

# STAR 2000™



STAR FINANCIALS GENERAL  
ACCOUNTING REFERENCE GUIDE  
Payroll/Human Resources Processes  
Volume

Release 17.0  
October 2011

H17000011

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# Preface

This *Payroll/Human Resources Processes Volume* is the second 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 Three is *Payroll/Human Resources Reports*. 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 Processes 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--*

**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
- 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 *Processes Volume* is the second of the three-volume STAR Financials General Accounting Payroll/Human Resources Reference Guide set. Volume One is *Tables, Masters, and Parameters*. Volume Three is *Reports*. This volume contains the following chapters:

## **Chapter 1: Payroll Processes**

This chapter contains information about payroll check production and the supporting audit and accounting reports. (Reports are found in the *Reports Volume* of this reference guide).

## **Chapter 2: Daily Batch Processing**

This chapter contains information about the automatic system processes (Midnight Processing).

## **Chapter 3: Time Entry Processes**

This chapter contains information about timecard and timeline entry, miscellaneous deductions, manual adjustments, void check entry, and check history/timecard inquiry.

## **Chapter 4: Complete Pay Period Process**

This chapter contains information about the completion of all payroll processes for a pay cycle and pay period.

## **Chapter 5: Payroll Online Bank Reconciliation**

This chapter contains information about online bank reconciliation and the associated reports. The report examples are found in this chapter.

## **Chapter 6: Fiscal Year End Processing**

This chapter contains information about fiscal year end processing, including GL parameters, Position Control master, and purge process.

## **Chapter 7: NACHA (Direct Deposit) Tape/PC Download**

This chapter contains information about direct payroll deposits.

## **Chapter 8: TRENDSTAR Interface Tape Process**

This chapter contains information about the TRENDSTAR tape process, including building the HSL interface file and control screen, creating an interface tape and deleting an interface file. Report examples are provided.

## **Chapter 9: Wage Changes Impact Analysis (Gaming)**

This chapter contains information about wage changes and salary updates. Report examples are provided.

## **Chapter 10: Entity to Entity Copy Process**

This chapter contains information about the copying specific tables, parameters, and master files from one entity to another.

## **Chapter 11: Mass Update Deduction Process**

This chapter contains information about globally updating employee and/or employer costs of deductions.

## **Chapter 12: Retention/Purge Processes**

This chapter contains information about retention and purging of employee records. Report examples are provided.

## **Appendix A: File Layouts**

This appendix contains the file layouts used in the Time & Attendance Upload, Deduction Upload, and Add-On Pay Upload processes.

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## PAYROLL PROCESSES OVERVIEW

The Payroll Processes consist of payroll check production and the supporting audit and accounting reports. The actual processes consist of several steps, controlled by the user. These steps are:

- Assembling payroll data
- Entering worked and/or paid time
- Computing wages
- Printing checks
- Updating permanent master files and employee data
- Recording General Ledger and Labor Distribution information.

### Payroll Process Steps

The process steps referenced in the Payroll/Human Resources System are:

#### PREPARE PAY PERIOD

The Prepare Process establishes the payroll parameters - Pay Cycle, Cycle Type, and Pay Period - and assembles personnel and payroll information required for Timecard Entry and production of employee paychecks. This process also deletes prior pay periods' check history records. This process can be re-run numerous times.

#### LOAD TIMELINES

The Load Timelines process uploads the records from the Time and Attendance system to the STAR Payroll/Human Resources Timelines for processing. These records are created using a special interface process and are uploaded either from a tape or a Personal Computer (PC), or from another operating system. This process is bypassed if your system does not use a Time and Attendance interface.

#### PRINT TIMELINES

The Print Timelines step informs the system that the Timecard Entry Process has been completed and to initiate the printing of the timecard balancing and audit reports.

#### LOAD DEDUCTIONS

The Load Deductions process uploads the records from a Personal Computer (PC) system to the STAR Payroll for processing. These records are created using a special

interface process. This process is bypassed if your system does not use a PC-based system to manage employee miscellaneous deductions.

## **COMPUTE NET WAGES**

The Compute Net Wages process systematically calculates all employee gross wages and applicable taxes, processes the employee deductions, processes the employee benefits, and computes the final net wages. This process produces balancing and audit reports.

## **RECOMPUTE NET WAGES**

The Recompute Net Wages process affects only those employees in this pay cycle who had changes to timelines or check history records since the last compute procedure. The system detects when changes are made to employee check history data and automatically sets the system to Recompute once Compute has run. This process produces balancing and audit reports. This process can be re-run numerous times.

The above processes are bi-directional; they can be run and re-run as required. However, once checks are printed, the processes are no longer bi-directional and can be run only once, in the sequence listed above.

## **PRINT PAYROLL CHECKS**

The Print Payroll Checks Process prints employee paychecks, the payroll register, banking services reports, and other check-oriented reports. (This process is bypassed for Cycle Type O.) The Check Print Process takes place online. Because of this, the PC (or terminal) initiating the Print Payroll Checks Process is unavailable for use while this process is running.

The re-running of the Print Payroll Checks process is system-controlled. Print Payroll Checks can be re-run only if the process is aborted. If checks print successfully, this process cannot be re-run.

## **UPDATE MASTER FILES**

The Update Master Files Process updates employees' earnings history, pay type history, deduction statistics, benefit, pension, and holiday statistics, and updates the Position Control Statistics. All update audit reports are produced. This process cannot be re-run.

## **DISTRIBUTE LABOR**

The Distribute Labor Process creates all General Ledger journal entries from the payroll run, transmits those postings to the General Ledger, and produces the GL and Labor Distribution Reports. The journal entries are created based on how statistics are

posted to GL, by both hours and dollars for a pay type or by dollars only. (This posting decision is determined by the GL Posting Type field on the Reporting Screen of the Pay Type Master. Information on the Pay Type Master is located in Chapter 3: Master Files of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*.)

Distribute Labor also informs the system that the payroll run is complete for that specific cycle type within the pay cycle in the current pay period. Other cycle types within that pay cycle can now be initiated. This process cannot be re-run.

**NOTE:** "F" class deductions (direct deposits) post to cash in the same fiscal period as the net pay for live checks.

# ACCESSING PAYROLL SYSTEM PROCESSES

## Payroll System Menus

To access Payroll System Processes, select the **Processes** option from the initial menu:

```

General Hospital Initial Menu Processor
                                Tue May 06, 1997 04:08 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--

```

The system displays the Payroll Processes menu:

```

General Hospital Processes Processor
                                Mon Jun 05, 2006 11:24 am
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      Bank Reconciliation Processes
              7      Fiscal Year End Process
              8      Trendstar Interface
              9      NACHA Tape/PC Download Process
             10      Wage Changes Impact Analysis
             11      W-2/Cal Year End Process
             12      State Quarterly Mag Media Process
             13      Entity to Entity Copy Process
             14      Mass Update Deduction Processor

Enter option number--

```

The Payroll Processes menu contains both Payroll and Miscellaneous processes options. These options are described next.



## Payroll Processes Menu - Payroll Processes Input Options

### PAYROLL PROCESSES

This function is used to control the execution steps for the payroll run. System prompts are used to identify the specific pay cycle and cycle type to be affected, and to initiate the actual Payroll Processes. This function establishes the Payroll Process Master which governs execution of each payroll run.

### TIME ENTRY PROCESSES

This function is used to input employee pay data (Timecard Entry, Miscellaneous Deductions, Manual Checks, Demand Checks, Void Checks) and review Check History/Time Inquiry.

### COMPLETE PAY PERIOD PROCESS

This function is used to indicate the completion of all Payroll Processes, across cycle types, in the current pay period of a particular pay cycle. This function displays all cycle types initiated in this pay period, as well as their processing status. The Benefit Accrual journal entries for General Ledger are processed during Complete Pay Period. This also sets up the next pay period to be processed on the Payroll Process Control screen. This step insures that the pay period, in total, is processed and complete.

### PAYROLL REPORTS

This function is used to select payroll reports for printing. Some reports are processed by selecting them from a menu, while others are reprints of the reports generated during the Payroll Process. Report descriptions and samples are provided in the *Payroll/Human Resources Reports Volume*.

### PAYROLL BACKUP/RECOVERY PROCESSES

The Payroll Backup/Recovery Processes option allows for both software and data to be backed up to tape on demand. These tapes can be used to restore the software and data to an alternate CPU (e.g. "hot spare") for Payroll processing in the case of a disaster.

The Payroll Backup/Recovery Processes option is a billable module. For information on how to obtain this feature, contact your McKesson Sales Center representative at 1-800-469-4262. Complete documentation is provided in the *Payroll/Human Resources Backup/Recovery Processes Guide*.

## Payroll Processes Menu - Miscellaneous Processes Input Options

### BANK RECONCILIATION PROCESSES

The following processes are accessed from the Bank Reconciliation Processes menu.

- **Online Bank Reconciliation**

The Online Bank Reconciliation Process reconciles a payroll account bank statement and prints bank reconciliation balancing and returned check list reports. This process provides lists of deposits in transit, demand reports and outstanding checks.

- **Build/Edit OB Bank Reconciliation File Format**

The Build/Edit OB Bank Reconciliation File Format process is used to define the layout of the bank reconciliation file that is downloaded.

- **OB Bank Reconciliation File Download/Rpt (HPROBR)**

The OB Bank Reconciliation File Download/Rpt (HPROBR) process is used to download a bank reconciliation file to a PC or UNIX file and to create a dump report for reviewing the data in the downloaded file. You can subsequently send the downloaded file to your banking institution.

