Code Wages - Page 1 (HPRRCW)

```
Date: 09/06/2005                             MODEL HOSP - ENT 02                          Page  : 1
Time: 04:15pm                    Workers Compensation Risk Code Wages - Calendar Year 2005          Report: HPRRCW02
                                            Included Pay Cycles = B
                                  From Position Control Charge Entity Statistics


                 Job    Class                    Pos       Gross       Executive     Overtime      Workers Comp     Gross
    Department   Nbr    Description               Nbr    Total Dollars   Dollars   Premium Dollars    Dollars    Overtime Dollars
-------------------------------------------------------------------------------------------------------------------------------
Workers Compensation Risk Code:  1050RD

6170            7505 Radiology Technician        001     13,500.00       0.00         0.00         13,500.00        0.00
7040            7505 Radiology Technician        001     16,875.00       0.00         0.00         16,875.00        0.00

                     Risk Code : 1050RD - Total          30,375.00       0.00         0.00         30,375.00        0.00

Workers Compensation Risk Code:  1100CL

6022            5555 Unit Secretary              001     13,500.00       0.00         0.00         13,500.00        0.00
6231            5555 Unit Secretary              001     13,500.00       0.00         0.00         13,500.00        0.00
6251            5250 Receiving Clerk             001     13,789.33       0.00         0.00         13,789.33        0.00
8212            5150 Payroll Clerk               001     13,500.00       0.00         0.00         13,500.00        0.00
8214            5150 Payroll Clerk               001     13,500.00       0.00         0.00         13,500.00        0.00
8361            5250 Receiving Clerk             001     13,500.00       0.00         0.00         13,500.00        0.00

                     Risk Code : 1100CL - Total          81,289.33       0.00         0.00         81,289.33        0.00

Workers Compensation Risk Code:  1270OT

1000            7880 EEG Technician              001        400.00       0.00         0.00            400.00        0.00
6020            5151 Payroll Supervisor          001     13,500.00       0.00         0.00         13,500.00        0.00
6160            7880 EEG Technician              001     13,500.00       0.00         0.00         13,500.00        0.00
7011            7880 EEG Technician              001     12,000.00       0.00         0.00         12,000.00        0.00
7033            7880 EEG Technician              001     13,500.00       0.00         0.00         13,500.00        0.00
8381            2400 Intern - Administrative     001     13,500.00       0.00         0.00         13,500.00        0.00

                     Risk Code : 1270OT - Total          66,400.00       0.00         0.00         66,400.00        0.00

Workers Compensation Risk Code:  2596DI

8050            9170 Diet Aide                   001     27,135.00       0.00         0.00         27,135.00        0.00

                     Risk Code : 2596DI - Total          27,135.00       0.00         0.00         27,135.00        0.00

Workers Compensation Risk Code:  3250ES

8111            9180 Linen Supervisor            001     13,837.50       0.00         0.00         13,837.50        0.00

                     Risk Code : 3250ES - Total          13,837.50       0.00         0.00         13,837.50        0.00
```

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Figure 3.156 Workers Compensation Risk Code Wages Report - Last Page
(HPRRCW)

```
Date: 09/06/2005                              MODEL HOSP - ENT 02                              Page  : 3
Time: 04:15pm                      Workers Compensation Risk Code Wages - Calendar Year 2005          Report: HPRRCW02
                                              Included Pay Cycles = B
                                      From Position Control Charge Entity Statistics


                Job   Class                   Pos     Gross        Executive      Overtime      Workers Comp       Gross
  Department    Nbr   Description             Nbr   Total Dollars    Dollars    Premium Dollars    Dollars    Overtime Dollars
-----------------------------------------------------------------------------------------------------------------------------

                Risk Code : 9997MA - Total       13,837.50        0.00          0.00         13,837.50           0.00

Workers Compensation Risk Code:  9999EX

1000          1101 President              004        0.00          0.00          0.00             0.00           0.00
1000          1103 Sr. V/P Patient Care   001      305.00        305.00          0.00             0.00           0.00
6010          1103 Sr. V/P Patient Care   001    8,262.65      8,262.65          0.00             0.00           0.00
6060          1103 Sr. V/P Patient Care   003   13,500.00     13,500.00          0.00             0.00           0.00
8030          1104 Sr. V/P Medical Affairs 001  13,500.00     13,500.00          0.00             0.00           0.00
8050          1103 Sr. V/P Patient Care   001    2,440.00      2,440.00          0.00             0.00           0.00
8211          1102 Chief Executive Officer 001  13,500.00     13,500.00          0.00             0.00           0.00

                Risk Code : 9999EX - Total      51,507.65     51,507.65          0.00             0.00           0.00


Grand Totals:                                  702,807.88     51,507.65          0.00        651,300.23           0.00

                                              End of Report
```

WORKER'S COMPENSATION WAGES (HPRWCW)

This report summarizes all positions within fiscal or calendar year with the wages subject to workers compensation. You can use this report along with the Entity Experience Rating and other factors to estimate the workers compensation liability.

This is a demand report and is sorted by fiscal period within fiscal year by entity. A grand total is printed by Entity Code by fiscal year.

You select the source of the data used to generate the report. After you choose this report option from the Demand Reports menu, the following prompt is displayed:

> *Generate report from TCE (D)etail for processing entity or (P)osition control statistics for charge entity? (D/P)[P]--*

If you enter **P**, the report is generated by using the position control fiscal or calendar year statistics that are accumulated during the Master File Update based on the Charged entity and department. If you enter **D**, the report is generated by accumulating the data based on the TCE detail from the processing payroll entity. The source of the data prints on the report as either *From Position Control Charge Entity Statistics* or *From TCE Detail Processing Entity Statistics.*

NOTE: For option D to be valid, the detail data in Check History must exist. The check history retention parameters should be set to retain at least three years of history.

Selection criteria for this report are:

- Entity - one per report request

- Pay Cycle - one, several, or all

- Calendar Year or Fiscal Year - one per report request

Information for this report comes from these sources:

- The Position Control Master statistics for the requested Fiscal or Calendar year summarizing all period information, if P (Position Control) was selected.

- The TCE Detail statistics for the requested Fiscal or Calendar year summarizing all period information, if D (Detail) was selected.

- The Executive Indicator is in the Job Class Master. All other information can be found in the Position Control Master.

   Gross Total Dollars are equal to the Total Dollars Field in the Position Control Master.

Executive Dollars are for Job Classes with the Executive Indicator set to YES.

Overtime Premium Dollars are equal to the Premium Overtime Dollars field in the Position Control Master field.

The equation for calculating the Workers Comp Dollars column is as follows:

- Gross Total Dollars, minus Executive Dollars, minus Overtime Premium Dollars

- Gross Overtime Dollars amount is equal to the Overtime Dollars field in the Position Control Master.

Figure 3.157 Worker's Compensation Wages - Calendar Period (HPRWCW)

```
Date: 09/06/2005                              MODEL HOSP - ENT 02                              Page  : 1
Time: 01:51pm                       Workers Compensation Wages - Calendar Period               Report: HPRWCW02
                                              Included Pay Cycles = ALL
                                    From Position Control Charge Entity Statistics


--- Calendar ---        Period              Gross           Executive        Overtime        Workers Comp         Gross
  Year    Month     Ending Date         Total Dollars        Dollars      Premium Dollars       Dollars       Overtime Dollars
----------------------------------------------------------------------------------------------------------------------------


  2005     01       01/31/2005           159,785.78         13,475.26          0.00           146,310.52           0.00
           02       02/28/2005           157,246.80         11,897.50          0.00           145,349.30           0.00
           03       03/31/2005            75,263.08          5,232.00          0.00            70,031.08           0.00
           04       04/30/2005           156,791.96         10,667.63          0.00           146,124.33           0.00
           05       05/31/2005            77,610.13          5,117.63          0.00            72,492.50           0.00
           06       06/30/2005            76,110.13          5,117.63          0.00            70,992.50           0.00
           07       07/31/2005                 0.00              0.00          0.00                 0.00           0.00
           08       08/31/2005                 0.00              0.00          0.00                 0.00           0.00
           09       09/30/2005                 0.00              0.00          0.00                 0.00           0.00
           10       10/31/2005                 0.00              0.00          0.00                 0.00           0.00
           11       11/30/2005                 0.00              0.00          0.00                 0.00           0.00
           12       12/31/2005                 0.00              0.00          0.00                 0.00           0.00

Grand Totals:                           $702,807.88        $51,507.65        $0.00           $651,300.23          $0.00

                                                End of Report
```

Chapter 4 - BIOGRAPHICAL AND PERSONNEL REPORTS

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Illustrations

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INTRODUCTION

The Employee Biographic and Personnel Reports contain various information about employees based on the type of report and the selection criteria for each report type. These reports can be generated at any time by selecting an option from the Payroll menu.

The reports are grouped into submenus which display when you access the Biographic or Personnel Reports options from the main menu.

Employee Biographic Reports

```
              General Hospital Employee Biographic Reports Processor
                                              Thu May 20, 2010 04:25 pm
Employee Biographic Reports Input Options


           Option No.  Option
           ----------------------------------------
               1       Birthday Report (HEREBR)
               2       Blood Type Report (HERBTR)
               3       EEO-1 Compliance Report (HEREEC)
               4       EEO-1 Population Report (HEREEO)
               5       EEO-4 Report (HEREO4)
               6       Employee Address Report (HEREAR)
               7       Employee Alpha Listing (HEREAL)
               8       Employee Dependants Report (HERDEP)
               9       Employee Labels
              10       Employee Location Report (HERELO)
              11       Employee Profile (HEREPR)
              12       Employee Right to Work Report (HERRTW)
              13       Employee Skill Reports
              14       VETS-100/100A Veterans' Employment Report (HERVET)



Enter option number--
```

The Employee Skill Reports option on the above menu contains the following reports:

```
              General Hospital Employee Skill Reports Processor
                                              Wed Jun 21, 2000 11:42 am
Employee Skill Reports Input Options


           Option No.  Option
           ----------------------------------------
               1       Employee Skill List Profile (HERSLP)
               2       Employee/Applicant Search (HARSCH)










Enter option number--
```

Personnel Reports

The Personnel Reports menu lists the following reports:

```
              General Hospital Personnel Reports Processor
                                            Wed Jun 21, 2000 10:35 am
Personnel Reports Input Options

         Option No.  Option
         ---------------------------------------
             1        Average Hourly Rate Report (HERAHR)
             2        Benefit Probation Notification Report (HERPNR)
             3        Certificate/License/Permit Report (HERCLP)
             4        Employee Language Report (HERELR)
             5        New Hire/Rehire Reports
             6        Parking Assignment Report (HERPAR)
             7        Physical Examination Report (HERPER)
             8        Review Reports
             9        Staffing Reports
            10        Termination/Leave of Absence Report (HERTLA)
            11        Turnover Analysis Report (HERTN1,HERTN2,HERTN3)




Enter option number--
```

The Review Reports option on the above menu contains the following reports:

```
              General Hospital Review Reports Processor
                                            Wed Jun 21, 2000 11:40 am
Review Reports Input Options

         Option No.  Option
         ---------------------------------------
             1        Employee Salary History Report (HERSAL)
             2        Out of Step Report (HEROSR)
             3        Performance Appraisal Report (HERPAF)
             4        Salary Review Report (HERSRR)
             5        Service Anniversary Report (HERSAR)
             6        Employee FLEX Profile Report (HERFPR)








Enter option number--
```

The Staffing Reports option, above, contains the following reports:

```
            General Hospital Staffing Reports Processor
                                        Wed Jun 21, 2000 11:41 am
 Staffing Reports Input Options

          Option No.  Option
          ----------------------------------------
             1        Department Staffing Report (HERDS1,HERDS2,HERDS3)
             2        Department Staffing Roster Report (HERDRR)
             3        Employee Job Class Report (HERJCR)
             4        Position Vacancy Report (HERPVR)






 Enter option number--
```

For each report you select to print, the system displays the Entity prompt:

Enter entity code or '-' for list--

For some reports, a second prompt displays:

Include entries filed as deleted? (Y/N) [N]--

If any employee records have been Filed as Deleted, and you enter **Y**, these records are included on the report. (Since records filed as deleted do not appear on a table lookup list, this is a good way to be sure of what is actually in the file). If you enter **N**, the report includes only Active entries.

The system may prompt you to make other selections for the report requested. These are discussed with the individual report in the appropriate section.

BIOGRAPHIC REPORTS

Birthday Report (HEREBR)

This report lists employees who have a birthday for the month selected within the report parameters.

This demand report is selected from the Biographic Reports menu and is sorted by Entity Code, subsorted by Birth Month, by Employee Name.

After you select this report, the system displays the following selection criteria screen:

```
              General Hospital Birthday Report Processor
                                      Sat Jul 04, 1992 01:27 pm

                          Selection Criteria
   1 Entity Code                            2 Division Code(s)
     FW COUNTY GENERAL                        60,70,71,80,90,91 & MORE
   3 Department(s)
     ALL
   4 Report Format      5 Birthdate Month(s)              6 Birth Year
     Month Display        01,02,03,04,09,10 & MORE            ALL
   7 Incl Empl?       8 Incl Inact Empl?   9 Prt Address?  10 Prt Birth Yr?
     Active               No                    Yes             Yes
                          Sort Criteria
  11 Division   12 Department   13 Date Option      14 Employee
     No             No              Ascending           Alpha




 Enter field number or '/' starting field number--

```

The selection criteria available are given in the following Field Explanations.

Field Explanations

1. ENTITY CODE
One or multiple selection. You can enter a hyphen (-) to highlight all current choices.

2. DIVISION
One or range or ALL; default is ALL.

This field is table-supported. You can enter a hyphen (-) to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

3. DEPARTMENT
One or range or ALL.

This field is table-supported. You can enter a hyphen (-) to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

4. REPORT FORMAT
There are two options:

   M   Month Display (default), this format will break the report down by individual Birth Months.

   E   Employee by Date List, this format lists the employees in day-of the month order, without detail month breakdowns.

5. BIRTH MONTH SELECTION
Select Months from the displayed table.

6. BIRTH YEAR
One or ALL; default is ALL.

7. INCLUDE EMPLOYEES
There are three 3 options:

   ALL ALL employees are included in search criteria

   A   (default) only Active employees are included

   T   only Terminated employees are included

8. INCLUDE INACTIVE EMPLOYEES
Y or N; default is N.

   Y   Inactive employees are included as a qualifier for the Include Employees option (Field 7).

9. PRINT ADDRESS
Y or N; default is N.

   Y   If Y, then a separate line will be printed for each employee indicating the Street Address (1/2), City, State, ZIP, and Country from the Employee Demographic record.

10. BIRTH YEAR
Y or N; default is N

   Y   The Birth Year is printed with the Birthdate.

11. DIVISION SORT OPTION
Y or N; default is N.

Y   The selected employees will be sorted by Division and subtotals will be generated for the Division reflecting the Departments, Number of Employees per Department, and total employees for the Division.

12. DEPARTMENT SORT OPTION
Y or N; default is N.

Y   The selected employees will be sorted by department (within Division, see field 11 options). Page breaks and totals are by department.

13. DATE SORT OPTION
There are two options:

A   Default. Sort entries in Ascending Birthday (MM/DD) from first day in month to last day, retaining the Month order.

N   No Date Sort; arrange employees by Employee Sort Option (within the sorts by Division/Department)

14. EMPLOYEE SORT OPTION
There are two options:

A   Default. Sort employees by Alpha Name within Date Sort

N   Sort employees by number within Date Sort

Following entry/modifications of the Birthday Report Selection Criteria screen, the system prompts you to accept the screen. Next, the system prompts you to generate the report. If you enter **Y** at the prompt, the system executes the report in the manner indicated by your criteria. If you enter **N**, the report is not generated, but the selection criteria is retained.

A subtotal is printed for each birth month selected. The total number of employees prints as the grand total.

When all criteria have been entered or selected, the system will display the following prompt:

Generate report (Y/N)--

Enter **Y** to generate the report or **N** not to generate. If you choose not to generate, the criteria will be saved.

Figure 4.1 Birthday Report (HEREBR) - Month Display format

```
Date: 12/10/92                              GENERAL HOSPITAL                        Page  : 1
Time: 11:37am                          BIRTHDAY REPORT For 12/10/92                 Report: HEREBRFW


   Birthdate        Employee                                       Employee      Division  Facility      Home
     M/D             Number          Employee Name                   SS#          Code      Code      Department
   --------------------------------------------------------------------------------------------------------------
   06/12/1939          2019        Thomas,Terry                  494-83-7272        91        99      000000/8050
              1234 Ninth St  DETROIT MI 99999
   05/12/1947          2021        Morgan,Jane                   123-09-7654        91        99      000000/8050
              9965 South Place  DETROIT MI 99999
   11/13/1976          2035        Watkins,Lenny                 987-65-4321        91        99      000000/8050
              123 11324 DETROIT MI 99999
   07/13/1951          2045        Chagraye,Pierre               123-45-6711        91        99      000000/8076
              12341234 12434 DETROIT GA 999999999
   04/15/1958          2014        Grader,Gerald B               345-76-7878        91        99      000000/8076
              60 Gould Center 10th floor ROLLING MEADOWS MI 99999
   04/15/1947          2031        Kempton,David J               455-87-9303        70        P       000000/6230
              677 PARKWOOD DR P O DRAWER 811 DOUGLASVILLE GA 30342
   11/16/1963          2038        Moses,James                   000-00-0000        91        99      000000/8050
   12/25/1962          2015        Jordan,James R                543-54-2433        91        P       000000/6123
              303 PERIMETER  DETROIT MI 99999
   02/26/1991          2037        Job,Jacob                     999-99-9999
              1 MAIN  DECATUR GA 99999
   06/26/1965          2050        Watson,Robert                 881-11-8282        92        99      000000/8090
              200 South Av DECATUR GA 999999999
   09/27/1989        654321        Jones,John M                  111-22-3333        91        99      000000/8076
              123 main st  DETROIT MI 99999
   06/28/1949          2034        Wilson,Barbara J              919-28-3746        92        99      000000/8090
              123 South St.  DETROIT MI 99999
   09/30/1959      ALPHATWO        Henritze,Janice               333-44-5555        91        99      000000/8050
              P O BOX 10 APT 10 ATLANTA GA 30203


Total Employees for this Entity =    13

                                         End of Report
```

Figure 4.2 Birthday Report (HEREBR) - Date List format

```
Date: 12/10/92                           GENERAL HOSPITAL                         Page  : 1
Time: 11:42am                       BIRTHDAY REPORT For 12/10/92                  Report: HEREBRFW


   Birthdate      Employee                                      Employee    Division  Facility     Home
     M/D           Number          Employee Name                  SS#         Code      Code      Department
----------------------------------------------------------------------------------------------------------


Includes Months: 01

   01/01/1947       2005      Harris,Henry H                   111-33-5555      91        99      000000/8076
                So. Peachtree  CONCORD MI 99999
   01/01/1966       2007      Murphy,Harold T                  123-45-6789      91        99      000000/8050
                123 Main St.      CONCORD MI 99999
   01/02/1923       2004      Roosevelt,Frank David            222-33-4444      80        M       000000/8060
                #1 Pennsylvania Ave.  CONCORD MI 20051
   01/02/1943       2020      Jones,Darlene Marie              234-56-7890      91        99      000000/8050
                303 PERIMETER CENTER  DETROIT MI 99999
   01/06/1947       2006      Jefferson,Thomas M               555-55-5555      91        99      000000/8050
                1600 State Ave.  CONCORD MI 99999
   01/17/1949       2024      Miller,James T                   008-77-6432      91        99      000000/8076
                742 MacEnroe Drive  DETROIT MI 99999
   01/19/1949       2025      Stephens,Samuel S                182-73-6451      80        P       000000/8060
                9876 Peachtree Dunwoody R  DETROIT MI 99999

Total Employees Within Birth Month :  7

Includes Months: 02

   02/03/1945       2003      Smith,Frances                    111-22-5555      91        99      000000/8050
                888 South Peachtree Apt. 55 DETROIT MI 99999
   02/09/1949       2055      Smith,Smith                      010-17-2727      91        99      000000/8076
                200 South Ave DECATUR GA 999999999

Total Employees Within Birth Month :  2
```

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BIOGRAPHIC REPORTS

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Blood Type Report (HERBTR)

The Blood Type Report lists the blood types and the employees with each blood type.

This Personnel report is selected from the Biographic Reports menu and is sorted by Entity Code, subsorted by Blood Type Code and by Employee Name.

The selection criteria for this report are:

- Entity - one per report request

- Blood Type Code - one or range or all; default is all. When ALL is selected, the report will print employees that do not have a blood type on file.

- Include employees - All, (A) Active or (T) Terminated; default is All.

    If you choose (A), the following prompt displays:

    Include Inactive Employees on report (Y/N) [N]--

    Options are:

    A   Only Active employees are reported. The Pay Indicator for Active employees is set to Yes on the Work Status screen, there is at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen has no value or is later than the current report date.

    T   Only Terminated employees are reported. The Pay Indicator for Terminated employees is set to No on the Work Status screen; there is a termination date on the Location/Hire screen.

    All   All employees within an entity are reported.

    A subtotal is printed by Blood Type Code.

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Figure 4.3 Blood Type Report (HERBTR)

```
Date: 01/24/90                              GENERAL HOSPITAL                                      Page  : 1
Time: 16:00                                 BLOOD TYPE REPORT                                     Report: HERBTRDP
          Employee                                              Donor    Assigned   Div   Facility        Department
          Number                     Employee Name              Ind      Shift      Code  Code            Number
--------------------------------------------------------------   -------------------------------------------------------------
Blood Type Code:  ABN -    AB-Negative
          154564200                  Abatemann,Carla             YES      M1         90    M               0/0/00/00/9312
          579260208                  Taylor,Mahlon C.            YES      10         92    M               0/0/00/00/9310
Total Employees for Blood Type ABN:     2
Blood Type Code:  AN -     A-Negative
          375362235                  Paster,Diane M              YES      10         91    M               0/0/00/00/9310
Total Employees for Blood Type AN:     1
Blood Type Code:  BP -     B-Postive
          689784521                  Jones,Sally                 YES      01         60    P               0/0/00/00/6022
Total Employees for Blood Type BP:     1
Blood Type Code:   (NOT ON FILE)
          149548575                  Aleksandrowicy,Ernestine             01         80    M               0/0/00/00/8050
          777799999                  Baker,Tracy                          02         60    P               0/0/00/00/6123
          324464376                  Brandt,Sally                         03         60    M               0/0/00/00/6020
          070484102                  Burrowes-Augen,Jacqueline            01         80    M               0/0/00/00/8090
          088362224                  Carmino,Susan                        M1         91    M               0/0/00/00/9313
          135506924                  Cederquist,Mitchell                  01         80    M               0/0/00/00/8050
          122624252                  Chan,Li-Kuang                        01         70    M               0/0/00/00/7065
          136501985                  Costello,Thomas                      01         80    M               0/0/00/00/8060
          076449456                  Dente,Gertrude                       01         70    M               0/0/00/00/7151
          141466211                  Douglas,Marie                        01         72    M               0/0/00/00/9314
          250821337                  Fenstemacher,Joan                    03         70    M               0/0/00/00/7065
          455544545                  Goble,Clara                          03         60    M               0/0/00/00/6123
          141447354                  Graham,Thomas                        01         72    M               0/0/00/00/9314
          225786777                  Hartman,Mary                         M1         91    D               0/0/00/00/9371
          151402581                  Henry,Thomas                         M1         91    D               0/0/00/00/9500
          131667439                  Impagliatelli,Nicolette M            01         70    M               0/0/00/00/7065
          150701126                  Jansen,Kurt                          01         90    M               0/0/00/00/9330
          455554545                  Jones,James                          03         70    M               0/0/00/00/7071
          259215631                  Jordan,James R                       03         91    A               0/0/00/00/9310
Total Employees for Blood Type (NOT ON FILE):     19
                                              End of Report
```

EEO-1 Compliance Report (HEREEC)

This report provides the regulatory report for totals by EEO Origin and EEO Class Category for each entity. The report is a summarization of the EEO-1 Population Detail Report.

This report is selected from the Biographic Reports menu and prints on demand. There is no sort criteria for this report.

NOTE: If an EEOC Class Category is inactive, "**INACTIVE" appears on the report under the Class Category Code description. Also, the following message displays at the bottom of the report:

To be in EEOC compliance, no active Job Class Masters should be using inactive EEOC Class Category Codes! If any employees are listed under inactive codes, generate and review the Job Class Master Report (HPRJCM).

The selection criteria for this report is Home (processing) Entity or Link (position) Entity.

If Home Entity is selected:

- At least two reports will be produced:

  - A cumulative report, reporting information for all employees of the home entity(s) selected. The entity(s) selected will appear in the header. The report name will not include the initials of any entity.

  - Individual report(s) for every position entity with at least one position that is the primary position of an employee of the home entity(s) selected. The home entity(s) selected will appear in the header. The report name will include the initials of the position entity (for example, HEREECXX).

If Position Entity is selected:

- Individual reports are produced for the position entity(s) selected.

- Employees whose primary position is in the position entity(s) selected will be reported.

- The report name will include the initials of the position entity (for example, HEREECXX).

Subtotals are printed within each EEO Origin and EEO Class Category. Grand totals are printed as the sum of all columns and the percentage of the column to the total number of employees.

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Figure 4.4 EEO-1 Compliance Report (HEREEC)

```
Date: 05/28/2009                          MODEL HOSPITAL OF GEORGIA                        Page  : 1
Time: 02:40pm                             EEO-1 Report For 05/28/2009                      Report: HEREEC01

Home Entity:  01                                R a c e / E t h n i c i t y
                              -------- MALE (Not Hispanic or Latino) ------- ------ FEMALE (Not Hispanic or Latino) ------
               Hispanic                Black     Native       American                  Black     Native       American
                  or                    or       Hawaiian      Indian                    or       Hawaiian      Indian
               Latino                  African   or Other        or    Two or          African   or Other        or    Two or
                                       American  Pacific       Alaska   More            American  Pacific       Alaska   More   Total
              Male  Female   White      (D)      Islander Asian Native  Races  White      (J)     Islander Asian Native  Races   Col
Job Categories (A)   (B)      (C)                  (E)    (F)    (G)     (H)     (I)               (K)     (L)    (M)     (N)    A-N
----------------------------------------------------------------------------------------------------------------------------------
1.1-Exec/SR Lvl
Officials/Mgrs  0.0   0.0     0.0       0.0       0.0    0.0    0.0     0.0     0.0       0.0      0.0    0.0    0.0     0.0

1.2-1st/Mid Lvl  1            2                                                  2                 2              2               9
Officials/Mgrs 11.1   0.0    22.2       0.0       0.0    0.0    0.0     0.0    22.2       0.0     22.2    0.0    22.2    0.0

2-Professionals  9           20         4         2             7              17         3        4             31              97
                9.3   0.0    20.6       4.1       2.1    0.0    7.2     0.0    17.5       3.1      4.1    0.0    32.0    0.0

3-Technicians    3            1         1                                       8         2        5             11              31
                9.7   0.0     3.2       3.2       0.0    0.0    0.0     0.0    25.8       6.5     16.1    0.0    35.5    0.0

4-Sales Workers
                0.0   0.0     0.0       0.0       0.0    0.0    0.0     0.0     0.0       0.0      0.0    0.0    0.0     0.0

5-Admin Support  2     1     18         1         2                             9         1        3              5              42
Workers         4.8   2.4    42.9       2.4       4.8    0.0    0.0     0.0    21.4       2.4      7.1    0.0    11.9    0.0

6-Craft Workers              1          1                                                                                        2
                0.0   0.0    50.0      50.0       0.0    0.0    0.0     0.0     0.0       0.0      0.0    0.0    0.0     0.0

7-Operatives                                                                    1                 1                              2
                0.0   0.0     0.0       0.0       0.0    0.0    0.0     0.0    50.0       0.0     50.0    0.0    0.0     0.0

8-Laborers and   3                                                              1                                                4
Helpers        75.0   0.0     0.0       0.0       0.0    0.0    0.0     0.0    25.0       0.0      0.0    0.0    0.0     0.0

9-Service        3            6                   1                             3         1       12              4              30
Workers        10.0   0.0    20.0       0.0       3.3    0.0    0.0     0.0    10.0       3.3     40.0    0.0    13.3    0.0

    Total       21     1     48         7         5      0      7       0      41         7       27      0      53      0      217
                9.7   0.5    22.1       3.2       2.3    0.0    3.2     0.0    18.9       3.2     12.4    0.0    24.4    0.0

    Trainee      0     0      0         0         0      0      0       0       1         1        0      0       0      0        0
                0.0   0.0     0.0       0.0       0.0    0.0    0.0     0.0   100.0     100.0      0.0    0.0    0.0     0.0

                                                End of Report
```

EEO-1 Population Report (HEREEO)

This report is a detail listing of all employees' EEO Origin and EEO Class Category.

This report is selected from the Biographic Reports menu and is sorted by employee name.

The selection criteria is Home (processing) Entity or Link (position) Entity.

If Home Entity is selected:

• At least two reports will be produced:

    - A cumulative report, reporting information for all employees of the home entity(s) selected. The entity(s) selected will appear in the header. The report name will not include the initials of any entity.

    - Individual report(s) for every position entity with at least one position that is the primary position of an employee of the home entity(s) selected. The home entity(s) selected will appear in the header. The report name will include the initials of the position entity (for example, HEREEOXX).

If Position Entity is selected:

• Individual reports are produced for the position entity(s) selected.

• Employees whose primary position is in the position entity(s) selected will be reported.

• The report name will include the initials of the position entity (for example, HEREEOXX).

A grand total prints for the total number of employees, total Active, Inactive, and Terminated employees.

Use the following information when interpreting totals:

• Active employees have at least one active position on the Employee Position Control Master, and have either no termination date or a termination date that is greater than the current report date.

• Inactive employees have NO active positions on the Employee Position Control Master, and have either no termination date or a termination date that is greater than the current report date.

• Terminated employees have a termination date that is less than or equal to the current report date.

This report uses the following sources within the Payroll/Human Resources system to complete the referenced fields:

Field(s)	Source
Veteran Indicator	Veteran Codes from Employee Biographic Information. Up to six veteran codes can be printed. If more than six codes are present, the report displays *XX,XX,XX,XX, & More,* where "XX" represents the different veteran codes entered.
Handicap Indicator	Handicap Code from Employee Biographic Information
Trainee Indicator	Trainee Indicator from Employee Position Control Information

The Job Class Code is for the employee's Primary Position only.

The Employee Status Reason Code and Termination Date prints only when the employee is terminated.

Figure 4.5 EEO-1 Population Report (HEREEO)

```
Date: 12/10/2009                          MODEL HOSPITAL OF GEORGIA                          Page  : 5
Time: 04:21pm                        EEO-1 Population Report For 12/10/2009                   Report: HEREEO01

Home Entity:  01

     Employee                  Employee        EEO  EEO  Job  Hdcp  Veteran          Trn   Hire      Empl Work Pay  Term   Status
     Name              HEC     Number     Sex  Org  Cat  Class Ind  Indicator        Ind   Date      Stat Stat Stat Date   Reason
     ------------------------------------------------------------------------------------------------------------------------------
J D TESTSmith          01 0000000145    M    C    5    5160                              01/11/92  L    F    E
J D TESTSmith          01 0000000146    M    C    5    5160                              01/11/92  L    F    E
J D TESTSmith          01 0000000147    M    C    5    5160            09,05,07,01,03     01/11/92  L    F    E
J D TESTSmith          01 0000000148    M    C    5    5160                              01/11/92  L    F    E
J D TESTSmith          01 0000000149    M    C    5    5160                              01/11/92  L    F    E
J D TESTSmith          01 0000000150    M    C    5    5160                              01/11/92  L    F    E
J D TESTSmith          01 0000000155    M    C    9    9150                              01/11/92  L    F    E
J D TESTSmith          01 0000000156    M    C    9    9150                              01/11/92  L    F    E
J D TESTSmith          01 0000000158    M    C    9    9150                              01/11/92  L    F    E
J D TESTSmith          01 0000000161    M    C    9    9150                              01/11/92  L    F    E
J D TESTTESTSmith      01 0000088132    M    C    5    5160                              01/11/92  L    F    E
M   TESTWOIKA          01 0000000159    F    I    5    5160                              01/01/03  A    F    E
M   TESTWOIKA          01 0000000162    F    I    5    5160                              01/01/03  A    F    E
M   TESTWOIKA          01 0000088116    F    I    5    5160                              01/01/03  A    F    E
p   TESTwaters         01 0000000164    F    I    2    6600                              04/13/97  A    F    E
p   TESTwaters         01 0000088125    F    I    2    6600                              04/13/97  A    F    E
A   Tritt              01 0000000028    M    D    5    5160  01  11               N   04/03/92  A    F    E
J M Tritt              01 0000000015    F    I    3    7900  NO  11               N   03/03/91       O    N
T M Tritt              01 0000000022    M    C    5    5160  NO  11               N   01/08/93  AG   O    N
M M UNDERWOOD          01 0000001270    F    I    2    4450  NO  13               N   01/01/92  A    F    E
B   Underwood          01 0000000023    F    I    5    5160  NO  13               N   01/08/93  A    F    E
J P Volk               01 0000000024    F    I    2    6726  NO  02               N   01/08/93  A    F    E
T   W2TOM              01 0000004262    M    M    2    6800                        N   01/01/96  A    F    E
A   WATERS             01 0000001973    M    C    2    6600                        N   04/06/97  A    F    E
M   WOIKA              01 0000000116    F    I    5    5160                        N   01/01/03  A    F    E
P P WOOD               01 0000000238    F    M    9    9180  NO  09               N   01/01/93  A    F    N
V K WOOD               01 0000000246    M    A    9    9180  NO  13               N   01/01/89  A    P    N
F L WRIGHT             01 0000000239    F    M    5    5150  NO  09               N   01/01/93  A    F    N
J   Walter             01 0000000213    M    C    2    2124  NO  13               N   01/01/89  A    F    E
D J Wilson             01 0000000077    F    I    3    6610                        N   10/03/96  A    F    N
B N YORK               01 0000000297    F    I    8    888   NO  13               N   01/01/92  A    F    E
m   ellias             01 0000000221    F    J         7508  NO  13               N   06/01/91  FT   F    N

                    Total         Active          Inactive        Terminated
                     238           216                5               17



                                        End of Report
```

EEO-4 Report (HEREO4)

This report provides the regulatory report for totals by Work Status, EEO Sex and Job Category within each of the required salary ranges for each entity. The report is divided into the following parts:

- Full time employees

- Other than full time employees

- New hires during the Fiscal Year.

This report is formatted to exact government specifications.

The report prints on demand from a menu selection. Report subtotals are the sum of all columns (65) Full Time, (74) Other Than Full Time, and (83) New Hires.

The selection criteria for this report are:

- Year of the EEO-4 Survey

- Control Number

- Function Name

- Name of Office/or Title of Official to be included in the address of the Jurisdiction

- Name of Contact Person/Title of Contact Person/Address of Contact Person and Telephone Number

- Authorized Official/Title

- Typed Name of Authorized Official

- Entity - Home (processing) Entity or Link (position) Entity.

NOTE: The Entity Name prints in the heading. The EEO Job Code is for the employee's Primary Position only. The first column is the total number of employees with the EEO Job Category and within the salary range. Each other column is the EEO sex breakdown of the EEO Job Category within the salary ranges. The first line of each EEO Job Category/EEO Sex is the total number of employees with the associated EEO Job Category and EEO Sex Codes within the salary range.

If Home Entity is selected, at least two reports will be produced:

- A cumulative report, reporting information for all employees of the home entity(s) selected. The entity(s) selected will appear in the header. The report name will not include the initials of any entity.

- Individual report(s) for every position entity with at least one position that is the primary position of an employee of the home entity(s) selected. The home entity(s) selected will appear in the header. The report name will include the initials of the position entity (for example, HERE04XX).

If Position Entity is selected:

- Individual reports are produced for the position entity(s) selected.

- Employees whose primary position is in the position entity(s) selected will be reported.

- The report name will include the initials of the position entity (for example, HERE04XX).

   The Total line is the sum of all columns. The report must show Job Category Total lines 65, 74 and 83.

   The line numbers are exact to the EEO-4 Specifications.

   Line 1:

   (1) Print Rev. EEO-4 1986 and the name of the Jurisdiction

   (2) Print Page number. the first page will be 001. Remaining pages will be numbered in increments of 1.

   Line 2:

   Print State and Local Government Information

   Line 3:

   Include Year of EEO-4 Survey as 19xx

   Lines 4 to 7:

   (1) The complete address include the Jurisdiction name, name of office/or Title of official, Complete Street address OR P.O. Box, city, state and ZIP code, for a total of four lines.

   (2) Control Number in the center of the report on Line 4 of the address. This is an eight-position unique identification number assigned to the jurisdiction.

The eighth position of this number may be alpha; however, 1-7 will always be numeric.

Line 9:

The function name may not always be required.

Certification: Bottom of the report, must be printed whether or not the jurisdiction uses a Summary sheet.

Name of Contact Person/Title of Contact Person/Address of Contact Person and Telephone Number Authorized Official (title of Authorized Official).

Name: Must be typed.

Signature: Leave Blank for actual signature.

Date: Leave Blank for actual date when signed by official.

Figure 4.6 EEO-4 Report (HERE04) - Page 1

```
Rev. EEO-4 1995                         MODEL HOSPITAL OF GEORGIA                        Page  : 1

                                           2004 EEO-4 Report

Home Entity:  01

Model Hospital                                                                 Report: HEREO401
123 Main Street                                                               06/13/07 11:05am
Alpharetta, GA 30005
                                        CONTROL NUMBER:  2546

  7 8

                                        1. Full-Time Employees
```

				----------------- M A L E ------------------						-------------- F E M A L E ----------------				
Job Category		Salaries	Total (A)	White, Not of Hispanic Origin (B)	Black, Not of Hispanic Origin (C)	Hispanic (D)	Asian or Pacific Islander (E)	American Indian or Alaskan Native (F)	White, Not of Hispanic Origin (G)	Black, Not of Hispanic Origin (H)	Hispanic (I)	Asian or Pacific Islander (J)	American Indian or Alaskan Native (K)
Official/Adm	01	$ 0.1-15.9	1	-	-	-	-	-	-	-	-	1	-
	02	16.0-19.9	-	-	-	-	-	-	-	-	-	-	-
	03	20.0-24.9	1	-	-	-	-	-	1	-	-	-	-
	04	25.0-32.9	-	-	-	-	-	-	-	-	-	-	-
	05	33.0-42.9	-	-	-	-	-	-	-	-	-	-	-
	06	43.0-54.9	-	-	-	-	-	-	-	-	-	-	-
	07	55.0-69.9	-	-	-	-	-	-	-	-	-	-	-
	08	70.0 Plus	3	1	-	-	-	-	-	-	-	1	1
Professionals	09	$ 0.1-15.9	1	-	-	-	-	-	1	-	-	-	-
	10	16.0-19.9	-	-	-	-	-	-	-	-	-	-	-
	11	20.0-24.9	4	3	-	-	-	-	1	-	-	-	-
	12	25.0-32.9	-	-	-	-	-	-	-	-	-	-	-
	13	33.0-42.9	2	-	1	-	-	-	-	-	-	-	1
	14	43.0-54.9	-	-	-	-	-	-	-	-	-	-	-
	15	55.0-69.9	-	-	-	-	-	-	-	-	-	-	-
	16	70.0 Plus	-	-	-	-	-	-	-	-	-	-	-
Technicians	17	$ 0.1-15.9	1	-	-	-	-	-	-	-	-	1	-
	18	16.0-19.9	1	1	-	-	-	-	-	-	-	-	-
	19	20.0-24.9	-	-	-	-	-	-	-	-	-	-	-
	20	25.0-32.9	-	-	-	-	-	-	-	-	-	-	-
	21	33.0-42.9	4	-	-	-	-	-	-	1	-	3	-
	22	43.0-54.9	-	-	-	-	-	-	-	-	-	-	-
	23	55.0-69.9	-	-	-	-	-	-	-	-	-	-	-
	24	70.0 Plus	1	-	-	-	-	-	-	-	-	-	1
Protect/Svc	25	$ 0.1-15.9	-	-	-	-	-	-	-	-	-	-	-
	26	16.0-19.9	-	-	-	-	-	-	-	-	-	-	-
	27	20.0-24.9	-	-	-	-	-	-	-	-	-	-	-
	28	25.0-32.9	-	-	-	-	-	-	-	-	-	-	-
	29	33.0-42.9	-	-	-	-	-	-	-	-	-	-	-
	30	43.0-54.9	-	-	-	-	-	-	-	-	-	-	-
	31	55.0-69.9	-	-	-	-	-	-	-	-	-	-	-
	32	70.0 Plus	-	-	-	-	-	-	-	-	-	-	-

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Figure 4.7 EEO-4 Report (HERE04) - Page 2

```
Rev. EEO-4 1995                           MODEL HOSPITAL OF GEORGIA                          Page  : 2

                                             2004 EEO-4 Report
Home Entity:  01


Model Hospital                                                                    Report: HEREO401
123 Main Street                                                                   06/13/07 11:05am
Alpharetta, GA 30005
                                          CONTROL NUMBER:  2546

  7 8


                                          1. Full-Time Employees
```

				MALE					FEMALE				
			Total	White, Not of Hispanic Origin	Black, Not of Hispanic Origin	Hispanic Origin	Asian or Pacific Islander	American Indian or Alaskan Native	White, Not of Hispanic Origin	Black, Not of Hispanic Origin	Hispanic Origin	Asian or Pacific Islander	American Indian or Alaskan Native
Job Category		Salaries	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Para-Prof	33	$ 0.1-15.9	7	1	-	-	2	-	2	-	-	2	-
	34	16.0-19.9	8	2	-	2	-	2	2	-	-	-	-
	35	20.0-24.9	2	-	-	-	-	-	1	-	-	1	-
	36	25.0-32.9	8	-	-	1	-	-	6	1	-	-	-
	37	33.0-42.9	8	2	-	1	-	3	1	-	-	-	1
	38	43.0-54.9	36	2	-	1	-	-	4	1	-	1	27
	39	55.0-69.9	10	-	-	2	-	-	5	2	-	-	1
	40	70.0 Plus	3	-	-	1	-	-	1	-	-	-	1
Adm. Support	41	$ 0.1-15.9	28	16	2	2	1	-	5	-	-	1	1
	42	16.0-19.9	2	1	-	-	-	-	-	-	1	-	-
	43	20.0-24.9	11	6	-	-	-	-	-	-	-	1	4
	44	25.0-32.9	3	-	-	-	-	-	3	-	-	-	-
	45	33.0-42.9	5	-	1	-	-	-	2	-	-	-	2
	46	43.0-54.9	5	1	-	1	-	-	1	1	-	-	1
	47	55.0-69.9	1	-	1	-	-	-	-	-	-	-	-
	48	70.0 Plus	7	4	-	-	-	-	-	-	-	1	2
Skill Craft	49	$ 0.1-15.9	-	-	-	-	-	-	-	-	-	-	-
	50	16.0-19.9	-	-	-	-	-	-	-	-	-	-	-
	51	20.0-24.9	-	-	-	-	-	-	-	-	-	-	-
	52	25.0-32.9	-	-	-	-	-	-	-	-	-	-	-
	53	33.0-42.9	-	-	-	-	-	-	-	-	-	-	-
	54	43.0-54.9	-	-	-	-	-	-	-	-	-	-	-
	55	55.0-69.9	-	-	-	-	-	-	-	-	-	-	-
	56	70.0 Plus	-	-	-	-	-	-	-	-	-	-	-
Serv/Maint	57	$ 0.1-15.9	2	1	-	-	-	-	-	-	-	-	1
	58	16.0-19.9	3	3	-	-	-	-	-	-	-	-	-
	59	20.0-24.9	6	-	-	1	-	-	-	-	-	4	1
	60	25.0-32.9	1	-	-	-	-	-	1	-	-	-	-
	61	33.0-42.9	7	1	-	-	-	-	1	1	-	2	2
	62	43.0-54.9	1	1	-	-	-	-	-	-	-	-	-
	63	55.0-69.9	2	-	-	1	-	-	1	-	-	-	-
	64	70.0 Plus	-	-	-	-	-	-	-	-	-	-	-
TOTAL FULL TIME	65		185	46	5	13	3	5	39	7	1	19	47

Figure 4.8 EEO-4 Report (HERE04) - Page 3

```
Rev. EEO-4 1995                          MODEL HOSPITAL OF GEORGIA                          Page  : 3

                                            2004 EEO-4 Report
Home Entity:  01

Model Hospital                                                                    Report: HEREO401
123 Main Street                                                                   06/13/07 11:05am
Alpharetta, GA 30005
                                         CONTROL NUMBER:  2546

  7 8

                                      2. Other Than Full-Time Employees

                      ---------------- M A L E ------------------   -------------- F E M A L E ----------------
                                                         American                                     American
                              White,   Black,            Indian    White,    Black,                   Indian
                              Not of   Not of            or        Not of    Not of                   or
                              Hispanic Hispanic  Asian or Pacific  Alaskan   Hispanic Hispanic Asian or Pacific  Alaskan
                       Total  Origin   Origin  Hispanic Islander   Native    Origin   Origin  Hispanic Islander  Native
Job Category  Salaries  (A)    (B)      (C)      (D)      (E)        (F)       (G)      (H)      (I)     (J)       (K)
------------------------------------------------------------------------------------------------------------------------

Official/Adm   66        1      -        -        1        -          -         -        -        -       -         -
Professionals  67        -      -        -        -        -          -         -        -        -       -         -
Technicians    68        3      -        -        1        -          -         1        1        -       -         -
Protect/Svc    69        -      -        -        -        -          -         -        -        -       -         -
Para-Prof      70        9      -        1        3        -          -         -        -        -       -         5
Adm. Support   71        2      1        -        -        -          -         -        -        -       1         -
Skill Craft    72        1      1        -        -        -          -         -        -        -       -         -
Serv/Maint     73       13      -        -        4        1          -         1        -        -       7         -

  Total Other
  Than F-T     74       29      2        1        9        1          0         2        1        0       8         5

                                3. New Hires During Fiscal Year - Permanent Full-Time Only

Official/Adm   75        -      -        -        -        -          -         -        -        -       -         -
Professionals  76        -      -        -        -        -          -         -        -        -       -         -
Technicians    77        -      -        -        -        -          -         -        -        -       -         -
Protect/Svc    78        -      -        -        -        -          -         -        -        -       -         -
Para-Prof      79        -      -        -        -        -          -         -        -        -       -         -
Adm. Support   80        -      -        -        -        -          -         -        -        -       -         -
Skill Craft    81        -      -        -        -        -          -         -        -        -       -         -
Serv/Maint     82        -      -        -        -        -          -         -        -        -       -         -

     Total
  New Hires    83        0      0        0        0        0          0         0        0        0       0         0

Certification:  I certify that the information given in this report is correct and true to the best of my knowledge and was reported
in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18,
Section 1001.)

Name of contact person:  Ron Smith              Title of contact person:  Dir of Human Resources
            Address:  123 Main Street               Telephone number:  (404)338-6000
                      Alpharetta, GA 30005
Authorized official:  President
Name typed:  JD Administrator
Signature:                                               Date:
                                               End of Report
```

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Chapter 4 - BIOGRAPHICAL AND PERSONNEL REPORTS

Employee Address Report (HEREAR)

This report provides a quick reference of employees and their current mailing address. The report displays only the non-terminated Active employees, unless the selection criteria to report only Terminated employees is selected, in which case only those employees will be printed.

This Personnel report is a demand report. The following sort options are available:

- Alphabetically by Employee Name, within Division, within Entity

- Alphabetically by Employee Name, within Home Department, within Entity

- Alphabetically by Employee Name, within Entity

The selection criteria for this report are:

- Enter entity or hyphen (-) for lookup (you can select only one entity)

- Report by (1) Division, (2) Department (2), or (3) alpha listing; default is (3)

  - If (1), enter one or range or all; default is all;

  - If (2), enter one or range or all; default is all

- Include employees - All, (A) Active or (T) Terminated; default is All.

  If you choose A for Active, the following prompt displays:

  Include Inactive Employees on report (Y/N) [N]--

  Options are:

  A   Only Active employees are reported. The Pay Indicator for Active employees is set to Yes on the Work Status screen, there is at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen has no value or is later than the current report date.

  T   Only Terminated employees are reported. The Pay Indicator for Terminated employees is set to No on the Work Status screen; there is a termination date on the Location/Hire screen.

  All   All employees within an entity are reported.

Figure 4.9 Employee Address Report (HEREAR)

```
Date: 01/24/90                          GENERAL HOSPITAL                                    Page  : 1
Time: 15:59                          EMPLOYEE ADDRESS REPORT                                Report: HEREARDP
Emp Number/                Name             Home          Emp  Work Pay  Pri   Termination Div Department   Facility
   SSN#                    Address          Telephone     Stat Stat Stat Shft  Date        Code Number      Code
----------------------------------------------------------------------------------------------------------------------
154564200        Abatemann,Carla          (201)522-3989    A   F    E   M1                90 0/0/00/00/9312    M
                 43 Sunshine Lane
154-56-4200      SUMMIT, NH 709012022

149548575        Aleksandrowicy,Ernestine (201)244-5555    A   F    E   01                80 0/0/00/00/8050    M
                 6033 Selfmaster Parkway
149-54-8575      SUMMIT, NJ 709012022

777799999        Baker,Tracy              (999)777-8989    A        N   02                60 0/0/00/00/6123    P
                 999 Maricopa Lane
777-79-9999      HERITAGE, NH 709012022

324464376        Brandt,Sally             (303)594-9712    A   F    E   03                60 0/0/00/00/6020    M
                 5343 Pikes Peak Court
324-46-4376      MARRIETTA, NH 30341

070484102        Burrowes-Augen,Jacqueline (201)198-2424   A   F    E   01                80 0/0/00/00/8090    M
                 1179 Puddington Road
070-48-4102      NEW PROVIDENCE, NJ 079743333

088362224        Carmino,Susan            (201)351-5337    A   F    E   M1                91 0/0/00/00/9313    M
                 1145 Church Street
088-36-2224      HILLSIDE, NH 072056666

135506924        Cederquist,Mitchell      (201)966-4790    A   F    E   01                80 0/0/00/00/8050    M
                 3 Ida Court
135-50-6924      SUMMIT, NJ 709012022

122624252        Chan,Li-Kuang            (201)219-1777    A   P    E   01                70 0/0/00/00/7065    M
                 1 Point Woods Drive
122-62-4252      UPPER MONTCLAIR, NJ 070432225

136501985        Costello,Thomas          (718)545-3648    A   F    E   01                80 0/0/00/00/8060    M
                 Astoria Blvd.
136-50-1985      NEW YORK, NY 104641010

076449456        Dente,Gertrude           (201)688-3996    A   F    E   01                70 0/0/00/00/7151    M
                 234 Milton Avenue
076-44-9456      UNION , NJ 070834551

141466211        Douglas,Marie            (201)290-1060    A   F    E   01                72 0/0/00/00/9314    M
                 60 Sycamore Avenue
141-46-6211      NORTH PLAINFIELD, NJ 070607777

                                         End of Report
```

Employee Alpha Listing (HEREAL)

The Employee Alpha Listing Report provides a quick reference of the employees' number and name, their Division, Facility and Home Department. It also contains the employee's Status, Pay Status, Work Status, Primary Shift, Assigned Hours, Pay Grade, Hire Date, Social Security Number, Federal Marital Status, Federal Exemption, State Code, State Marital Status, State Exemptions and the Home Telephone Number. The report displays all employees, Active employees only, or Terminated employees only. The total number of employees prints at the end of the report.

This Personnel report is selected from the Biographic Reports menu and is sorted alphabetically by Entity Code within Division, within Home Department or within Entity.

The selection criteria for this report are:

- Enter Entity Code or hyphen (-) for lookup (you can select only one entity)

- Report by (1) Division, (2) Department or (3) alphabetic listing; default is (3);

  - If (1), enter one or range or all; default is all

  - If (2), enter one or hyphen (-) to list; default is all.

- Include employees - All, (A) Active or (T) Terminated; default is All.

  If you choose A for Active, the following prompt displays:

  Include Inactive Employees on report (Y/N) [N]--

  Options are:

  A   Only Active employees are reported. The Pay Indicator for Active employees is set to Yes on the Work Status screen, there is at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen has no value or is later than the current report date.

  T   Only Terminated employees are reported. The Pay Indicator for terminated employees is set to No on the Work Status screen; there is a termination date on the Location/Hire screen.

  All   All employees within an entity are reported.

Figure 4.10 Employee Alpha Listing Report (HEREAL)

```
Date: 01/24/90                          GENERAL HOSPITAL                                    Page  : 1
Time: 16:00                         Employee Alpha Listing                                  Report:HEREALDP
Employee                             E P W Pri Asgn                              Fed     State
Number#      Employee Name          Div Fac  Home Dept    S S S Sht  Hrs    PG  Hire Date  SS# Number   S Ex#  Cd S Ex#  Home-Phone#
-----------------------------------------------------------------------------------------------------------------------------------
154564200    Abatemann,Carla         90  M  0/0/00/00/9312 A E F M1 173.33 10E 11/15/1975 154-56-4200 1   3   NH        (201)522-3989
149548575    Aleksandrowicy,Ernestine 80 M  0/0/00/00/8050 A N F 01  80.00 90S 08/24/1970 149-54-8575            (201)244-5555
777799999    Baker,Tracy             60  P  0/0/00/00/6123 A N     02  80.00 60P 10/14/1989 777-79-9999            (999)777-8989
324464376    Brandt,Sally            60  M  0/0/00/00/6020 A N F 03  80.00 60P 07/27/1988 324-46-4376 2   3   IN 5  3  (303)594-9712
070484102    Burrowes-Augen,Jacqueline 80 M 0/0/00/00/8090 A N F 01 80.00 90S 08/27/1989 070-48-4102            (201)198-2424
088362224    Carmino,Susan           91  M  0/0/00/00/9313 A N F M1 80.00 50C 11/01/1960 088-36-2224 2   2             (201)351-5337
135506924    Cederquist,Mitchell     80  M  0/0/00/00/8050 A N F 01  80.00 90S 11/01/1987 135-50-6924            (201)966-4790
122624252    Chan,Li-Kuang           70  M  0/0/00/00/7065 A N P 01  40.00 70T 05/15/1945 122-62-4252            (201)219-1777
136501985    Costello,Thomas         80  M  0/0/00/00/8060 A N F 01  80.00 80E 11/01/1980 136-50-1985            (718)545-3648
076449456    Dente,Gertrude          70  M  0/0/00/00/7151 A N F 01  80.00 70T 08/07/1979 076-44-9456            (201)688-3996
141466211    Douglas,Marie           72  M  0/0/00/00/9314 A E F 01  80.00 40R 07/01/1985 141-46-6211 2   5   NJ 2  3  (201)290-1060
250821337    Fenstemacher,Joan       70  M  0/0/00/00/7065 A N P 03  48.00 70T 06/15/1976 250-82-1337            (201)798-3399
455544545    Goble,Clara             60  M  0/0/00/00/6123 A N F 03  80.00 60P 01/02/1975 455-54-4545 2   1   NH        (201)455-5589
141447354    Graham,Thomas           72  M  0/0/00/00/9314 A E F 01  80.00 40R 09/01/1985 141-44-7354            (201)384-4402
225786777    Hartman,Mary            91  D  0/0/00/00/9371 A E F M1 80.00 30P 12/07/1958 225-78-6777            (201)423-5050
151402581    Henry,Thomas            91  D  0/0/00/00/9500 S E F M1 173.33 10E 05/11/1989 151-40-2581 1   1   NH        (201)436-6666
131667439    Impagliatelli,Nicolette M 70 M 0/0/00/00/7065 A N F 01 80.00 70T 10/01/1988 131-66-7439            (201)493-8568
150701126    Jansen,Kurt             90  M  0/0/00/00/9330 A N F 01  80.00 50C 12/15/1988 150-70-1126            (201)485-6084
689784521    Jones,Sally             60  P  0/0/00/00/6022 A N F 01  80.00 60P 06/01/1985 689-78-4521 2   2   NH 2  2  (201)589-6548
259215631    Jordan,James R          91  A  0/0/00/00/9310 A N F 03  48.00 70T 08/29/1989 259-21-5631            (201)688-4946
135635546    Krug,Regis              71  M  0/0/00/00/9315 A E F 01  80.00 20A 07/20/1980 135-63-5546 1   2   NH        (201)455-9966
142601123    Lacarrubba,Ann          70  M  0/0/00/00/7065 A N P 01  40.00 70T 04/30/1986 142-60-1123            (201)542-1020
136521102    Lane,Loretta            70  M  0/0/00/00/7040 A N F 01  80.00 70T 07/14/1978 136-52-1102            (201)556-7344
206560482    Martin,Joseph           70  M  0/0/00/00/7040 S N F 01  80.00 70T 07/15/1989 206-56-0482            (201)688-2779
145266657    Mastrogiacomo,Susan     70  M  0/0/00/00/7065 A N F 01  80.00 70T 02/24/1987 145-26-6657            (201)633-9252
153366455    Metzner,Diane E         92  D  0/0/00/00/9311 A E F M1 173.33 10E 05/31/1982 153-36-6455 1   1   NH        (201)522-2228
136462398    Narcessian,Rosemarie    80  M  0/0/00/00/8111 A N F 01  80.00 90S 09/11/1971 136-46-2398            (201)624-0556
142520178    Oakie,Edward            80  M  0/0/00/00/8060 A N F 01  80.00 80E 10/01/1960 142-52-0178            (201)355-7135
152367683    Oakie,Marie             90  M  0/0/00/00/9321 A N F 01  80.00 50C 06/20/1987 152-36-7683            (201)527-4100
375362235    Paster,Diane M          91  M  0/0/00/00/9310 A E F 10  80.00 60P 08/02/1989 375-36-2235          NH 6  0  (201)964-4849
138701989    Patel,Nayankumara       72  M  0/0/00/00/9314 A E F 01  80.00 40R 09/11/1985 138-70-1989            (201)758-2032
157261464    Richardson,Barbara      60  M  0/0/00/00/6010 A E F M1 173.33 10E 01/05/1970 157-26-1464 1   1   NH        (201)923-4969
157265757    Robyns,Dixie Lee        71  M  0/0/00/00/9315 A E F 10 173.33 10E 01/01/1980 157-26-5757 1   0   NH        (201)350-2829
147546276    Robyns,Nancy            70  M  0/0/00/00/7170 A E F M1 173.33 20A 11/06/1987 147-54-6276 1   1   NH        (201)289-2191
146142639    Salgado-Docchioana,Francis 70 M 0/0/00/00/7070 A N F 01 80.00 70T 11/24/1983 146-14-2639            (201)635-8555
152461590    Savarese,Phillip        70  M  0/0/00/00/7070 A E F 02  80.00 30P 09/01/1984 152-46-1590            (201)289-2191
051641863    Scrillo,Lillian         90  M  0/0/00/00/9320 A N F 01  80.00 50C 05/16/1988 051-64-1863            (201)351-3037
094366955    Scrillo,Vincent         90  M  0/0/00/00/9322 A N F 03  80.00 50C 06/27/1975 094-36-6955            (201)351-3037
145146635    Shadrach,Elaine         90  M  0/0/00/00/9320 A E F 01 173.33 20A 09/01/1976 145-14-6635 2   2   NH        (212)695-3180
146288550    Spence,Carole           70  M  0/0/00/00/7065 A N F 09  80.00 70T 08/23/1978 146-28-8550            (201)245-5482
426665153    Spence,Kenneth          80  M  0/0/00/00/8060 A N F 01  80.00 80E 12/05/1975 426-66-5153            (201)245-5482
123456789    Taylor,Liza             60  A  0/0/00/00/6121 A N F 02  80.00 60P 06/01/1962 123-45-6789 1   5   NH        (603)224-2711
579260208    Taylor,Mahlon C.        92  M  0/0/00/00/9310 A E F 10 173.33 10E 12/25/1982 579-26-0208 1   2   NH        (201)964-4849
147445440    Williams,Frank          72  M  0/0/00/00/9314 A E F 01  80.00 40R 11/24/1982 147-44-5440            (201)998-3756
142605487    Zyla,Joan               60  M  0/0/00/00/6251 A E F 01 173.33 20A 05/21/1988 142-60-5487 2   2   NH        (201)719-4369
Total number of Employees: 45
                                        End of Report
```

Employee Dependants Report (HERDEP)

This Biographical report provides the Personnel Department with a list of the employee's dependants along with pertinent information regarding the dependants. The report lists the employee's name, employee number, and social security number along with the names, birth dates, ages, and social security numbers of the employee's dependants.

This demand report is selected from the Employee Biographic Reports menu.

The selection criteria for this report are:

- Entity - one per report request.

- Select one employee by employee number or name, multiple employees from a list, or request ALL employees.

- Include terminated employees? Yes or No.

- Include Inactive Dependants on report? Yes or No.

   NOTE:　If you choose to include Inactive dependants on the report, the word "Inactive" is displayed next to the names of the inactive dependants.

- Sort by employee number (N) or name (M).

Figure 4.11 Employee Dependants Report (HERDEP)

```
Date: 09/12/2001                       MODEL HOSPITAL OF GEORGIA                         Page  : 1
Time: 10:57am                    EMPLOYEE DEPENDANTS REPORT For 09/12/2001               Report: HERDEP01


Employee Number: 0000000001   Employee Name: Allyson,John T           SSN: 325-39-3929      Termination Date:  03/10/2000
============================================================================================================================
Dependant Name:                  Birthdate   Age   Rel   Soc Sec Nbr   F/T Student/School        Comment
LAST,FIRST MIDDLE                09/01/2000   1Y    SON   234-32-1231   Yes / GA TECH             COMMENTS
ALLYSON,SAMANTHA                 06/03/1993   8Y    SIS   234-52-5323   No  /                     COMMENT
OLDERSON,JAMES                   07/03/1970   31Y   SON   352-34-2313   No  /                     (INACTIVE)
BROWN,BRIAN                      01/01/2000   1Y    SON   324-24-2342   No  / GA TECH             (INACTIVE) INACTIVE
Name,Dependant                   01/01/1901   100Y  SIS   234-23-4234   No  / GA TECH             comments
Brown,Michael                    04/24/1963   38Y   BRO   347-54-8128   Yes / Harvard School of Me  Full Time Student


----------------------------------------------------------------------------------------------------------------------------


Employee Number: 0000000069   Employee Name: RHODES,DUSTY            SSN: 156-89-4758
============================================================================================================================
Dependant Name:                  Birthdate   Age   Rel   Soc Sec Nbr   F/T Student/School        Comment
Rhodes,Aaron B                   11/22/1999   1Y    SON   391-25-3391   No  /


----------------------------------------------------------------------------------------------------------------------------


                                          End of Report
```

Employee Labels

The Employee Labels option within the Payroll/Human Resources system provides for multiple types of labels, based on a common label size (3-1/2 inches by 15/16 inch) of mini-line tabular labels for single label only ("one up") printing.

Examples of the five label formats are listed below.

The Employee Labels option is generated automatically from amenu. Selection criteria for this report is:

- Entity Code - one per report request

- One employee or all; default is all

- Employee Status - one or range or all; default is all

- Date comparison - (H) Hire Date, (T) Termination Date or (N) Not Applicable (Not Applicable indicates that the date does not determine how labels are printed.)

- Date criteria

  - Enter beginning date or accept default of 01/01/[current year]; default date will include all employees.

  - Enter ending date or accept default of current date; the default is the system date.

- Sort options - this criteria is used only to determine how labels print.

The sort file is created after you input the label selection criteria, but before you are prompted to select a print device. Once you have accepted the selection criteria, the following message is displayed:

Building label sort file - please be patient

This minimizes the amount of time between the selection and mounting of the labels on the print device and the actual printing of the labels, and therefore, reduces the possibility that the connection to the print device will be lost.

If no labels match the selection criteria input, the following message is displayed and you are returned to the label selection menu:

No labels to generate based on input selections!

Once you have selected the print device, mounted the labels, and entered N to the *Pattern Alignment (Y/N)* or *Another Pattern (Y/N)* prompts, the message *Printing Employee Labels* is displayed.

After each label has been printed, the system verifies that the user still owns the print device selected and that no write errors occurred. If one of these situations occurs, the following message is displayed and you are prompted to select the print device again:

   Error: Connection to device XXX has been lost!

If the connection is lost and then re-established, the process attempts to resume printing where it left off. If the device has changed, you are prompted to remount the labels and print another pattern before resuming printing.

The system displays a screen listing the various label types:

```
                  General Hospital Employee Labels Processor
                                         Mon Nov 19, 1990 11:04 am
 EMPLOYEE LABELS

          Option No.  Option
          --------------------------------------------
             1         Employee Address Labels
             2         Employee Address Labels (With Department Name)
             3         Employee Name/Department Labels
             4         Employee Spouse/Dependant Labels
             5         Employee Timecard Labels







 Enter option number [Employee Address Labels]--
```

Examples of the formats from the Labels Processor menu are given below:

FORMAT 1 - EMPLOYEE ADDRESS LABELS

Employee Name

Employee Address Line 1

Employee Address Line 2

Employee City State Zip Code

NOTE: The Employee Name is printed in the First-Middle-Last name format. The format for Employee Zip Code is 99999-9999.

FORMAT 2 - EMPLOYEE ADDRESS LABELS (WITH DEPARTMENT NAME)

Employee Name

Employee Address Line 1

Employee City State Zip Code

Department Name

FORMAT 3 - EMPLOYEE NAME/DEPARTMENT LABELS

Employee Name

Blank Line

Department Name

Blank Line

FORMAT 4 - EMPLOYEE SPOUSE/DEPENDENT LABELS

Employee Name

SPOUSE/DEPENDENT

Employee Address Line 1

Employee City State Zip Code

The Spouse/Dependent line in the above example is a literal line. The system prints this line exactly as shown.

FORMAT 5 - EMPLOYEE TIMECARD LABELS

Employee Number Work Status Pay Status Pay Cycle Pay Period Ending Date

Employee Name

Position Department Job Class Position Shift

Division Code Home Department Facility Code

After you choose a label type from the above formats, the system prompts you to enter the selection criteria:

Enter entity code or '-' for list--

Enter one entity per report request.

> *Enter employee status code (-) or leading char '-' [ALL]--*

You can enter one, a range or press ENTER to accept the default All.

> *Select date type (H)ire Date, (T)ermination Date, or (N)ot Applicable [N]--*

The Not Applicable selection in the above prompt indicates that the date does not determine how labels are printed.

> *Include All(All), Active(A), Terminated(T) employees [ALL]--*

The above prompt enables you to delete or certain employees from the report or include all employees.

> *Enter beginning date [01/01/1900]--*

The default date in the above prompt includes all employees.

> *Enter ending date [system date]--*

You can press ENTER to accept the system date or enter another date. After the date has been entered, the system displays a screen listing the sort options to determine how the labels should print.

```
                    General Hospital Employee Labels Processor
                                            Mon Nov 19, 1990 11:04 am
 EMPLOYEE LABELS

 Num    Sort Element
 ( 1)   Employee Name
 ( 2)   Employee Zip Code
 ( 3)   Employee Number
 ( 4)   Employee Badge/Clock Number
 ( 5)   Employee Social Security Number
 ( 6)   Pay Cycle
 ( 7)   Pay Status (Exempt/Non-Exempt)
 ( 8)   Work Status (Full-time/Part-time/etc.)
 ( 9)   Employee Status
 (10)   Job Class Code (RN/LPN/etc.)
 (11)   Home Department
 (12)   Employee Home Department Name




 Enter the Employee Label sort order (e.g. 2,3,1)--
```

The sort order (highest to lowest priority) is determined by the user.

If you choose the Employee Timecard Labels format, the system displays the previous series of prompts, plus the following additional prompts:

Enter pay cycle description (-) or pay cycle code--

Enter year,or '=' for current year--

Enter pay period or '-' to list--

NOTE: For the Pay Cycle sort option, listed on the screen displaying the sort elements: If you have chosen an address label format, the system prompts you to enter one or several Pay Cycles, or accept the default of All. If you have chosen a timecard label format, the system prompts for the Pay Cycle regardless of whether it is used as a sort option.

After the standard prompts for Timecard Labels display, the system displays a series of secondary prompts associated with the sort options you choose. The secondary prompts require you to enter the following information:

- Pay Cycle

- Pay Status

- Work Status

- Job Class

- Home Department

Next, the system prompts you to mount the labels on the label printer:

Mount Labels and reply "READY"--

After you enter READY, the system prompts for Pattern Alignment.

Pattern Alignment [Y/N]--

The system continues to display this prompt each time you queue labels to the printer. When you enter **N** (No) at the prompt, the system begins the print process and notifies you that employee labels are printing.