- **OB Bank Reconciliation File Index Purge**

If the Check Code Master is flagged to create an index for building a Bank Reconciliation Download File, this option is used to clear the index of checks that have already been downloaded in a previous file.

### FISCAL YEAR-END PROCESS

Fiscal Year-End Processing copies the Payroll/Human Resources Parameters that have General Ledger department and subaccounts stored by fiscal year. This function copies from one fiscal year to another.

### TRENDSTAR INTERFACE TAPE PROCESS

The TRENDSTAR Interface Tape Process assembles and formats information for transfer to the Hospital System Library (HSL) file.

### NACHA (DIRECT DEPOSIT) TAPE PROCESS

The NACHA (National Automated Clearing House Association) Tape Process assembles and formats the Automated Clearing House file for direct deposit of

employees' earnings. Direct deposit is electronic transmittal of earnings directly from the employer to the employee, using the ACH network.

### **WAGE CHANGES IMPACT ANALYSIS (GAMING)**

The Wage Changes Impact Analysis function analyzes the financial impact on the Entity if employee salaries change across-the-board by gaming either pay grade or job class.

### **CALENDAR YEAR-END PROCESS**

The Calendar Year-End Process consists of performing payroll routines to complete the calendar pay year, establishing parameters for the new calendar pay year and producing employee W-2 forms and required magnetic media. The processes also provide for data clean up, based on the retention parameters. The Calendar Year-End Process is documented in the *Payroll/Human Resources Year-End Processing Guide*. To request a copy of this guide, call STAR Payroll Support.

### **STATE QUARTERLY MEDIA PROCESS**

The State Quarterly Media Process provides healthcare facility payroll departments with a STAR 2000 Payroll solution for state quarterly unemployment reporting on magnetic media. This process is documented in the *Payroll/Human Resources State Quarterly Processing Guide*. To request a copy of this guide, call STAR Payroll Support.

### **ENTITY TO ENTITY COPY PROCESS**

The Entity to Entity Copy process enables you to copy specific tables, parameters, and master files from one entity to another. Most entity-specific tables, parameters, and master files are available to be copied from one entity to another entity.

### **MASS UPDATE DEDUCTION PROCESSOR**

The Mass Update Deduction process globally updates the employee and/or employer costs of deductions. The process enables you to build modules (called "scenarios") to define which deduction changes to make for a particular pay cycle, work status, calendar year, and pay period. You also have the option of adding a deduction to all employees in an entity that meet the criteria you define in the scenario.

## PAYROLL PROCESSES DETAIL INFORMATION

### Payroll Processes Screens

The Payroll/Human Resources system is designed so that each individual Entity controls its own Payroll Process. This gives you the flexibility to meet the requirements of diverse business entities through one Payroll/Human Resources system.

Before accessing the processing screens, the Entity Code must be entered or selected. If the Entity Code is not known, a hyphen (-) can be entered to display a list of valid entities. Only those entities that have been established in the Payroll/Human Resources Entity Parameter file are considered valid. You are prompted for the following information:

*Enter entity code or '-' for list--*

*Enter Pay Cycle description (-) or pay cycle code*

After you enter or select an entity and pay cycle, the system displays the Payroll Process screen. The Payroll Process Master is constructed as a by-product of the Payroll Process screen and subsequent process screens.

General Hospital Payroll Process Processor						Tue Mar 12, 2002 10:18 am	
Ent : MODEL HOSPITAL OF GEORGIA							
1 Pay Cycle				2 Cycle Type			
B All Personnel (bi-weekly)				R Regular			
Current Information				PP		PP	
3 Year		Period		4 Next Process		5 End Date	
2002		05		Print Payroll Checks		3/03/2002	
						03/08/2002	
Cycle Type Run History				Start Date/Time		Stop Date/Time	
Prepare Pay Period				03/06/02 1628		03/06/02 1628	
						0 Hrs 0 Mins	
Accept this screen? (Y/N) [Y]--							

Once all screen information is complete, the system prompts you to accept the screen. If you enter Y for Yes, the Next Process field indicates Prepare Pay Period, the system displays the Prepare Control Screen. If the Next Process indicates Compute Net Wages (or Recompute), the system displays the Compute Control Screen. If the Next Process indicates Print Payroll Checks, the system prompts for check print information (forms ready, check number, pattern print, and so on).

## Field Explanations

### 1. PAY CYCLE (2-AN-R)

The Payroll/Human Resources system accommodates multiple pay frequencies within each Entity. When the Payroll Process screen displays, the system prompts you to enter the desired pay cycle. If the Pay Cycle Code is unknown, a hyphen (-) can be entered to display a list of valid Pay Cycle Codes. Only those pay cycles which have been established in the Pay Cycle Master are considered valid. The system displays the following prompt:

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

When you enter the Pay Cycle Code, the code and description display. If a payroll run for the pay cycle is currently active, the system automatically completes the screen, loading the processing Cycle Type, Current Information, and the Cycle Type Run History.

Based on the Payroll Process steps, the system will display the Next Process to execute. User override of the system-selected option is allowed.

### 2. CYCLE TYPE (1-A-R)

Given that pay cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this pay cycle in this payroll run. If the Cycle Type is not known, a hyphen (-) can be entered to display a list of Cycle Types. Cycle Types are defined in the Cycle Type Master (McKesson Tables). Default values and the taxing methods and options are established for each Cycle Type. If a payroll run for the pay cycle is not active, the system automatically loads the next process (Prepare) and prompts you to enter a Cycle Type:

*Enter cycle type or '-' to list--*

Valid Cycle Type codes are:

- Demand (internal value: Dxx, where xx is a number from 01 to 99)

The Demand cycle is used to process on-demand employee paychecks. Timelines, deductions, and the taxing method for a specific employee or multiple employees can be entered. The system allows for tax method selection to calculate the federal, state and local taxes.

The system computes the net amount of the check, prints the check(s), and creates the transactions used to update the employee payroll records and general ledger data. Up to 99 Online Demand Check runs can be processed for a pay cycle within a pay period. Use of the Demand cycle is restricted during the period after the Print Checks process and before the Distribute Labor process of a Regular cycle type.

- Irregular/Vacation (internal value: V)

These wages, generally for vacation payments or other types of irregular payments, are considered non-cyclical and non-supplemental. Payments can cover one or more pay periods. The system uses the Irregular Withholding Taxing Methods to calculate federal, state and local taxes. During the Timecard Entry Process, the number of weeks is a required entry.

- Other (internal value: O)

These wages, designated only for Non-Hospital-type employees, are intended for gross wage calculations for Labor Reporting only. No taxes, benefits, deduction, or employee earnings history will be calculated or reported.

- Regular (internal value: R)

Regular Cycle Type indicates that payments for this cycle are cyclical wages. For most payroll runs, this is the commonly used cycle type. The system uses the Regular Withholding Taxing Method to calculate the federal, state and local taxes.

- Supplemental (internal value: S)

Supplemental Cycle Type indicates that payments for this cycle are non-cyclical. For payroll runs such as bonuses, this is the commonly used cycle type. The system allows for tax method selection to calculate the federal, state and local taxes.

The Payroll/Human Resources System can process multiple Pay Cycles (for example, Nursing, Executive) concurrently. However, due to process timing issues (for example, Master File Updates), the system can process only one Cycle Type per Pay Cycle at a given time.

For example, in the same Pay Cycle, the system does not allow an Irregular run simultaneously with a Regular run. This could result in employee earnings history errors. To accommodate multiple cycle type runs in a pay period, one Cycle Type must be complete (through Labor Distribution) prior to the Prepare Process of the next Cycle Type run.

**NOTE:** The only exception is the Demand cycle, for which up to 99 Online Demand Check runs can be processed for a pay cycle within a pay period.

The Cycle Type Other can be used only with employees designated as Non-Hospital (such as agency employees). Consequently, Non-Hospital employees are not processed in Cycle Types Regular, Supplemental, or Irregular.

**3. CURRENT INFORMATION - YEAR AND PERIOD (4-N-R)**

This field indicates the specific pay year and pay period for this payroll run. This year and period determine the Pay Period End Date, Check Date and General Ledger posting dates.

The first time the payroll process is run on your system, you must respond to the following prompts:

*Enter year or '-' to list--*

*Enter pay period or '-' to list--*

All entries are validated to the Pay Cycle Master. If the desired year or pay period is unknown, a hyphen (-) can be entered to display a list of valid entries.

**NOTE:** After you select a year and period, the system displays the Pay Period End Date and Pay Period Check Date from the Payroll Process Master.

After entering and processing the very first pay period, the next year and pay period are automatically calculated and stored in the system. These are displayed in the Year and Pay Period fields. User override is not allowed.

**4. NEXT PROCESS (25-AN-R)**

This field indicates the process that is executed when you accept the screen. The system displays the next Payroll Process step based on the results of the prior step. That prior step is stored in the Payroll Process Master. The selection steps are, in order:

- ( 1) Prepare Pay Period
- ( 2) Load Timelines
- ( 3) Print Timelines
- ( 4) Load Deductions
- ( 5) Compute Net Wages
- ( 6) Recompute Net Wages
- ( 7) Print Payroll Checks
- ( 8) Update Master Files
- ( 9) Distribute Labor

You can override the system selection, but your selections must conform to the process rule that all steps must be complete before the next step is run.

**NOTE:** The Prepare Pay Period step can be re-run up to the Print Payroll Checks step. Re-running Prepare results in the deletion of all processing pay period payroll data for this pay cycle and cycle type. This data includes all Timecard Entry records created by the Prepare Process. The action is the same as payroll starting over. Therefore, re-running Prepare is not advised without adequate justification.

The Compute Net Wages and Recompute steps can be re-run (up until checks are printed) as many times as needed to arrive at the final payroll amounts. No subsequent steps can be re-run, however.

Once Labor Distribution has been run for a particular Pay Period and Cycle Type, no more processing can be done for that Cycle Type until the Complete Process has been run. Processing can be done for other Cycle Types for the same Pay Period before Complete Process is run.

In the event of a system failure during a Payroll Process, the system recognizes that the running payroll step did not complete. The system provides adequate restart processes to reactivate the step.

#### **5. PAY PERIOD END DATE (10-AN-D)**

This field contains the Pay Period Ending Date that corresponds to the Current Information - Year and Period for this Pay Cycle. When you enter the Current Information Year and Pay Period, the value is initially displayed (and stored in the Payroll Process Master) from the Pay Cycle Master. Display format is MM/DD/YYYY.

#### **6. PAY PERIOD CHECK DATE (10-AN-D)**

This field contains the pay period check date that corresponds to the Current Information - Year and Period for this Pay Cycle. When you enter the Current Information Year and Pay Period, the value is initially displayed (and stored in the Payroll Process Master) from the Pay Cycle Master. Display format is MM/DD/YYYY.

#### **CYCLE TYPE RUN HISTORY**

The system monitors and stores run-time statistics on every payroll step. This information is intended to provide an audit for Payroll Process performance evaluation and procedural tracking.

#### **PROCESS RUN**

This field lists the Payroll Processes that have been run. All steps in this Cycle Type payroll run are displayed in reverse chronological order (the last process run is displayed first, and the earliest is displayed last).

#### **START DATE/TIME**

These fields indicate the date and time that the process was initiated. The system uses this field to establish the elapsed time.



**STOP DATE/TIME**

These fields indicate the date and time that the process completed. The system uses this field to establish the elapsed time. If these fields are blank, and the process is completed, then the process aborted and restart conditions are in effect.

**ELAPSED TIME**

This field indicates the processing time from Start Date/Time to Stop Date/Time for this process step to complete normally. If this field is blank, and the process is completed, then the process aborted and restart conditions are in effect.

## Prepare Process

General Hospital Prepare Control Processor					
Wed Feb 05, 2003 01:51 pm					
1 Pay Cycle			2 Cycle Type		
B All Personnel (bi-weekly)			R Regular		
3 Year	Period	4 Next Process	5 PP End Date	6 PP Check Date	
2003	01	Prepare Pay Period	12/30/2002	01/03/2003	
7 All or No Employees			8 Update Employee Position Rates		
All			Yes		
9 Generate Employee Timelines			10 Update Employee Taxes		
Yes			Yes		
11 Update Employee Benefits			12 Update Employee Holidays		
Yes			Yes		
13 Update Employee Pensions			14 Update Employee Deductions		
Yes			Yes		
15 Generate Employee Add-on Pay			16 Update Future Deductions		
Yes			Yes		
17 Default Gross-Up Ind					
No					
Enter field number or '/' starting field number--					

This screen displays when the Next Process field on the Payroll Process Screen indicates Prepare Pay Period.

The screen information indicates the extent to which the Prepare Pay Period Process builds the Employee TCE Pay File Information. The Employee TCE Pay File Information, in total, consists of the employee pay period information that will be used by all the Payroll Processes to calculate net wages, produce paychecks, produce reports, update permanent data, and generate the appropriate General Ledger entries and Labor Distribution reports.

The Employee TCE Pay File Information can be viewed using the Timecard Check History Inquiry function. TCE Pay File Information is kept by Entity, Pay Cycle, Cycle Type, Calendar Year and Pay Period. Multiple periods can exist on the system at the same time.

During Prepare, Add-On Pay and any positive or negative exceptions are processed and a timeline is created from the result.

The Prepare Process relies on information contained in the Employee Work Status screen. If the Current Information Year and Period are the same as the End Pay Year and End Pay Period on the Employee Work Status screen, the Pay Indicator on the Work Status screen is set to N for No, and the employee will no longer be included in payroll runs. If the Pay Indicator is set to No, the system will inactivate the following Employee Masters:

- Employee Position Control Master
- Employee Deduction Master
- Employee Benefit Plan Master
- Employee Holiday Plan Master
- Employee Pension Plan Master
- Employee Add-On Pay Master

An audit report is produced for all employees inactivated by this process.

Once all Prepare information is complete, the system prompts you to accept the screen:

*Accept this screen (Y/N) [Y]--*

If you enter **Y**, the system prompts for confirmation:

*Are you sure you want to `Prepare Pay Period`? (YES/N)--*

If you enter **YES**, the system displays the message:

*Pay Period Started!*

The system then initiates the Prepare Pay Period Process. If you enter **N**, the system returns to the Payroll Processes Menu, with no action taking place. This sequence is intended to reduce the risk of inadvertent processing (Prepare erases all cycle type data for the pay period).

## **BEFORE BEGINNING A NEW PROCESS**

Before beginning a new process, the following checks are performed:

1. Validate that the Check Date year associated with the calendar year and pay period being processed is the same as the calendar year being processed. If it is not, the following error message is displayed:

*Error: Check Date for current pay period not in CY XXXX! (where XXXX is the calendar year being processed)*

2. Build a list that contains the processing entity and all the associated link entities.
3. Make sure the fiscal period ending date for the processing entity still maps to the same fiscal year and period that it mapped to when the pay cycle calendar information was created. If not, send the following error message and quit.

*Error: Proc Ent=XX PC Mstr FY/FP for MM/DD/YYYY out of synch w/cur G/L FY Defs!*

This indicates that since the Calendar Year was defined in the Pay Cycle Master, the fiscal period begin dates have been changed in the STAR General Ledger Fiscal Year Definition.

4. If the labor accruals are set for this pay period, calculate the reversal fiscal year and period and make sure that it is defined in the G/L Fiscal Year definition screen. If not, send the following error message and quit.

*Error: Proc Ent=XX New FY for labor reversals not defined in G/L FY Defs!"*

This indicates that the STAR General Ledger Fiscal Year Definition has not been built for the new Fiscal Year in which STAR Payroll/Human Resources is going to create a journal entry.

5. Get the check date associated with the pay period and verify that the fiscal year and fiscal period for the cash posting is defined in the G/L Fiscal Year definition screen. If not, send the following error message and quit.

*Error: Proc Ent=XX FY for CASH postings not defined in G/L FY Defs!*

This indicates that since the check dates were defined for the Calendar Year, the STAR General Ledger Fiscal Year Definition has been deleted.

6. For each entity in the list created in step 1, for current fiscal year and possibly next fiscal year (if reversal falls in next fiscal year), check the following:
  - A. Make sure the G/L Chart of Accounts exists. If not, send one of the following error messages depending upon the entity (processing or link entity) being checked, and set the abort flag.

*Error: Proc Ent=XX - G/L Chart of Accounts for FY XXXX not defined!*

*Error: Link Ent=XX - G/L Chart of Accounts for FY XXXX not defined!*

The General Ledger staff should create the appropriate years' chart of accounts on the system.

- B. Make sure the Payroll G/L Related Parameters exist. If not, send one of the following error messages depending upon the entity (processing or link entity) being checked, and set the abort flag.

*Error: Proc Ent=XX - Payroll G/L Related Parameters for FY XXXX not defined!*

*Error: Link Ent=XX - Payroll G/L Related Parameters for FY XXXX not defined!*

This error indicates that the Payroll G/L Related Parameters have not been copied to the new Fiscal Year. You can access this function by selecting the Processes Menu, Fiscal Year End Process, and then, Copy G/L Parameters.

7. Check the Benefit Plan Master(s) when the following conditions exist:

- Active Benefit Plans exist with a Year Method of Calendar
- Cycle Type is Regular
- Check Date for the pay period is either December or January

Under these conditions, the system displays the following benefit rollover alert message:

<p style="text-align: center;"><b>General Hospital Payroll Processes Processor</b></p> <p style="text-align: right;">Mon May 19, 2003 05:18 pm</p> <p>Ent : HBOC MODEL HOSPITAL OF GEORGIA</p> <p><b>CALENDAR YEAR END ALERT: Benefit rollovers occur during the PREPARE process</b></p> <p><b>Benefit rollover year and pay period MUST BE DEFINED on the Benefit Plan Master for calendar based benefit plan rollovers to occur!!</b></p> <p><b>To ensure proper benefit processing, please confirm that this setup has occurred.</b></p> <p><b>Are you sure you want to continue with PREPARE process (YES/N)--</b>  </p> <p><b>If the user enters "YES" the Prepare process screen will appear for input. If the user enters "N" the user will be returned to the calling menu.</b></p>
--

You can continue with the Prepare process or exit out of the Prepare process to either review the appropriate Benefit Plans or establish the Cycle Type, Year and Pay Period in which the calendar year roll should occur.

8. If any errors occurred (abort flag is set), prompt the user with:

*Press NL to abort*

## PREPARE PROCESS PURGING OF CHECK HISTORY RECORDS

The Pay Cycle Master contains the field used to determine the number of pay periods within the designated Pay Cycle that checks are to remain on the system within the Check History. During the Prepare Pay Period Process at the initiation of the Payroll Process, using the current pay period as a basis, all checks written in pay periods with dates earlier than the retention threshold are deleted from the system.

**NOTE:** Any checks pending Void Process cannot be deleted with the Retention Process. The system allows you to void checks from prior pay periods. During the Retention Purge Process, the system will not delete any checks marked for void in this payroll from prior periods.

## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the processing Pay Cycle Code and description for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen.