After the labels have printed for the format you selected, the system returns you to the Employee Labels Processor screen to choose another format. If no more labels are to be printed, press period (.) ENTER to display the dismount prompt:

Dismount Labels and reply "READY"--

The last label prints the total number of labels that were processed for the label type selected.

Employee Location Report (HERELO)

The Employee Location Report provides a quick reference of the employee name, job title, contact phone, home department, division, facility, employee number, badge /ID number, employee status and work status. The report allows for multi-entity selection, along with selection by division/department, and employee reference - All employees, Active employees, Inactive employees, or Terminated employees.

The purpose of the report is to list information to allow various groups (Security, Telephone/Message Center, Business Office, etc.) to look up and locate employees within the organization.

This report is selected from the Biographic Reports menu. When the demand report is requested, the system first prompts you for the Entity Code(s) to select. The system allows you to report on multiple entities for a comprehensive employee list.

Following entry of the entity code(s), the system displays the Employee Location Report Selection Criteria screen:

```
            General Hospital Employee Location Report Processor
                                        Wed Jul 08, 1992 04:03 pm

                            Selection Criteria
 1 Entity Code(s)                        2 Division Code(s)
   FW                                      ALL
 3 Department(s)
   ALL
 4 Include Employees
   Active
                            Sort Criteria
 5 Entity        6 Division    7 Department     8 Employee
   No             No            No               Number




 Enter field number or '/' starting field number--
```

Because the system retains the report criteria from the last time you executed the report, you need only modify the field criteria required for this run of the report.

Field Explanations

1. ENTITY CODE
One, or range; no default.

2. DIVISION
One or range or ALL; default is ALL.

MULTI-ENTITY

The default of ALL is the only option available for multi-entity selections.

SINGLE ENTITY

This field is table-supported. When the hyphen (-) is entered, all Current Choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

3. HOME DEPARTMENT

One or range or ALL; default is ALL.

MULTI-ENTITY

The default of ALL is the only option available for multi-entity selections.

SINGLE ENTITY

This field is table-supported. When the hyphen (-) is entered, all Current Choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More. These Position Departments will be selected in conjunction with the defined Divisions and Entities above.

4. INCLUDE EMPLOYEES

Four options; default is A.

ALL- All employees are included in search criteria

A   Only Active employees are included

I   Only Inactive employees are included

T   Only Terminated employees are included

NOTE: If an employee is resident in multiple entities, then that employee will appear multiple times on the report, once per entity. Applicants (from Human Resources Applicant Management) do not appear on this report.

SORT OPTIONS

5. ENTITY SORT OPTION

Y/N; default is Y.

SINGLE-ENTITY

No sort available; N option only.

MULTI-ENTITY

If Y, then the employees will sort (and page breaks will occur) by selected Entity Code value. Entity Totals showing the Total Number of Employees (Count) will be generated for each selected entity. If N, then the employees will be listed in accordance with the Employee Sort Option. Grand Total of all listed employees will be produced at the report end.

6. DIVISION SORT OPTION
Y/N; default is N.

MULTI-ENTITY
No sort available. N applicable only.

SINGLE-ENTITY
If Y, then the selected employees will sort by Division (ahead of Department) and subtotals will be generated for the division reflecting the Number of Employees (count). If N, then no sorting or subtotals are generated for the division.

7. DEPARTMENT SORT OPTION
Y/N; default is N.

MULTI-ENTITY
No sort available. N applicable only.

SINGLE-ENTITY
If Y, then the selected employees will sort by Home Department (within Entity and Division (optional)). Subtotals showing Number of Employees (count) will be produced. If N, then no sorting or subtotals are generated for the department.

8. EMPLOYEE SORT OPTION
A/N; default is A.

If A, then the employees are sorted by employee name (Alpha) sequence. If N, then the employees are sorted by employee number.

MULTI-ENTITY
The report page breaks after page is filled by alpha or numeric sort.

SINGLE-ENTITY
The report page breaks by Division (if the Division Sort Option is Y) by Department (if the Department Sort Option is Y) and Entity.

The detail employee information includes: Employee Name, Home Entity Code, Job Title (Job Class Description), Contact Phone (Employee Location/Hire), Contact Phone Extension, Home Department (Description, not Code), Division, Facility, Employee Number, Badge/ID Number, Employee Status, and Work Status.

Following entry/modifications of the Employee Location Report Selection Criteria screen, the system prompts you to accept the screen. Next, the system prompts you to generate the report. If you enter **Y**, then the system executes the report in the manner indicated by your criteria. If you enter **N**, then the report is not generated, but the selection criteria is still retained.

MULTI-ENTITY
The report will be under the BASE name HERELO.

SINGLE-ENTITY
The report will be under the name HERELO(XX) where XX is the entity name.

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Figure 4.12 Employee Location Report (HERELO)

```
Date: 07/06/92                              GENERAL HOSPITAL                              Page  : 1
Time: 10:46am                           Employee Location Report                         Report: HERELOFW


Employee Name                HEC  Job Title              Contact Phone Ext.   Department   Div Fac Empl Nmbr Badge/ID  ES WS
-------------------------------------------------------------------------------------------------------------------------
Mitchem,Francoise            FW Dietary Assistant        (111)111-1111 1111   000000/6010  80  P   2000 3             AG F
Murphy,Harold T              FW Supply Clerk                                  000000/8050  80  M   2007              A  F
Freeman,Albert T             FW Supply Clerk                                  000000/1012  80  P   2010              A  F
JINGLE-HEIMER,JOHN JACOB      FW Patient Escort                               000000/9314  91  P   2011              D  F
Dunne,Uriah                  FW Mailroom Assistant                           000000/6020  80  P   2012              A  P
Smith,Annette E              FW Patient Escort                               000000/6140          2013              A  F
Garder,Gerald B              FW Cooooooooooooooooooooooo                      000000/8076  90  P   2014              A  F
Jordan,James R               FW Patient Escort                               000000/6123  91  P   2015              A  F
Wilson,John                  FW Patient Escort                               000000/6010  71  P   2016              A  F
Doe,James                    FW Cooooooooooooooooooooooo                      000000/8050  80  M   2017              A  F
Wilson,Amelia                FW Dietary Assistant                            000000/8076  80  P   2018              A  F
Thomas,Terry                 FW Dietary Assistant                            000000/8050  80  M   2019              T  F
Jones,Darlene Marie          FW Cooooooooooooooooooooooo                      000000/8050  80  M   2020              A  P
Morgan,Jane                  FW Kitchen Aides                                000000/8050  80  M   2021              A  F
Johnson,Lydell Barnes        FW Supply Clerk                                 000000/8076  80  P   2022              A  F
Wilkins,Ronald               FW Patient Escort                               000000/8090  60  P   2023              A  F
Miller,James T               FW Drivers                                      000000/8076  80  P   2024 12           A  F
Stephens,Samuel S            FW Refrigeration Mechanic                       000000/8060  80  P   2025              A  F
Robinson,Elizabeth R         FW Shift Supervisor                             000000/8076  80  P   2026              A  F
THOMAS-HARRISON-GUGENHEIMER,J FW Mailroom Operator                           000000/8090  80  P   2032              T  F
Wilson,Barbara J             FW Cooooooooooooooooooooooo                      000000/8090  91  P   2034              A  F
Watkins,Lenny                FW Mailroom Assistant       (123)456-7890 1000   000000/8050  80  M   2035              A  F
Johnson,Ben                  FW Mailroom Operator                            000000/8090  91  M   2036              A  F
Brown-Smith,Robert B         FW Counter Person                               000000/8060  80  M   2114 abc1234      D  F
Rogers,Richard               FW Kitchen Aides                                000000/8050  80  M   4000              AG F
Doe,Robert John              FW Mailroom Assistant                           000000/8090      99  4002              A  P


Total Employees for this Entity  :  26


                                            End of Report
```

Employee Profile (HEREPR)

This Biographical report provides the Personnel Department with a working document of each employee.

The Employee Profile is set up to print one employee per page on 8 1/2 x 11-inch paper. All general information concerning the employee is printed, including the Primary Position, Active Deductions and Benefit/Holiday information.

The Pay Grade for the Primary Position reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

The Employee Profile Report also reflects Employee Additive Rates. Up to three individual Additive Rates display for the Employee Primary Position. If there are no Employee Additive Rates, no Additive Rate information displays on the report.

Veteran Codes are pulled from Employee Biographic Information. Up to five veteran codes can be printed. If more than five codes are present, the report displays *XX,XX,XX, & More,* where "XX" represents the different veteran codes entered.

The report is selected from a Biographic Reports menu and sorts alphabetically by Employee Name, by Entity within Home Department. The selection criteria for this report are:

- Entity - one Entity per report

- Employee or Home Department

- One employee or all; default is all

If you choose Employee, no other selections are given. If you choose Department, you can choose the following additional selections:

- Home Department - one or more or all; default is all

- Include employees - All, (A) Active or (T) Terminated; default is All.

    Options are:

Option	Description
A	Only Active employees are reported. The Pay Indicator for Active employees is set to Yes on the Work Status screen, there is at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen has no value or is later than the current report date.
T	Only Terminated employees are reported. The Pay Indicator for Terminated employees is set to No on the Work Status screen; there is a termination date on the Location/Hire screen.

Option	Description
All	All employees within an entity are reported.

If you choose A for Active, the following prompt displays:

Include Inactive Employees on report (Y/N) [N]--

Enter **Y** to include inactive employees on the report, or press ENTER to accept the default of **N** (No, do not include inactive employees).

Figure 4.13 Employee Profile (HEREPR)

```
Date: 09/20/2010              MODEL HOSP - ENT 02              Page  : 1
Time: 05:47pm            Employee Profile For 09/20/2010       Report: HEREPR02


 000000059            AARRON,STEPHEN J

       Home Dept: 6020          Facility:    Division:     Pay Cycle: B
       Empl Stat: A             Work Stat: P
Hire Date: 03/01/2001   Pay Indicator: Yes  End Processing Year:  and PP:
Cont Srvc Date: 03/01/2001              Probation End:
Separation/Leave Effective Date:          Return Date:


Birthdate: 01/01/1950    Sex: M   SSN#: XXX-03-XXXX   MS:    Confdntl Level: 9


Address 1:   2753 HENDERSON CT                     Home Phone:
Address 2:
City/St/Zip: TUCKER, GA 30084                      County:


Job Code: ACC   Citizenship:    Religious Order:    Agency:    Empl Type: H
EEO Origin: B   Nationality:    Handicap:           Veteran:


Fed Tax      MS: 1  Exmpt: 1  Addl With $/%:   $0.00/0.00%
Ste Tax - GA  MS:    Exmpt:   Addl With $/%:   $0.00/0.00%  Alt Calc:
Loc Tax -    MS:    Exmpt:   Addl With $/%:   $0.00/0.00%


                        PRIMARY POSITION
EC: 02   Department: 6020           Job Class: 5151  Position: 001
Effective: 03/01/2001                    Position Status: Active
Benefit Eligible: Yes    Overtime Eligible: Yes     Shift Eligible: Yes
Salary Change Code:                      Date:
Performance Rating:
FTEs Assign:  1.0000 Hrs Assigned - PP:  75.00 Hrs Assigned - Annual: 1,950.00
Pay Grade: 20A       Pay Step: MAX   Primary Shift: 00   Shift Rate Code: 01
Hrly Rate :  10.0000 Supplemental Rate:   0.0000
                     On-Call: 0.0000   Charge: 0.0000    Float: 0.0000

                          DEDUCTIONS
   Deduction Code: PA7 457b (501c)          Effective YR: 2006 and PP: 2
      Original Amount:      0.00            Remaining Amount :     0.00
      Deduction Basis: F Priority: 20       Amount in Arrears:     0.00
      Employee Amount:     65.00       Employer Matching Amount :     0.00



                          BENEFITS
Benefit Plan: PDO Paid Days Off          Service Plan: FT  Year Basis: Annual
Probation End: Yes  Benefit Service Date: 01/01/1991         Beg Bal:   269.99
YTD Hrs-Accrued:    0.00  Earned:   143.24  Taken:    0.00  Avail:   413.23

Benefit Plan: VAC VACATION               Service Plan: NO  Year Basis: Annual
Probation End: Yes  Benefit Service Date: 05/01/1999         Beg Bal:   100.00
YTD Hrs-Accrued:   25.00  Earned:    25.00  Taken:    0.00  Avail:   125.00
```

Proof of Right to Work Expiration Report (HERRTW)

This Biographical report provides the Personnel Department with a list of the employees with an Expiration Date on their Biographic screen to determine their right to work within the United States. The report includes the employee number, employee name, home department, hire date, termination date, alien/admission number, temporary indicator, expiration date, the employment verification code, I-9 documents, I-9 other documents and nationality.

NOTE: It is the responsibility of the employer to follow up with the employee, and obtain from the employee an updated right to work document.

This demand report is selected from the Employee Biographic Reports menu.

The selection criteria for this report are:

- Entity - one per report request.

- Include ALL, Active or Terminated employees; default is Active.

Value	Description
A	Only Active employees are reported. Employees considered "Active" have at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen either has no value or is later than the current report date. If you accept the default of Active, the following prompt is displayed: *Include Employees with no active positions on report (Y/N) [N]-*
T	Only Terminated employees are reported. For terminated employees, there is a termination date on the Location/Hire screen.
ALL	All employees within an entity are reported.

- Expiration Date - enter an expiration date; default is the system date. The system includes any employees with an expiration date less than the date entered. The report sorts the employees by the oldest expiration date to the most recent expiration date. This enables you to determine which employees' right to work should be addressed first and which employees' expiration dates are nearing. The report header includes the expiration date requested.

Figure 4.14 Proof of Right to Work Expiration Report (HERRTW)

```
Date: 06/10/2003                                GENERAL HOSPITAL                                  Page  : 1
Time: 07:18am                       Proof of Right to Work Expiration Report For 06/10/2003      Report: HERRTW01

                                           Expiration Date As of:  06/10/2003


Employee        Employee Name                        Employment Verified         Nationality       Expiration Date
Home Dept       Hire Date        Termination Date    Alien/Admission Number      Citizenship       Temp
---------------------------------------------------------------------------------------------------------------------

0000000011      Keller,Adam                          3 Eligibility pending       CANADIAN          01/01/1998
     0.1        01/03/1980       09/06/2002          88887                       Canada            Yes

I-9 Docs                         I-9 Other Docs
---------------------------------------------------------------------------------------------------------------------
A4 Foreign Passport w/Auth.


**********************************************************************************************************************

0000000056      Maxwell,Alex                         2 Employment not verified   AMERICAN          07/09/1999
     6.050      01/02/1996       03/04/1998          1252                        Australia         N/A

I-9 Docs                         I-9 Other Docs
---------------------------------------------------------------------------------------------------------------------
A1 U.S. Passport                 1252


**********************************************************************************************************************

0000000113      LANGLEY,ASHLEY                       1 Employment verified       AMERICAN          02/02/2002
     0.010                                                                       U.S.A.            N/A

I-9 Docs                         I-9 Other Docs
---------------------------------------------------------------------------------------------------------------------
B1 State-issued Driv Lic/ID
C1 Original Social Sec. Card


**********************************************************************************************************************

0000000045      Waters,Tim G                         6 Alien authorized by INS   OTHER             02/03/2003
     6.020      11/30/1996                           6415441                     United Kingdom    N/A

I-9 Docs                         I-9 Other Docs
---------------------------------------------------------------------------------------------------------------------
A5 Alien Registration Card       test of other doc
C3 Unexpired INS Authorizatn
C4 Cert Birth Abroad/St Dept
```

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VETS-100/100A Veterans' Employment Report (HERVET)

This report is a listing of all veterans' employment report. This report is selected from the Biographic Reports menu.

When you select this option, the system displays the following prompt:

> *Enter entity code or '-' for list--*

After an entity is selected, the system displays the following prompt:

> *Enter Veteran's Employment report type VETS-(1)00 or VETS-100(A)--*

NOTE: Contact your Human Resources Department or see the Web site http://www.dol.gov/vets/contractor/main.htm to determine which report to select.

After you select the report type, the system displays the following prompt:

> *Enter report date, usually between 07/01/20xx and 08/31/20xx--*

The year displayed in the prompt is the current calendar year. If a date outside the suggested range is entered, the following warning message and prompt are displayed:

> *Date outside suggested range - continue anyway (Y/N)[N]--*

To correct the date, enter **N** and the cursor returns to the previous date prompt. To continue, enter **Y** and the following message is displayed:

> *Compiling and Printing in Background!*

NOTE: Although both reports have the same name (HERVET), the reports can be distinguished by the second line in the report header which has either VETS-100 or VETS-100A at the end of the sub-title. The VETS-100 report uses the old EEO Category codes and descriptions along the left margin. EEO Job Category codes 1.1 (Executive/Senior Level Officials and Managers) and 1.2 (First/Mid Level Officials and Managers) are combined into one line: Officials and Managers. Also, the column headers are different and the VETS-100 report has two fewer columns.

Figure 4.15 Federal Contractor Veterans Employment Report VETS-100 (HERVET) - page 1

```
Date: 05/20/2010                      MODEL HOSP - ENT 02                        Page  : 1
Time: 04:39pm            FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100  Report: HERVET02
                              Date Range:  07/02/2009 through 07/01/2010


                **  NUMBER OF EMPLOYEES  **    ******  NEW HIRES (PREVIOUS 12 MONTHS)  ******
                                                                                    TOTAL
                                                                                  NEW HIRES
                                                                                    BOTH
                 SPECIAL   VIETNAM   OTHER      SPECIAL   VIETNAM   RECENTLY  OTHER  VETERANS
                 DISABLED  ERA     PROTECTED   DISABLED  ERA     SEPARATED PROTECTED AND NON
                 VETERANS  VETERANS VETERANS   VETERANS  VETERANS VETERANS VETERANS VETERANS
Job Categories   (L)       (M)      (N)         (O)       (P)      (Q)      (R)      (S)
------------------------------------------------------------------------------------------------

Officials and Managers   1    0    0    0    1    1    0    1    1

Professionals            2    0    0    0    0    0    0    0    0

Technicians              3    0    0    0    0    0    0    0    0

Sales Workers            4    0    0    0    0    0    0    0    0

Office and Clerical      5    0    0    0    0    0    0    0    0

Craft Workers (Skilled)  6    0    0    0    0    0    0    1    1

Operatives (Semi-Skilled) 7   0    0    0    0    0    0    0    0

Laborers (Unskilled)     8    0    0    0    0    0    0    0    0

Service Workers          9    0    0    1    0    0    0    0    0

Total                   10    0    0    1    1    1    0    2    2


        Report the total maximum and minimum number of permanent employees during the period covered by this report.

                 Maximum Number      Minimum Number
                       61                  53
```

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Figure 4.16 Federal Contractor Veterans Employment Report VETS-100
(HERVET) - page 2

```
Date: 05/20/2010                           MODEL HOSP - ENT 02                        Page  : 2
Time: 04:39pm                 FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100   Report: HERVET02
                                  Date Range:  07/02/2009 through 07/01/2010


              **  NUMBER OF EMPLOYEES  **   ******  NEW HIRES (PREVIOUS 12 MONTHS)  ******
                                                                                    TOTAL
                                                                                  NEW HIRES
                                                                                    BOTH
                  SPECIAL    VIETNAM    OTHER     SPECIAL    VIETNAM   RECENTLY    OTHER    VETERANS
                  DISABLED    ERA     PROTECTED  DISABLED     ERA     SEPARATED  PROTECTED  AND NON
                  VETERANS  VETERANS  VETERANS   VETERANS   VETERANS  VETERANS   VETERANS  VETERANS
Job Categories      (L)       (M)       (N)        (O)        (P)       (Q)        (R)       (S)
----------------------------------------------------------------------------------------------------

Employee(s) omitted:



                                        End of Report
```

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Figure 4.17 Federal Contractor Veterans Employment Report VETS-100A
(HERVET) - page 1

```
Date: 05/20/2010                          MODEL HOSP - ENT 02                              Page  : 1
Time: 04:40pm                  FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A    Report: HERVET02
                                     Date Range:   07/02/2009 through 07/01/2010


                        ************  NUMBER OF EMPLOYEES  ************  ******  NEW HIRES (PREVIOUS 12 MONTHS)  ******
                                                           TOTAL                                                  TOTAL
                                                         EMPLOYEES                                              NEW HIRES
                                            ARMED          BOTH                                    ARMED          BOTH
                                            FORCES        VETERANS                                 FORCES        VETERANS
                                 OTHER     SERVICE   RECENTLY  AND              OTHER     SERVICE   RECENTLY  AND
                        DISABLED PROTECTED MEDAL     SEPARATED NON     DISABLED PROTECTED MEDAL     SEPARATED NON
                        VETERANS VETERANS  VETERANS  VETERANS  VETERANS VETERANS VETERANS VETERANS  VETERANS  VETERANS
Job Categories          (L)      (M)       (N)       (O)       (P)      (Q)      (R)       (S)       (T)       (U)
-------------------------------------------------------------------------------------------------------------------------

Exec/SR Lvl Officials/Mgrs  1    0    0    0    0    12    1    1    1    1    1

1st/Mid Lvl Officials/Mgrs  2    0    0    0    0    6     0    0    0    0    0

Professionals           3    0    0    0    0    13    0    0    0    0    0

Technicians             4    0    0    0    0    13    0    0    0    0    0

Sales Workers           5    0    0    0    0    0     0    0    0    0    0

Admin Support Workers   6    0    0    0    0    8     0    0    0    0    0

Craft Workers           7    0    0    0    0    1     1    1    1    1    1

Operatives              8    1    0    0    1    1     0    0    0    0    0

Laborers and Helpers    9    0    0    0    0    1     0    0    0    0    0

Service Workers        10    0    1    0    1    7     0    0    0    0    0

Total                  11    1    1    0    2    62    2    2    2    2    2


        Report the total maximum and minimum number of permanent employees during the period covered by this report.

                        Maximum Number      Minimum Number
                             61                  53
```

Figure 4.18 Federal Contractor Veterans Employment Report VETS-100A
(HERVET) - page 2

```
Date: 05/20/2010                            MODEL HOSP - ENT 02                                Page  : 2
Time: 04:40pm                   FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A        Report: HERVET02
                                     Date Range:  07/02/2009 through 07/01/2010


              ************  NUMBER OF EMPLOYEES  ************  ******  NEW HIRES (PREVIOUS 12 MONTHS)  ******
                                                     TOTAL                                              TOTAL
                                                   EMPLOYEES                                          NEW HIRES
                                          ARMED      BOTH                                    ARMED       BOTH
                                          FORCES    VETERANS                                 FORCES    VETERANS
                              OTHER      SERVICE   RECENTLY    AND                 OTHER     SERVICE   RECENTLY    AND
                  DISABLED   PROTECTED    MEDAL    SEPARATED   NON     DISABLED   PROTECTED   MEDAL    SEPARATED   NON
                  VETERANS   VETERANS    VETERANS  VETERANS  VETERANS  VETERANS   VETERANS  VETERANS  VETERANS  VETERANS
Job Categories      (L)        (M)         (N)       (O)       (P)       (Q)        (R)       (S)       (T)       (U)
---------------------------------------------------------------------------------------------------------------------


Employee(s) omitted:



                                            End of Report
```

EMPLOYEE SKILL REPORTS

Employee Skill List Profile Report (HERSLP)

The Employee Skill List Profile provides a detail description of the skills list for each employee. This profile report provides a working document for employee skills, as listed by the corresponding screens.

This report is selected from the Employee Skill Reports menu, which is a submenu of the Employee Biographic Reports menu. The report is sorted by employee name or employee number.

The selection criteria for the report are:

- Entity Code - one per report

- Department - one or range or ALL; default is ALL

- Employee - one or range or ALL

For each employee selected for the report, the information is printed on two pages: page one reflects the employee prior employment information and the education information; page two reflects the affiliations and license information as well as the languages and detail skills inventory.

The employee information that prints at the top of each page includes the following data elements:

Employee Number
Employee Name
Employee Job Title (primary position job description)
Employee Status
Employee Division
Employee Social Security Number
Employee Home Department
Employee Hire Date
Employee Work Status
Employee Facility

Figure 4.19 Employee/Applicant Search Report (HERSLP) - Page 1

```
Date: 07/23/92                               GENERAL HOSPITAL                          Page  : 1
Time: 03:12pm                            Empl Skill List Profile Report                Report: HERSLPFW


Empl Nbr: 2008          Empl Name: Adams,John Q              Job Title: Drivers         Empl Stat: A    Div: 91
 SS Nbr: 123-98-7654  Home Dept: 000000/8076                Hire Date: 01/09/86        Work Stat: F    Fac: 99


Experience Level: BEG Beginner              Prior Hosp Exp: Yes   Last Date Employed: 09/30/91
Comments: HAS NOT WORKED RECENTLY

EMPLOYER NAME                    DT LEFT  DT START  YRS REASON/LEAVING           POSITION TITLE
                                 DUTIES/FUNCTIONS                                SPECIALTY CODES
                                 IMMEDIATE SUPERVISOR        CONT? TELEPHONE     COMMENTS

  MWR Rohde County Hlth Cnt      07/14/92 07/14/92  0.0 W1 Accident on the Job
                                 Data Center Operations                                CPML,COMP
                                 Roark,Matthew;W             No   (404)395-4238 WOULD LIKE TO RETURN AND BRIDGE TIME - A

  HBO HBO & Company              09/30/91 01/01/80 11.8 T2 Family Responsibilities   ASSISTANT
                                 DATA CENTER OPERATIONS                               CPML,COMP
                                 Doe,John                    No   (404)555-1212 WOULD LIKE TO RETURN AND BRIDGE TIME - A

  JCH JENKINS COMMUNITY HOSPITL 01/01/80 09/10/78  1.3 LE LOA - Education           OPERATOR
                                 OPERATE COMPUTER AND MAKE SURE ALL SYSTEMSARE UP AND RUNNING EACH MORNIN CPML,COMP
                                 JENKINS,DAN                 No   (404)607-1542 WOULD LIKE TO RETURN AND BRIDGE TIME - A


==================================================================================================
Educ Level: BABS BACHELORS DEGREE      Yrs:  4.0  In Prog: No   GED: No   Comments: This employee is available for other are

SCHOOL NAME            TYPE YEARS GRAD IND  GRAD DATE  START DATE  DEGREE/CERTIFICATE        GPA  MAJOR/FIELD OF STUDY
                                            COMMENTS                                              MINOR

W. Carolina Univ.      4YRC  4.0  No        06/10/85   09/01/80    BS Bachelor of Science   5.99  CHEM Chemistry
                                            This is to list for LAB ASSISTANT                     LAB Laboratory Science
```

Figure 4.20 Employee/Applicant Search Report (HERSLP) - Page 2

```
Date: 07/23/92                              GENERAL HOSPITAL                                  Page  : 2
Time: 03:12pm                          Empl Skill List Profile Report                        Report: HERSLPFW

Empl Nbr: 2008        Empl Name: Adams,John Q              Job Title: Drivers            Empl Stat: A    Div: 91
 SS Nbr: 123-98-7654  Home Dept: 000000/8076               Hire Date: 01/09/86           Work Stat: F    Fac: 99

=================================================================================================================
Job Code  : FIN  Finance

Union Code: 02 Dietary Workers          Local: 7562  Membership Date: 03/05/91
Prof Affiliation: Culinary Assistants   High Pos Held: Prep worker        Entry Date: 10/21/89     Exit Date:
Prof Affiliation:                       High Pos Held:                    Entry Date:              Exit Date:

CERT/LICENSE/PERMIT             TYPE ST  LICENSE NUMBER        EFF DATE        EXP DATE

ASSC Associate Degree            D   GA  ASDFASDFSDAF          04/17/91        06/28/99

=================================================================================================================
Driver Lic #: 0987654321           ST: OH  Lic Class : AUTOMOBILE               Exp Date: 01/03/94
Language 1  :  SPANISH                    Language 2:  POLISH                   Language 3: AMHARIC

SKILL CODE/DESCRIPTION           PROFICIENCY RATE        YRS  YR LAST  SUPR? SKILL ACQUISITION LOCATION  SPECIALTY CODES
                                 TYPING SPD   MED TERM?                      COMMENTS

DP    Data Processing            Unknown                 99.9  1879     No  Self Trained (Personal)     COMP
                                 120 wpm      Yes                            On the Job Training
MISC  Miscellaneous              PROFESSIONAL            8.0   1992     Yes FORMAL EDUCATION            CPML,COMP
                                  79 wpm      Yes                            CONTINUING LANGUAGE STUDIES

                                                 End of Report
```

Employee/Applicant Search Report (HARSCH)

The Employee/Applicant Search Function provides a flexible means to search the employee and/or applicant pool for select skill sets. The defined selection criteria provides the ability to distinguish employees from applicants within the function. The criteria allows you to define the desired job description (applicants), education levels, experience levels, job codes, certificate/license/permit data, languages, and/or detail skill codes. The Employee/Applicant Search Report provides a printed outcome from the search.

The system allows you to define and refine several search criteria through use of Search Model Codes. When you select Employee/Applicant Search from the Biographic Reports menu, the system prompts you for the entity code and the desired search code.

The selected entity code is used to locate and search the Employee Master and the Requisition Master (is so defined). The entity code is used to locate and search the Employee Master and the Requisition Master (is so defined). The entity code is not used for applicants, since the applicants are not associated with a particular entity. A hyphen (-) can be entered for a help list of active entities and/or defined search codes.

After you select a search code, the system displays the Search Criteria screen:

```
                General Hospital Employee/Applicant Search Processor
                                              Fri Jul 17, 1992 03:34 pm
  Ent : COUNTY GENERAL
  1 Search Code      2 Description                 3 Search Type
    JTH               COMPUTER SKILLS                BOTH
  4 Last Search      5 Search Criteria Comments
    07/15/1992         DATA BASE ADMINISTRATOR EXPERIENCE DESIRED
  6 Status           7 Edit by                     8 Edit Date/Time
    Active             Hutchins,Janice T             07/15/92 12:21pm
                        APPLICANT LEVEL SEARCH CRITERIA
  9 Job Desc Desired   10 Education Levels     11 Experience Levels
    SYSTEM ADMIN          AA,BA,BABS & MORE         1YR,2YR,3UP,BEG & MORE
 12 Job Codes          13 Cert/License/Permits  14 Languages
    ACC,ADM & MORE        ASSC,BA,BS & MORE         SP,AM,& MORE
 15 Skills
    CARD
                        APPLICATION LEVEL SEARCH CRITERIA
 16 Req Number      17 I/E       18 Disp Status   19 Begin Date   20 End Date



  Enter field number or '/' starting field number--
```

Field Explanations

1. SEARCH CODE (DISPLAY)
This field contains the search code associated with this specific search criteria set. A hyphen(-) can be entered for a help list of search codes available. To add a new search code, enter the code in this field. The following prompt is displayed:

Search code does not exist! Do you wish to add (Y/N) [N]--

Enter **Y** to add the new search code. Enter **N** to bypass the search code and enter an existing valid code.

2. SEARCH DESCRIPTION (25-AN-R)
This field contains the literal description associated with the search code.

3. SEARCH TYPE (1-A-R)
This field indicates the specific persons that the system is to search for the defined search criteria. Valid values are:

- E   Employees, the system will search for the criteria through the Employee Master for the selected entity code.

- A   Applicants, the system will search for the criteria through the Applicant Master only. Applicants are defined as not entity-specific, therefore all applicants listed will be included in the search process.

- B   Both, the search function will review the Employee Master (for the selected entity) and the Applicant Master to find persons who meet the selection criteria.

4. LAST SEARCH DATE (DISPLAY)
This field contains the date of the last search (report production) using this specific search code. The date provides a marker to see when the search was last used. When the report is produced, the system automatically updates this field with the system date.

5. SEARCH CRITERIA COMMENTS (58-AN-O)
This field contains any comments or notes that print on the report for further definition of the search.

6. STATUS (DISPLAY)
This field indicates whether the code is active or inactive. A code that is filed as deleted becomes inactive. The system defaults this field to active when the code is created.

7. EDIT BY (DISPLAY)
This field contains the name of the person who last modified the record.

8. EDIT DATE/TIME (DISPLAY)
This field contains the date and time on which the record was last modified.

APPLICANT/EMPLOYEE SEARCH CRITERIA

This portion of the screen allows you to define the specific skill requirements for the search. This information is applied against the Employee Master and/or Applicant Master. For applicants, if you want to limit the search by requisition, internal/external candidates, disposition, and/or date, you utilize the Application Level Search Criteria in conjunction with this Applicant/Employee Search Criteria.

9. JOB DESCRIPTION DESIRED (MULTIPLE-6-AN-O)
Used for Applicants Only. This field contains the job descriptions from the Applicant Demographic Information to be used in the search. Multiple codes can be selected from the Job Description Master. A hyphen (-) is entered to select multiple values from the table, and the hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, then job description is not used in the skills search. If a job description code(s) is selected, then an applicant whose Job Description Desired matches to any one of the listed codes remains included in the overall skills search.

10. EDUCATION LEVELS (MULTIPLE-4-AN-O)
For Employees or Applicants. This field contains the education levels from the Employee Education or Applicant Education Information to be used in this search. Multiple codes can be selected from the Education Level Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the education levels are not used in the skills search. If an education level(s) is selected, then an employee and/or applicant whose Education Level matches any one of the listed codes remains included in the overall skills search.

11. EXPERIENCE LEVELS (MULTIPLE-4-AN-O)
For Employees or Applicants. This field contains the experience levels from the Employee's Prior Employment or Applicant Prior Employment information to be used in this search. Multiple codes can be selected from the Experience Level Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the experience levels are not used in the skills search. If an experience level(s) is selected, then an employee or applicant whose Experience Level matches to any one of the listed codes remains included in the overall skills search.

12. JOB CODE(S) (MULTIPLE-4-AN-O)
For Employees or Applicants. This field contains the job codes from the Employee Biographic (or Languages/Skills, Affiliations/Licenses) or the Applicant Master to be included in this search. Multiple codes can be selected from the Job Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the job code is not used in the skills search. If a job code(s) is selected, then an employee and/or applicant whose Job Code matches to any one of the listed codes remains included in the overall skills search.

13. CERT/LICENSE/PERMIT/DEGREE CODE(S) (MULTIPLE-4-AN-O)

For Employees or Applicants. This field contains the various professional license information codes from the Employee Professional (Employee Affiliation/License) or the Applicant Affiliations and Licenses Information to be included in this search. Multiple codes can be selected from the Certificate/License/Permit Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the cert/license/permit data is not used in the skills search. If a code(s) is entered, then an employee and/or applicant that has any one of the listed codes remains included in the overall skills search.