### 2. CYCLE TYPE (1-AN-D)

This field contains the processing payroll Cycle Type and description for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen.

### 3. PAY PERIOD YEAR AND PERIOD (4-N-D)

This field contains the current information (processing) year and pay period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is YYYY PP.

### 4. NEXT PROCESS (25-AN-D)

This field contains the next process for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. On this screen the next process shown is Prepare Pay Period.

### 5. PAY PERIOD END DATE (10-AN-D)

This field contains the Pay Period Ending Date that corresponds to the Current Information - Year and Period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is MM/DD/YYYY.

### 6. PAY PERIOD CHECK DATE (10-AN-D)

This field contains the Pay Period Check Date that corresponds to the Current Information - Year and Period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is MM/DD/YYYY.

## PREPARE CONTROL INDICATORS

The Cycle Type Parameters (maintained by McKesson) define default run-time options for each cycle type. These options dictate the extent to which the Prepare Pay Period

Process constructs the Employee TCE Pay File Information. The remaining fields on this screen are initialized to those values set in the Cycle Type Parameters.

During employee timecard creation, these indicators are written to the Employee TCE Control record in the Employee TCE Pay File. They also act as a basis during any Mini-Prepare Processing (creating new timecards) during the Timecard Entry Process. It is important that all processing indicators be established with the entire Payroll Process in mind, not only what occurs in the Prepare Process.

#### **7. ALL OR NO EMPLOYEES (6-A-R)**

This field indicates whether full Employee TCE Pay File information is to be built for every employee in the selected pay cycle for this payroll run. The purpose of this question is to insure that only those employees that are to be paid in this payroll run receive TCE Pay Files at this time (increasing processing speed and decreasing disk space requirements). This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

- A (Display: All)

All employees in this Pay Cycle are to be prepared (TCE Pay File records are to be constructed).

- M (Display: Manual)

No employees in this Pay Cycle are to be prepared. Any employees requiring timecards will have their TCE Pay File Information constructed, real-time, during the Timecard Entry Process (Mini-Prepare). All sort and selection files for the Pay Cycle are to be built, however.

For Regular Cycle Type, most employees are paid. Therefore, this field's value is initially set to All.

For other cycle types (Supplemental, Irregular, Demand, Other), few employees are paid. Therefore, this field's value is initially set to Manual. All needed pay file records will be built using Mini-Prepare during the Timecard Entry process.

#### **8. UPDATE EMPLOYEE POSITION RATES (3-A-R)**

This field indicates whether, during the Prepare Process, employee positions with a Next Rate Information pending are to be processed. The intent is to isolate the exact times when pay changes are to become effective in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, process any employee position rate changes in this cycle type payroll run.

N No, employee rate changes are not processed in this cycle type payroll run.

**NOTE:** The processing of employee positions depends on the response to the All Employees or Manual TCE question. If response is Manual (no Employee TCE Pay File Records are built), Update Employee Positions response is bypassed in processing.

### 9. GENERATE EMPLOYEE TIMELINES (3-A-R)

This field indicates whether Employee TCE Pay File Timelines are generated in the Prepare Process of this specific payroll. The intent is to isolate the exact times when timelines are generated in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, timelines are generated in this cycle type payroll run.

N No, timelines are not generated in this cycle type payroll run.

**NOTE:** Timelines are generated only under these conditions:

- When the Pay Cycle Master field's Auto-Generate Indicator equals Yes
- The specific employee's Work Status field's Auto-Generate Timelines Indicator equals Yes
- The Generate Employee Timelines field is defined as Yes.

The generation of employee timelines depends on the response to the All Employees or Manual TCE question. If the response is Manual (no Employee TCE Pay File Records are built), Generate Employee Timelines response is bypassed in processing, regardless of the Pay Cycle and employee work status indicators.

### 10. UPDATE EMPLOYEE TAXES (3-A-R)

This field indicates whether taxes are processed in this specific payroll. The intent is to isolate the exact times when taxes are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, taxes are computed in this cycle type payroll run.

N No, taxes are not computed in this cycle type payroll run.

For Cycle Type Other, taxes are not computed. Therefore, this field's value is set to N for No in the Cycle Type Parameters.

For cycle types Regular, Supplemental, Demand, and Irregular, taxes are usually always computed. Therefore, this field's value is set to Y for Yes.

**11. UPDATE EMPLOYEE BENEFITS (3-A-R)**

This field indicates whether employee benefits are processed and computed during the Compute Net Wages step. Benefit Rollover Processing, as part of the Prepare Process, occurs in each Regular Cycle Type payroll. Other cycle types do not affect Benefit Rollover Processing. The intent is to isolate the exact times when benefits are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, process employee benefits in this cycle type payroll run.

N No, employee benefits are not processed in this cycle type payroll run.

**NOTE:** Probation Rollovers and Accrual Method Rollovers are treated separately in benefit processing.

For a Probation Rollover or an Accrual Method Rollover specified as days, the whole accrued amount rolls over to the Earned Hours field.

For an Accrual Method Rollover specified as hours, only the hours specified in the Benefit Accrued-Earned Hours field on the Benefit Master will roll over. Any excess hours are retained in the Hours Accrued field.

For all Cycle Types, once the Employee TCE Pay File is built, the employee benefits available to be taken can be used regardless of Rollover Processing or any additional computations in this payroll.

When a Benefit Plan uses the Anniversary Rollover method, it can be processed in the pay period before, during or after the Benefit Service Date. The system compares the Benefit Service Date (on the Benefit Plan Master) to the Pay Period Beginning and Ending dates to correctly determine if a rollover is to be done.

**12. UPDATE EMPLOYEE HOLIDAYS (3-A-R)**

This field indicates whether, during the Prepare Process, employee holidays are processed in relation to holiday awards and paybacks. The intent is to isolate the exact times when holidays are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, process employee holidays in this cycle type payroll run.

N No, employee holidays are not processed in this cycle type payroll run.

**NOTE:** The processing of employee holidays depends on the response to the All Employees or Manual TCE question. If the response is Manual, (no Employee TCE Pay File Records are built), then Update Employee Holidays response is bypassed in processing.



For all Cycle Types, once the Employee TCE Pay File is built, the awarded employee holidays are available to be taken, regardless of any additional awarding in this payroll.

Holidays can be awarded and paid from the Holiday Master only during a Regular Pay Cycle type. However, Holidays Available on the Employees Active Holiday record can be paid during Regular, Supplemental, Demand, and Irregular/Vacation cycle types.

### **13. UPDATE EMPLOYEE PENSIONS (3-A-R)**

This field indicates whether, during the Prepare Process, employee pension records are built. This field also controls whether pension information is accumulated for this payroll run. The intent is to isolate the exact times when pension statistics are accumulated in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, process employee pension in this cycle type payroll run.

N No, employee pension is not processed in this cycle type payroll run.

**NOTE:** If this indicator is set to Yes, and the Pension Process indicator on the Employee Pension Detail screen is set to No, the Pension Plan is bypassed by both the Compute and Master File Update processes.

For Cycle Type Other, pension information is not computed. Therefore, this field's value is set to N for No in the Cycle Type Parameters.

**NOTE:** The processing of employee pensions depends on the response to the All Employees or Manual TCE question. If the response is Manual (no Employee TCE Pay File Records are built), then Update Employee Pension response is bypassed in Prepare Processing.

### **14. UPDATE EMPLOYEE DEDUCTIONS (3-A-R)**

This field indicates whether employee deductions are processed in this specific payroll. The intent is to isolate the exact times when deductions are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, deductions are computed in this cycle type payroll run.

N No, deductions are not computed in this cycle type payroll run.

For Cycle Type Other, deductions are not computed. Therefore, this field's value is set to N for No in the Cycle Type Parameters.

For other cycle types (Regular, Supplemental, Irregular), deductions are usually computed. Therefore, this field's value is set to Y for Yes.

**NOTE:** This field provides one more level of control over deductions as a whole than that provided by the Deduction Schedule fields (Pay Cycle, Cycle Type, and Schedule Code) in the Deduction Master.

#### **15. GENERATE EMPLOYEE ADD-ON PAY (3-A-R)**

This field indicates whether Employee TCE Pay File Timelines are generated for Employee Add-On Pay (as opposed to generated timelines for hours worked) in the Prepare Process of this specific payroll. The intent is to isolate the exact times when Add-On Timelines are generated in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters, with user override allowed. Valid values are:

Y Yes, Add-On Timelines are generated in this cycle type payroll run.

N No, Add-On Timelines are not generated in this cycle type payroll run.

**NOTE:** Add-On Timelines are generated only for those employees with Add-On Pay assigned and scheduled to be taken in this pay period, and if this Generate Employee Add-On Pay indicator is set to Y for Yes.

Generating employee Add-On Pay timelines depends on the response to the All Employees or Manual TCE prompt. If the response is Manual (no Employee TCE Pay File Records are built), then Generate Employee Add-on Pay is bypassed in processing (regardless of the Employee responses).

#### **16. UPDATE FUTURE DEDUCTIONS (2-A-R)**

This field indicates whether any Future Deductions that may be set up on employee deduction masters with the same effective begin calendar year and pay period as the current pay period is processed. Valid values are:

Y Yes, Future Deductions are computed in this cycle type payroll run.

N No, Future Deductions are not computed in this cycle type payroll run.