14. LANGUAGES (MULTIPLE-2-AN-O)

For Employees or Applicants. This field contains the various language skill codes to be used to define the search in the Employee Professional (or Employee Language/ Skills) or the Applicant Master. Multiple codes can be selected from the Language Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the language skill search is not performed. If a code(s) is entered, then an employee and/or applicant that has any one of the listed codes remains included in the overall skills search.

15. EXCLUSIVE SKILL LIST (MULTIPLE-4-AN-O)

For Employees or Applicants. This field contains the various skill codes to be used to define the search in the Employee Languages and Skills or Applicant Master information. Multiple codes can be selected from the Skills Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

NOTE: If this field is left blank, the skill code search is not performed. For an employee/applicant to remain included in the overall skills search, that person must have **all** the skill codes listed. This all-inclusive feature separates this search field from the others, where only one of the listed values is needed to remain.

APPLICATION LEVEL SEARCH CRITERIA

This portion of the screen applies only to a search view through the Applicant Master. The data allows you to further qualify the applicant search to a specific entity code, requisition, internal/external application candidate type, disposition/status, or detail application date. These fields work exclusively against the detail applications of an applicant. Given any value in these fields, if an applicant does not have an associated detail application then that applicant cannot satisfy the overall search, regardless of match to the other criteria fields.

16. REQUISITION NUMBER (11-N-O)
This field contains the specific requisition number to search for in the Applicant Master - Detail Application Information. All entries are validated against the Requisition Master for the defined search Entity Code. A hyphen (-) can be entered for a help list of valid codes.

If this field is left blank, the requisition number is not used in the skills search. If a requisition is entered, then an applicant with a detail application associated with that requisition remains included in the overall skills search.

17. INTERNAL/EXTERNAL INDICATOR (1-A-O)
This field contains the specific indicator to search for in the Applicant Master - Detail Application Information. Valid values are:

    I   Internal application or candidate

    E   External application or candidate

If this field is left blank, the Internal/External indicator is not used in the skills search. If a value is entered, then only those applicants with a qualified detail application with that indicator will remain included in the overall skills search.

18. DISPOSITION/STATUS (MULTIPLE-1-A-O)
This field contains the application disposition/status(es) from the Detail Application Information to be used in this search. Multiple codes can be selected from the Application Disposition/Status Code Table. A hyphen (-) is entered to select multiple values from the table, and the system highlights those entries already selected.

If this field is left blank, the application disposition/status is not used in the skills search. If a code(s) is selected, then those applicants with qualified detail applications with disposition that matches to any of the listed codes remain included in the overall skills search.

19. BEGIN APPLICATION DATE (6-N-O)
This field contains the specific date to define the begin search date against Detail Application Information. If the Application Date is equal to or greater than this Begin Application Date, then the applicant remains included in the overall skills search If this begin date is left blank, then the Application Date is not a search factor.

Display format is MM/DD/YYYY.

20. END APPLICATION DATE (6-N-O)
This field contains the specific date to define the end search date against the Detail Application Date. This date must be greater than (more recent) or equal to the date in the Begin Application Date field. If the applicant's Application Date is less than or equal to this end date, then the applicant remains included in the overall skills search.

NOTE: If the Begin Application Date field is blank, then this field is blank, and cannot be accessed.

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SEARCH REPORT EXECUTION

After all changes are made to the criteria, the system prompts you to accept the screen:

Accept this screen (Y/N) [Y]--

After you accept the screen, the system prompts you to produce the Search Report based upon the defined search criteria:

Produce and Print the Employee/Applicant Search Report (Y/N) [Y]--

If you enter **Y**, then the system executes the search process and produces the Employee/Applicant Search Report.

The Employee/Applicant Search Report prints to include all applicants and employees that meet the search criteria. If the Search Type for the report indicates both applicants and employees, then the report lists the applicants who meet the criteria first, page break, and then lists the employees who meet the criteria.

Applicant Data listed on the report includes:

Applicant Number

Applicant Name

Applicant Home Entity Code

Applicant Entry Date

Recruiter

Requisition Number

Applicant Date

Internal/External Indicator

Disposition Status/Reason

Disposition Date

NOTE: Applicant List is sorted by Applicant Name, Applicant Number

Employee Data listed on the report includes:

Employee Number

Employee Name

Home Department

Job Title (primary position job description)

Division

Facility

Employee Status

Work Status

Employee Hire Date

NOTE: Employee List is sorted by Employee Name and Employee Number. An example of this report is shown on the following page.

Figure 4.21 Employee/Applicant Search Report (HARSCH) - Page 1

```
Date: 07/28/92                          GENERAL HOSPITAL                        Page  : 1
Time: 08:07am                   Employee/Applicant Search Process Report        Report: HARSCHFW


Search Code: FWTE  Current Search Criteria     Search Type: Both
Criteria:
   Requisition:            Job Desc Desired:
   Disp/Status:            Education Levels: AA,BA
   Int/Ext Ind:            Experience Levels: 1YR, TRN
   Begin Date:             Job Codes: ACC,ADM
   End Date:               Cert/Lic/Permits: ASSC,BA
                           Languages: SP,EN
                           Skills: HOSP


 Appl Nbr  Applicant Name             HEC   Entry Date  Recr    Req Nbr  Appl Date  I/E  Disp Status/Reason      Disp Date
-------------------------------------------------------------------------------------------------------------------------
      10  Abatemann,Carla             DP   07/02/92    MWR         A2   07/23/92    I   O/ACC                   07/23/92
       7  Adams,John Q                FW   07/06/92              92001   07/21/92    I   O/CUR                   07/21/92
       2  Katt,Grace E                     06/17/92             No requisitions exist for this applicant!
       3  Mitchem,Francoise           FW   06/29/92    MWR      92001   07/06/92    I   C/ACC                   07/06/92
                                                                92002   07/07/92    I   O/ACC                   07/07/92
       6  Watkins,Lenny               FW   07/02/92    MWR      92001   07/08/92    E   O                       07/08/92


Total Applicants: 5        Total Requisitions: 5
```

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Figure 4.22 Employee/Applicant Search Report (HARSCH) - Page 2

```
Date: 07/28/92                              GENERAL HOSPITAL                              Page  : 2
Time: 08:07am                      Employee/Applicant Search Process Report               Report: HARSCHFW


Search Code: FWTE  Current Search Criteria     Search Type: Both
Criteria:
    Requisition:              Job Desc Desired:
    Disp/Status:              Education Levels: HS,VOCA
    Int/Ext Ind:             Experience Levels: BEG,EXP
    Begin Date:               Job Codes: DTP,ENV
    End Date:                 Cert/Lic/Permits: CRTA,CRT8
                              Languages: SP,EN
                              Skills: HOSP


 Empl Nbr  Employee Name                  Appl?  Home Dept    Job Title            Div  Fac  ES  WS  Hire Date
-----------------------------------------------------------------------------------------------------------------
     2019  Thomas,Terry                   No     000000/8050  Kitchen Aides        80   12   T   F   12/02/85
      322  Tritt,Myra                     No     000000/6010  RN - Instructor      91   01   A   F   01/01/92
     2035  Watkins,Lenny                  Yes    000000/8050  Drivers              80   12   A   F   01/04/87
     2023  Wilkins,Ronald                 No     000000/8090  Patient Escort       91    M   A   F   01/01/88
     2018  Wilson,Amelia                  No     000000/8076  Dietary Assistant    91   99   A   F   10/02/89
     2034  Wilson,Barbara J               No     000000/8090  Cook                 91    M   A   F   03/10/85
     2016  Wilson,John                    No     000000/6010  Patient Escort       91   01   A   F   07/23/89


Total Employees: 7


                                           End of Report
```

Average Hourly Rates by Job Class (HERAHR)

The Average Hourly Rates by Job Class Report provides a reference of Average Hourly Rates by Pay Step within a Pay Grade for each Job Class. The employee names and positions for each Job Class can be displayed on the report. You can also choose not to print employee names and numbers on the report for confidentiality. Examples of both types of reports are shown.

This is a demand report and is generated from the Personnel Reports menu. The report sorts by ascending hourly rate within Pay Step, within Pay Grade, within Job Class, within Pay Step, within Pay Grade, within Job Class.

Selection criteria for this report are:

- Entity - one per report request

- Sort by:

  P   Pay Grade/Job Class

  D   Department/Job Class

  S   Pay Grade/Shift Rate Code; default is P

- Sort by Pay Grade - N for Numeric or A for Alpha; default is A

- Position Department - one or range or all; default is all

- Job Class - one, range or all; default is all

- Pay Grade - one, range or all; default is all

- Sort by Employee Status and Work Status

- Shift Rate Code - one, range or all; default is all

- Include employees - all, active, or terminated; default is all

- Exclude Employee Status from Report - Yes or No; default is No

- Include Employee Name and Number - Yes or No; default is No If a Shift Rate is not associated with a particular Pay Grade, this field will contain UNDF (undefined).

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Figure 4.23 Average Hourly Rates by Job Class (HERAHR) - Sort by Pay Grade/Job Class

```
Date: 07/15/92                              GENERAL HOSPITAL                              Page  : 1
Time: 10:52am                         Average Hourly Rates by Job Class                   Report: HERAHRFW


Pay Grade: 83 - ParaMed. - Support


                        Employee      Position      Pos  Job  POS                Hours    Hourly    Pay       Status
Employee  Name      HEC  Number       Department     Nbr  PGd  Shift Rate PGd  FTEs Assigned  Rate   Step  ES Reason WS
-------------------------------------------------------------------------------------------------------------------------


Job Class:  831 - Drivers


Watkins,Lenny           FW 2035       000000/8076    002  83   01   83   1.00  80.00  $10.0000       A  W1   F
Jefferson,Thomas M      FW 2006       000000/8076    001  83   01   83   0.22  17.60   8.7800  MID  A  AO   O
Ashe,Alan               FW 2040       000000/8076    002  83   01   83   1.00  80.00   4.8500  MID  A       P
Miller,James T          FW 2024       000000/8076    001  83   01   83   1.00  80.00  13.0500  MID  A  NH   F
Job Class Totals:
        Number of Occurrences:  4                                       3.22 257.60  $9.1700


Job Class:  832 - Patient Escort


Kempton,David J         FW 2031       000000/8076    002  83   UNDF 83   1.00  80.00  $0.0000        A  NH   F
Campbell,Laura Kay      FW 1000000007 000000/6140    001  83   01   83   1.00  80.00  16.7500  MIN  A  AO   F
Jordan,James R          FW 2015       000000/6251    001  83   01   83   1.00  80.00  26.2500  MID  A  NH   F
Allan,Mary Jane         FW 9999999999 000000/8076    001  83   01   83   1.00  80.00   3.8745  MIN  A  NH   F
Wilkins,Ronald          FW 2023       000000/8076    001  83   01   83   1.00  80.00  14.8300  MID  A  NH   F
JINGLE-HEIMER,JOHN JACOB FW 2011      000000/8076    002  83   01   83   1.00  40.00  16.5000  MID  D  T5   F
Wilson,John             FW 2016       000000/8076    001  83   01   83   1.00  80.00  16.6200  MID  A  NH   F
THOMAS-HARRISON-GUGENHEIMER,JO FW 2032 000000/8076   002  83   01   83   1.00  80.00   5.3500  MAX  T  T3   F
Smith,Annette E         FW 2013       000000/6140    001  83   UNDF 83   0.50  40.00  10.5000  MAX  A       F
Job Class Totals:
        Number of Occurrences:  9                                       8.50 640.00  $12.2972


Job Class:  834 - Shift Supervisor


Harris,Henry H          FW 2005       000000/8076    002  83   01   83   1.00  80.00  $0.0000        A  AO   F
Campbell,Laura Kay      FW 1000000007 000000/6140    001  83   01   83   1.00  80.00  15.0000  MIN  A  AO   F
Robinson,Elizabeth R    FW 2026       000000/8076    001  83   UNDF 83   1.00  80.00  15.1300  MID  A  NH   F
Kempton,David J         FW 2031       000000/8076    002  83   01   83   1.00  40.00  15.3800  MID  A  NH   F
Job Class Totals:
        Number of Occurrences:  4                                       4.00 280.00  $11.3775
```

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Figure 4.24 Average Hourly Rates by Job Class (HERAHR) - Sort by Department/
Job Class

```
Date: 02/17/98                            MODEL HOSP - ENT 01                              Page  : 1
Time: 9:52                        Average Hourly Rates by Job Class For 02/17/98           Report: HERAHR01
Department: 6.010 - PATIENT CARE ADMINISTRATION
                                     Pos  Job  POS                        Hours    Hourly    Pay       Status
                     HEC             Nbr  PGd  Shift Rte PGd FTEs        Assigned    Rate     Step  ES  Reason WS
-------------------------------------------------------------------------------------------------------------
Job Class:  1103 - Sr. V/P Patient Care
                      01             001  10E   01   10E 1.0000         173.33   $52.0000   EXP   A          F
                      01             001  10E   01   10E 1.0000         173.33    96.0000   EXP   A          F
                      01             002  10E   01   10E 1.0000          80.00    15.0000   MAX   A          F
                      01             001  10E   01   10E 1.0000         173.33    20.0000   MAX   X      T1   F
                      01             001  10E   01   10E 1.0000         173.33    20.0000   MAX   X      T1   F
                      01             001  10E   01   10E 1.0000         173.33    10.0000   MID   A          F
                      01             001  10E   01   10E 0.2500          43.33    12.0000   MID   A      AO   F
                      01             001  10E   01   10E 1.0000         173.33    25.0000   MID   A          F
                      01             001  10E   01   10E 1.0000         173.33    25.0000   MID   X      T1   F
Job Class Totals:
        Number of Occurrences:  9                              8.2500   1,336.64 $30.5556
Job Class:  2122 - Patient Care - Director
                      01             001  20A   04   20A 1.0000          80.00   $20.0000   MAX   1          F
                      01             001  20A   04   20A 1.0000          80.00    25.0000   MID   A          F
                      01             001  20A   04   20A 1.0000          80.00    25.0000   MID   A          F
Job Class Totals:
        Number of Occurrences:  3                              3.0000     240.00 $23.3333
Job Class:  5160 - Billing Clerk
                      01             001  50C   01   50C 0.5000          48.00    $7.0000   MAX   A      48   F
                      01             001  50C   01   50C 1.0000          96.00    15.9000   MAX   A      96   F
                      01             001  50C   01   50C 1.0000          96.00   100.0000   MAX   A          F
                      01             001  50C   01   50C 1.0000          96.00    10.1000   MID          96   O
Job Class Totals:
        Number of Occurrences:  4                              3.5000     336.00 $33.2500
Job Class:  5555 - Unit Secretary
                      01             001  50C   01   50C 0.2500          43.33   $11.0000   MIN   A      AO   F
Job Class Totals:
        Number of Occurrences:  1                              0.2500      43.33 $11.0000
Job Class:  6726 - Chaplin
                      01             001  30P   04   30P 0.9400          75.20   $11.0000   EXP   A          F
                      01             001  30P   04   30P 1.0000          80.00    11.0000   MAX   A          F
                      01             001  30P   04   30P 0.9375          75.00    11.0000   MAX   M      W1   F
Job Class Totals:
        Number of Occurrences:  3                              2.8775     230.20 $11.0000
```

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Figure 4.25 Average Hourly Rates by Job Class (HERAHR) - Sort by Pay Grade/
Shift Rate Code

```
Date: 07/15/92                             GENERAL HOSPITAL                            Page  : 1
Time: 10:53am                    Average Hourly Rates by Shift Rate code              Report: HERAHRFW


Pay Grade: 80 - Support Svcs. - Dietary

                         Employee      Position      Pos  Job  POS                  Hours   Hourly   Pay       Status
Employee  Name          HEC  Number    Department    Nbr  PGd  Shift Rate PGd  FTEs Assigned  Rate    Step   ES Reason WS
----------------------------------------------------------------------------------------------------------------

Shift Rate Code:  01 - Basic

Wilson,Barbara J        FW 2034        000000/8050   001  80   01         80   0.00   0.00   $0.0000        A  NH     F
Garder,Gerald B         FW 2014        000000/8050   001  80   01         80   0.50  40.00    5.1300  MIN   A  AO     F
Kempton,David J         FW 2031        000000/8050   002  80   01         80   1.00  40.00    5.1300  MIN   A  NH     F
Mitchem,Francoise       FW 2000        000000/8050   001  80   01         80   0.50  40.00    6.4100  MIN  AG  T1     F
Rogers,Richard          FW 4000        000000/8050   001  80   01         80   1.00  40.00   12.2500  MID  AG         F
Wilson,Amelia           FW 2018        000000/8050   001  80   01         80   1.00  80.00   12.4600  MID   A  NH     F
Morse,JR                FW 2038        000000/8050   001  80   01         80   1.00  80.00    4.3600  MAX   A         F
Kagle,Barney            FW 2009        000000/8050   001  80   01         80   0.50  40.00    6.1500  MAX   A         A
Jones,Darlene Marie     FW 2020        000000/8050   001  80   01         80   1.00  80.00    7.8400  MAX   A  AO     P
Harris,Henry H          FW 2005        000000/8050   002  80   01         80   1.00  80.00    8.5000  MAX   A  AO     F
Morgan,Jane             FW 2021        000000/8050   001  80   01         80   1.00  80.00   10.4900  MAX   A  AO     F
Thomas,Terry            FW 2019        000000/8050   001  80   01         80   1.00  80.00   17.8000  MAX   T  T1     F
Roosevelt,Frances R     FW 2002        000000/8050   001  80   01         80   0.50  40.00   11.2800  MAX   T  T6     F
Mitchem,Francoise       FW 2000        000000/8050   001  80   01         80   1.00  80.00    5.0000  MAX  AG  T1     F
Job Class Totals:
     Number of Occurrences:  14                                           11.00 800.00   $8.0571

Shift Rate Code:  UNDF - Undefined

Thomas,Terry            FW 2019        000000/8050   001  80   UNDF       80   1.00  80.00   $0.0000        T  T1     F
McKinsey,Susan R        FW 453135222   000000/8050   001  80   UNDF       80   1.00  80.00   10.2500        A         F
Doe,James               FW 2017        000000/8050   001  80   UNDF       80   1.00  80.00   17.8000  MAX   A  NH     F
Job Class Totals:
     Number of Occurrences:  3                                            3.00 240.00   $9.3500
```

Figure 4.26 Average Hourly Rates by Job Class (HERAHR) - Sort by Pay Grade/
Shift Rate Code

```
Date: 07/15/92                              GENERAL HOSPITAL                            Page  : 2
Time: 10:53am                       Average Hourly Rates by Shift Rate code            Report: HERAHRFW


Pay Grade: 90 - TESTING

                               Employee      Position      Pos  Job  POS                  Hours   Hourly    Pay      Status
Employee  Name                 HEC  Number    Department    Nbr  PGd  Shift Rate PGd  FTEs Assigned Rate      Step  ES Reason WS
-------------------------------------------------------------------------------------------------------------------------------

Shift Rate Code:  1234 - New Shift Rate Code

Murphy,Harold T                FW 2007        000000/8090   001  82   1234       90   0.50 40.00    $7.6900   HIR  A  T1     F
Johnson,Ben                    FW 2036        000000/8090   002  82   1234       90   1.00 40.00     7.6900   MIN  A  NH     F
Adams,John Q                   FW 2008        000000/8050   002  80   1234       90   1.04 83.20    12.0000   MAX  I  W1     F
Adams,John Q                   FW 2008        000000/8076   002  83   1234       90   1.00 40.00     7.5000   MID  I  W1     F
Job Class Totals:
        Number of Occurrences:  4                                                    3.54 203.20   $8.7200

Shift Rate Code:  UNDF - Undefined

Taylor,Liza                    DP 123456789                      90   UNDF       90   0.00  0.00    $0.0000        M  W1     F
Jones,Mary Smith               DP 324464376                      90   UNDF       90   0.00  0.00     0.0000        A  AR     F
Hardy,Tiffany                  FW 415116040   000000/9371   001  90   UNDF       90   1.00 80.00     0.0000        A  AO     F
Job Class Totals:
        Number of Occurrences:  3                                                    1.00 80.00    $0.0000


Entity Totals:
        Number of Occurrences:  57                                                  48.26 3,460.80 $8.3476

                                          End of Report
```

Benefit Probation Notification Report (HERPNR)

The Probation Notification Report lists employees whose Probation End Date minus the Probation Notification Days is equal to the requested date from the report selection criteria.

This report is selected from the Personnel Reports menu and is sorted by Entity Code, subsorted by Employee Name.

The selection criteria for this report are:

- Entity - one per report request

- Benefit Type - one or range or all; default is all

- Benefit Plan - one or range or all; default is all

- Beginning Month/Day/Year equals current date plus 60 days

- Ending Month/Day/Year equals current date plus 60 Days

- Include all, active or terminated employees; default is all

The report header includes the requested Beginning and Ending Notification Dates.

Figure 4.27 Benefit Probation Notification Report (HERPNR)

```
Date: 01/29/90                          GENERAL HOSPITAL                         Page  : 1
Time: 13:45                      Benefit Probation Notification Report           Report:HERPNRDP

                                 From: 07/30/1993      To: 07/30/1994

     Employee                    Home                    Hire     Continuous  Benefit    Benefit    Benefit  Prob
     Number    Employee Name     Department    Div  Fac  Date     Serv  Date  Plan Type  Serv Date  Earn Date Days
    -------------------------------------------------------------------------------------------------------------
     2001      Adams,John Mergannoye  000000/8050   80   A   07/17/1993  07/17/1993  HOL  HO  07/17/1993  10/15/1993  60
                                                                                    VAC  VA  07/17/1993  10/15/1993  90
     2002      Roosevelt,Frederick    000000/8060   80   M   07/20/1993  07/20/1993  HOL  HO  07/20/1993  09/18/1993  60
                                                                                    VAC  VA  07/20/1993  10/18/1993  90
     2003      Smith,Frances          000000/8050   80   M   07/20/1993  07/20/1993  HOL  HO  07/20/1993  09/18/1993  60
                                                                                    VAC  VA  07/20/1993  10/18/1993  90
     2016      Wilson,John            000000/6010   71   P   07/23/1993  07/23/1993  HOL  HO  07/23/1993  09/21/1993  60

                                         End of Report
```

Certificate/License/Permit Report (HERCLP)

The Certificate/License/Permit Report lists all employees who hold a certificate/license/permit to show that they are certified and qualified to perform a necessary function. If the applicant has duplicate certificates, licenses and/or permits, these are listed on the report.

This Personnel report is selected from the Personnel Reports menu and is sorted by Entity Code, subsorted by code type and Certificate/License/Permit Code, by descending expiration date, Employee Name, and Home Department.

The selection criteria for this report are:

- Entity - one per report request

- Home Department - one, range or all; default is all

- Page break by Department - Y or N; default is N

- Code types - one or range or all; default is all

- Certificate/License/Permit Type - one or range or all; default is all

- Include employees - all, active or terminated; default is active

- Starting expiration date - default is today

- Ending expiration date - default is today

- Include records with no expiration date - default is N

Subtotals are printed for the total number of employees by Certificate/License/Permit Code, and for the total number of employees by Certificate/License/Permit Type.

Page totals are printed for Certificate/License/Permit Type. Department values changes begin on a new page.

A grand total is printed for the total number of employees for all Certificate/License/Permit Types and Codes.

Figure 4.28 Certificate/License/Permit Report (HERCLP) - Page 1

Figure 4.28 Certificate/License/Permit Report (HERCLP) - Page 1

```
Date: 03/02/90                              GENERAL HOSPITAL                            Page  : 1
Time: 10:22                          Certificate/License/Permit Report                  Report:HERCLPDP

Home Department:
Certificate/License/Permit Type: C

 Employee                             Expire          License               Issue        Div    Facility
  Number         Employee Name         Date           Number          St    Date        Code     Code
--------------------------------------------------------------------------------------------------------------

   Code: CPR CPR

 375362235      PASTER,DIANE M         11/06/89       35234           NJ    10/17/89     91       M
 154564200      ABATEMANN,CARLA        12/01/89       24135           GA    09/02/89     90       M

             Total employees for Code CPR: 2


Total employees for Type C: 2
```

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Figure 4.29 Certificate/License/Permit Report (HERCLP) - Page 2

```
Date: 03/02/90                             GENERAL HOSPITAL                              Page  : 2
Time: 10:22                         Certificate/License/Permit Report                   Report:HERCLPDP

Home Department:
Certificate/License/Permit Type: L

 Employee                              Expire         License           Issue      Div    Facility
  Number         Employee Name          Date          Number         St   Date     Code    Code
----------------------------------------------------------------------------------------------------

   Code: LPN Licensed Pract. Nurse

 070484102      BURROWESAUGEN,JACQUELINE     01/25/90     675              GA   09/02/89    80      M

            Total employees for Code LPN: 1


   Code: RN Registered Nurse

 689784521      JONES,SALLY                  01/01/89     1234567890       NH   01/01/88    60      P
 123456789      TAYLOR,LIZA                  01/01/89     49856            NH   06/01/62    60      A
 154564200      ABATEMANN,CARLA              12/25/89     2345             GA   10/17/88    90      M
 375362235      PASTER,DIANE M               12/31/89     34235532         GA   12/21/88    91      M

            Total employees for Code RN: 4


Total employees for Type L: 5
```

Figure 4.30 Certificate/License/Permit Report (HERCLP) - Page 3

```
Date: 03/02/90                          GENERAL HOSPITAL                          Page  : 3
Time: 10:22                      Certificate/License/Permit Report                Report:HERCLPDP

Home Department:
Certificate/License/Permit Type: P

 Employee                           Expire          License             Issue     Div    Facility
  Number        Employee Name         Date          Number          St   Date     Code     Code
-----------------------------------------------------------------------------------------------------

   Code: LAB Laboratory Technician

 375362235     BRANDT,SALLY                       12/01/89    2435            GA   06/19/89   91      M

               Total employees for Code LAB: 1


Total employees for Type P: 1

                                         End of Report
```

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Employee Language Report (HERELR)

The Language Report lists the Language Code and the employees with that language skills.

This report is selected from the Personnel Reports menu and is sorted by Entity Code, subsorted by Language Code and employee name.

The selection criteria for this report are:

- Entity - one or per report request

- Language Code - one or range or all; default is all

- Include inactive positions; default is N

- Include all, active, or terminated employees; default is all

Subtotals are printed by Language Code. A grand total is printed for all Language Codes.

Figure 4.31 Employee Language Report (HERELR)

```
Date: 12/04/89                           GENERAL HOSPITAL                        Page  : 1
Time: 20:24                          EMPLOYEE LANGUAGE REPORT                     Report: HERELRDP

           Employee                                        Assigned   Div    Department    Facility
           Number               Employee Name               Shift     Code     Number        Code
-----------------------------------------------------------------------------------------------------

Language Code:  01 English

           689784521           Jones,Sally                    01       60    0/0/00/00/6022   P
           375362235           Paster,Diane M                 10       91    0/0/00/00/9310   M
           579260208           Taylor,Mahlon C.               10       92    0/0/00/00/9310   M

Total Employees for Language Code 01   3

Language Code:  03 French

           076449456           Dente,Gertrude                 01       70    0/0/00/00/7151   M

Total Employees for Language Code 03   1

Language Code:  04 German

           579260208           Taylor,Mahlon C.               10       92    0/0/00/00/9310   M

Total Employees for Language Code 04   1

Language Code:  05 Polish

           579260208           Taylor,Mahlon C.               10       92    0/0/00/00/9310   M

Total Employees for Language Code 05   1

Language Code:  09 Russian

           076449456           Dente,Gertrude                 01       70    0/0/00/00/7151   M

Total Employees for Language Code 09   1




                                         End of Report
```

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EMPLOYEE SKILL REPORTS

Parking Assignment Report (HERPAR)

The Parking Assignment Report lists the parking assignments for each employee.

This report is selected from the Personnel Reports menu and is sorted by Entity Code, subsorted by Parking Assignment Code and by Employee Name.

A subtotal is provided by Parking Assignment Code.

The selection criteria for this report are:

- Entity - one per report request

- Parking Assignment Code - one or range or all; default is all

Terminated employees are excluded from this report.

Figure 4.32 Parking Assignment Report (HERPAR)

```
Date: 12/04/89                         GENERAL HOSPITAL                           Page  : 1
Time: 20:24                         Parking Assignment Report                     Report: HERPARDP

Employee                     Parking   Asgn   Department   Parking   Automobile                         License
Number     Employee Name     Card Nbr  Shft   Number       Sticker   Information                St      Number
------------------------------------------------------------------------------------------------
Parking Assignment Code: 1234

1          Coffman,Louise Dylan    12345678        0/0/00/00/9312  K6004   1983 SAAB 900-4dr-Red    NH    DDU636
                                                                    K6060   1989 Acura Legend        NH    HUU404


Total Number of Employees for Parking Assignment Code 1234: 1

Parking Assignment Code: AA Area A - Park. Bldg.

 250821337  Fenstemacher,Joan              03  0/0/00/00/7065  K5068   1979 Toyota             NH    DD2515
 375362235  Paster,Diane M                 10  0/0/00/00/9310  K6060   1982 Honda              NH    DD2488
 123456789  Taylor,Liza                    02  0/0/00/00/6121  K6160   1984 Oldsmobile         NH    DU2312

Total Number of Employees for Parking Assignment Code AA: 3

Parking Assignment Code: BB Area B - Park. Bldg.

 122624252  Chan,Li-Kuang                  01  0/0/00/00/7065  K5448   1987 Honda Civic        NH    WCH4010
 689784521  Jones,Sally          909090    01  0/0/00/00/6022  K3200   1988 Lincoln Town       NH    WCH5020

Total Number of Employees for Parking Assignment Code BB: 2

Parking Assignment Code: EXEC Executive Lot

 076449456  Dente,Gertrude                 01  0/0/00/00/7151  K6006   1988  Buick             NH    PTY457
 579260208  Taylor,Mahlon C.     12345678  10  0/0/00/00/9310  K5440   1988  Chrysler          NH    BCS85V

Total Number of Employees for Parking Assignment Code EXEC: 2


                                        End of Report
```

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Physical Examination Report (HERPER)

The Physical Examination Report lists employees due to have physical examinations within a user-selected period of time. The rating the employee received on the last physical exam is included in the report.

This report is selected from the Personnel Reports menu and is sorted by Employee Name within Next Exam Date, subsorted by Home Department by Entity.

The selection criteria for this report are:

- Entity - one per report request

- Department - one or range or all; default is all

- Beginning date for next physical exam (MM/YYYY); default is current month plus 2

- End date for next physical exam (MM/YYYY); default is current month plus 2

Subtotals are provided by the Next Physical Examination Month, and by the employee's Home Department.

Terminated employees are excluded from this report.

Figure 4.33 Physical Examination Report (HERPER)

```
Date: 12/04/89                        GENERAL HOSPITAL                        Page  : 1
Time: 21:12                      Physical Examination Report                  Report: HERPERDP

Home Department:

 Employee                          Next Exam    Last Exam    Last Exam    Assigned    Div    Facility
  Number          Employee Name       Date        Rating       Date        Shift      Code    Code
---------------------------------------------------------------------------------------------------------

Next Physical Examination Month:  12

 689784521            Jones,Sally      12/15/1989      E       12/15/1988      01        60      P

Total Employees for Next Physical Examination Month:  12:      1

Total Employees for Department 0/0/00/00/6022:           1

                                        End of Report
```

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Termination/Leave of Absence Report (HERTLA)

This report lists only those employees terminated or placed on leave-of-absence during a specific period of time.

This report is selected from the Personnel Reports menu and is sorted by Entity Code, subsorted by Division, by Home Department, and by Employee Name.

The selection criteria for this report are:

- Entity - one per report request

- Beginning report month or year

- Ending report month or year

- Graph option

NOTE: The report contains only those employees who have been terminated or placed on leave of absence during the time period selected.

Subtotals are printed for total employees terminated or on leave of absence by department, and for total employees terminated or on leave of absence by division.

Grand totals are printed for total employees terminated or on leave of absence for the Entity Code selected.

Employees on leave of absence display on the report when the LOA From Date and LOA Thru Date are within the current month, or when the LOA From Date is less than the current month with the LOA Thru Date during the current month.

For example:

Current month is June (06), LOA From Date (Month) is 06, and LOA Thru Date (Month) is 06; or LOA From Date (Month) is 05 and LOA Thru Date (Month) is 06.

The Termination Date for other employees printed on this report is within the current month.

Terminated employees are included in this report.

Graph (HEGTAM)

If you are using WEM version 2.01 or later, a graph representing the data generated by this report is available.

The Termination/Leave of Absence Graph displays the Terminated total, Full Time Terminated and Part Time Terminated number of employees. The data is

accumulated for the 12 months of the year. If multiple years have been selected, the amounts for the months are combined.

Example:

In January 1998, 2 people were terminated.

In January 1999, 1 person was terminated.

The graph is selected for 011998 to 011999.

The graph displays three 3 people terminated in January.

When you request the report from the Payroll Reports menu, the following prompt displays:

> *Do you wish to graph? (Y/N) ([N]*

If you enter **N** (No), the system creates the report only.

If you enter **Y** (Yes), the system creates both the report and the graph. You can view the graph by selecting Graphs, Personnel Graphs from the main menu of the STAR Payroll/Human Resources system.

Refer to the *WEM User's Guide* for instructions about how to change the configurations of the graphs.

Figure 4.35 on page 4-87 provides a sample graph of the Termination/Leave of Absence Report.

Figure 4.34 Termination/Leave of Absence Report (HERTLA)

```
Date: 06/22/2007                           MODEL HOSP - ENT 02                              Page : 1
Time: 12:55pm                       Termination/Leave Of Absence Report For 06/22/2007      Report: HERTLA02
                                                 01/2005 - 06/2007


Div  Fac    Home      Employee                                     Employee  Empl  Term    Reason     LOA Dates
Code Code Department  Number           Employee Name               Badge #   Stat  Date    Code      From      To
--------------------------------------------------------------------------------------------------------------

91   M      6020      000000060    Baker,Mary                      555155     X    02/15/06  01

                              GTL Grp  Hire   Pay  Pay  Work Pos   Position  Job   Pos  Pos  Position  EEO   EEOC
                                Code   Date   Cyc  Stat Stat Ent  Department Class Nbr  FTE  Asgn Hrs  Orig  Code


                              06/01/91  B     N    F    01     6020     6600  001 1.0000 2080       J     B



    Total employees for Department 6020: 1



    Total employees for Division 91: 1



    Total employees for all divisions: 1

                                             End of Report
```

Figure 4.35 Termination/Leave of Absence Graph (HEGTAM)
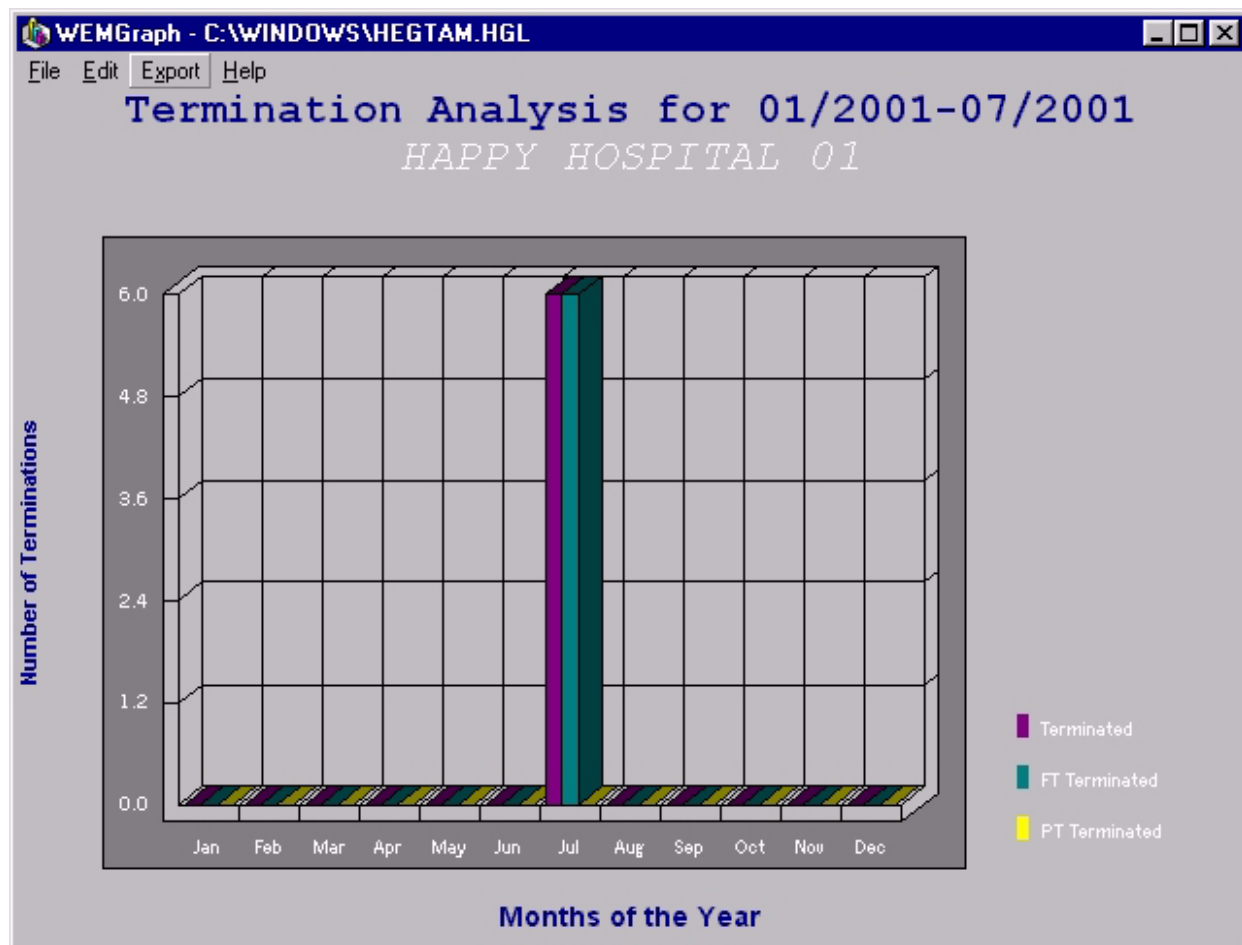
Turnover Analysis Report (HERTN1, HERTN2, HERTN3)

The Turnover Analysis is a series of three reports that provide an analysis of turnover for the Personnel Department.

NOTE: If you have a Report Level on the Employee Security Information screen that is lower than the Request Level defined for any one of the three Turnover Analysis Reports (HERTN1, HERTN2, or HERTN3 on the Payroll Report Table), the Turnover Analysis reports are not produced.

The Turnover Analysis report selection creates the following three reports:

HERTN1

HERTN1 details the information as a simple list, indicating for each department within a division:

- Each terminated employee name

- The Job Class held at the time of termination

- The length of service

- The reason for leaving

HERTN2

HERTN2 breaks down the information with one division per page, indicating the EEO Code reflected in the turnover without employee-specific information.

HERTN3

HERTN3 is a summary of the information by division and EEO code with one page per entity.

FREQUENCY AND SORTS

These are monthly reports. The three reports are sorted as follows:

HERTN1
Alphabetically by Employee Name within Home Department within division

HERTN2
Job Class Code within Division

HERTN3
Alphabetically by Division

TOTALS

Grand totals are printed for each report as follows:

HERTN1
- Reason Code by Division for Terminated only for month, year-to-date.

- Work Status Ind (Part Time/Full Time/Other) by Division for Terminated only for month, year-to-date.

- Work Status Code by Division for Terminated only for month, year-to-date.

HERTN2
EEOC Code and Job Class Code by Division for Terminated.

HERTN3
EEOC Code and Division for Terminated.

To calculate the total number in the EEOC Code at the beginning of the month, the system uses the following calculation:

> Number of employees in the EEOC Code at the end of the month, plus the number of terminations for the month.

The report displays those terminated employees with a Termination Date equal to a date within the current month.

The Length of Service field equals the Termination Date minus Continuous Service Date.

The employee types to be included on all three reports are determined by the Payroll Table entry for HERTN1. The Payroll Report Table descriptions are unique for each report:

> HERTN1 - Turnover Analysis (HERTN1)

> HERTN2 - Turnover Analysis (HERTN2)

> HERTN3 - Turnover Analysis (HERTN3)

Figure 4.36 Turnover Analysis (HERTN1) - Page 1

```
Date: 09/07/2001                          MODEL HOSPITAL OF GEORGIA                          Page  : 1
Time: 03:40pm                                Turnover Analysis                              Report: HERTN101
                                          For Month Ending 04/30/1999


 Division: (no division)

Employee                                                   Pos  Work         Length     Employee Status Reason      Shft
Number        Name              Job Class Code and Description  Ent  Status       of Service Code     Description     RtCd
-----------------------------------------------------------------------------------------------------------------------

  Department:          8.050 FOOD SERVICES/ADMINISTRATION

0000000125 waters,pat            6600 RN - Register Nurse      01  Full Time     2 yr  1 mo   *                       01


Division Total:

   Status Reason           Month     YTD        Work Stat Ind  Month  YTD    Work Status          Month     YTD

   (no status reason code)    1        1         Part-time       0     0    F  Full Time            1         1
                                                 Full-time       1     1
                                                 Other           0     0

   Terminations:              1        1                         1     1                           1         1
```

Figure 4.37 Turnover Analysis Report (HERTN1) - Last Page

```
Date: 09/07/2001                         MODEL HOSPITAL OF GEORGIA                        Page  : 3
Time: 03:40pm                                Turnover Analysis                           Report: HERTN101
                                         For Month Ending 04/30/1999


 Division: 80 Support Services

 Employee                                                 Pos   Work         Length     Employee Status Reason     Shft
 Number        Name              Job Class Code and Description  Ent  Status    of Service  Code       Description    RtCd
 ---------------------------------------------------------------------------------------------------------------------

  Department:          6.030 MEDICAL SURGICAL-6TH FLOOR

 0000001976 WATERS,ADAM                9170 Diet Aide              02  Full Time    1 yr 10 mo   *                         01


 Division Total:

    Status Reason          Month      YTD          Work Stat Ind  Month  YTD     Work Status           Month    YTD

    (no status reason code)    1        1          Part-time       0      0     F  Full Time            1        1
                                                   Full-time       1      1
                                                   Other           0      0

    Terminations:              1        1                          1      1                             1        1

                                                   End of Report
```

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Figure 4.38 Turnover Analysis (HERTN2)

```
Date: 05/28/2009                           MODEL HOSPITAL OF GEORGIA                          Page  : 1
Time: 02:39pm                                  Turnover Analysis                              Report: HERTN201
                                                 (no division)
                                             For Month Ending 05/31/2009


                     Pos Total  Mgrs   Mgrs                  Sales  Admin  Craft  Opera  Labor  Srvc   Inact Unkn   Total  Turnover
Job Class Code & Desc Ent Emp   Lvl1   Lvl2   Prof   Tech    Wrkrs  Wrkrs  Wrkrs  tives  Hlprs  Wrkrs  Code  Code   Turn   Percent
--------------------------------------------------------------------------------------------------------------------------------
2124 Physician       01    1                                                                                        0      0.00%
3158 Pharmacist      01    1                                                                                        0      0.00%
4450 Resident - 1st  01    1                                                                                        0      0.00%
5160 Billing Clerk   01   24                                                                                        0      0.00%
5555 Unit Secretary  01    1                                                                                        0      0.00%
6600 RN - Register N 01    4                                                                                        0      0.00%
6726 Chaplin         01    2                                                                                        0      0.00%
6800 RN - Instructor 01    1                                                                                        0      0.00%
9150 Cook            01    5                                                                                        0      0.00%
UNKN               UNKN   21                                                                                        0      0.00%

        Totals            61    0      0      0      0       0      0      0      0      0      0      0     0      0      0.00%


UNKN-The following employee(s) could not be classified for the following reason(s):

    Empl: 124-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 126-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 127-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 128-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 129-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 130-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 131-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 133-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 134-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 135-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 136-TESTSmith,John;David        Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 152-TESTJones,Levant;R          Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 153-TESTJones,Levant;R          Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 165-Test,Federal                Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 166-LYSOL,PAULA                 Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 167-APPLE,DUMPLIN               Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 1970-WILSON,FRED;J              Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 444559999-TEST,JOHN            Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 8812-TESTLanier,David;B         Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 94-COWAN,JACK                   Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
    Empl: 95-BOE,DOUG                     Job Class=UNKN    Position Entity=UNKN    EEO Class Code=UNKN
```

Figure 4.39 Turnover Analysis (HERTN2) - Last Page

```
Date: 05/28/2009                          MODEL HOSPITAL OF GEORGIA                        Page  : 11
Time: 02:39pm                                 Turnover Analysis                            Report: HERTN201
                                     (division NA not in division code table)
                                         For Month Ending 05/31/2009

                   Pos Total  Mgrs  Mgrs                  Sales  Admin  Craft  Opera  Labor  Srvc   Inact  Unkn   Total Turnover
Job Class Code & Desc Ent Emp  Lvl1  Lvl2  Prof   Tech   Wrkrs  Wrkrs  Wrkrs  tives  Hlprs  Wrkrs  Code   Code   Turn  Percent
------------------------------------------------------------------------------------------------------------------------------
5555 Unit Secretary  01    1                                                                                      0     0.00%

         Totals           1    0    0     0      0      0      0      0      0      0      0      0      0      0     0.00%


                                              End of Report
```

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Figure 4.40 Turnover Analysis Report (HERTN3)

```
Date: 05/28/2009                         MODEL HOSPITAL OF GEORGIA                          Page  : 1
Time: 02:39pm                               Turnover Analysis                              Report: HERTN301
                                         For Month Ending 05/31/2009


                    Total  Mgrs   Mgrs                  Sales  Admin  Craft  Opera  Labor  Srvc   Inact  Unkn   Total  Turnover
Division Code & Desc Emp    Lvl1   Lvl2   Prof   Tech   Wrkrs  Wrkrs  Wrkrs  tives  Hlprs  Wrkrs  Code   Code   Turn   Percent
----------------------------------------------------------------------------------------------------------------------------
 *                    61                                                                                        0     0.00%
02                     2                                                                                        0     0.00%
 1                    19                                                                                        0     0.00%
20                     1                                                                                        0     0.00%
26                     4                                                                                        0     0.00%
60 Patient Care Servi 81                                                                                        0     0.00%
70 Professional        3                                                                                        0     0.00%
80 Support Services    9                                                                                        0     0.00%
90 Finance             1                                                                                        0     0.00%
91 Administrative     83                                                                                        0     0.00%
NA                     1                                                                                        0     0.00%

       Totals        265    0      0      0      0      0      0      0      0      0      0      0      0      0     0.00%


                                            End of Report
```

NEW HIRE/REHIRE REPORTS

To access these reports, first select **Personnel Reports** from the Payroll/Human Resources Main Menu. Next, select **New Hire/Rehire Reports**. The New Hire/Rehire Reports menu is displayed:

```
            General Hospital New Hire/Rehire Reports Processor
                                        Wed Aug 31, 2005 11:13 am
New Hire/Rehire Reports Input Options


            Option No.  Option
            ---------------------------------------
 Paper         1        Federal/State New Hire Report (HERFSR)
               2        New Hire/Rehire Report (HERHIR)

 Electronic    3        Build/Edit New Hire Report Download File Format
               4        Federal/State New Hire Download/Report (HERFSD)








 Enter option number--
```

Select a report from those listed and additional screens are displayed. These reports are documented next in the order shown on the New Hire/Rehire Reports menu.

Federal/State New Hire Report (HERFSR)

This report provides all necessary new hire information required to meet federal reporting regulations.

This report is selected from the New Hire/Rehire Reports menu and is sorted by Hire Date/Rehire Date, SUI State as indicated on the Employee State Tax Code screen, Employee Name, and Employee Social Security number.

The report contains only those employees who have been hired or rehired during the current month and year selected as part of the report generation parameters.

After selecting the **Federal/State New Hire Report** option, the system prompts you to enter an entity code. Enter a valid entity code, and the following selection criteria screen is displayed:

```
          General Hospital Federal/State New Hire Report Processor
                                        Sat Apr 17, 1999 11:09 am


  1 Employer                        2 FEIN
    MODEL HOSPITAL OF GEORGIA         229876543
  3 Address Line 1                  4 Address Line 2
    301 PERIMETER CTR NORTH       ->
  5 City              6 State      7 Zip Code
    ATLANTA               MO         30346
  8 Contact Name                   9 Contact Phone   10 Contact Extension
    ROBERTSON,MARCIA                 (770)392-9302       2313
 11 SIT Number                     12 SUI Number
    123456789123                      123456789123456
 13 Multi-State Employer Ind.      14 Dependent Healthcare Cov. Avail. Ind.
    No                                Yes
 15 Beginning Date                 16 Ending Date


 17 Edit By                        18 Edit Date
    Heidbreder,Ginger G               04/06/1999 12:38pm


 Address Line 2--                              |
```

NOTE: The first time the Federal/State New Hire Report Parameters are accessed for an entity, the following prompt is displayed:

> *Add New Hire Reporting Parameters for entity '??' (Y/N) [Y]--*

Enter the default of **Y** to display the screen, add the employer-related parameters, and print the report. Enter **N** to exit the option.

Field Explanations

1. EMPLOYER (30-AN-R)
Entity Name as defined on the Entity Master.

2. FEIN (9-N-R)
IRS ID Number as defined on the Federal Tax Reporting Parameters.

3. ADDRESS 1 (25-AN-R)
Address Line 1 as defined on the Federal Tax Reporting Parameters.

4. ADDRESS 2 (25-AN-O)
Address Line 2 as defined on the Federal Tax Reporting Parameters.

5. CITY (18-AN-R)
City as defined on the Federal Tax Reporting Parameters.

6. STATE (2-AN-R)
State as defined on the Federal Tax Reporting Parameters.

7. ZIP CODE (9-N-R)
Zip Code as defined on the Federal Tax Reporting Parameters.

8. CONTACT NAME (30-AN-R)
Enter Last, First, and Middle name of person for agency to contact (Middle name/initial is optional).

9. CONTACT PHONE (10-N-R)
Enter ten digits or 3 digits, 1 dash, and four digits.

10. CONTACT EXTENSION (4-N-O)
Enter as one to four digits.

11. SIT NUMBER (12-N-R)
SIT Number entered on the State Tax Parameters for the State assigned under the Federal Tax Parameters.

12. SUI NUMBER (15-N-R)
SUI Number entered on the State Tax Parameters for the State assigned under the Federal Tax Parameters.

13. MULTI-STATE EMPLOYER IND. (1-A-R)
Default is 'No'. If 'Y'es entered, the state to which the client reports New Hires is required. The reporting state is not accessible if 'N'o is entered.

14. DEPENDENT HEALTHCARE COVERAGE AVAILABLE IND. (1-A-R)
Default is 'Yes'.

15. BEGINNING DATE (10-N-R)
The date from which to start searching for Employees to include on report based on their Hire Date or Rehire Date.

16. ENDING DATE (10-N-R)
The date where searching is to end for Employees to include based on their Hire Date or Rehire Date.

17. EDIT BY (Default)
Updated with employee name who last ran this report.

18. EDIT DATE (TIME) (Default)
Updated with last date and time report was run.

Figure 4.41 Federal/State New Hire Report (HERFSR)

```
Date: 04/29/2002              MODEL HOSP - ENT 02                  Page  : 1
Time: 08:34am     Federal/State New Hire Report For 04/29/2002  Report: HERFSR02

                      Report Date Range 01/01/2001 - 04/29/2002
--------------------------------------------------------------------------------
                                  Employer Info

     Employer:                       Federal Employer ID Number:
     MODEL HOSP - ENT 01             229876543

     Address 1:                      Address 2:
     301 PERIMETER CTR NORTH

     City:            State:    Zip:     Ext:
     ATLANTA          MO        30346

     Contact Name
     Last:            First:    Middle:        Contact Phone:    Ext:
     ANDERS           KAY       M              (312)458-9977

     SIT Number:                     SUI Number:
     123456789123                    123456789123456

     Multi-State Employer Indicator: Dependent Healthcare Coverage Available:
     No                              Yes


--------------------------------------------------------------------------------
                                  Employee Info

     Social Security Number:
     770-03-5689

     First Name:                     MI:     Last Name:
     STEPHEN                         J       AARRON

     Address 1:                      Address 2:
     2753 HENDERSON CT

     City:            State:    Zip:                          Ext:
     TUCKER           GA        30084

     Date of Hire/Rehire:    State of Hire:   Date of Birth:   Gender:
     03/01/2001              GA               01/01/1950       M

     Work Status             Salary/Rate      EIC Ind:
     F                       $19,500.00/YR    N



--------------------------------------------------------------------------------
                                  End of Report
```

Field Explanations

Employee-related fields for employees with Hire Dates or Rehires Dates within the Beginning Date and Ending Date range entered on the Federal/State New Hire Report Processor screen are included on this report.

SOCIAL SECURITY NUMBER
Social Security number from the Employee Demographic Screen.

NAME
Employee Name as entered on the Employee Demographic Screen; consists of the employees First Name, MI, and Last Name.

ADDRESS 1
Address line 1 as entered on the Employee Demographic Screen.

ADDRESS 2
Address line 2 as entered on the Employee Demographic Screen.

CITY
City name as entered on the Employee Demographic screen.

STATE
State name as entered on the Employee Demographic screen.

ZIP CODE
Zip code as entered on the Employee Demographic screen.

ZIP EXT
Zip code extension as entered on the Employee Demographic screen.

DATE OF HIRE/REHIRE
Date as entered on the Employee Location Hire screen.

STATE OF HIRE
State assigned as the working state in the SUI State field on the Employee State Tax screen. If the ER Tax Assessment Ind field on the Employee State Tax Information screen is set to *Yes* or *Yes-but Exempt*, that state for which the ER Tax Assessment Ind field is defined shows as the State of Hire.

DATE OF BIRTH
Birth date as entered on the Employee Demographics screen. If no birthdate has been entered on the Employee Demographics screen, asterisks (****) display in this field.

GENDER
Gender identifier as entered on the Employee Demographics screen.

WORK STATUS
Work status assigned on the Location Hire Screen.

SALARY/RATE
Amount as entered on the Employee Position Control Current Pay Screen, Annual Salary field of the first active position.

EIC IND
Indicates whether or not the employee has any active Deductions with a 'G' Deduction
Classification.

New Hire/Rehire Report (HERHIR)

This report lists only those employees who have been hired or rehired during the current month's processing. It can be used as a distribution report for those departments affected.

NOTE: You should audit the Continuous Service Date on this report for the employees who have been rehired to verify that the date has been calculated and entered correctly. For new hires, the Continuous Service Date and the Hire Date will be identical.

This report is selected from the New Hire/Rehire Reports menu and is sorted by Entity Code, subsorted by Division, by Home Department, and by Employee Name.

The report contains only those employees who have been hired or rehired during the current month and year selected as part of the report generation parameters.

The selection criteria for this report are:

- Entity; one per report request

- Month and Year; default is current month and year

- Include all (ALL), active (A) , or terminated (T) employees; default is ALL

    Options are:

Option	Description
ALL	Report includes all employees who were hired or rehired in the month and year selected, regardless of whether they are terminated or their positions are active or inactive.
A	Report includes employees who have: 1) at least one active position; 2) who have no termination date or whose termination date is greater than the report date; and 3) who were hired or rehired in the month and year selected.
T	Report includes only terminated employees who were hired or rehired in the month and year selected.

- Include employees with no active positions; default is No.

    If you choose Y to include employees with no active positions, the report includes these employees provided they also meet the other selection criteria.

Subtotals are printed for the total number of employees hired or rehired during the month by department, and for the total number of employees hired or rehired during the month by division.

Grand totals are printed for the total number of employees hired or rehired during the month for the Entity.

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

Figure 4.42 New Hire/Rehire Report (HERHIR)

```
Date: 03/24/95                           GENERAL HOSP - ENT 01                               Page  : 1
Time: 15:14P                         New Hire/Re-hire Report For 03/24/95                     Report: HERHIR01
 Month : March
Div   Fac   Home        Employee                             Employee    Hire      Re-Hire   Prob End  Pay  Pay  Work
Code  Code  Department  Number         Employee Name         Badge #     Date      Date      Date      Cyc  Stat Stat
--------------------------------------------------------------------------------------------------------------------
   Total Employees Hired or Rehired for Division : 0000

   Total Employees Hired or Rehired for Division : 0000

 1    1994    0.1          110  Beach,Alan C                             03/24/95                       0

                       Termination   Continuous  Pos   Position    Job   Pos  Pos  Position    Shift   Pay   EEO   EEOC
                          Date       Srvc Date   Ent   Department  Class Nbr  FTE  Asgn Hrs    Rt Cd   Grd   Orig  Code

                                     01/01/89                      0000  000  0.00     0.00                   B
 1    1994    0.1           26  Beach,Alan C                             03/24/95                       0
                                     01/01/89                      0000  000  0.00     0.00                   B

   Total Employees Hired or Rehired for Department : 0002

 1    1994    1.5           30  SANDERS,JANET                            03/24/95            06/18/50  0    N
                                     04/03/92     01    8050        9170  002  1.00    40.00    01      90S   G     I

   Total Employees Hired or Rehired for Department : 0001

   Total Employees Hired or Rehired for Division : 0003

   Total Employees Hired or Rehired for Division : 0000

26    1993    0.1          322  SHARON,PHIL P                            03/24/95            03/31/49  1    E
                                     01/01/93     01    6010        2122  001  1.00    80.00    04      20A   K     A

   Total Employees Hired or Rehired for Department : 0001

   Total Employees Hired or Rehired for Division : 0001
```

Build/Edit New Hire Report Download File Format

Before using the Federal/State New Hire Download Report (HERFSD) option, you must define the download file layout using the Build/Edit New Hire Report Download File Format option.

You can search and download the Electronic New Hire file format specifications for most states from their Web sites. Once you have obtained the most current file format specifications for each state to which you want to report, select **Build/Edit New Hire Report Download File Format** from the New Hire/Rehire Reports menu. The following prompt is displayed.

Enter State code--

Enter the state code or a hyphen (-) to display a list of state codes from which to choose.

```
              General Hospital New Hire Rpt Dwnld File Format Processor
                                             Wed Aug 31, 2005 11:39 am

 Page:01                          State Abbreviations
 ( 1) ALABAMA                       (18) HAWAII
 ( 2) ALASKA                        (19) IDAHO
 ( 3) ALBERTA                       (20) ILLINOIS
 ( 4) ARIZONA                       (21) INDIANA
 ( 5) ARKANSAS                      (22) IOWA
 ( 6) ARMED FORCES AMERIC           (23) KANSAS
 ( 7) ARMED FORCES EUROPE           (24) KENTUCKY
 ( 8) ARMED FORCES PACIFI           (25) LABRADOR
 ( 9) BARLOW COUNTY                 (26) LOUISIANA
 (10) BRITISH COLUMBIA              (27) MAINE
 (11) CALIFORNIA                    (28) MANITOBA
 (12) COLORADO                      (29) MARYLAND
 (13) CONNECTICUT                   (30) MASSACHUSETTS
 (14) DELAWARE                      (31) MEXICO
 (15) DIST OF COLUMBIA              (32) MICHIGAN
 (16) FLORIDA                       (33) MINNESOTA
 (17) GEORGIA                       (34) MISSISSIPPI


 Enter choice--
                        next pg(/ or PG DN)  Search(TAB)

```

A blank screen is displayed next. Enter the file layout as specified in the state's Electronic New Hire file format specifications. The following sample screen shows the state of Georgia with the header record and the first few fields of the detail record defined.

```
             General Hospital New Hire Rpt Dwnld File Format Processor
                                              Thu Sep 01, 2005 04:19 pm

   1 State
     GA-GEORGIA
     Field                                        Rcd  Beg Fld Fld    Fill  Dte
   2 Type   Field Desc/Literal Value/MUMPS Code   Typ  Col Len Just   Type  Fmt
     Litrl  H4                                     H1    1   2 Left   Blank 0
     Litrl  13                                     H1    3   2 Left   Blank 0
     F016   Filler                                 H1    5   9 Left   Blank 0
     Litrl  W4                                     H1   14   2 Left   Blank 0
     F016   Filler                                 H1   16   1 Left   Blank 0
     Litrl  01                                     H1   17   2 Left   Blank 0
     F032   Current Date                           H1   19   8 Left   Blank 4
     Litrl  1                                      H1   27   6 Right  Zero  0
     F016   Filler                                 H1   33 769 Left   Blank 0
     Litrl  W4                                     D     1   2 Left   Blank 0
     F004   EE Social Security Number              D     3   9 Left   Blank 0
     F001   EE Name/First                          D    12  16 Left   Blank 0
     F002   EE Name/Middle                         D    28  16 Left   Blank 0
     F003   EE Name/Last                           D    44  30 Left   Blank 0
     F005   EE Address/Street Line 1               D    74  40 Left   Blank 0

      F1Prev Page F2Next Page F3 Insert  F4 Delete  F6 Reset  F7  Exit   ?
```

A scrolling screen is used to define the file layout. If you enter a question mark (?), help text is displayed at the bottom of the screen to assist you in completing the fields. McKesson recommends that you enter the fields in the order that they are listed in the state's Electronic New Hire file format specifications.

Field Explanations

1. STATE (DISPLAY ONLY)
This field contains the name of the state that you selected on the previous screen.

2. FIELD TYPE (4-AN-R)
This field is used to define the type of field that is being entered. The following choices are available as indicated in the help text prompt:

M Mumps Code - This option is reserved for situations in which the data requested is not static, cannot be entered as a standard literal for everyone in the file, and is not already pre-defined in the McKesson-controlled Electronic New Hire Report Fields table. If you need to use this option, call McKesson for assistance on entering the MUMPS code.

L Literal - Select this option to enter a literal value.

- Hyphen - Select this option for a pre-defined list of fields. This is the option you will use most often. You can also enter the 4-digit predefined field code directly if you know it.

Listed below are the codes and descriptions for some of the predefined fields that are available for selection.

Code	Predefined Field Description	Field Explanation
F040	EE Annual Salary	Calculated annual salary based on the active positions and the FTEs assigned to each position.
F057	EE Salary Per Pay Frequency	Calculated annual salary based on the active positions and the FTEs assigned to each position divided by the number of pay periods in the year.
F014	EE Date Started This Period	Either the hire date or the rehire date, whichever fell between the report dates requested and is the most current.
F038	EE Earned Income Credit Ind	Yes/No flag that is set based on the employee's EIC Status and EIC Calendar Year on the Employee Federal Tax Screen.
F031	EE Elig f/Medical Benefits	Yes/No flag that indicates whether the employee is eligible for medical benefits.
F044	EE Independent Contractor	Yes/No flag that is set to Yes for Hospital employees and No for Non-hospital employees.
F036	EE Left Employment Dur/Pd	Yes/No flag that is set to Yes if the employee was either hired or rehired and also terminated during the requested period.
F043	EE New/Rehire/Wrk Refusl Ind	Similar to the EE Left Employment Dur/Pd field except it is set to No for new hire, R for rehire, or W for work refusal depending on whether the employee was hired or rehired and also terminated during the period requested.
F042	EE Pay Frequency	One-character code set to W for Weekly, B for Bi-weekly, S for Semi-monthly, or M for Monthly.
F056	EE State Tax ER Assess State	Two-digit state code where the employee's ER Tax Assessment Ind is set to *Yes* or *Yes-but Exempt*.
F017	ER Transmitter Name	This field is pulled from the Employer field on the Electronic New Hire Report parameter screen. Initially it is populated from the entity name on the G/L Entity Master Screen, but it can be overridden.

Code	Predefined Field Description	Field Explanation
F018	ER Address/Street Line 1	These fields are pulled from the corresponding fields on the Electronic New Hire Report parameter screen. Initially, these fields are populated from the Federal Tax Reporting Parameters in Payroll, but they can be overridden.
F019	ER Address/Street Line 2	
F021	ER Address/City	
F022	ER Address/State	
F023	ER Address/5 Digit ZIP	
F024	ER Address/4 Digit ZIP	
F029	ER Dep Hlthcare Cov Avail	These fields are pulled from the corresponding fields on the Electronic New Hire Report parameter screen.
F028	ER Multi-State Indicator	
F026	ER State Inc Tax ID #	These fields are pulled from the corresponding fields on the Electronic New Hire Report parameter screen. Initially, these fields are populated from the State Tax Reporting Parameters in Payroll, but they can be overridden.
F027	ER State Unemp Ins Acct #	

FIELD DESC/LITERAL VALUE/MUMPS CODE (42-ANC-C)
This field is required if you entered L or M in the Field Type field. Enter either the literal that you want to print in the field or the MUMPS code that was provided by McKesson. If you selected a hyphen (-) for pre-defined field in the Field Type field, then this field contains the associated description of the pre-defined field, which cannot be changed.

REC TYPE (2-AN-R)
This field indicates the record in which the data should be placed. There can be up to three header records, three trailer records and one detail record defined as indicated by the help text prompt:

  Enter record type - Header(H1/H2/H3), (D)etail, Trailer(T1/T2/T3) [D]

The Rec Type field defaults to D for detail. Some states have only one record type, and others have more than one. For states that only have one record type, use the default of D.

BEG COL (4-N-R)
This field indicates where the field data should be placed within the record layout and allows a number from 1 to 2042.

FLD LEN (3-N-R)
This field indicates how many characters are allocated in the record layout for the field data. A number from 1 to 999 is allowed.

FLD JUST (1-A-R)
This field indicates whether the data should be justified to the right (R) or the left (L). The default is L.

FILL TYPE (1-A-R)
This field is used to define how unused space within the defined columns is filled.
Choices are Blank (B) or Zero (Z). The default is B.

DTE FMT (1-N-C)
This field indicates how date fields should format the month, day and year. Values are:

0   N/A (Default)

1   MMDDYY

2   MMDDYYYY

3   YYMMDD

4   YYYYMMDD

Once the fields in the record layout have been entered and you have saved your edits,
error checking is performed. A screen similar to the following is displayed listing the
length of each record you defined (Header, Detail and Trailer). If there are multiple
fields mapped to the same columns in a particular record type, or if there are columns
between the first and last character of the record where nothing is mapped, warning
messages are displayed.

```
                 General Hospital New Hire Rpt Dwnld File Format Processor
                                          Tue Aug 02, 2005  09:13 am


    Header record H1 length = 801
    [WARNING] Multiple fields mapped data to columns:
    3,4
    [WARNING] No fields mapped data to columns:
    12,13

    Detail record D length = 801
    [WARNING] Multiple fields mapped data to columns:
    1,2
    [WARNING] No fields mapped data to columns:
    10,11

    Trailer record T1 length = 803
    [WARNING] No fields mapped data to columns:
    14,15


    (S)ave, (C)hange or (A)bort edits? --
```

At the prompt, you enter **S** to save your edits despite the errors, **A** to abort your edits,
or **C** to correct your edits.

Federal/State New Hire Download Report (HERFSD)

After using the Build/Edit New Hire Report Download File Format option to define the download file layout for each state to which you must report, select the Federal/State New Hire Download Report (HERFSD) option to begin the download process.

This report is selected from the New Hire/Rehire Reports menu and is sorted by Entity Code and Beginning/Ending report dates.

NOTE: The beginning and ending report dates are the dates against which the employee hire and rehire dates are compared, to limit the scope of the data reported. If you key an ending date that is less than the beginning date, the following error message is displayed:

Error: Ending date must be greater than beginning date!

Once the dates have been validated, the following prompt is displayed:

Enter reporting state code--

NOTE: If the state you entered has not been defined using the Build/Edit New Hire Report Download File Format option, the following error message is displayed:

Error: New Hire Report download format for this state not defined!

If you receive this message, exit the process and define the file format before trying this option again.

If the state has been defined, the following prompt is displayed (where XXXXXXX is the state you selected):

Include (A)ll or only employees that (W)ork in XXXXXXX? (A/W) [W]--

W   Select W to include only employees whose ER Tax Assessment Ind is set to Yes on the Employee State Tax screen for the state selected.

A   Include all employees hired or rehired within the date range for the entity selected.