#### **17. DEFAULT GROSS-UP IND (1-A-R)**

This field can be accessed only in a Supplemental or Demand cycle type. The default value for this field is No. The value in this field is used to populate the Gross-Up Ind field on each employee's TCE control screen during the Prepare or Mini-Prepare processes. If this field is set to Yes, the following fields are automatically set to No and you cannot access them:

- Generate Employee Timelines
- Update Employee Holidays

- Generate Employee Add-on Pay

**How to determine which entity, department, and subaccount are created in the timeline when Add-on Pay Timelines are generated.**

The Prepare Process follows this logic when generating Add-on Pay Timelines:

- Is the Add-on Pay Indicator set to **Yes** on the Prepare process screen, and does the employee have an active Add-on Pay record scheduled for the pay period and cycle type being processed?
  1. If Yes, determine the entity to charge, using the Add-on Pay field in the Entity Parameters.
    - If Home, charge the entity processing the payroll.
    - If Position, charge the entity that is the employee's Primary Position.
  2. Are the Add-on Pay Type, Department and Subaccount for the entity being charged defined on the G/L Related Add-on Pay Parameters screen?
    - If Yes, use the department and subaccount defined on the G/L Related Add-on Pay Parameters screen.
    - If No, use the information in the Entity Parameters and create the timeline using a combination of the home or primary position department in conjunction with the Job Class/Pay Type G/L Related Parameters to determine the appropriate subaccount.
- If the Add-on Pay Indicator is set to **No** on the Prepare Process screen, do not create any Add-on Pay records for any employees being processed.

## **PREPARE PROCESS INACTIVATED REPORT**

This report is used to track employees who were inactivated during a particular pay period. You can review the report immediately after the Prepare Process. If you find that an employee was inactivated in error, and that employee is to be paid, you can run a Mini-Prepare Process by manually entering the Begin Pay Year and Begin Pay Period, and changing the Pay Indicator to Yes on the Employee Work Status screen, and then setting the following Employee Masters to A (Active):

- Employee Position Control Master
- Employee Deduction Master
- Employee Benefit Plan Master
- Employee Holiday Plan Master

- Employee Pension Plan Master
- Employee Add-On Pay Master

An example of this report is found in the Chapter 3: Payroll Reports of the *Payroll/Human Resources Reports Volume*.

## PREPARE PROCESS/TAPE BACKUP

The system provides for a tape backup of all master files, parameters, tables and employee data needed to run the payroll processes. If the main CPU will be unavailable for an extended time, this tape can be restored on an alternate CPU using the same version of STAR and MSE software. If this should occur, notify the McKesson Support Desk to assist you.

The backup takes place at the beginning of every Prepare Process. The system will issue the following prompts:

```
Available Tape Units
Page:01
(1) Magnetic Tape Drive 0
(2) Magnetic Tape Drive 1
Enter Choice--
```

Enter the number of the appropriate tape unit. This prompt does not display if only one tape drive is available. The next prompt that displays is:

*Please mount payroll backup tape. Enter 'READY' when mounted--*

Check to make sure that the tape has a write ring. After the tape is mounted, make sure that the tape drive is online, then respond to the prompt by entering **READY**.

Next, the system displays the following messages:

Copying General Ledger

Copying Tables

Copying Masters

Copying Employees

Copying Manual/Void Checks

Payroll Backup Process Completed

The following messages print on the console log:

*Payroll Backup Process Started on 3/15/90 for EC: 11 PC: M*

*Payroll Backup Process Completed on 3/15/90 9:00 for EC: 11 PC: M*

If the backup process is aborted, the system displays the following message:

*Payroll Backup Process Aborted*

The following message prints on the console log:

*Payroll Backup Process Aborted on 3/15/90 9:00 for EC: 11 PC: M*

After the backup process is successfully completed, the tape should be removed, dated with the current date and stored in a tape rack.

## Load Timelines Process

All Time and Attendance Systems can be interfaced to the STAR Financials Payroll System using PC upload or tape drive. You must use a specific interface specification; this can be obtained from the STAR Installation Advisor.

Before interfacing to the Time and Attendance system, complete the following tasks:

- (1) Choose the Parameters option from the Main Menu, then choose Entity Parameters. Select Field 1, T&A Interface, on the Entity Parameters screen, and respond to the prompt for the method of interface:

*Enter new T & A interface Upload(U), Tape(T) Other(O) or None[N]--*

Responses are:

U Upload. T&A records are uploaded from a PC.

T Tape. T&A records are uploaded from a tape.

O Other. T&A records are uploaded from another device.

N None. T&A system is not used.

- (2) Choose the Pay Cycle Master option from the Masters section of the main menu. Select field 18, Interface Ind, and respond to the prompt:

*Enter time & attendance interface indicator (T/D/B/N) [N]--*

Responses are:

T Time & attendance upload only.

D Deduction upload only.

B Both Time & attendance and deductions upload.

N No uploads are used.

Choose either 'T', for time & attendance upload only, or 'B' for both time & attendance and deductions upload.

The Load Timelines Process, runs between the Prepare Pay Period and Print Timeline Processes.

The processing order is as follows:

- 1) Prepare Pay Period
- 2) Load Timelines
- 3) Print Timelines
- 4) Load Deductions
- 5) Compute Net Wages
- 6) Recompute Net Wages
- 7) Print Checks
- 8) Update Master Files
- 9) Distribute Labor

The system allows the selection of Load Timelines only if the Interface Indicator on the Pay Cycle Master is T for Time and attendance or B for Both and the Cycle Type matches one of the cycle types entered in the Allow Cyc Types field on the Pay Cycle Master.

The Load Timelines Process should be run only under the following conditions:

- The hours on the Time and Attendance System are verified on the vendor reports.
- The load file has been created on the Time and Attendance System (disk file for PC Upload; tape for Tape Drive Interface, or disk file for other media).

If the above conditions are not met, the system overlays any existing files and data will be lost.

The Load Timelines program pulls the STARPAY file from the C:\UT directory (C:\UT\STARPAY). If you want to use a different directory, you must define a Timeline Interface Port for STAR. See Timeline/Ded Interface Port Table in Chapter 1: Tables of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*.

The Load Timelines Process can be rerun as many times as necessary until the Print Checks Process has been run. When the Load Timelines Process has been run, the next process to be run is Print Timelines Process.

The system allows you to retain manually entered timelines entered for the current Pay Cycle and Cycle Type prior to running the Load Timelines Process. All auto-generated timelines are automatically retained. When you accept the T&A Upload screen and enter **YES** to the prompt *Are you sure you want to Upload the Timelines*, the following prompt displays:

*Retain manually entered timelines? (YES/NO)--*

**NOTE:** If on the Group Term Life Code table, the Record Type is set to T and Group Term Life timelines are created before the Upload Timelines process, those Group Term Life timelines will be deleted if you do not enter Yes at this prompt.

After the upload has completed and the timelines are built, the system creates two reports to balance the timelines created on the STAR System to the Time and Attendance System:

- Time and Attendance Audit Report (HPRTAE)
- Time and Attendance Balance Report (HPRTAB)

Report descriptions and sample reports are found in Chapter 3: Payroll Reports of the *Payroll/Human Resources Reports Volume*.

After you select Load Timelines as the next process on the Payroll Processor screen, the system prompts you to accept the screen:

*Accept this screen (Y/N) [Y]--*

If you enter **Y**, the system prompts for confirmation:

*Are you sure you want to `Load Timelines`? (YES/N)--*

When you enter **YES**, the system displays the following screen:

General Hospital Timeline Control Processor			
Tue Oct 23, 1990 03:40 pm			
1 Pay Cycle	2 Cycle Type		
BI WEEKLY	R Regular		
3 Year Period	4 Next Process	5 PP End Date	6 PP Check Date
1990 01	Load Timelines	01/07/1990	01/12/1990
7 Timeline Interface Port			
231 T&A PORT			
Enter field number or '/' starting field number--			

Press ENTER when the *Enter field number* prompt is displayed. The following prompt is displayed to accept the screen:

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

Enter **Y** for Yes. Respond to the following prompt to confirm your action:

*Are you sure you want to 'Load Timelines'? (YES/N)--*

When you enter **YES**, the system displays the following message:

*Uploading Timelines*

This message displays until all timelines are uploaded. You cannot use your PC for other functions while this part of the process is running.

The Upload Timelines process verifies that the Upload File and Current Pay periods are equal. If the pay period of the T&A file and the current pay period file are not equal, the following message displays:

*Warning! T&A Pay Period (#) does not match the Current Pay Period (#).*

*Do you wish to continue the upload? (YES/N)--*

If you enter **N** for No, the process aborts. If you enter **YES**, the process continues and the system displays the following message when the upload is complete:

*Reformatting Timelines*



*Records: 180*

The records portion of the message is the number of timelines actually loaded from the T&A system. This number displays on the screen in increasing increments. When the reformatting is complete, the system displays the following prompt:

*Build/Report Timelines Started--*

The system is now creating the TCE Timeline records. As these records are created, the system generates the Time and Attendance Balancing Report and the Time and Attendance Audit Report. This part of the process does not run online, so, at this point, your PC is free to perform other functions. The system returns you to the Processes menu after all timelines are reformatted. When all TCE timelines are created and the reports are completed, you are then ready to begin the next process, Print Timelines.

## Print Timelines Process

The Print Timelines Process step informs the system that the Timecard Entry Process has been completed and to initiate the printing of the Timecard Balancing and Audit reports. This step is needed prior to Compute Net Wages as a milestone point. This action, however, does not preclude use of the Timecard Entry Process to further correct employee timecards after Compute has been run.