If no new hire parameters were entered previously for the entity and state, the following prompt is displayed:

Create New Hire Reporting Parameters for entity `XX`? (Y/N) [Y]--

If you enter **Y**, or if parameters already exist for this entity, a screen similar to the following is displayed:

```
            General Hospital Fed/State New Hire Dwnld/Rpt Processor
                                          Tue Sep 06, 2005 10:49 am

  1 Employer                        2 FEIN
    MODEL HOSP - ENT 02               344344323
  3 Address Line 1                  4 Address Line 2
    5995 WESTWIND PARK         ->
  5 City              6 State       7 Zip Code
    SMITHVILLE          GA            30005-5005
  8 Contact Name                    9 Contact Phone     10 Contact Extension
    SMITH,DEIDRE                      (404)303-3030
 11 Contact FAX Number             12 Contact E-mail Address
                                      DEIDRE.SMITH@MHOG.COM
 13 SIT Number                     14 SUI Number
    229876543                         581955423
 15 Multi-State Employer Ind.      16 Dependent Healthcare Cov. Avail. Ind.
    No                                Yes
 17 File Pathname                  18 CR/LF Indicator   19 Generate Report
    C:\TEMP\TEST0822.TXT              Yes
 20 Edit By                        21 Edit Date
    DuPont,Dale L                     08/30/2005 04:33pm


Enter address line 2--                               |
```

When accessing this screen initially for a particular entity and state combination, the following fields are populated by default from other fields on the system. The default values can be overridden if necessary.

Field Name...	Defaults to...
Employer	entity name on the G/L Entity Master screen
FEIN, Address Line 1 Address Line 2 City, State, Zip Code	corresponding field values on the Federal Tax Reporting Parameters in STAR Payroll
SIT Number SUI Number	corresponding field values on the State Tax Reporting Parameters in STAR Payroll
Multi-State Employer Ind.	N - No
Dependent Healthcare Cov. Avail. Ind.	Y - Yes

The information in fields 1 through 16 may or may not be displayed on the download file, depending on the information each state requires and what was entered on the data record formatting screen. To avoid problems, McKesson recommends that you complete all the information regardless of whether it is required.

In addition, the following fields are required:

File Pathname - The full file pathname must be specified. Many of the state download specifications tell you how to name the file. Also, the parent directory must exist.

CR/LF Indicator - Indicates whether a carriage return and line feed should be appended to the end of each record as it is built. This may vary from state to state.

Once all fields are entered and the screen is accepted, the following messages are displayed:

Compiling and Printing in Foreground!

Downloading Electronic New Hire Media File ...

Electronic New Hire Media Download Completed

When the download is complete, you should review the Federal/State Electronic New Hire File Dump Report (HERFSD). The data is listed by record and is divided into 100-character chunks for easier interpretation. Also, column indicators are printed every 10 characters to make it easier to locate fields within the data. You can also check the data by viewing the file itself using a text editor. If everything is correct, you can send or transmit the file to the state.

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Figure 4.43 Federal/State New Hire Download Report (HERFSD)

```
Date: 08/30/2005                          MODEL HOSP - ENT 02                          Page  : 1
Time: 04:33pm                   Federal/State Electronic New Hire File Dump Report      Report: HERFSD02
                                     Report Date Range 12/21/1999 - 01/03/2000

-------------------------------------------------------------------------------------------------------
RECORD 1                          10        20        30        40        50        60        70        80        90
                                   |         |         |         |         |         |         |         |         |
Columns 001 - 100      H413       W4 0120050830000001
Columns 101 - 200
Columns 201 - 300
Columns 301 - 400
Columns 401 - 500
Columns 501 - 600
Columns 601 - 700
Columns 701 - 800
Columns 801 - 803


-------------------------------------------------------------------------------------------------------
RECORD 2                          10        20        30        40        50        60        70        80        90
                                   |         |         |         |         |         |         |         |         |
Columns 001 - 100      W4564874564GEORGIA                    STATE                       1231 LAKE LANIER DR
Columns 101 - 200                                                                                     ATLANTA
Columns 201 - 300                    GA111111111                              1961022820000101GA34434432322
Columns 301 - 400      9876543    MODEL HOSP - ENT 02                   5995 WINDWARD PARKWAY
Columns 401 - 500                                                                        ALPHARETTA
Columns 501 - 600      GA300055995
Columns 601 - 700
Columns 701 - 800                                               4043383361       N         Blue Cross/Blue
Columns 801 - 803


-------------------------------------------------------------------------------------------------------
RECORD 3                          10        20        30        40        50        60        70        80        90
                                   |         |         |         |         |         |         |         |         |
Columns 001 - 100      W4158789943TEST           TWO         GEORGIA                   125 JACKSON DR
Columns 101 - 200                                                                                     GAINESV
Columns 201 - 300      ILLE             GA30076                               1973050820000101GA34434432322
Columns 301 - 400      9876543    MODEL HOSP - ENT 02                   5995 WINDWARD PARKWAY
Columns 401 - 500                                                                        ALPHARETTA
Columns 501 - 600      GA300055995
Columns 601 - 700
Columns 701 - 800                                               4043383361       N         Blue Cross/Blue
Columns 801 - 803
```

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Figure 4.44 Federal/State New Hire Download Report (HERFSD)

```
Date: 08/30/2005                              MODEL HOSP - ENT 02                        Page  : 2
Time: 04:33pm                        Federal/State Electronic New Hire File Dump Report   Report: HERFSD02
                                        Report Date Range 12/21/1999 - 01/03/2000


-------------------------------------------------------------------------------------------------------
RECORD 4                          10      20      30      40      50      60      70      80      90
                                   |       |       |       |       |       |       |       |       |
Columns 001 - 100    T400000000002
Columns 101 - 200
Columns 201 - 300
Columns 301 - 400
Columns 401 - 500
Columns 501 - 600
Columns 601 - 700
Columns 701 - 800
Columns 801 - 803


-------------------------------------------------------------------------------------------------------

                            End of Report
```

REVIEW REPORTS

Employee Salary History Report (HERSAL)

This Biographical report provides a view of the employee's current position and rate information, and displays the employee's Salary History data if you choose.

NOTE: Because this report contains confidential Wage and Salary information, it is recommended that report security be set accordingly.

This report is selected from the Review Reports menu and is sorted by Entity Code, Home Department, and Employee Name or Number. All employee Current Position information is sorted by position priority order, and employee Salary History records are sorted in reverse chronological order (most recent change first, oldest change last).

The report prints each Home Department on a separate page. You can choose to have each specific employee print on a separate page to allow for individual employee auditing or as an employee salary review worksheet. Each new page header includes the Home Department Number and description. If you specify that the report print one employee per page, or if the employee information overflows the page boundaries, the employee header is repeated on the new page.

The report subtotals for employee count by Home Department and by Entity.

The selection criteria for this report are:

- Entity - one per report request

- Home Department - one or range or all; default is all

- Employee Name/Number - one or range or all; default is all

- Print each employee on a separate page

- Sort by employee name or number

- Include employees - All, (A) Active or (T) Terminated; default is All.

    Options are:

Option	Description
A	Only Active employees are reported. The Pay Indicator for Active employees is set to Yes on the Work Status screen, there is at least one active position on the Employee Position Control Master, and the termination date in the Location/Hire screen has no value or is later than the current report date.

Option	Description
T	Only Terminated employees are reported. The Pay Indicator for Terminated employees is set to No on the Work Status screen; there is a termination date on the Location/Hire screen.
All	All employees within an entity are reported.

- Salary History Detail Level:

  O (Occurrences) D (Date) or N (None); default is Date

  Options are:

Option	Description
Occurrences	The system prompts you to enter the number of the most recent salary change occurrences, or history records, to report. For example, an entry of 5 means that the last five salary changes for an employee are to be reported.
Date	The system prompts you to enter the beginning and ending date range for the Salary Change Effective Date selection. If a selected employee has a Salary Change History record within or equal to dates in the specified date range, that salary change is reported. An employee can have several records that satisfy the date range criteria; in this case, all recognized change records would be reported.
None	If the detail level is None, no Salary Change History is reported. In effect, the report becomes an auditing tool for Employee Current Position and rate information.

  If the Salary History Detail Level is Occurrences or Date, the following additional selection criteria display:

  - Beginning salary change effected data (MM/DD/YY)

  - Salary Change Type Codes (one or range or all; default is all)

  This selection criteria enables you to isolate salary changes by type (such as Merit or Year-End) within the other selection criteria. All entries are verified to the Salary Change Type Code Table.

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

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Figure 4.45 Employee Salary History Report (HERSAL)

```
Date: 05/25/93                                  GENERAL HOSPITAL                            Page  : 1
Time: 10:18am                       Employee Salary History Report For 05/25/93            Report: HERSAL01
Department: 6010 PATIENT CARE ADMINISTRATION
                                   ES  WS  HireDate  PC  PayInd   CalcSal   SalComp#1 CalcAsgnHrs      Begin Date
Emp Number  Employee Name          ESR WSH TermDate  CntSvcDt     BaseSal   SalComp#2 BaseAsgnHrs CalcFTEs End Date
-------------------------------------------------------------------------------------------------------------------
    16  Allison,Jane T              A   F  01/01/91  B   Yes    34,944.00      0.00    4,160.00            12/28/91
                                    01             01/01/91             0.00      0.00        0.00  2.00
         ====================================== CURRENT POSITIONS ======================================
         PRI  EC Pos Dept      JC Pos PS FTE  S  Shft  PGd PSp ST Eff Date Src  Hrly Rt  Suppl Rt  On-Call    Charge     Float
          1   02 6010         6800 001 E 1.00 A   00  60P MIN  C 03/17/92   01  11.3000   1.0000  1-1.2500  1-1.0000  1-1.3000
                                          NEXT>  60P MIN  C 03/17/92   01  11.3000   1.0000  1-1.2500  1-1.0000  1-1.3000
          2   01 6010         6800 001 E 1.00 A   00  60P MIN  N 01/01/91   01   5.5000   1.0000
                                          NEXT>  60P MIN  N 01/01/91   01   5.5000   1.0000
     3  Cassy,Cynthia C             A   F  01/01/92  B   Yes    83,200.00      0.00    4,160.00            01/11/92
                                    06             01/01/92             0.00      0.00        0.00  2.00
         ====================================== CURRENT POSITIONS ======================================
         PRI  EC Pos Dept      JC Pos PS FTE  S  Shft  PGd PSp ST Eff Date Src  Hrly Rt  Suppl Rt  On-Call    Charge     Float
          1   01 6010         2122 001 E 1.00 A   00  20A MKT  N 01/01/92   01  15.0000   1.0000  2-1.3000  2-1.2000  2-1.6000
                                          NEXT>  20A MKT  N 01/01/92   01  15.0000   1.0000  2-1.3000  2-1.2000  2-1.6000
          2   02 6010         2122 001 E 1.00 A   10  20A MKT CO 03/16/92   04  25.0000   1.2000  1-1.2000  1-1.0000  1-1.5000
                                          NEXT>  20A MKT CO 03/16/92   04  25.0000   1.2000  1-1.2000  1-1.0000  1-1.5000
    22  Trent,Travis M              A   F  01/01/92  S   Yes    23,270.40      0.00    4,608.00            01/15/92
                                    AO  01           01/01/92             0.00      0.00        0.00  2.00
         ====================================== CURRENT POSITIONS ======================================
         PRI  EC Pos Dept      JC Pos PS FTE  S  Shft  PGd PSp ST Eff Date Src  Hrly Rt  Suppl Rt  On-Call    Charge     Float
          1   01 6010         5160 001 N 1.00 A   10  50C MID  C 02/05/92   01  10.1000  10.2000
                                          NEXT>  50C MID  C 02/05/92   01  10.1000   1.0000
          2   02 6010         5160 001 N 1.00 A   10  50C                   01
                                          NEXT>  50C MIN  C 03/17/92   01   8.5000   1.0000
                                                                          Add Rates>   FL Grp> ABCD Bas> F A/P>    1.0000
    23  Underwood,Brent             A   F  01/01/92  S   Yes    36,633.60      0.00    4,608.00            01/15/92
                                    AO  01           01/01/92             0.00      0.00        0.00  2.00
         ====================================== CURRENT POSITIONS ======================================
         PRI  EC Pos Dept      JC Pos PS FTE  S  Shft  PGd PSp ST Eff Date Src  Hrly Rt  Suppl Rt  On-Call    Charge     Float
          1   01 6010         5160 001 N 1.00 A   10  50C MAX CO 01/18/92   01  15.9000   1.0000
                                          NEXT>  50C MAX CO 01/18/92   01  15.9000   1.0000
          2   02 6010         5160 001 N 1.00 A   10  50C                   01
                                          NEXT>  50C MIN  C 03/17/92   01   8.5000   1.0000
                                                                          Add Rates>   PC Grp> 1234 Bas> P A/P>    2.0000

Total Employees for Department 6010: 4
```

Out of Step Report (HEROSR)

The Out of Step Report lists employees whose current salary is out of step (higher or lower) for the Pay Step they are currently assigned to. The report compares the employee's current hourly rate to the Pay Step within Pay Grade in the Wage and Salary Matrix Master file. If the current hourly rate is not within the Pay Grade/Pay Step minimum and maximum range, the employee name displays on this report. This report can be printed on demand.

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

This report is selected from the Review Reports menu and is sorted by Home Entity (H) or Position Entity (P), Primary Position (P) or All Active Positions (A), subsorted by Employee Name.   You can select one entity per report request. The Position Sequence number is indicated by the Pos Seq column.

Terminated employees are excluded from this report.

Figure 4.46 Out of Step Report (HEROSR)

```
Date: 10/13/94                        GENERAL HOSP - ENT 01                              Page  : 1
Time: 13:18P                       Out of Step Report For 10/13/94                       Report: HEROSR01
                                             * - Unmatched Wage and Salary info for Pay Grade/Pay Step
Home  Employee                  Pos Pos  Position    Job Pos  Rate     Employee  Shift Pay  Pay  Minimum   Maximum
Ent   Number   Employee Name    Seq Ent  Department  Class Nbr Eff Date Hrly Rate Rt Cd Grd  Stp  Hrly Rate Hrly Rate
-----------------------------------------------------------------------------------------------------------------
01     231    HUTCH,JAN          001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     233    HUTCHINS,AMHERST O 001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     234    NORTH,LUKE         001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     235    STEUBEN,HENRY J    001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     236    JOHNSON,LANE K     001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     237    FIELD,SHARON P     001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     238    WOOD,PHOEBE P      001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01     239    WRIGHT,EDDIE L     001 01   6.010      2122 001 01/01/1993 ********   04   20A  MAX  ******** ********
01      28    TRITT,ANTHONY      001 01   6.010      5160 001 04/02/1992  7.0000    01   50C  MAX  13.0001  16.0000
01      24    VOLK,JENNY P       001 01   6.010      6726 001 08/10/1992 11.0000    04   30P  EXP  38.1000 150.0000
01     250    LINDSEY,BARRY      001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     251    CASH,JOE           001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     253    BELL,HEIDI         001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     254    DOYLE,JASON        001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     255    ELI,JODY           001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     256    FRANKLIN,SUE       001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     257    GOODY,LAURA        001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     258    HOOD,GLORIA        001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     259    IVY,CAROLYN        001 01   6.010      6726 001 12/30/1992 11.0000    04   30P  MAX  28.1000  38.0000
01     210    BEACH,ALAN C       001 01   6.020      2124 001 02/20/1992 11.0000    04   20A  MIN  15.0000  17.5000
01     211    BEACHHEAD,ALAN C   001 01   6.020      2124 001 02/20/1992 11.0000    04   20A  MIN  15.0000  17.5000
01     212    BEECH, ALAN C      001 01   6.020      2124 001 02/20/1992 11.0000    04   20A  MIN  15.0000  17.5000
01     213    WALTER,JOHN        001 01   6.020      2124 001 02/20/1992 11.0000    04   20A  MIN  15.0000  17.5000
01     214    JON,JAMES          001 01   6.020      2124 001 02/20/1992 11.0000    04   20A  MIN  15.0000  17.5000
                               End of Report
```

Performance Appraisal (HERPAF)

This report provides the Personnel Department and the employee's Home Department manager with a working document for use in conducting a performance appraisal.

This report is selected from the Review Reports menu and is sorted by Entity Code, subsorted by Home Department and by Employee Name.

The selection criteria for this report are:

Example 1:

- Entity - one per report request

- Next Review Date - one or range; no default; required. The date range, if specified, prints beneath the report heading.

- Include employee if primary position is inactive; default is no

Example 2:

- Entity - one per report request

- Employee Name/ID - one or more or all; default is all

- One employee or all; default is all

- Include terminated employees; default is no

- Include employee if primary position is inactive; default is no

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade. The Employee Hire Date and Continuous Service Date from the Employee Location/Hire record are included in the report.

Figure 4.47 Performance Appraisal (HERPAF)

```
Date: 06/04/92                GENERAL HOSPITAL              Page  : 1
Time: 01:56pm          Performance Appraisal Report         Report: HERPAFFW

Employee Name:  Freeman,Albert T

Employee Nmbr:      2010   Home Dept: 000000/1012     Div: 80    Fac: P

Pos Ent:  FW  Pos Dept:  000000/8090  Job Class:  822  Pos Nbr:  001
             Job Title: Supply Clerk

Dates:      Employee Hire : 10/23/89      Continuous Service: 10/23/89
            Position Entry: 03/05/90      Probation End    :
            Last Review  :                Rate Effective   : 05/01/90
            Next Review  :

Hours Since Last Increase:  240.00     Last Perf. Rating:

Appraisal Date: _____     PRESENT       %Diff   NEW       %Diff
                                   _____   _____

       Salary Change Code          C                    _____

       Hourly Rate                 12.7500              _____

       Shift Rate Code             01                   _____

       Pay Grade                   82                   _____

       Pay Step                    MID                  _____

       Maximum Rate                15.0000      85.00   _____

Date of Next Salary Review: _____ Performance Review: _____

Type of Appraisal:    Salaried Exempt _____ Hourly Non-exempt _____

       Probationary: _____ Annual: _____

       Promotional:  _____ Special: _____

       Overall Performance Rating: _____

Approvals                                                   Date

Employee           _____  _____

Rater              _____  _____

Department Manager _____  _____

Personnel Director _____  _____

Administrator      _____  _____

                         End of Report
```

Salary Review Report (HERSRR)

The Salary Review Report lists the employees for salary reviews in the selected time period.

Once you select this report from the Review Reports menu, the system displays the following screen containing the selection criteria:

```
                General Hospital Salary Review Report Processor
                                        Fri Jun 26, 1992 10:36 am

                              Selection Criteria
  1 Entity Code                          2 Division Code(s)
    FW GENERAL HOSPITAL                    ALL
  3 Department(s)
    ALL
  4 Date Basis           5 Begin Date       6 End Date
    Next Review Date       06/17/92           06/17/92
  7 Include Employees    8 Exclude Inactive 9 Report Format    10 Column Format
    Active                 Yes                 Month Display        Status Fields
                              Sort Criteria
 11 Division            12 Department      13 Date Option       14 Employee
    No                     No                 No Date Sort         Alpha




 Enter field number or '/' starting field number--
```

The system retains the report criteria each time this report is executed, so only the field required for the next report run must modified.

Field Explanations

1. ENTITY CODE
One per report request.

2. DIVISION
One or range or ALL; default is ALL. You can enter a hyphen in this field to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

3. HOME DEPARTMENT
One or range or ALL. You can enter a hyphen in this field to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

4. DATE BASIS - MULTIPLE OPTIONS
This option allows you to determine the specific date upon which you wish to search for Salary Review Date. The current version of the report uses only the Employee Position Next Review Date for the search date. This version allows you to select the

exact data element that you use for salary review. The report prints the corresponding employee Date Basis as the last column on the report. (If Next Review Date or Last Review Date is selected as the Date Basis, however, then no additional column will be printed, as these dates are already reported.)

The Date Basis search options are:

Date Basis	System Location
1. Next Review Date	Employee Primary Position
2. Last Review Date	Employee Primary Position
3. Position Entry Date	Employee Primary Position
4. Hire Date	Employee Location/Hire Info
5. Continuous Service Date	Employee Location/Hire Info
6. Probation End Date	Employee Location/Hire Info
7. Company Seniority Date	Employee Location/Hire Info
8. Contract Date	Employee Location/Hire Info

NOTE: Because the Date selection can be Employee-oriented rather than Position-oriented, multiple employee positions can be shown on the report.

5. BEGIN REPORT DATE
MM/DD/YY; default is today's date. This field allows you to enter the initial date to search on the Date Basis. Together with the End Report Date, these fields indicate the date range for the report search.

6. END REPORT DATE
MM/DD/YY; Default is today's date.   This field allows you to enter the closing date to search on the Date Basis. Together with the Begin Report Date, these fields represent the date range for the report search.

7. INCLUDE EMPLOYEES
Options are:

ALL- Default. ALL employees are included in search criteria.

A   Only Active employees are included.

T   Only Terminated employees are included.

8. EXCLUDE INACTIVE
Y for Yes or N for No. Default is N. Y indicates that Empl Positions that are marked Inactive will be excluded from the report. N means they will be included.

9. REPORT FORMAT
Options are:

M   Month Display (default), this format will breakdown the report by individual Date Basis Months. This format is consistent with earlier releases of the report.

E   Employee by Date List, this format lists the employees in straight sequence, without detail month breakdowns.

10. COLUMN FORMAT

S   Status fields (default); the report will reflect the following columns in the optional column area: Employee Status, Work Status, Pay Status, Division Code, Facility Code.

R   Rate fields; the report will reflect the following columns in place of the Status fields: Hourly Rate, FTEs.

Sort Options

11. DIVISION SORT OPTION

Y for Yes or N for No. Y indicates that selected employees will be sorted by Division and subtotals will be generated for the Division reflecting the total employees for the Division. Default is N.

12. DEPARTMENT SORT OPTION

Y for Yes or N for No. Y indicates that selected employees will be sorted by department (within Division, see Division Sort Option field). Page breaks and totals are by department. Default is N.

13. DATE SORT OPTION

Options are:

A   Sort entries in Ascending Date Basis (YY/MM/DD) from oldest date to the most recent

D   Sort entries in Descending Date Basis (YY/MM/DD) from most recent date to oldest

N   No date sort (default); arrange employees by Employee Sort Option (within the sorts by Division/Department)

14. EMPLOYEE SORT OPTION

Options are:

A   Default. Sort employees by Alpha Name within Date Sort

N   Sort employees by number within Date Sort

E   Sort employees by position entry date within Date Sort date to the most recent.

The report includes the following detail employee information:

Number

Employee Name

Position Priority Number

Position Entity Code

Position Department

Job Class

Position Number

Shift Rate Code

Pay Grade (either from the Shift Rate Code or Job Class)

Pay Step

Last Review Date

Next Review Date

Primary Shift Assigned.

You can designate in the Column Format option for the report to print either:

1) Employee Status, Work Status, Pay Status, Division, Facility or

2) Hourly Rate, FTEs.

The last column on the report reflects the Date Basis selected for the report execution.

Totals are printed in accordance with the Sort Options for the Month, Department, Division, and Entity. These totals reflect the total number of employees for each classification.

Following entry/modification of the Salary Review Report Selection Criteria

screen, the system prompts you to accept the screen. Next, the system prompts you to generate the report.

Generate report? (Y/N)--

If you enter **Y** (Yes), the system executes the report in the manner indicated by your criteria . If you enter **N** (No), the report is not generated, but the system retains the selection criteria.

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

The following report examples show some of the various sorts and formats available for this report.

Figure 4.48 Salary Review Report (HERSRR) - Month Format; Department Sort;
Status Format - Page 1

```
Date: 06/26/92                           GENERAL HOSPITAL                              Page  : 1
Time: 02:23pm                          Salary Review Report                          Report: HERSRRFW


Department: 0000006010 NURSING ADMINISTRATION

 Employee                                                       Last      Next   Pri
 Number    Employee Name        Pri EC   Department    JC  Pos  SRC  PGd PStp Review  Rt  Review  Shft ES WS PS Dv Fc
----------------------------------------------------------------------------------------------------------------------

Month: 02

    2000   Mitchem,Francoise    3 FW     000000/6230   301 001  04   31 MAX                       04 AG  F  1 80  P
    2016   Wilson,John          1 FW     000000/8076   832 001  01   83 MID                       01 A   F  1 71  P

Total Employees for Month * :  2

Month: 03

    2000   Mitchem,Francoise    1 FW     000000/8050   801 001  01   80 MAX 01/15/90 01 04/15/91  02 AG  F  1 80  P

Total Employees for Month 01 :  1

Month: 06

    2000   Mitchem,Francoise    2 FW     000000/8050   804 001  01   80 MIN 06/20/89 04 06/25/90  02 AG  F  1 80  P

Total Employees for Month 06 :  1


Total Employees for Department 0000006010 :  2
```

Figure 4.49 Salary Review Report (HERSRR) - Month Format; Department Sort;
Status Format - Page 2

```
Date: 06/26/92                           GENERAL HOSPITAL                              Page  : 2
Time: 02:23pm                          Salary Review Report                           Report: HERSRRFW


Department: 0000006230 EMERGENCY ROOM

 Employee                                                         Last      Next  Pri
  Number   Employee Name          Pri EC   Department     JC  Pos  SRC  PGd PStp Review  Rt  Review Shft ES WS PS Dv Fc
---------------------------------------------------------------------------------------------------------------------------


Month: 02

    2031  Kempton,David J          1 FW   000000/8050    803 002   01   80 MIN                     01   A  F  1 70  P
                                   2 FW   000000/8076    834 002   01   83 MID                     01   A  F  1 70  P
                                   3 FW   000000/8076    832 002        83                              A  F  1 70  P
                                   4 FW   000000/8090   1000 001        31                         00   A  F  1 70  P


Total Employees for Month * :  1


Total Employees for Department 0000006230 :  1
```

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REVIEW REPORTS

Figure 4.50 Salary Review Report (HERSRR) - Month Format; Department Sort;
Rate Format - Page 1

```
Date: 06/26/92                                 GENERAL HOSPITAL                                  Page  : 1
Time: 02:24pm                                Salary Review Report                               Report: HERSRRFW


Department: 0000006010 NURSING ADMINISTRATION

 Employee                                                           Last        Next   Pri
 Number   Employee Name         Pri EC   Department    JC  Pos  SRC PGd PStp Review  Rt Review Shft Hrly Rate FTEs
------------------------------------------------------------------------------------------------------------------


Month: 02

    2000  Mitchem,Francoise      3 FW    000000/6230   301 001  04  31 MAX                       04   10.0000  1.00
    2016  Wilson,John            1 FW    000000/8076   832 001  01  83 MID                       01   16.6200  1.00

Total Employees for Month * :  2

Month: 01

    2000  Mitchem,Francoise      1 FW    000000/8050   801 001  01  80 MAX 01/15/90 01 04/15/91 02    5.0000  1.00

Total Employees for Month 01 :  1

Month: 06

    2000  Mitchem,Francoise      2 FW    000000/8050   804 001  01  80 MIN 06/20/89 04 06/25/90 02    6.4100  0.50

Total Employees for Month 06 :  1


Total Employees for Department 0000006010 :  2
```

Figure 4.51 Salary Review Report (HERSRR) - Month Format; Department Sort;
Rate Format - Page 2

```
Date: 06/26/92                          GENERAL HOSPITAL                                    Page  : 2
Time: 02:24pm                          Salary Review Report                                 Report: HERSRRFW


Department: 0000006230 EMERGENCY ROOM

 Employee                                                        Last       Next   Pri
 Number    Employee Name         Pri EC   Department   JC  Pos  SRC  PGd PStp Review  Rt  Review  Shft Hrly Rate FTEs
----------------------------------------------------------------------------------------------------------------------


Month: 02

   2031   Kempton,David J         1 FW   000000/8050  803 002   01   80 MIN                       01    5.1300  1.00
                                   2 FW   000000/8076  834 002   01   83 MID                       01   15.3800  1.00
                                   3 FW   000000/8076  832 002        83                                 0.0000  1.00
                                   4 FW   000000/8090 1000 001        31                           00    0.0000  0.00

Total Employees for Month * :  1


Total Employees for Department 0000006230 :  1
```

Figure 4.52 Salary Review Report (HERSRR) - Department Sort; Employee
Format; Rate Format - Page 1

```
Date: 06/26/92                              GENERAL HOSPITAL                                    Page  : 1
Time: 02:25pm                             Salary Review Report                                  Report: HERSRRFW


Department: 0000006010 NURSING ADMINISTRATION

  Employee                                                             Last         Next   Pri
   Number   Employee Name          Pri EC   Department    JC  Pos  SRC  PGd PStp Review  Rt  Review Shft Hrly Rate FTEs
  -----------------------------------------------------------------------------------------------------------------
     2000   Mitchem,Francoise       1 FW    000000/8050   801 001   01   80 MAX 01/15/90 01 04/15/91 02    5.0000  1.00
                                    2 FW    000000/8050   804 001   01   80 MIN 06/20/89 04 06/25/90 02    6.4100  0.50
                                    3 FW    000000/6230   301 001   04   31 MAX                        04   10.0000  1.00
     2016   Wilson,John             1 FW    000000/8076   832 001   01   83 MID                        01   16.6200  1.00

Total Employees for Department 0000006010 :  2
```

Figure 4.53 Salary Review Report (HERSRR) - Department Sort; Employee
Format; Rate Format - Page 2

```
Date: 06/26/92                              GENERAL HOSPITAL                                    Page  : 2
Time: 02:25pm                             Salary Review Report                                  Report: HERSRRFW


Department: 0000006230 EMERGENCY ROOM

  Employee                                                              Last      Next  Pri
  Number   Employee Name          Pri EC   Department    JC  Pos  SRC  PGd PStp Review  Rt Review Shft Hrly Rate FTEs
 -----------------------------------------------------------------------------------------------------------------
    2031  Kempton,David J          1 FW   000000/8050   803 002   01   80 MIN                      01    5.1300  1.00
                                   2 FW   000000/8076   834 002   01   83 MID                      01   15.3800  1.00
                                   3 FW   000000/8076   832 002        83                                0.0000  1.00
                                   4 FW   000000/8090  1000 001        31                          00    0.0000  0.00

 Total Employees for Department 0000006230 :  1
```

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Chapter 4 - BIOGRAPHICAL AND PERSONNEL REPORTS

October 2011

Service Anniversary Report (HERSAR)

The Service Anniversary Report lists the employees nearing a Service Anniversary. The Service Anniversary date is based on the employee's Continuous Service Date.

This report is selected from the Reports Review menu and is sorted by Entity Code, subsorted by Continuous Service Date, by Length of Service, and by Employee Name.

When you choose this report from the Review Reports menu, the following selection criteria screen displays:

```
            General Hospital Service Anniversary Report Processor
                                         Fri Jul 03, 1992 03:03 pm

                            Selection Criteria
  1 Entity Code                     2 Division Code(s)
    FW GENERAL HOSPITAL               ALL
  3 Department(s)
    ALL
  4 Date Basis          5 Begin Date  6 End Date    7 Title Ln 1  8 Title Ln 2
    Company Seniority Da   06/16/92      06/16/92
  9 Include Employees   10 Exclude Inactive
    Active                 No
 11 Report Format       12 Include Empl Address
    Month Display          No
                            Sort Criteria
 13 Division   14 Department   15 Date Option      16 Employee
    No           No             No Date Sort          Alpha




 Enter field number or '/' starting field number--
```

The options available for each field are listed below.

Field Explanations

1. ENTITY CODE
One per report request.

2. DIVISION
One or range or ALL; default is ALL.

This field is table-supported. You can enter a hyphen (-) to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

3. DEPARTMENT
One or range or ALL.

This field is table-supported. You can enter a hyphen (-) to highlight all Current Choices. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

4. DATE BASIS
Multiple Options.

This option allows you to determine the specific date that you wish to search for as the Service Anniversary Date. You can select the exact data element that you use for service anniversary.   And, in addition to the Continuous Srvc Date column, an additional column reflects the Date Basis date, with the corresponding date basis title. (If the Continuous Service Date or the Hire Date is chosen as the Date Basis, then no additional column will be printed, since these two columns are already reported.)

The field options are:

DATE BASIS	SYSTEM LOCATION
1. Position Entry Date	Primary Employee Position
2. Hire Date	Employee Location/Hire
3. Continuous Service Date	Employee Location/Hire
4. Probation End Date	Employee Location/Hire
5. Re-Hire Date	Employee Location/Hire
6. User Date 1	Employee Location/Hire
7. User Date 2	Employee Location/Hire
8. User Date 3	Employee Location/Hire
9. Company Seniority Date	Employee Location/Hire
10. Contract Date	Employee Location/Hire

5. BEGIN REPORT DATE
MM/DD/YY; default is today's date.

This field allows you to enter the initial date to search on the Date Basis. Together with the End Report Date, these fields indicate the date range for the report search.

6. END REPORT DATE
MM/DD/YY; Default is today's date.

This field allows you to enter the closing date to search on the Date Basis. Together with the Begin Report Date, these fields represent the date range for the report search.

7. TITLE LINE 1
Used for User Dates 1-3.

This field provides you with the ability to enter a Column Header Title for when the Date Basis option indicates User Dates 1-3. This represents the first row of the title, and is 10 characters long.

8. TITLE LINE 2
Used for User Dates 1-3.

This field represents the second row of the title for the User Dates.

9. INCLUDE EMPLOYEES
There are three options:

ALL ALL employees are included in search criteria.

A   Default. Only Active employees are included.

T   Only Terminated employees are included.

10. EXCLUDE INACTIVE
Enter Y or N; default is N.

Y   Employees with no active positions will be excluded.

N   Employees with no active positions will be included.

11. REPORT FORMAT
There are two options:

M   Month Display (default), this format will break the report down by individual Date Basis Months.

E   Employee by Date List, this format lists the employees in straight sequence, without detail month breakdowns.

12. OPTIONAL EMPLOYEE ADDRESS
Enter Y or N; default is N.

Y   A separate line will be printed for each employee indicating the Street Address, City, State, ZIP, and country from the Employee Demographic record.

SORT OPTIONS

13. DIVISION SORT OPTION
Enter Y or N; default is N.

Y   The selected employees will be sorted by Division and subtotals will be generated for the Division reflecting the total employees for the Division.

N   No division sort.

14. DEPARTMENT SORT OPTION
Enter Y or N; default is N.

Y   The selected employees will be sorted by department (within Division, see field 12 options). Page breaks and totals are by department.

N   No department sort.

15. DATE SORT OPTION
There are three options:

A   Sort entries in Ascending Date Basis (YY/MM/DD) from oldest date to the most recent.

D   Sort entries in Descending Date Basis (YY/MM/DD) from most recent date to the oldest.

N   No date sort (default); arrange employees by Employee Sort Option (within the sorts by Division/Department)

16. EMPLOYEE SORT OPTION
There are three options:

A   Default. Sort employees by Alpha Name within Date Sort

N   Sort employees by number within Date Sort

E   Sort employees by position entry date within Date Sort

After you complete the Service Anniversary Selection Criteria screen, the system prompts you to accept the screen. Next, the system prompts you to generate the report. If you enter **Y** at the prompt, the system executes the report in the manner indicated by your criteria. If you enter **N**, the report is not generated, but the selection criteria is retained.

Subtotals are printed for Continuous Service Month. Grand totals are printed for all Service Anniversaries.

Figure 4.54 Service Anniversary Report (HERSAR) - Employee Format using
Position Entry Date - Page 1

```
Date: 07/06/92                          GENERAL HOSPITAL                           Page  : 1
Time: 02:22pm                      Service Anniversary Report                      Report: HERSARFW


Employee                  Position                    Continuous  Length Emp Work Pay  Asgn                  Home
Number     Employee Name  Entry Date  Hire Date       Srvc Date  Srvc  Stat Stat Cyc Shft  Div Fac      Department
---------------------------------------------------------------------------------------------------------------------

9999999999 Allan,Mary Jane                01/14/90    01/14/90    2 yrs  A    F   W1          P   80    000000/8076
      2114 Brown-Smith,Robert B 12/25/85  12/25/85    01/05/86    6 yrs  D    F   W1   01     M   80    000000/8060
1000000007 Campbell,Laura Kay             07/05/77    07/05/77   15 yrs  A    F   SK          B   60    000000/6140
      2017 Doe,James           12/21/89   12/20/89    12/20/89    3 yrs  A    F   W1   07     M   80    000000/8050
      4002 Doe,Robert John     05/25/91   05/11/91    05/11/91    1 yrs  A    P   W2   00    99           000000/8090
      2012 Dunne,Uriah         02/15/90   05/20/91    05/20/91    1 yrs  A    P   W2   01     P   80    000000/6020
      2010 Freeman,Albert T    03/05/90   10/23/89    10/23/89    3 yrs  A    F   W1   01     P   80    000000/1012
      2014 Garder,Gerald B     12/08/89   12/07/89    12/07/89    3 yrs  A    F   W1   01     P   90    000000/8076
 415116040 Hardy,Tiffany                  05/03/87    05/03/87    5 yrs  A    F   SK                      000000/9312
      2005 Harris,Henry H                 03/13/90    01/01/88    4 yrs  A    F   W2          M   80    000000/8076
      2011 JINGLE-HEIMER,JOHN JACOB 02/06/90 12/31/89 12/31/89    3 yrs  D    F   W2   02     P   91    000000/9314
      2036 Johnson,Ben         09/15/90   09/15/90    09/15/90    2 yrs  A    F   W2   01     M   91    000000/8090
 999999999 Johnson,Grace
    654321 Jones,John M                   08/16/84    08/16/84    8 yrs  A        W2          P   80    000000/8076
      2015 Jordan,James R      12/26/89   12/25/89    12/25/89    3 yrs  A    F   SK   01     P   91    000000/6123
      2031 Kempton,David J     11/08/89   11/08/89    11/08/89    3 yrs  A    F   W2   01     P   70    000000/6230
      4001 Martin,John
      2024 Miller,James T      02/11/90   01/01/89    01/01/89    3 yrs  A    F   W1   01     P   80    000000/8076
      2000 Mitchem,Francoise   08/20/90   03/01/88    03/04/88    4 yrs  AG   F   W1   02     P   80    000000/6010
      2021 Morgan,Jane         03/16/83   10/31/81    10/31/81   11 yrs  A    F   W1   02     M   80    000000/8050
      2007 Murphy,Harold T     08/19/89   08/18/89    08/18/89    3 yrs  A    F   W1   01     M   80    000000/8050
      2026 Robinson,Elizabeth R 02/15/90  02/15/90    02/15/90    2 yrs  A    F   W1   07     P   80    000000/8076
      4000 Rogers,Richard      04/03/90   04/03/90    04/03/90    2 yrs  AG   F   W1   01     M   80    000000/8050
      2013 Smith,Annette E     11/05/89   11/04/89    11/04/89    3 yrs  A    F   SK   01                000000/6140
      2003 Smith,Frances                  07/20/89    07/20/89    3 yrs  A    F   W1          M   80    000000/8050
      2025 Stephens,Samuel S   02/13/90   02/13/90    02/13/90    2 yrs  A    F   W1   07     P   80    000000/8060
      2032 THOMAS-HARRISON-GUGENHEIMER,JO 01/01/90 01/01/90 01/01/90 2 yrs T  F   W2   00     P   80    000000/8090
      2019 Thomas,Terry        01/11/90   12/02/85    12/09/85    7 yrs  T    F   W1   01     M   80    000000/8050
       322 Tritt,Myra                     06/29/92    06/29/92    0 yrs  A    F   W2                J   91
Total Employees for Entity FW :  30
```

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Figure 4.55 Service Anniversary Report (HERSAR) - Month Format using Position Entry Date - Page 2

```
Date: 07/06/92                              GENERAL HOSPITAL                                    Page: 2
Time: 02:24pm                           Service Anniversary Report                          Report: HERSARFW

Employee                      Position                      Continuous  Length  Emp  Work  Pay  Asgn              Home
 Number     Employee Name     Entry Date  Hire Date         Srvc Date   Srvc    Stat Stat  Cyc  Shft  Div Fac     Department
----------------------------------------------------------------------------------------------------------------------------

Month: 01

    2032   THOMAS-HARRISON-GUGENHEIMER,JO  01/01/90    01/01/90    01/01/90    2 yrs  T    F    W2   00    P 80000000/8090
    2019   Thomas,Terry                    01/11/90    12/02/85    12/09/85    7 yrs  T    F    W1   01    M 80     000000/8050
    2018   Wilson,Amelia                   01/11/90    10/02/89    10/02/89    3 yrs  A    F    W1   01    P 80     000000/8076
Total Employees for Month 01 :  3

Month: 02

    2012   Dunne,Uriah                     02/15/90    05/20/91    05/20/91    1 yrs  A    P    W2   01    P 80     000000/6020
    2011   JINGLE-HEIMER,JOHN JACOB        02/06/90    12/31/89    12/31/89    3 yrs  D    F    W2   02    P 91     000000/9314
    2024   Miller,James T                  02/11/90    01/01/89    01/01/89    3 yrs  A    F    W1   01    P 80     000000/8076
    2026   Robinson,Elizabeth R            02/15/90    02/15/90    02/15/90    2 yrs  A    F    W1   07    P 80     000000/8076
    2025   Stephens,Samuel S               02/13/90    02/13/90    02/13/90    2 yrs  A    F    W1   07    P 80     000000/8060
    2023   Wilkins,Ronald                  02/08/90    01/01/88    01/01/88    4 yrs  A    F    W1   07    P 60     000000/8090
Total Employees for Month 02 :  6

Month: 03

    2010   Freeman,Albert T                03/05/90    10/23/89    10/23/89    3 yrs  A    F    W1   01    P 80     000000/1012
    2021   Morgan,Jane                     03/16/83    10/31/81    10/31/81   11 yrs  A    F    W1   02    M 80     000000/8050
Total Employees for Month 03 :  2

Month: 04

    2022   Johnson,Lyden Barnes            04/25/91    07/10/80    07/10/80   12 yrs  A    F    W2   00    P 80     000000/8076
    4000   Rogers,Richard                  04/03/90    04/03/90    04/03/90    2 yrs  AG   F    W1   01    M 80     000000/8050
Total Employees for Month 04 :  2
```

STAFFING REPORTS

Department Staffing Report (HERDS1, HERDS2, HERDS3)

This personnel report provides an analysis of Job Classes and the employee holding any given position within that Job Class and Department. The report displays the budgeted FTEs and Hours from the Position Control Master and the Assigned FTEs and Hours from the Employee Position records. A summary page at the end of the report displays each department's totals for each division and division totals. An additional summary page at the end of the report displays each division's totals and the Entity's totals.

This report is selected from the Personnel Reports menu and is sorted by Job Class Order, by Department, and by Entity.

The selection criteria for this report are:

- Entity - one per report request

- Fiscal Year; default is current Fiscal Year

- Pay Cycle - one or range or all; default is all

- Department - one or range or all; default is all

- Include inactive Position Control records; default is N

- Include inactive Employee Position records; default is N

- Report department staffing detail by division; default is Y

- Employee Detail or no Employee Detail

- Pay Period (P) or YTD (Y); default is Y

If you enter **N** for No at the selection prompt (Include inactive Position Control records (Y/N) [N]--), the system will bypass all Inactive records on the Position Control Master; if you enter **Y** for Yes the system will include all Inactive Position Control Master records on the report.

If you enter **N** for No at the selection prompt (Include inactive Employee Position records (Y/N) [N]--), the system will bypass all Inactive Employee Position records; if you enter **Y** for Yes the system will include all Inactive Employee Position records on the report.

The report prints automatically by Division Summarization and Entity Summarization.

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Totals are printed for each Job Class within Department. These totals include total Employees, total FTEs, total Assigned Annual Hours, Budgeted FTEs, Assigned FTEs, Budgeted Hours, Assigned Hours, and Variances associated with each.

The division summarization subtotals print on a separate page. A grand total prints as the entity summarization.

This report uses information from the Payroll/Human Resources system to complete the referenced fields:

Field	Source
Job Class	Position Control Master
Position Number	
Budgeted FTE per pay period	
Hours per pay period	
Assigned FTEs and Hours per pay period	
Pay Cycle	
Assigned FTE and Hours	Employee Position Information
Employee Name (up to 20 characters)	Employee Demographic Information
Employee Number	Employee Demographic Information
Employee Status	Employee Location/Hire Information
Work Status	Work Status Code Table
Primary Shift	Employee Position Control Control
Date Entered Position	Employee Position Control Control

A position is vacant when the total number of Budgeted FTEs is greater than the Assigned FTEs. If a Position is vacant, the word Vacancy displays in place of the employee name.

The Division Summary lists each department with the totals, followed by a total of all departments. The Pay Cycle Code prints the Pay Cycle selected.

The Entity Summary lists each division with the totals. Then the total of all divisions prints, including the total number of vacancies for the Entity. The Pay Cycle Code prints the Pay Cycle selected.

NOTE: Since the employee detail information is not fiscal year specific and the position is, inconsistencies may appear when a prior fiscal year is selected.

Figure 4.56 Department Staffing Report (HERDS1) - Page 1

```
Date: 09/28/92                               GENERAL HOSPITAL                               Page  : 1
Time: 08:57am                            Department Staffing Report                         Report: HERDS1FW


Pay Cycle: W1
Department: 000000/8050  FOOD SERVICES                                       Division: 80 Support Services


 Job     Job              Pos        Budgeted       Assigned        Variances      Pay  Position Effective  Overstaff  Position
Class   Description       Nbr A/I  FTE    Hours    FTE    Hours     FTE    Hours    Cyc  From Date To Date    Ind      Vacant Date
------------------------------------------------------------------------------------------------------------------------------
 801  Dietary Assistant  001  A   3.00  6240.00   2.00  4160.00    1.00   2080.00  W1   05/25/1976 12/31/1999  Yes
              VACANCY
              Employee              Employee   Emp   Work  Pay   Shft Pay  Pri    Assigned    Assigned   Entry      Inactive
               Name         A/I HEC  Number    Stat  Stat  Stat  R Cd Grd  Shft  FTE  Hours-PP An-Hours   Date        Date
------------------------------------------------------------------------------------------------------------------------------
       Mitchem,Francoise     A  FW     2000    AG    F     1     01   80   02   1.00   80.00   2080.00 08/20/1990
       Wilson,Amelia         A  FW     2018    A     F     1     01   80   01   1.00   80.00   2080.00 01/11/1990
       Thomas,Terry          I  FW     2019    T     F     1     01   80   01   1.00   80.00   2080.00 01/11/1990 12/02/1985

Job Class Summary:  Total Employees:    3     FTE:        2.00        Assigned Annual Hours:     4160.00

 802  Kitchen Aides      001  A   3.00  6240.00   3.00  6240.00    0.00      0.00 W1   05/25/1976             Yes

       Thomas,Terry          A  FW     2019    T     F     1          80   00   1.00   80.00   2080.00 03/27/1991
       Morgan,Jane           A  FW     2021    A     F     1     01   80   02   1.00   80.00   2080.00 03/16/1983
       Moses,James           I  FW     2038    A     F     0     01   80   00   1.00   80.00   2080.00 04/03/1991 12/24/1990
       Rogers,Richard        A  FW     4000    AG    F     1     01   80   01   1.00   40.00   2080.00 04/03/1990

                      MID  A  0.00     0.00    0.00  0.00   0.00  0.00                              No     04/03/1991

Job Class Summary:  Total Employees:    4     FTE:        3.00        Assigned Annual Hours:     6240.00

 803  Cook               001  A   3.00  6240.00   3.50  7280.00    0.50-  1040.00-W1   05/25/1976             Yes

       Roosevelt,Frank Davi  I  FW     2002    T     F     1     01   80   02   0.50   40.00   1040.00 07/20/1989 01/01/1987
       Garder,Gerald B       A  FW     2014    A     F     1     01   80   01   0.50   40.00   1040.00 12/08/1989
       Doe,James             A  FW     2017    A     F     1          80   07   1.00   80.00   2080.00 12/21/1989
       Jones,Darlene Marie   A  FW     2020    A     P     1     01   80   01   1.00   80.00   2080.00 09/05/1967
       Wilson,Barbara J      A  FW     2034    A     F     0     01   80   01   0.00    0.00      0.00 12/15/1991
       McKinsey,Susan K      A  FW 453135222    A     F     1          80   01   1.00   80.00   2080.00 10/31/1989

                      003  I  0.00     0.00    0.00  0.00   0.00  0.00 W1   08/22/1990             No     08/22/1990

Job Class Summary:  Total Employees:    6     FTE:        3.50        Assigned Annual Hours:     7280.00
```

Figure 4.57 Department Staffing Report (HERDS1) - Page 2

```
Date: 09/28/92                             GENERAL HOSPITAL                              Page  : 2
Time: 10:42am                         Department Staffing Report                        Report: HERDS1FW

Pay Cycle: ALL
Department: 000000/8050  FOOD SERVICES


 Job      Job                Pos       Budgeted        Assigned          Variances     Pay  Position Effective  Overstaff  Position
Class    Description         Nbr    FTE    Hours     FTE    Hours      FTE    Hours   Cyc  From Date  To Date    Ind     Vacant Date
------------------------------------------------------------------------------------------------------------------------------------

Department Summary:

Total Job Classes:       6
Total Employees:        12
Total Inactive Employees:  1

           Budgeted       Assigned        Variance
FTE:          25.00          11.50           13.50
Hours:     52,000.00      23,920.00       28,080.00
```

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Figure 4.58 Department Staffing Report (HERDS2) - Division Summarization

```
Date: 09/28/92                              GENERAL HOSPITAL                      Page  : 1
Time: 10:23                        Department Staffing Report - Division Summarization        Report: HERDS2DP

Pay Cycle: ALL
Division: 60 Patient Care Services
                                     Total      Budgeted    Assigned    Variance    Budgeted  Assigned     Variance
Department                          Employees     FTEs        FTEs        FTEs       Hours      Hours        Hours
----------------------------------------------------------------------------------------------------------------------
0/0/00/00/6010 NURSING ADMINISTRATION   3         2.00        2.00        0.00      4,160.00   4,160.00        0.00

0/0/00/00/6013 FLOAT NURSING POOL        0        16.00        0.00       16.00     33,280.00       0.00   33,280.00

0/0/00/00/6020 SECOND FLOOR MEDICAL      1         3.00        1.00        2.00      6,240.00   2,080.00    4,160.00

0/0/00/00/6022 THIRD FLOOR MEDICAL       3         2.00        3.00        1.00-     4,160.00   4,186.00       26.00-

0/0/00/00/6121 INTENSIVE CARE            1         2.00        1.00        1.00      4,160.00   2,080.00    2,080.00

0/0/00/00/6123 SPECIAL CARE UNIT         2         4.00        2.00        2.00      8,320.00   4,160.00    4,160.00

0/0/00/00/6140 CORONARY CARE             0         2.00        0.00        2.00      4,160.00       0.00    4,160.00

0/0/00/00/6190 LABOR AND DELIVERY        0         2.00        0.00        2.00      4,160.00       0.00    4,160.00

0/0/00/00/6211 OPERATING ROOM            0         6.00        0.00        6.00     12,480.00       0.00   12,480.00

0/0/00/00/6218 RECOVERY ROOM             0         3.00        0.00        3.00      6,240.00       0.00    6,240.00

0/0/00/00/6230 EMERGENCY ROOM            0         6.00        0.00        6.00     12,480.00       0.00   12,480.00

0/0/00/00/6251 CENTRAL SERVICES          1         1.00        1.00        0.00      2,080.00   2,080.00        0.00

Total Division                          11        49.00       10.00       39.00    101,920.00  18,746.00   3,174.00
```

Figure 4.59 Department Staffing Report (HERDS3) - Entity Summarization

```
Date: 09/28/92                          GENERAL HOSPITAL                          Page  : 1
Time: 14:24              Department Staffing Report - Entity Summarization        Report: HERDS3DP

Pay Cycle: A
                         Total      Budgeted   Assigned   Variance   Budgeted   Assigned Variance
Division                 Employees  FTEs       FTEs       FTEs       Hours      Hours    Hours
----------------------------------------------------------------------------------------------------

                         0          0.00       0.00       0.00       0.00       0.00     0.00

60 Patient Care Services 2          0.00       0.00       0.00       0.00       0.00     0.00

70 Professional          2          0.00       0.00       0.00       0.00       0.00     0.00

71 Medical Affairs       1          0.00       0.00       0.00       0.00       0.00     0.00

90 Finance               2          0.00       0.00       0.00       0.00       0.00     0.00

92 Executive Office      3          0.00       0.00       0.00       0.00       0.00     0.00

Total Entity             10         0.00       0.00       0.00       0.00       0.00     0.00

                               End of Report
```

Department Staffing Roster Report (HERDRR)

The Department Staffing Roster Report provides a brief analysis of the job class and positions defined for a department. This report displays budget and assigned position information for Assigned Hours and FTEs, as well as listing the employees assigned to a given position. The employee information provides an option to print the employee hourly rate in addition to the basic employee data. The purpose of the new report is to give you a concise view of the job classes, positions, and employees within given positions in a position department.

A position is considered vacant when the number of FTEs budgeted for the position, less the number of FTEs assigned to the position, is greater than zero. The word "Vacancy" will display next to any vacant position on the report.

This report is selected from the Personnel Reports menu. When the demand report is requested, the system displays the Department Staffing Roster Selection Criteria screen:

```
          General Hospital Department Staffing Roster Report Processor
                                         Thu Jul 09, 1992 11:28 am


                            Selection Criteria
  1 Entity Code              2 Fiscal Yr           3 Division Code(s)
    FW COUNTY GENERAL          1992                  ALL
  4 Position Department(s)
    0000008060,0000008076,0000008090
  5 Job Class(s)
    ALL
  6 Pay Cycle(s)             7 Incl Inact Pos      8 Incl Inact Empl Pos
    ALL                        Yes                   Yes
  9 Empl Status(s)          10 Work Status(s)         11 Opt Rate Line
    ALL                        1,F,O,P,R                 Yes
                            Sort Criteria
 12 Division         13 Job Class         14 Pos Nmbr          15 Employee
    Yes                  Descrip              FTEs Bgt             Number




 Enter field number or '/' starting field number--
```

The system maintains the selection criteria on the screen instead of a sequence of prompts. Because the system retains the report criteria from the last time you executed the report, you need only modify the field criteria required for this run of the report.

Field Explanations

1. ENTITY CODE
One per report request.

2. FISCAL YEAR
Default is current Fiscal Year.

3. DIVISION
One or range or ALL; default is ALL.

This field is table-supported. When the hyphen (-) is entered, then all Current Choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

4. POSITION DEPARTMENT
One or range or ALL.

This field is table-supported. When the hyphen (-) is entered, then all Current Choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More. These Position Departments will be selected in conjunction with the defined Divisions above.

5. JOB CLASS
One or range or ALL; default is ALL.

This field is table-supported. When the hyphen (-) is entered, then all current choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More. These Job Classes will be selected in conjunction with the defined Division and Position Department.

6. PAY CYCLE
One or range or ALL; default is ALL.

This field is table-supported. When the hyphen (-) is entered, then all current choices are highlighted. If you select more entries than the display allows, this field displays those entries which fit the display plus the literal & More.

7. INCLUDE INACTIVE POSITION CONTROL RECORDS INDICATOR
Enter Y or N; default is N.

- Y   The report will include all Position Control Master records that are marked as Inactive.

- N   The report will not include these records. Inactive records will show on the report as:

      *** VACANT (Inactive) ***

8. INCLUDE INACTIVE EMPLOYEE POSITION RECORDS INDICATOR
Enter Y or N; default is N.

- Y   The report will include all Employee Position records that are marked as Inactive.

- N   The report will not include these records. Inactive employee positions will include an asterisk (*) in front of the employee name.

9. EMPLOYEE STATUS
One or range or ALL; Default is ALL.

This field is table-supported, and provides you with a means to select employees with specific employee status to appear on the report. When the hyphen (-) is entered, then all current choices are highlighted. If more entries are selected than can be displayed on the screen field, then the field will show those entries that do fit along with the literal & More.

10. WORK STATUS
One or range or ALL; Default is ALL.

This field is table-supported, provides you with a means to select only those employees with specific employee work status to appear on the report. When the hyphen (-) is entered, then all current choices are highlighted. If more entries are selected than can be displayed on the screen field, then the field will show those entries that do fit along with the literal & More.

11. OPTIONAL RATE LINE INDICATOR
Enter Y or N; default is N.

This field provides you with the option of printing a separate header line and employee detail line representing employee position rate information: Shift Rate Code, Pay Grade, Pay Step, Hourly Rate, Effective Rate Year and Pay Period, and the Effective Rate Date. If you enter **Y**, then this information will print on the report a separate line below the main employee detail information. If you enter **N**, then no line will be printed, and the report will condense in size (no blank line is retained).

SORT OPTIONS

12. DIVISION SORT OPTION
Enter Y or N; default is N.

    Y   The selected positions will sorted by Division (ahead of Department) and subtotals will be generated for the division reflecting the departments, number of employees (count), vacant positions (count), Hours-PP Budget/Assigned, Hours-Annual Budget/Assigned, FTEs Budget/Assigned.

    N   No sorting or subtotals are generated for the division.

13. JOB CLASS SORT OPTION
Enter C or D; default is C.

    C   Entries are sorted by Job Class Code.

    D   Entries are sorted by Job Class Description.

14. POSITION NUMBER SORT OPTION
Enter P or F; default is P.

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P   The selected position entries are sorted in position number sequence.

F   The selected positions are sorted by descending FTE Budget. The positions
     with the largest FTE Budget value appear first within the job class/department,
     while the smallest FTE Budget appears last.

15. EMPLOYEE SORT OPTION
Enter A, N, or E; default is A.

   A (Alpha) -The employees are sorted alphabetically by employee name.

   N (Number) -The employees are sorted by employee number.

   E (Entry Date) -The employees are sorted by descending Employee Entry Date.

The report page breaks by Department, and optionally by Division.

Subtotals and Totals are generated at the Entity, Division (optional), Department, and
Job Class levels. These summary totals include:

Employee Count, Vacant Position Count, Hours-PP Budget/Assigned, Hours-Annual
Budget/Assigned, and FTEs Budget/Assigned.

The detail position information includes: Position Number, Pay Cycle, Position
Number, Pay Cycle, Hours-PP Budget/Assigned, FTEs Budget/Assigned, and Last
Shift Rate Code Assigned.

The detail employee information includes:

Employee Name, Home Entity, Employee Number, Position Date Entered, Assigned
Hours-PP, Assigned FTEs, Employee Status, Work Status, Pay Status, Hire Date, and
Next Review Date.

The optional employee information includes:

Position Shift Rate Code, Pay Grade, Pay Step, Hourly Rate, Rate Effective Year and
Pay Period, and Rate Effective Date.

All rates reflect the employee's current rate information. The optional employee
information (and the corresponding page headers) are printed only ifthe Optional Rate
Line field is set to Y.

If the position isVacant, then the literal ***VACANCY *** prints in the EmployeeName
field, and the Date Vacant field is used from the Position Control Master.

Following entry/modifications of the Department Staffing Roster Report Selection
Criteria screen, the system prompts you to accept the screen. Next, the system
prompts you to generate the report. If you enter **Y** for Yes, then the system executes

the report in the manner indicated by your criteria. If you enter **N** for No, then the report is not generated, but the selection criteria is still retained.

NOTE: Since the employee detail information is not fiscal year specific and the position is, inconsistencies may appear when a prior fiscal year is selected.

Figure 4.60 Department Staffing Roster Report (HERDRR) - Page 1

```
Date: 07/09/92                              GENERAL HOSPITAL                                  Page  : 1
Time: 01:43pm                          Department Staffing Roster Report                      Report: HERDRRFW


Division: 80 Support Services
Department: 0000008060


Pos        Hours          FTEs                                    Employee  Entry/Vac  Assigned              Hire      Next
Nmbr PC  Budget    Assgnd Budget Assgnd LSRC Employee Name    HEC  Number     Date   Hrs-PP FTEs ES WS PS   Date     Review
                                                                           SRC PGrd Pstp Hrly Rate Eff PP/Yr Rate Eff
----------------------------------------------------------------------------------------------------------------------
Job Class:  812 Boiler Room
001  W1  120.00     0.00   3.00   0.00     *** VACANT ***                   03/08/91
002  W2    0.00     0.00   0.00   0.00     *** VACANT ***                   08/17/90

Job Class Totals:    Empl Count:    0   Hours-PP Budget:  120.00   Hours-An Budget:  6240.00   FTEs Budget:    3.00
                     Vacant Pos:    2            Assgnd:    0.00            Assgnd:     0.00           Assgnd:    0.00

Job Class:  811 Mechnical Foreman
001  W1  120.00     0.00   3.00   0.00     *** VACANT (Inactive) ***        08/17/90
002  W2    0.00     0.00   0.00   0.00     *** VACANT ***                   08/17/90

Job Class Totals:    Empl Count:    0   Hours-PP Budget:  120.00   Hours-An Budget:  6240.00   FTEs Budget:    3.00
                     Vacant Pos:    2            Assgnd:    0.00            Assgnd:     0.00           Assgnd:    0.00

Job Class:  813 Refrigeration Mechanic
001  W1  120.00    80.00   3.00   1.00     Stephens,Samuel S       FW      2025 02/13/90  80.00 1.00  A  F  N 02/13/90
                                                                            01    81  MID   16.0100      90/9  05/01/90
002  W2    0.00     0.00   0.00   0.00     *** VACANT ***                   08/17/90

Job Class Totals:    Empl Count:    1   Hours-PP Budget:  120.00   Hours-An Budget:  6240.00   FTEs Budget:    3.00
                     Vacant Pos:    1            Assgnd:   80.00            Assgnd:  2080.00           Assgnd:    1.00

Job Class:  814 Tools-Supplies
001  W1  120.00     0.00   3.00   0.00     *** VACANT ***                   08/17/90
002  W2    0.00     0.00   0.00   0.00     *** VACANT ***                   08/17/90

Job Class Totals:    Empl Count:    0   Hours-PP Budget:  120.00   Hours-An Budget:  6240.00   FTEs Budget:    3.00
                     Vacant Pos:    2            Assgnd:    0.00            Assgnd:     0.00           Assgnd:    0.00

Department Totals:   Empl Count:    1   Hours-PP Budget:  480.00   Hours-An Budget: 24960.00   FTEs Budget:   12.00
                     Vacant Pos:    7            Assgnd:   80.00            Assgnd:  2080.00           Assgnd:    1.00

Division Totals:     Empl Count:    1   Hours-PP Budget:  480.00   Hours-An Budget: 24960.00   FTEs Budget:   12.00
                     Vacant Pos:    7            Assgnd:   80.00            Assgnd:  2080.00           Assgnd:    1.00
```

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Figure 4.61 Department Staffing Roster Report (HERDRR) - Page 2

```
Date: 07/09/92                              GENERAL HOSPITAL                            Page  : 2
Time: 01:43pm                        Department Staffing Roster Report                  Report: HERDRRFW
Division: 91 Administrative
Department: 0000008076
 Pos          Hours         FTEs                              Employee  Entry/Vac  Assigned              Hire     Next
 Nmbr PC   Budget    Assgnd Budget Assgnd LSRC Employee Name  HEC  Number   Date   Hrs-PP FTEs ES WS PS Date     Review
                                                                            SRC PGrd Pstp Hrly Rate Eff PP/Yr Rate Eff
---------------------------------------------------------------------------------------------------------------------
Job Class:  833 Dispatcher
001  W1  120.00    0.00   3.00  0.00      *** VACANT ***              08/17/90
002  W2    0.00    0.00   0.00  0.00      *** VACANT ***              08/17/90

Job Class Totals:    Empl Count:   0   Hours-PP Budget:  120.00   Hours-An Budget:  6240.00    FTEs Budget:   3.00
                     Vacant Pos:   2        Assgnd:    0.00            Assgnd:    0.00             Assgnd:   0.00

Job Class:  831 Drivers
002  W2  200.00  200.00   5.00  3.00      Adams,John Q          FW       2008 06/05/89  40.00 1.00  I  F  N 01/09/86 05/16/91
                                                                            1234   90  MID    7.5000        92/01 01/04/92
                                          Watkins,Lenny         FW       2035 08/09/91  80.00 1.00  A  F  N 01/04/87
                                                                              01   83         10.0000       91/01 06/21/91
                                          ASDF,ASDF             FW       2040 06/14/91  80.00 1.00  A  P  N 06/14/91
                                                                              01   83  MID    4.8500        91/01 06/08/91
001  W1  120.00   97.60   3.00  1.22      Jefferson,Thomas M    FW       2006 08/16/89  17.60 0.22  A  O  N 08/15/89
                                                                              01   83  MID    8.7800        91/01 04/19/91
                                          Miller,James T        FW       2024 02/11/90  80.00 1.00  A  F  N 01/01/89
                                                                              01   83  MID   13.0500        90/9 05/01/90

Job Class Totals:    Empl Count:   5   Hours-PP Budget:  320.00   Hours-An Budget: 16640.00    FTEs Budget:   8.00
                     Vacant Pos:   0        Assgnd:  297.60           Assgnd: 8777.60             Assgnd:   4.22

Job Class:  832 Patient Escort
001  W1  120.00  160.00   3.00  2.00      Wilson,John           FW       2016 07/24/89  80.00 1.00  A  F  N 07/23/89
                                                                              01   83  MID   16.6200        90/9 05/01/90
                                          Wilkins,Ronald        FW       2023 02/08/90  80.00 1.00  A  F  N 01/01/88
                                                                              01   83  MID   14.8300        90/9 05/01/90
                                          *Allan,Mary Jane      FW 9999999999 03/05/90  80.00 1.00  A  F  N 01/14/90
                                                                              01   83  MIN    3.8745        90/5 02/02/90
002  W2  120.00  200.00   3.00  3.00  01 JINGLE-HEIMER,JOHN JACOB FW     2011 02/06/90  40.00 1.00  D  F  N 12/31/89 06/26/90
                                                                              01   83  MID   16.5000        91/05 03/01/91
                                          Kempton,David J       FW       2031 08/12/91  80.00 1.00  A  F  N 11/08/89
                                                                                   83          0.0000
                                          THOMAS-HARRISON-GUGENHEIM FW   2032 07/08/91  80.00 1.00  T  F  N 01/01/90
                                                                              01   83  MAX    5.3500        92/04 02/15/92

Job Class Totals:    Empl Count:   6   Hours-PP Budget:  240.00   Hours-An Budget: 12480.00    FTEs Budget:   6.00
                     Vacant Pos:   0        Assgnd:  360.00           Assgnd: 10400.00            Assgnd:   5.00
```

Figure 4.62 Department Staffing Roster Report (HERDRR) - Page 3

```
Date: 07/09/92                              GENERAL HOSPITAL                              Page  : 3
Time: 01:43pm                        Department Staffing Roster Report                   Report: HERDRRFW


Division: 91 Administrative
Department: 0000008076


 Pos        Hours          FTEs                                    Employee Entry/Vac  Assigned           Hire     Next
 Nmbr PC   Budget    Assgnd Budget Assgnd LSRC Employee Name        HEC   Number    Date  Hrs-PP FTEs ES WS PS  Date     Review
                                                                                       SRC PGrd Pstp Hrly Rate Eff PP/Yr Rate Eff
---------------------------------------------------------------------------------------------------------------------------------
Department Totals:    Empl Count:   14    Hours-PP Budget:  800.00  Hours-An Budget:  41600.00    FTEs Budget:   20.00
                      Vacant Pos:    2             Assgnd:  777.60           Assgnd:  23337.60          Assgnd:   11.22
```

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Figure 4.63 Department Staffing Roster Report (HERDRR) - Page 4

```
Date: 07/09/92                                     GENERAL HOSPITAL                                      Page  : 4
Time: 01:43pm                                Department Staffing Roster Report                           Report: HERDRRFW
Division: 91 Administrative
Department: 0000008090


 Pos          Hours          FTEs                                        Employee  Entry/Vac  Assigned              Hire      Next
 Nmbr PC   Budget   Assgnd Budget Assgnd LSRC Employee Name          HEC  Number     Date    Hrs-PP FTEs ES WS PS  Date      Review
 -------------------------------------------------------------------------------------------------------------------------------
 Job Class:  824 Mailroom Assistant
 001  W1  120.00     0.00   3.00   0.00        *** VACANT (Inactive) ***            08/17/90
 002  W2  120.00   120.00   3.00   2.00        JINGLE-HEIMER,JOHN JACOB  FW   2011 06/05/90  40.00 1.00  D  F  N 12/31/89
                                                                                  01    82 TRN  7.1700       90/10 05/01/90
                                               *Dunne,Uriah              FW   2012 08/06/91  80.00 1.00  A  P  N 05/20/91
                                                                                  01    82       1.0000       91/01 08/06/91
                                               *Watkins,Lenny            FW   2035 07/27/90  40.00 1.00  A  F  N 01/04/87

 Job Class Totals:     Empl Count:    4   Hours-PP Budget:  240.00   Hours-An Budget:  12480.00   FTEs Budget:     6.00
                       Vacant Pos:    1         Assgnd:  120.00         Assgnd:    4160.00            Assgnd:     2.00

 Job Class:  823 Mailroom Operator
 002  W2  400.00   160.00  10.00   3.00 1234 *Harris,Henry H           FW   2005 09/13/91  80.00 1.00  A  F  N 03/13/88
                                                                                  01    82 MID  5.0000       91/01 08/30/91
                                               *Dunne,Uriah             FW   2012            0.00 0.00  A  P  N 05/20/91
                                                                                                 0.0000
                                               THOMAS-HARRISON-GUGENHEIM FW   2032 01/01/90  40.00 1.00  T  F  N 01/01/90 11/29/92
                                                                                  01    82 MAX  6.2500       92/01 01/04/92
 001  W1  120.00     0.00   3.00   0.00        *** VACANT ***                       04/04/91

 Job Class Totals:     Empl Count:    5   Hours-PP Budget:  520.00   Hours-An Budget:  27040.00   FTEs Budget:    13.00
                       Vacant Pos:    1         Assgnd:  160.00         Assgnd:    6240.00            Assgnd:     3.00

 Job Class:  821 Receiving Clerk
 001  W1  120.00     0.00   3.00   0.00        *** VACANT ***                       08/17/90

 Job Class Totals:     Empl Count:    0   Hours-PP Budget:  120.00   Hours-An Budget:   6240.00   FTEs Budget:     3.00
                       Vacant Pos:    1         Assgnd:    0.00         Assgnd:       0.00            Assgnd:     0.00

 Job Class:  822 Supply Clerk
 001  W1  120.00   120.00   3.00   1.50 1234 Murphy,Harold T           FW   2007 08/19/89  40.00 0.50  A  F  N 08/18/89
                                                                                1234    90 HIR  7.6900       92/02 05/01/90
 002  W2  120.00    80.00   3.00   1.00        Johnson,Lyndon Baynes    FW   2022 04/25/91  80.00 1.00  A  F  N 07/10/80

 Job Class Totals:     Empl Count:    3   Hours-PP Budget:  240.00   Hours-An Budget:  12480.00   FTEs Budget:     6.00
                       Vacant Pos:    0         Assgnd:  200.00         Assgnd:    5200.00            Assgnd:     2.50
```

Figure 4.64 Department Staffing Roster Report (HERDRR) - Page 5

```
Date: 07/09/92                              GENERAL HOSPITAL                              Page  : 5
Time: 01:43pm                        Department Staffing Roster Report                   Report: HERDRRFW


Division: 91 Administrative
Department: 0000008090


 Pos        Hours        FTEs                                     Employee  Entry/Vac  Assigned         Hire      Next
Nmbr PC   Budget    Assgnd Budget Assgnd LSRC Employee Name       HEC   Number      Date   Hrs-PP FTEs ES WS PS  Date      Review
                                                                                       SRC PGrd Pstp Hrly Rate Eff PP/Yr Rate Eff
------------------------------------------------------------------------------------------------------------------------------
Job Class:  1000 Test 1000
001  W2    0.00     0.00   0.00   0.00     *** VACANT ***                           08/27/91

Job Class Totals:    Empl Count:   1   Hours-PP Budget:    0.00   Hours-An Budget:      0.00   FTEs Budget:    0.00
                     Vacant Pos:   1       Assgnd:    0.00            Assgnd:      0.00            Assgnd:    0.00


Department Totals:   Empl Count:  13   Hours-PP Budget: 1120.00   Hours-An Budget:  58240.00   FTEs Budget:   28.00
                     Vacant Pos:   4       Assgnd:  480.00            Assgnd:  15600.00            Assgnd:    7.50


Division Totals:     Empl Count:  27   Hours-PP Budget: 1920.00   Hours-An Budget:  99840.00   FTEs Budget:   48.00
                     Vacant Pos:   6       Assgnd: 1257.60            Assgnd:  38937.60            Assgnd:   18.72


Entity Totals:       Empl Count:  28   Hours-PP Budget: 2400.00   Hours-An Budget: 124800.00   FTEs Budget:   60.00
                     Vacant Pos:  13       Assgnd: 1337.60            Assgnd:  41017.60            Assgnd:   19.72

                                            End of Report
```

Employee Job Class Report (HERJCR)

The Employee Job Class Report provides a reference of Job Classes and the employees holding the positions.