The process is initiated from the Payroll Process Control screen. The system prompts you to accept the information displayed on the screen. If you enter **Y** to accept, the following screen displays:

General Hospital Payroll Process Processor					
					Tue Mar 12, 2002 10:18 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA					
1 Pay Cycle		2 Cycle Type			
B All Personnel (bi-weekly)		R Regular			
Current Information			PP		
3 Year	Period	4 Next Process	5 End Date	6 Check Date	
2002	05	Print Timelines	03/03/2002	03/08/2002	
Cycle Type Run History		Start Date/Time	Stop Date/Time	Elapsed	
Prepare Pay Period		03/06/02 1628	03/06/02 1628	0 Hrs 0 Mins	
Are you sure you want to `Print Timelines`? (YES/N)--					

If you enter **YES**, the system initiates the Timeline Report process. If you enter **N**, the system returns to the Processes Menu.

The reports produced are:

- Dollars Detail Report (HPRDDB)
- Hours Detail Report (HPRHDB)
- Hours/Dollars/Units Report (HPRBAL)

## Load Deductions Process

All PC-based systems used for managing employee miscellaneous deductions can be interfaced to the STAR Financials Payroll/Human Resources System using PC upload.

Before interfacing to the PC-based system, the following change needs to be made:

- Choose the Pay Cycle Master option from the Masters section of the main menu. Select field 18, Interface Ind, and respond to the prompt:

*Enter time & attendance interface indicator (T/D/B/N) [N]--*

Responses are:

T Time & attendance upload only.

D Deduction upload only.

B Both Time & attendance and deductions upload.

N No uploads are used.

Enter either **D** for deductions or **B** for both deductions and Time & attendance.

The Load Deductions Process runs between the Print Timelines and Compute Net Wages processes.

After the Print Timelines process has completed, the system sets the next process to be run, depending on the following conditions:

- If the Interface Indicator on the Pay Cycle Master is D for deductions or B for both and the Cycle Type matches one of the cycle types entered in the Allow Cyc Types field on the Pay Cycle Master, then the next process is Load Deductions. If the Cycle Type does not match, then the next process is Compute Net wages.
- If the Interface Indicator on the Pay Cycle Master is T for Timelines only or N for None, the next process is Compute Net Wages, regardless of the Cycle Type.

The system allows the selection of Load Deductions only if the Interface Indicator on the Pay Cycle Master is D for Deductions or B for Both and Cycle Type matches one of the cycle types entered in the Allow Cyc Types field on the Pay Cycle Master.

The Load Deductions Process should be run only under the following conditions:

- The deduction information has been verified on the vendor system.
- The load file has been created.

The Load Deductions program pulls the STARDED file from the C:\UT directory (C:\UT\STARDED). If you want to use a different directory, you must define an Interface Port for STAR. See Timeline/Ded Interface Port Table in Chapter 1: Tables of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*.

The Load Deductions Process can be rerun as many times as necessary until the Print Checks Process has been run. When the Load Deductions Process has been run, the next process is Compute Net Wages.

By responding to the prompt, the system can remove all existing miscellaneous deductions. Regardless of this, any auto-generated employee deductions remain intact.

After the upload has completed, the system creates three reports to balance deductions created on the STAR System to the PC-based system:

- Miscellaneous Deductions Upload Audit Report (HPRDUA)
- Miscellaneous Deductions Upload Error Report (HPRDUE)
- Miscellaneous Deductions Upload Error Dump Report (HPRDUD)

Report descriptions and sample reports are found in Chapter 3: Payroll Reports of the *Payroll/Human Resources Reports Volume*.

After you select Load Deductions as the next process on the Payroll Processor screen, the system prompts you to accept the screen:

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

If you enter **Y**, the system prompts for confirmation:

*Are you sure you want to 'Load Deductions'? (YES/N)--*

When you enter **YES**, the following prompt is displayed:

*Retain (M)anually entered deductions, (U)ploaded deductions, (B)oth or (N)one? (M/U/B/N)--*

This allows more than one deduction upload file to be uploaded in a payroll run if necessary or desired without overlaying any previously uploaded deductions.

Also, if the entity or pay cycle on the upload file does not match the entity and pay cycle being processed, the following message is displayed and you must press ENTER to acknowledge it:

*Invalid or missing header, deduction upload aborted!*

*Please review HPRDUD report for details!*

Next, the system displays the following message:

*Creating Miscellaneous deductions entries*

This message displays until all timelines are uploaded. When the upload is complete, the system displays the following prompt:

*Audit and Error reports running in background*

At this point, the system has created the Employee Miscellaneous deductions. The audit and error reports will run in the background and the system returns to the Processes menu. After reviewing the reports, you are ready to begin the next process, Compute Net Wages.

## Compute Process

The Payroll Compute Process includes the following processing steps:

- 1) When processing an individual timeline from the Employee TCE Pay File, the system will look to the associated Pay Type Master for use of any additional rates to be added to the employee position hourly rate.
  - a) If the Additive Rate Indicator on the Pay Type Master is set to No, the Timeline Base Hourly Rate reflects only the position rate, with no additive rates included.
  - b) If the Indicator is set to Yes, the timeline may include associated additional rates, based on the following:
    - The Additive Rate Group Codes field(s) on the Pay Type Master indicates the Additive Rate Groups to be included.
    - In the associated Employee TCE Position Information, each assigned Additional Rate Code is examined to see if its Rate Group Code is listed in the pay type's Additive Rate Group Codes.
      - If the specific Additive Rate's Group Code is not listed, then this rate is bypassed for this timeline.

- If the Group Code is listed, then the rate is to be included.

**NOTE:** A pay type may be eligible for multiple Additive Rate groups; therefore, the additive rate information for that pay type may be included in the definition of the total Timeline Hourly Rate.

- 2) If the Additive Rate is to be included with the Hourly Rate (as indicated above), the actual process indicated is:
  - a) Set the Timeline Compute Hourly Rate equal to the TCE Position Hourly Rate.
  - b) From the associated Additive Rate Master record:
    - If the Additive Rate Basis is Flat, the Amount field from the Additive Rate Master is added to the Timeline Hourly Rate.
    - If the Basis is Percent, the Percent field is used against the Position Hourly Rate to derive the Additive Amount. This calculated amount is then added to the Timeline Hourly Rate.
- 3) The Compute Process includes current pay period totals when determining if the benefit hours available for an employee are equal to the Max Avail for his seniority level and whether to cut off earned or accrued hours. This allows an employee who is currently at the Max Avail to accrue or earn hours in the pay period if they also relieve benefit hours in the same pay period.
- 4) Garnishment and child support calculations are based on Adjusted Gross Wages. If the taxing authority for a particular state allows medical and life insurance deductions to be excluded from wages for garnishment and child support deduction calculations, the garnishment and child support deductions must have a deduction priority after the appropriate deductions allowed by law.
- 5) Garnishments can be calculated as a flat amount or as a percent of adjusted gross wages. To calculate a garnishment as a percentage, use deduction classification A - Special. The deduction class type is 5 - Garnishment - Percent. If you use deduction classification A with deduction class type 5, the EE Amt/Pct field on the employee Deduction Master is considered a percent value instead of a flat amount.
- 6) If the Federal and/or State Tax screens are not completed, the Compute Process computes the tax as if the employee had indicated Single with "0" exemption. If employee tax data is missing, the Compute Process calculates the taxes using the following methods.

Field Name	Field Value	Wage Calculation
FIT Exempt	Blank	FIT taxes are calculated using marital status of single and zero exemptions.

Field Name	Field Value	Wage Calculation
FUTA Exempt	Blank	FUTA employer tax is computed if the FUTA exempt indicator is set to No on the processing entity Federal Parameter screen.
FICA Exempt	Blank	FICA tax for the employee and employer is calculated for the FICA taxable wages.
MHI Exempt	Blank	MHI tax for the employee and employer is calculated for the MHI taxable wages.
SIT Exempt or Timeline exist for state but employee has no state tax record	Blank	The Compute process compares the states used on the timelines to the state tax screens defined for the employee. If a timeline exists for an employee with a state that was not defined on the employee's state tax screen, the system creates a default tax record for that state with a marital status of single and zero exemptions. If no prior state tax record exists with a resident basis of "Resident" and the state on the timeline is the same as the state on the employee's demographic screen, then the resident basis is set to Resident. If either the state on the timeline does not match the state on the employee's demographics screen or a prior Resident record exists, the resident basis is set to Non-resident.
ER Assessment	Blank	If no Employer Tax Assessment State was identified for employer paid Taxes, the system uses the default state from the Entity Parameters and calculates any employer taxes.

The Gross Compute Audit Report (HPRCAR01) lists all employees for whom the above filing status was used because valid tax screen data was missing.

When an employee appears on the report due to missing tax data, you must add the appropriate tax data to the Employee Revision Tax screens, then delete the timelines and mini-prepare the employee. This updates the check history records with the correct federal and state tax data for the Compute Process.

The computation of the Timeline Hourly Rate occurs prior to any calculations of the line gross wages. The computed Hourly Rate becomes the true Hourly Rate for Line Gross, Shift Differentials, and so on, just as if it were the Position Hourly Rate.