This report sorts alphabetically by Employee Name within Job Class, within either Home Entity or Position Entity.

After you select this report from the Personnel Reports menu, the following prompt displays:

> *Report by Home Entity or Position Entity (H/P)--*

If you choose to run the report for the Home Entity (H), all employees within the selected Home Entity print on the report. The Entity shown in the Entity Code column (shown as Pos EC) display on the line with the Job Class, and pertains to the Position Entity.

The Pay Grade reflects the pay grade assigned in the Shift Rate Code Table. If this table's Pay Grade field is blank, the report reflects the Job Class Pay Grade.

If you choose to run the report for Position Entity (P), all Job Classes within the selected Entity print on the report. The Entity shown in the Entity Code column (shown as Home EC) display on the line with the employee, and pertains to that employee's Home Entity.

The following prompts establish your selection criteria:

> *Job Class Code - one or range or all; default is all*

> *Sort by Shift Rate Code - Y or N; default is N*

> *Delete or include inactive positions on the report?*

> *Include Terminated employees on report? (Y/N) [N]--*

> *Do you wish to graph? (Y/N) [N]*

Subtotals print for the total number of employees, Assigned FTEs, and Assigned Hours by Job Class. A grand total prints for the total number of employees, Assigned FTEs, and Assigned Hours for Entity.

NOTE: If Sort by Shift Rate Code is selected, the Job Class Report (HERJCR) sorts by Employee Name within Shift Rate code, within Job Class, within either Home Entity or Position Entity.

Graph (HEGJCP)

If you are using WEM version 2.01 or later, a graph representing the data generated by this report is available.

In Pie Chart format, the Employee Job Class Graph displays the seven job classes with the largest percentage of employees and an "Other" category.

When you request the report from the Payroll Reports menu, the following prompt displays as part of the selection criteria:

Do you wish to graph? (Y/N) [N]

If you enter **N** for No, the system creates the report only.

If you enter **Y** for Yes, the system creates both the report and the graph. You can view the graph by selecting Graphs, Personnel Graphs from the main menu of the STAR Payroll/Human Resources system.

Refer to the *WEM User's Guide* for instructions about how to change the configurations of the graphs.

Figure 4.66 on page 4-158 provides a sample graph of the Employee Job Class Report.

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Figure 4.65 Employee Job Class Report (HERJCR)

```
Date: 02/12/92                            GENERAL HOSPTIAL                            Page  :1
Time: 02:05pm                         Employee Job Class Report                      Report: HERJCRFW
                            Home    Employee   Employee                    Assigned      Shft  Shft Pay Pay
  * - Inactive Position     EC      Number     Name                        FTE   Hours   Rt Cd Diff Grd Step
----------------------------------------------------------------------------------------------------------
Job Class:  801 Dietary Assistant
                            FW   2000         Mitchell-Williams,Franklin    1.00   80.00   1234   01  90 MA
                            FW   2019         Thomas,Tommy                  1.00   80.00     01   01  80 MAX
                            FW   2018         Wilson,Amelia                 1.00   80.00     01   01  80 MID
Job Class Totals:                            Number of Employees:     3    3.00  240.00
Job Class:  802 Kitchen Aides
                            FW   2008         Adams,John Q                  1.04   83.20     01   01  80 MID
                            FW   2021         Morgan,Jane                   1.00   80.00     01   02  80 MAX
                            FW   4000         Rogers,Richard                1.00   40.00     01   01  80 MID
                            FW   2019         Thomas,Tommy                  1.00   80.00            00  80
Job Class Totals:                            Number of Employees:     4    4.04  283.20
Job Class:  803 Cook
                            FW   2017         Doe,James                     1.00   80.00            07  80 MAX
                            FW   2014         Garber,Gary B                 0.50   40.00     01   01  80 MIN
                            FW   2020         Jones,Darlene Marie           1.00   80.00     01   01  80 MAX
                            FW   2031         Kempton,David J               1.00   40.00     01   01  80 MIN
                            FW   453135222    McKinsey,Susan K              1.00   80.00            01  80
                            FW   2034         Wilson,Barbara J              0.00    0.00     01   01  80
Job Class Totals:                            Number of Employees:     6    4.50  320.00
Job Class:  822 Supply Clerk
                            FW   2010         Freeman,Albert T              1.00   80.00     01   01  82 MID
                            FW   2022         Johnson,Lydell Barnes         1.00   80.00     01   00  82  MAX
                            FW   2007         Murphy,Harold T               0.50   40.00     01   07  82
Job Class Totals:                            Number of Employees:     3    2.50  200.00
Job Class:  823 Mailroom Operator
                            FW   2041         Astor,Charles                 1.00   80.00     01   00  82  MAX
                            FW   2036         Johnson,Ben                   1.00   40.00            01  82  MIN
                            FW   2032         THOMAS-HARRISON-GUGENHEIMER,JOHN  1.00   40.00  01   00  82  MID
Job Class Totals:                            Number of Employees:     3    3.00  160.00
Job Class:  824 Mailroom Assistant
                            FW   4002         Doe,Robert John               1.00   80.00            00  82
                            FW   2012         Dunn,Uriah                    1.00   40.00     01   01  82  MAX
                            FW   2011         JINGLE-HEIMER,JOHN JACOB       1.00   40.00     01   00  82  TRN
Job Class Totals:                            Number of Employees:     3    3.00  160.00
Job Class:  831 Drivers
                            FW   2008         Adams,John Q                  1.00   40.00   1234   01  90 MID
                            FW   2006         Jefferson,Terrence            0.22   17.60     01   02  83 MID
                            FW   2024         Miller,James T                1.00   80.00     01   01  83 MID
                            FW   2035         Watkins,Lenny                 1.00   80.00     01   02  83
Job Class Totals:                            Number of Employees:     4    3.22  217.60
Job Class:  832 Patient Escort
                            FW   2011         JINGLE-HEIMER,JOHN JACOB       1.00   40.00     01   02  83 MID
                            FW   2015         Jordan,James R                1.00   80.00     01   01  83 MID
                            FW   2031         Kempton,David J               1.00   80.00                83
                            FW   2013         Smith,Annette E               0.50   40.00            01  83 MAX
                            FW   2032         THOMAS-HARRISON-GUGENHEIMER,JOHN  1.00   80.00                83
                            FW   2023         Wilkins,Ronald                1.00   80.00     01   07  83 MID
                            FW   2016         Wilson,John                   1.00   80.00     01   01  83 MID
Job Class Totals:                            Number of Employees:     7    6.50  480.00
Entity Totals:                               Number of Employees:    33   29.76 2,060.80
```

Figure 4.66 Employee Job Class Graph (HEGJCP)
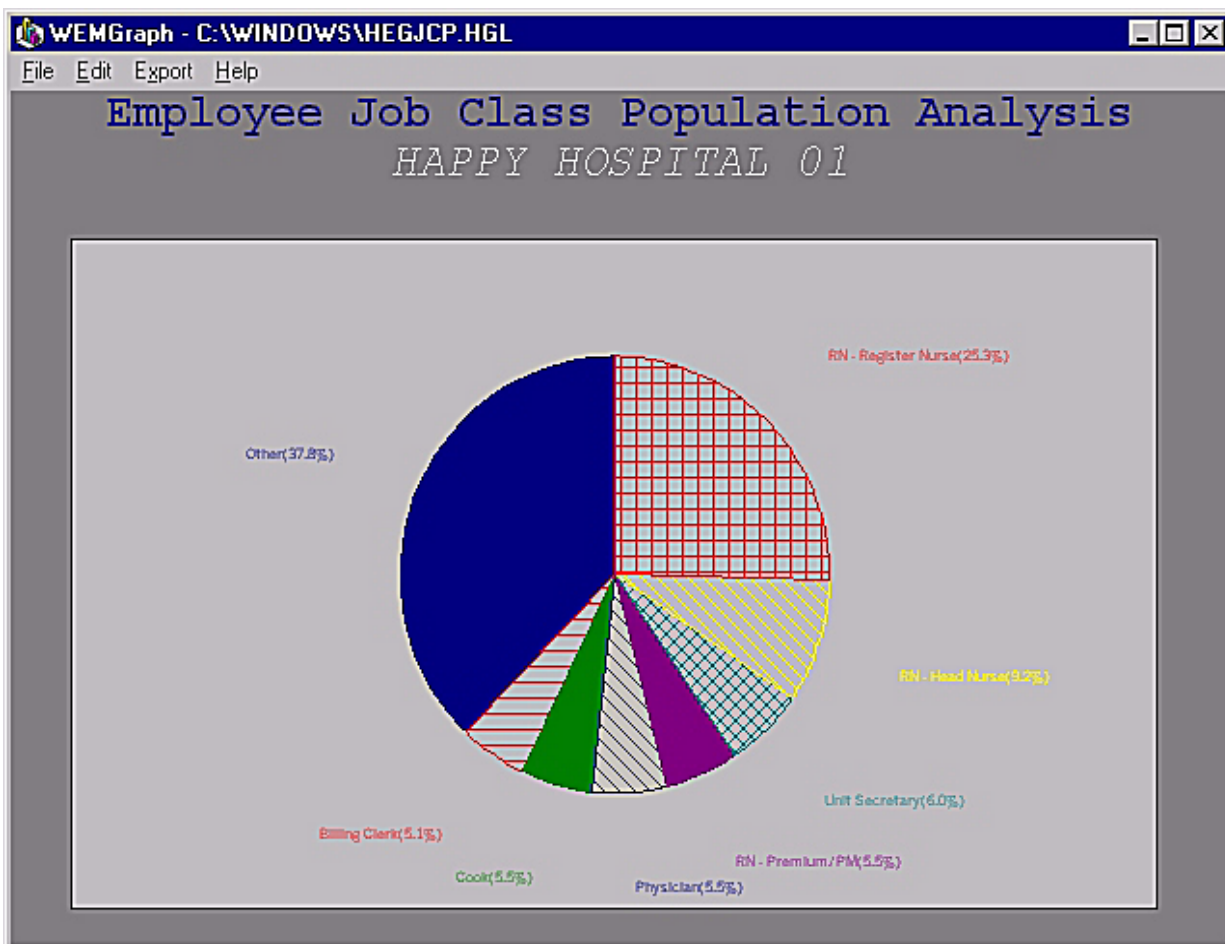
Position Vacancy Report (HERPVR)

This report provides a reference of vacant positions within the Entity. It is sorted by Department within Job Class by Entity.

The selection criteria for this report are:

- Entity - one per report request

- Job Class - one or range or all; default is all

- Entries filed as deleted - Y or N; default is N

Subtotals are provided for total vacancies, budgeted FTEs, and budgeted hours by Job Class.

Grand totals are printed for total vacancies, budgeted FTEs, and budgeted hours for the Entity.

Figure 4.67 Position Vacancy Report (HERPVR) - Page 1

```
Date: 12/04/89                        GENERAL HOSPITAL                            Page  : 1
Time: 20:25                       POSITION VACANCY REPORT                         Report:HERPVRDP
                                     FISCAL YEAR - 89

 Job          Job Class          Department         Department          Div   Pos   Pay     Position   Budgeted Budgeted
 Class        Description        Number             Description         Code  Nbr   Cyc     Vacant Date FTEs     Hours
----------------------------------------------------------------------------------------------------------------------
4448 Resident - 2nd Year     0/0/00/00/9314  MEDICAL EDUCATION          71    001   B       11/25/89    1.00  80.00

     Total for Job Class                                                       1                        1.00  80.00


5555 Unit Secretary          0/0/00/00/6020  SECOND FLOOR MEDICAL       60    001   B       10/11/89    1.00  80.00

     Total for Job Class                                                       1                        1.00  80.00


6600 RN - Register Nurse     0/0/00/00/6020  SECOND FLOOR MEDICAL       60    001   B       11/08/89    1.00  80.00

     Total for Job Class                                                       1                        1.00  80.00


6610 RN - Weekends           0/0/00/00/6013  FLOAT NURSING POOL         60    002   B       09/09/89    1.00  80.00
                             0/0/00/00/6140  CORONARY CARE              60    001   B       10/12/89    1.00  80.00
                             0/0/00/00/6211  OPERATING ROOM             60    001   B       11/13/89    1.00  80.00
                             0/0/00/00/6230  EMERGENCY ROOM             60    001   B       11/15/89    1.00  80.00

     Total for Job Class                                                       4                        4.00 320.00


6620 RN - Premium/AM         0/0/00/00/6211  OPERATING ROOM             60    001   B       08/19/89    1.00  80.00
                             0/0/00/00/6230  EMERGENCY ROOM             60    002   B       07/18/89    1.00  80.00

     Total for Job Class                                                       2                        2.00 160.00


6625 RN - Premium/PM         0/0/00/00/6211  OPERATING ROOM             60    001   B       07/09/89    1.00  80.00
                             0/0/00/00/6230  EMERGENCY ROOM             60    002   B       06/18/89    1.00  80.00
     Total for Job Class                                                       2                        2.00 160.00


6630 RN - 4 Night            0/0/00/00/6190  LABOR AND DELIVERY         60    001   B       02/08/89    1.00  80.00

     Total for Job Class                                                       1                        1.00  80.00
```

Figure 4.68 Position Vacancy Report (HERPVR) - Page 2

```
Date: 12/04/89                          GENERAL HOSPITAL                               Page  : 2
Time: 20:25                         POSITION VACANCY REPORT                            Report:HERPVRDP
                                       FISCAL YEAR - 89

 Job          Job Class        Department        Department          Div   Pos   Pay    Position  Budgeted Budgeted
 Class        Description       Number            Description         Code  Nbr   Cyc    Vacant Date  FTEs    Hours
-------------------------------------------------------------------------------------------------------------       Total for Job
Class                                               1                              1.00  80.00

6685 RN - IV              0/0/00/00/6218  RECOVERY ROOM           60   001   B    12/02/89     1.00  80.00

   Total for Job Class                                            1                1.00  80.00

6700 LPN - Licensed       0/0/00/00/6020  SECOND FLOOR MEDICAL    60   001   B    12/07/89     1.00  80.00
                          0/0/00/00/6121  INTENSIVE CARE          60   001   B    10/09/89     1.00  80.00
                          0/0/00/00/6123  SPECIAL CARE UNIT       60   001   B    07/11/89     1.00  80.00
                          0/0/00/00/6218  RECOVERY ROOM           60   001   B    08/09/89     1.00  80.00
                          0/0/00/00/6230  EMERGENCY ROOM          60   001   B    07/14/89     1.00  80.00

   Total for Job Class                                            5                5.00  00.00

6710 LPN - Weekends       0/0/00/00/6140  CORONARY CARE           60   001   B    12/11/89     1.00  80.00

   Total for Job Class                                            1                1.00  80.00

6720 LPN - Premium/AM     0/0/00/00/6211  OPERATING ROOM          60   001   B    11/12/89     1.00  80.00

   Total for Job Class                                            1                1.00  80.00

6725 LPN - Premium/PM     0/0/00/00/6211  OPERATING ROOM          60   001   B    10/09/89     1.00  80.00

   Total for Job Class                                            1                1.00  80.00

6730 LPN - 4 Night        0/0/00/00/6190  LABOR AND DELIVERY      60   001   B    11/10/89     1.00  80.00

   Total for Job Class                                            1                1.00  80.00


   Total for Entity                                              25               29.00  20.00

                                         End of Report
```

Appendix A - PROCESS REPORTS

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PROCESS REPORTS

The following list shows the reports associated with each process.

Process	Reports
Prepare Process	Employee Prepare Process Change Report (HPRPPP)
	Employee Prepare Process Inactivated Report (HPRTRM)
Time Card Entry	Dollar Detail Balancing Report (HPRDDB)
	Hours Detail Balancing Report (HPRHDB)
	Hours/Dollars/Units of Service Balancing Report (HPRBAL)
	Time Card Forms
	Time and Attendance Audit Report (HPRTAE)
	Time and Attendance Balancing Report (HPRTAB)
Gross Compute	Active Employees with No Hours Reported (HPRNHR)
	Employee TCE Position/Rate Detail Change Audit Report (HPRPCA)
	Full Time Employees With Less Hrs. than in Pay Cycle (HPRLHR)
	G/L Default Posting Report (HPRDPR)
	Gross Compute Audit Report (HPRCAR)
	Negative Benefit Hours Exception Report (HPRNBH)
	Net Wages Over Check Limit (HPRNWO)
	Summary Deductions Not Taken/Arrears Accounting Report (HPRDNT)
	Negative Net/Gross Wages Report (HPRNNW)
Payroll Check	ACH PC Download Report (HPRACD)
	Bank Services Report (HPRBSR)
	Pay Period Wage and Tax Balancing Report (HPRPTB)
	Payroll Checks
	Payroll Check Print Listing (HPRCHR)
	Payroll Register (HPRPPR)
	NACHA Tape Report (HPRACH)
	Manual Check/Manual Adjustment Listing (HPRMCA)
Deduction	Credit Union Deduction Register (HPRCDR)
	Employee Summary Deduction Register (HPRSD2)

Process	**Reports**
	Employer Summary Deduction Register (HPRSD1)
	Individual Deduction Register (TCE Deduction Detail) (HPRID1)
	Individual Deduction Register (Employee Deduction History) (HPRID2)
	Union Dues Deduction Register (HPRUDR)
Benefits	Departmental Holiday/Benefit Availability Report (HPRBAR)
	Employee Benefit Before/After Report (HPRBBA)
	Employee Benefit Detail Report (HERBDR)
	Employee Holiday Detail Report (HERHLD)
	Employee Pension Statistics Report (HERPSR)
Earnings History	Employee Earnings History Reports (HPREHD, HPREHT)
	Employer Regulatory Cost Reports (HPRRCD, HPRRCT)
	Tax Wage & Tax Balancing Reports (HPRTED, HPRTES)
	Tax Wage & Tax Balancing Exception Reports (HPRTED, HPRTES)
Statistical	Employee Pay Type History Hours and Dollars Report (HPRPTH)
	Departmental Pay Type Hours/Dollars Report (HPRDPT)
	Entity Pay Type Hours/Dollars Report (HPREPT)
	Position Control Statistical Report (HPRPCS)
	Position Control Variance Report (HPRPCV)
	Workers Compensation Fiscal Year Report (HPRWCW)
	Workers Compensation Risk Code Report (HPRRCW)
	Payroll Average Statistics Report (HPRGLA)
Labor Distribution	Departmental Job Class Report (HPRDPC)
	Labor Distribution Job Class Report (HPRLDJ)
	Labor Distribution Employee/Job Class Detail Report (HPRLDR)
	Labor Summary By Department Report (HPRLDD)
	Labor Summary By Entity Report (HPRLDE)
	General Ledger Detail and Summary Report
	General Ledger Detail and Summary Gross Wage Accrual Report
	General Ledger Detail and Summary Gross Wage Reversal Report
	General Ledger Error Posting Report (HPRLER)

Process	Reports
Complete Pay Process (GL Posting)	General Ledger Benefit Accruals & Reversals Detail/Summary Reports (HPRGBD, HPRGBS)
Bank Reconciliation	Adjustments and Reconciling Items Report (HPRBRA)
	Bank Balancing Report (HPRBRB)
	Checks Outstanding List Report (HPRBRC)
	Deposits in Transit Report (HPRBRD)
	OB Bank Reconciliation File Download/Report (HPROBR)
	Returned Check List (HPRBRR)
Purge/Retention	Employee Purge Pre-List Report (HPRPAR, HPRSPR)
	Purge Audit Report (HPRPAR)
Gaming	Job Class List Gaming Report (HPRGML)
	Job Class Cost Gaming Report (HPRGMC)
	Pay Grade Gaming Matrix Report (HPRGMP)
TRENDSTAR HSL Interface	HSL Hours Transaction Listing and Exceptions (HPRHSL)
	HSL Dollars Transaction Listing and Exceptions (HPRHSL)
NACHA Tape/PC Download Process	ACH PC Download Report (HPRACD)
	ACH Tape Report (HPRACH)
	ACH Child Support PC Download Report (HPRSDD)
	ACH Child Support Report (HPRSDU)

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Appendix B - PAYROLL BALANCING PROCEDURES

Illustrations

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REPORTS USED IN BALANCING

The following reports are necessary for payroll balancing:

1. HPRBAL - Time Card Entry Summary Report (Hours, Dollars, and Units)

2. HPRDPR - General Ledger Default Posting Report

3. HPRCAR - Gross Compute Audit Report

4. HPRPRR - Payroll Register

5. HPRCHR - Payroll Check Print Listing Report

6. Payroll Labor Distribution GL Summary Reports

    • HPRG03 R (Regular)

    • HPRG08 O (Other

    • HPRG12 V (Irregular)

    • HPRG14 S (Supplemental)

    • HPRG18 D (Demand)

7. HPRLER - Payroll General Ledger Error Report

8. HPREHT - Employee Earnings History Summary Report

9. FGL260 - Daily Posting Summary Journal

10. HPRID2 - Deduction Register TCE Detail

11. HPRTBS - Tax and Wage Summary Report

BALANCING STEPS

1. Time Card Entry - Input Summary Balancing

    a) Manual batch logs to Time Card Entry Summary Report (Hours, Dollars and Units).

    b) Compare the Time Card Entry Summary Report to Gross Compute Audit Report.

    c) Audit the General Ledger Default Posting Report.

2. Gross Compute, Payroll Register and Check Listing Balancing

    a) Compare the Gross Compute Audit Report to the Payroll Check Register.

    b) Compare the Payroll Check Listing Report to the Gross Compute Audit Report and the Payroll Check Register.

    c) Reconcile the check inventory.

    d) Calculate and compare the federal taxable wages from the Gross Compute Audit Report to the Payroll Register.

3. Payroll Register, Payroll Labor Distribution GL Summary Balancing Compare the General Ledger entries from the Payroll Check Register to the Payroll General Ledger Summary Report.

4. Payroll Labor Distribution GL Summary, GL Daily Posting Summary Balancing

    Compare Payroll General Ledger Summary Report to the General Ledger Daily Transaction Summary Report.

5. Quarter-to-Date Employee Earnings History Balancing

    a) Take the previous pay period's Earnings History and **add** the current pay period's payroll register for new quarter-to-date. Compare to the system quarter-to-date Earnings History Report.

    b) Calculate and Compare all regulatory taxes to system tax calculations.

6. Year-to-Date Employee Earnings History Balancing

    a) Take the previous Pay Period's Earnings History and **add** the current Pay Period's Payroll register for new Year-to-Date. Compare to the system Year-to-Date Earnings History Report.

    b) Calculate and compare all regulatory taxes to system tax calculations.

7. Employee Individual Deductions Balancing

   a) Compare the Payroll Labor Distribution GL Report to the Employee Individual Deduction Register (TCE Detail) Report.

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VARIANCES

Variances may occur due to the following reasons:

1. **Net Wage Difference**

   The difference between the Gross Compute Audit Report and Payroll Register may be a negative check, which does not appear on the Payroll Register due to a check not being printed. The Check Print Process does not print a negative check. However, the amount will be reported on the Check Print Listing Report. Make sure that you are comparing the **final** Gross Compute Audit Report.

2. **Gross Wage Default Postings**

   If you are breaking out gross pay by JobClass or Pay Type subaccounts, verify that each Job Class and Pay Type is defined on the Payroll General Ledger Job Class/ Pay Type mapping parameter.

3. **Payroll General Ledger Error Report**

   Look at the Default Revenue/Expense Account. If anything posted to this account, verify the reason. Detail activity to this account can be referenced on the Payroll GL Error Report that prints with the Payroll GL Labor Distribution Process. Postings to this account generally indicate that the General Ledger accounts for a deduction (voluntary/involuntary) have not been appropriately assigned.

4. **Deduction Master**

   Review the voluntary deductions and verify that you have indicated the proper GL accounts for each deduction.

   a. Non-Employee Matching Deduction

      Employee Credit Account field should have the Liability account for this deduction.

   b. Employee Matching Deduction

      • Employee Credit - Liability

      • Employer Debit - Expense for hospital contribution

      • Employer Credit - Liability for hospital contribution

5. Employer Regulatory Costs

These are posted to the Employee Home Department or Position Department. Check that the department being charged has the subaccount in the General Ledger Chart of Accounts.

6. Employee Earnings History Summary Report

Each Regulatory Taxing Authority rate should be manually calculated on the form for quarter and year-to-date taxes. If there is a variance, verify and check your Manual Check and Adjustment entries. Also, to verify and audit an Employee's Taxable Wages, use the Tax and Wage Balancing Report. This report details each employee's taxable wages for regulatory agencies. Verify that any tax shelter deductions have been entered correctly on the Taxable Wage screens in the Manual Check Function. If deductions were entered incorrectly, this will cause an out-of-balance condition for the Taxable Wages.

WORKSHEETS

Following are the Payroll Balancing Procedures worksheets.

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Figure B.1 Time Card Entry - Input Summary Balancing Worksheet

```
                         Time Card Entry - Input Summary Balancing
Step #1                           Hours, Units & Adjustments to Gross Dollars
Pay Period #_____   From ____/_____/_____   To ____/_____/_____   Cycle Type _____
Batches: Time Card Entry              Hours              Dollars                  Units
Manual Checks -Time Card Entries      _____       $_____     _____


Standard & Addt -Time Card Entries    _____       $_____     _____


#1 Time Card Entry Totals             _____       $_____     _____


#1 HPRBAL TCE Summary Report          _____       $_____     _____


TCE Corrections & Adjustments         _____       $_____     _____


#2 Time Card Entry Totals             _____       $_____     _____


#2 HPRBAL TCE Summary Report          _____       $_____     _____


Void Checks -Time Card Entries        _____       $_____     _____


   Totals for the Pay Period          _____       $_____     _____


      Gross Compute Totals        Hours Entered      Dollars                  Units
Dollar Pay Type Codes

                                 _____       $_____
                                 _____          _____
                                 _____          _____
                                 _____          _____
                                 _____          _____
                                 _____          _____
Totals for Pay Period            _____       $_____      _____
Should Equal Totals On HPRCAR)
                                 _____  Hours Paid
Notes from the Pay period:_____
_____
_____
_____
_____

By:_____   Date:_____
```

Figure B.2 Gross Compute, Payroll Register & Check Listing Balancing Worksheet

```
Step #2                              Gross Compute, Payroll Register & Check Listing Balancing
Pay Period #____   From ___/____/____  To ___/___/___  Cycle Type _____
                              Gross Compute/HPRCAR    Payroll Register/HPRPRR   Check Listing/HPRCHR
Hours Paid                    _____      _____
                                            #Cks.    Amount
Manual Checks                               _____   $_____

Voids Checks                                _____   $_____    Cks       Amount

Standard & Additional Checks                _____   $_____   _____  $_____

Total Net Wages & #Checks    $_____ _____  $_____
                                                                         Actual # Checks Used
Total Gross Wages            $_____        $_____
                                                                         Printed   _____
 Federal Tax Shelter Deductions:                                         Pattern   _____
   _____               $_____        $_____ Printer   _____
   _____               $_____        $_____ Other     _____
   _____               $_____        $_____
   _____               $_____        $_____ #Cks Used _____
Totals Tax Shelters  (Minus) $_____***     $_____ Physical Ck#Inventory

"D" Deductions    (Plus )   $_____        $_____ Begin  Inv#_____

"D" Deductions    (Minus)   $_____        $_____

Empl. Exempt Wages   (Minus) $_____        $_____ Ending Inv#_____

Federal Taxable Wages       $_____        $_____  = Total Cks_____

Differences & Comments
_____
_____
By_____   Date:_____
*** Should any employees wages be completely Exempt from Federal Withholding Tax, and they have Tax Shelter Deductions the
amount of these deductions must be subtracted from these Totals.
```

Figure B.3 Payroll Register, Labor Distribution GL Summary Balancing Worksheet

```
Step #3                         Payroll Register, Labor Distribution GL Summary Balancing
Pay Period #____  From ___/____/____  To ___/___/___  Cycle Type ____
Hospital Debits:          Payroll Register/HPRPRR       Payroll GL Summary/HPRGL3          Variance
Gross Wages               $_____  $_____      $_____


Hospital Credits:
FIT Tax Withheld          $_____  $_____      $_____

FICA Tax Withheld         $_____  $_____      $_____

MHI Tax Withheld          $_____  $_____      $_____

SIT Income Tax (1,2,3)    $_____  $_____      $_____

SUI Tax Withheld          $_____  $_____      $_____

SDI Tax Withheld          $_____  $_____      $_____

Local Tax Withheld (1,2,3) $_____ $_____      $_____

Vol Deductions Total      $_____  $_____      $_____
(Cash Liability)
  Net Wages               $_____  $_____      $_____

Hospital Credits:         $_____  $_____      $_____
Differences & Comments _____

_____
_____
_____
_____

By:_____  Date:_____
```

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Appendix B - PAYROLL BALANCING PROCEDURES

October 2011

Figure B.4   Labor Distribution GL Summary, GL Daily Posting Summary Balancing Worksheet

```
Step #4 cont'd            Labor Distribution GL Summary, GL Daily Posting Summary Balancing
Pay Period #____   From ___/____/____   To ___/___/___   Cycle Type ____
Hospital Debits:             Payroll Register/HPRPRR      GL Daily Posting/FGL260            Variance
         Employer Costs:
FICA Expenses  Total         $_____        $_____             $_____

MHI Expenses    Total        $_____        $_____             $_____

SUI Expenses    Total        $_____        $_____             $_____

SDI Expenses    Total        $_____        $_____             $_____

Employer Deductions
              Total  $_____        $_____         $_____

   Total Debits:             $_____        $_____             $_____

Hospital Credits:  Employer Taxes:

FICA Tax                     $_____        $_____             $_____

MHI Tax                      $_____        $_____             $_____

SUI Tax                      $_____        $_____             $_____

SDI Tax                      $_____        $_____             $_____

Employer Deductions
              Total  $_____        $_____         $_____

      Total Credits:         $_____        $_____             $_____
Grand Totals Debits:         $_____        $_____             $_____
Grand Totals Credits:        $_____        $_____             $_____

Differences & Comments  _____
_____
_____
By:_____   Date:_____
```

Figure B.5 Employee Individual Deductions Balancing Worksheet

```
Step # 7                    Employee Individual Deductions Balancing
Pay Period #____  From ___/____/____  To ___/___/___  Cycle Type ____
  Deductions        Payroll GL Summary/HPRGL3    Individual Ded Reg/HPRIDDR      Variance
Code   Description
____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

____   _____        $_____    $_____    $_____

_____  _____        $_____    $_____    $_____
Entity  Grand Totals $_____     $_____     $_____
Differences & Comments
_____
_____
By:_____  Date:_____
```

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