Once all timelines are complete and you are ready to compute wages, the system displays the following screen (note the Next Process field):

```

General Hospital Payroll Process Processor
                                Tue Mar 12, 2002 10:26 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA
1 Pay Cycle                      2 Cycle Type
  B All Personnel (bi-weekly)    R Regular

Current Information
3 Year  Period      4 Next Process      PP      PP
2002    05          Compute Net Wages  5 End Date  6 Check Date
                                      03/03/2002  03/08/2002

Cycle Type Run History      Start Date/Time Stop Date/Time Elapsed
Prepare Pay Period          03/06/02 1628    03/06/02 1628    0 Hrs  0 Mins
Print Timelines             03/06/02 1836    03/06/02 1836    0 Hrs  0 Mins

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

```

After you enter Y to accept the screen, the system displays the next screen:

```

General Hospital Compute Control Processor
                                Tue Mar 12, 2002 09:23 am

1 Pay Cycle                      2 Cycle Type
  B All Personnel (bi-weekly)    R Regular
3 Year Period      4 Next Process      5 PP End Date  6 PP Check Date
2002    05          Compute Net Wages  03/05/2002  03/08/2002

7 Tax Method                      8 Taxes to Gross Up      9 Interface Port
  Regular Withholding                                     20101
10 Additional Tax - Standard Check 11 Additional Tax - Additional Check
   Yes                               No

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

```

This screen displays when the Next Process field on the Payroll Process Screen indicates Compute Net Wages. The screen is not displayed for Recompute Net Wages.

The screen information indicates the specific Tax Method for this Cycle Type, as well as the interface port for the Tax Module.

The Compute Process verifies that state and local tax codes have a status of Active before passing the information to the Tax Module. If a code has been Filed as Deleted and becomes Inactive, it should be deleted from the Local or State Tax Code Table prior to this process.

Each Cycle Type definition in the McKesson maintained Cycle Type Parameters includes the default Tax Method. The system displays the Tax Method defined for each Cycle Type. The Cycle Type Parameters also includes Other Tax Methods if applicable for this Cycle Type. If Other Tax Methods are available for this Cycle Type, the user override of the processing tax method for this cycle type in this payroll run must be in compliance with the types of payments being made.

After data entry is complete, press ENTER. A prompt displays to accept the screen. If you enter **Y** to accept, the system displays a prompt to confirm your action:

*Are you sure you want to 'Compute Net Wages'? (YES/N)--*

After you enter **YES**, the following message displays:

*Compute Net Wages started!*

The system then initiates the Compute Net Wages Process. If you enter **N**, the system returns to the Payroll Processes Menu, with no action taking place. This sequence is intended to reduce the risk of inadvertently processing Compute.

**NOTE:** If compute is running for another pay cycle, the system displays the following message:

*Payroll Process for This Pay Cycle is Already Running!*

After net wage calculation is complete, the system updates the Next Process field to Print checks. Then, recompute may be selected.

The acceptance of the Compute Net Wages process initiates the function. The result is net wages for employees filed in the Employee TCE Pay File Information. The Employee TCE Pay File Information can be viewed using the Check History/Timecard Inquiry function. TCE Pay File Information is kept by Entity, Pay Cycle, Cycle Type, Calendar Year and Pay Period. Multiple periods can exist on the system at the same time.

## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the processing Pay Cycle Code and description for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen.



**2. CYCLE TYPE (1-AN-D)**

This field contains the processing payroll Cycle Type and description for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen.

**3. PAY PERIOD YEAR AND PERIOD (4-N-D)**

This field contains the current information (processing) year and pay period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is YYYY PP.

**4. NEXT PROCESS (25-AN-D)**

This field contains the next process for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. On this screen the next process shown in this field is Compute Net Wages.

**5. PAY PERIOD END DATE (10-AN-D)**

This field contains the Pay Period Ending Date that corresponds to the Current Information - Year and Period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is MM/DD/YYYY.

**6. PAY PERIOD CHECK DATE (10-AN-D)**

This field contains the Pay Period Check Date that corresponds to the Current Information - Year and Period for this Pay Cycle as stored in the Payroll Process Master and displayed on the Cycle Processes screen. Display format is MM/DD/YYYY.

**7. TAX METHOD (25-AN-R)**

This field refers to the tax mode used to calculate federal, state and local taxes on different types of payments including Regular, Supplemental, Cumulative, and Irregular. The specific options, per Cycle Type, are defined in the Cycle Type Parameters (maintained by McKesson).

The Tax Method field on this screen initially displays and stores (in the Payroll Process Master) the default Tax Method from the Cycle Type Parameters. This field can be overridden at run-time, with selection only from those tax methods listed as Other Tax Methods from the parameters.

This feature allows the system to be tax-tailored for each Compute Net Wages Process in each payroll run.

**NOTE:** Only those tax methods listed as Other Tax Methods, along with the default Tax Method, for the Cycle Type in the Cycle Type Parameters can be selected as an override. Cycle types are defined as a particular way that taxes are computed. Therefore, this feature is designed to reduce the risk of invalid tax computations.

The Cycle Type Parameters are established with the following Tax Methods. All Tax Methods are described under the Help tab of the BSI TaxFactory software.

Cycle Type	Default Tax Method	Other Tax Methods
Demand	Regular	Separate Aggregation Method Flat Percent Method Cumulative Method
Regular	Regular	Flat Percent Method on Additional Checks
Supplemental	Regular	Separate Aggregation Method Flat Percent Method Cumulative Method
Irregular	Regular, with vacation weeks	None
Other	None (no taxes)	None

**NOTE:** For the Separate Aggregation Method, the FIT Taxable wages for the most recent Regular pay cycle are passed to BSI in the Base Pay Period Wages field.

If the Supplemental pay cycle is run before the Regular pay cycle, the system checks the previous pay periods in succession until either:

- it finds a pay period in a regular cycle type in the same calendar year with FIT Taxable wages, or
- it reaches the beginning of the calendar year.

If no FIT Taxable wages are found, the Base Pay Period Wages are set to zero. This forces the supplemental wages to be treated as a single payment.

#### 8. TAXES TO GROSS UP (25-AN-C)

This field, which is accessible only during the Supplemental and Demand Cycle Types, indicates which taxes the employer agrees to pay on behalf of employees in this run who have a Gross Indicator of Yes on their timecards.

The specific tax types from which an employer can choose when deciding which taxes to pay, are defined in the Cycle Type Parameters (maintained by McKesson) and a defaulted value is displayed on the Compute processes screen. However, this field can be overridden at run-time.

The following table lists taxes an employer can elect to pay for employees for whom they are grossing up their pay:

Cycle Type	Taxes
Demand	Federal/State/Local Taxes
	FICA/MHI Taxes Only
	Federal Taxes Only
	Federal/State Taxes Only
Supplemental	Federal/State/Local Taxes
	FICA/MHI Taxes Only
	Federal Taxes Only
	Federal/State Taxes Only

#### 9. TAX INTERFACE PORT (3-AN-R)

This field identifies the STAR Port used for the BSI tax interface. This port must be defined in the Port Modifications Utility function.

#### 10. ADDITIONAL TAX-STANDARD CHECK (3-AN-O)

This field indicator identifies whether the additional tax located in the employee federal, state and local tax information screen will be taken for the Standard TCE record for the Pay Cycle/Cycle Type payroll run. The system will default these values with user override allowed. Valid values are:

Y Yes, the system will process the additional taxes for the employee.

N No, the system will not process the additional taxes for the employee.

The default value is Y.

#### 11. ADDITIONAL TAX-ADDITIONAL CHECK (3-AN-O)

This field indicator identifies whether the additional tax located in the employee Federal, State and Local Tax information screen will be taken for the Additional TCE records for the Pay Cycle/Cycle Type payroll run. The system will default these values with user override allowed. Valid values are:

Y Yes, the system will process the additional taxes for the employee.

N No, the system will not process the additional taxes for the employee.

The default value is N.

## Compute Process - Pennsylvania

If the PA Local Fac/Dept Ind field on the BSI Parameters screen is blank, then total PA state wages are passed for all PA local tax codes defined on the employee's

Local Tax screen. If the PA Local Fac/Dept Ind field is set to F or D, then local wages are accumulated to the local code identified via the mapping process selected on the BSI Parameter screen. If this local code is different from the local codes defined on the employee's local tax screen, a withholding record for this local is then passed to BSI TaxFactory as the work local along with the resident locals. BSI then calculates the taxes for the resident and non-resident locals and returns the higher amount in the appropriate local authority.

Because occupational taxes (Tax Type 051) and local services taxes (Tax Type 084) in Pennsylvania are withheld and paid to the employee's work authority, they no longer have to be set up individually on the employee's local tax screen. If they are defined on the Local Tax table, and the local tax code matches the work location, the STAR compute process automatically passes the appropriate tax request to the BSI TaxFactory interface based on the employee's work authority and the occupational tax or local services tax set up for that authority on the Local Tax Code table.

## Recompute Net Wages

The Recompute Net Wages process affects only those employees in the pay cycle who have had changes to timelines or check history records since the last compute process finished. The system detects when changes are made to employee check history data and automatically sets the system to Recompute if Compute has already been run. This process produces balancing and audit reports. This process can be re-run numerous times.

If the system encountered an employee with a "bad data structure" or Tax Factory calculation errors, the Processes screen automatically displays the Recompute Net Wages message without allowing you to change the Next Process to Print Payroll

Checks. If you select field 4, Next Process, and then select either Print Payroll Checks, Update Master Files or Distribute Labor the following screen is displayed.

General Hospital Payroll Processes Processor					
Ent : MODEL HOSP - ENT 02				Tue Jul 09, 2002 01:05 pm	
1 Pay Cycle		2 Cycle Type			
B All Personnel (bi-weekly)		R Regular			
Current Information				PP	PP
3 Year	Period	4 Next Process	5 End Date	6 Check Date	
2002	11	-> Recompute Net Wages	05/21/2002	05/25/2002	
WARNING: Print Payroll Checks may NOT be run until the following employee(s) with COMPUTE process calculation errors have been either CORRECTED or their timelines have been DELETED from the pay run.					
Page:01	Employee	TCE			
	Name	TT/SQ	COMPUTE Process Error Message(s)		
( 1 )	[STATE,COLORADO]	30 0	Call McKesson, Bad Data Structure		
Recompute these employees? (Y/N)--					

The *Bad Data Structure* message is displayed when the number of subsequent records transmitted to the BSI TaxFactory interface does not agree with the number of records specified in a previous control record. This indicates some type of data corruption and should be corrected. To correct the employee, one of the following steps can be taken:

- Review the employee's tax screens and determine if a setup issue exists. If so, correct the issue, and then Recompute the employee.
- Delete all timelines from the employee and Recompute.
- Delete the timelines, and then delete the Timecard from the employee and do not pay the employee this pay period.

Also, the following three messages could be displayed on the bottom of the Gross Compute Audit Report:

*Emp# 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.

*State indicated by 1st 4 digits of local 'Tran Code' not found in State Tax Code Table - LC;BAC;TT*

This message is displayed if the following condition exists for the employee:

- State is missing in the State Tax Code Table. You must set up the missing state in the State Tax Code Table and then trigger the employees listed for a Re-Compute to insure proper local tax processing. LC is the local code, BAC is the BSI authority code and TT is the tax type.

## Print Payroll Checks

The Print Payroll Checks Process produces employee paychecks, remittance advices, payroll register, banking services reports, and other check-oriented reports. The Check Print Process takes place in an online mode. This is because checks should never be written to a spooler file (for security and control reasons). Because of this, the PC (or terminal) that initiates the Print Payroll Checks process will be unavailable for other uses while the process is running.

This process is bypassed for Cycle Type O, since no checks are printed for this cycle type.

Recompute must be completed before you can begin the Print Checks process. If all timecards have not been recomputed, the system will issue a warning message and will not allow you to continue.

The system will print checks for all employees who have net check amounts for zero or greater. For the Print Checks process to generate zero-amount paychecks, the Print Zero Checks field on the Entity Parameters screen must contain Y for Yes.

Checks can be reprinted only for the current payroll after the normal check run has been completed and before the Complete Payroll process.

General Hospital Payroll Process Processor					
Ent : HBOC MODEL HOSPITAL OF GEORGIA					Tue Mar 12, 2002 10:36 am
1 Pay Cycle		2 Cycle Type			
B All Personnel (bi-weekly)		R Regular			
Current Information			PP	PP	
3 Year	Period	4 Next Process	5 End Date	6 Check Date	
2002	05	Print Payroll Checks	03/03/2002	03/08/2002	
Cycle Type Run History			Start Date/Time	Stop Date/Time	Elapsed
Compute Net Wages			03/07/02 0817	03/07/02 0818	0 Hrs 1 Mins
Print Timelines			03/06/02 1836	03/06/02 1836	0 Hrs 0 Mins
Prepare Pay Period			03/06/02 1628	03/06/02 1628	0 Hrs 0 Mins
Accept this screen? (Y/N) [Y]--					

**NOTE:** After you enter **Y** to accept this screen, the following error message may display:

*Cannot print Checks for cycle type (R/S/V) Reprint checks is pending*

The Reprint Payroll Checks function is active for another cycle type. You cannot process a "normal" Print Payroll Checks run while the reprint is running for any other cycle type.

If the Next Process field on the Payroll Process screen indicates Print Payroll Check or Reprint Payroll Check, and the screen has been accepted, the system prompts you to confirm the desired action:

*Are you sure you want to 'Print Payroll Checks'? (YES/N)--*

**NOTE:** When you enter **YES** to the above prompt, press ENTER.

If you enter **YES** to print checks, the system displays the Payroll Check Control Screen and begins a sequence of prompts that control the actual check print process:

```

                                General Hospital Payroll Process Processor
                                Tue Mar 12, 2002 10:40 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA
Check Run Parameters
 1 Entity Code                2 Pay Cycle                3 Cycle Type
 01 HBOC MODEL HOSPITAL OF    B All Personnel (bi-w    R Regular
 4 Remittance Message         5 Check Code             6 Check Run Date
                                01 Payroll Account       03/08/2002
 7 Last Check Number Printed  8 Last Remittance Number Printed
 2220                        2234
 9 Instructions
   USE BLUE CHECKS

Which Device? [BIT]--

```

## Field Explanations

### 1. ENTITY CODE (DISPLAY ONLY)

This field contains the Entity Code and description from the Entity Code entered prior to display of screen. For the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) and for this pay cycle, the system automatically loads the selected Pay Cycle information.

### 2. PAY CYCLE (DISPLAY ONLY)

This field contains the Pay Cycle Code and description from the Pay Cycle entered prior to display of screen. For the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) for this Pay Cycle, the system automatically loads the processing Cycle Type and current pay period information.

### 3. CYCLE TYPE (DISPLAY ONLY)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this Pay Cycle in this payroll run. Valid Cycle Type codes for Payroll are:

Demand	(internal value: D)
Irregular/Vacation	(internal value: V)
Other	(internal value: O)
Regular	(internal value: R)
Supplemental	(internal value: S)



**4. REMITTANCE MESSAGE (DISPLAY ONLY)**

This field indicates the specific remittance message description, such as Happy Holidays, that will print on the checks and remittances in this check processing run. This field is initially extracted from the Pay Cycle Master for this pay period.

**5. CHECK CODE (DISPLAY ONLY)**

This field identifies the particular Check Code in effect for this process. Check codes are used to identify the particular bank and checking account that this check is to be drawn from. The Check Code is displayed from the Payroll Process Master and Pay Cycle Master.

**6. PAY PERIOD CHECK RUN DATE (DISPLAY ONLY)**

This field contains the Pay Period Check Date that corresponds to the Current Information - Year and Period for this Pay Cycle. When the processing Year and Pay Period displays, the value is displayed from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. LAST CHECK NUMBER PRINTED (DISPLAY ONLY)**

This field contains the last payroll check number generated against the Check Code. This field is displayed from the Check Code Master. When the system prompts for the beginning check number, the entered number must be greater than this number here. If the beginning check number must be less than this number (due to new form stock), then the value listed in the Check Code Master must be changed first.

**8. LAST REMITTANCE NUMBER PRINTED (DISPLAY ONLY)**

This field contains the last payroll remittance or advice number generated against the Check Code. This field is displayed from the Check Code Master. When the system prompts for the beginning remittance number, the entered number must be greater than this number here. If the beginning remittance number has to be less than this number (due to new form stock), then the value listed in the Check Code Master must be changed first.

**9. INSTRUCTIONS (DISPLAY ONLY)**

This field contains the special operator instructions from the Check Code Master. These instructions are intended to inform the operators of any standard procedures to be followed when running the checks and remittance advices. This field is displayed from the Check Code Master.

**SELECT CHECK PRINT PARAMETERS**

When the system displays the Payroll Check Control Screen, it begins a sequence of prompts to establish the run-time parameters -- which printer to use, beginning check number, print pattern alignments, and a prompt asking whether the checks printed correctly. These questions, listed in process sequence and explained below, also address the check restart process.

**PRINTER DEVICE PROMPT (3-AN-R)**

This prompt identifies the specific printer device that prints the checks. The system defaults to the Check Print Device field from the Check Code Master. The prompt is:

*Which Device? [ ]*

If the selected device is in use or not available, the system displays the message Device Busy and prompts you to enter the device again. You can select the same printer, or re-direct the printing to another location. If the process cannot be run, enter a period (.) and the system will abort the process and return to the menu.

**REMITTANCE MESSAGE PROMPT (1-A-R)**

This prompt displays only when there is a value in the Remittance Message field (Field 4). The data is extracted from the Pay Cycle Master for this pay period. This prompt does not display when the checks are re-started, or when a printer jam occurs. The prompt is:

*Print the Above Remittance Message on Checks for this Cycle Type? (Y/N)--*

If the response is Y, the message is printed, as specified, on the paycheck and remittance advices. If the response is N, the remittance message will not be printed for this print run or subsequent re-starts on the paycheck and remittance advices.

**SORT MESSAGE (DISPLAY ONLY)**

The system displays a message while the process sorts the employee timecards for paychecks and remittance advices. The sorts used are specified in the Check Code Master using the Check Print Order and Remittance Print Order fields. The system message is:

*Pay Check Print Sorting Started!*

After the sort is completed, the system displays a second prompt informing you of the number of checks and remittances to be printed.

*[5] Checks [2] Remittances will be printed--*

**MOUNT CHECKS PROMPT (1-A-R)**

This prompt enables the operator to ensure that paycheck forms are properly mounted on the printer and are ready to print. The prompt is:

*Mount Payroll Checks reply (Y/N) [Y]*

**BEGINNING CHECK NUMBER PROMPT (10-N-R)**

This prompt indicates the first check that is loaded into the printer. As an aide, the default entry is the last check number printed (from the Check Code Master) plus one. Any entry must be greater than the Last Check Number Printed field listed above. In addition, for bank reconciliation purposes (due to the encoded MICR number), this entered check number should match the pre-printed check number.

The prompt is:

*Begin Check number? [##]--*

The system displays the next check number as a default. A second prompt displays to confirm the entered check number:

*Are You Sure Begin Check number is [####]? (YES/N)[N]--*

**CHECK ALIGNMENT - PATTERN PRINT PROMPT (1-A-R)**

This prompt is used to print the check pattern on the checks for alignment. The pattern will continue to print as long as the response is Y. The system counts these checks as pattern for reconciliation purposes. When the response is N, the system automatically starts printing the actual checks. As indicated, the print order is specified in the Check Code Master. The prompt is:

*Pattern Alignment (Y/N) [Y]--*

**ACTUAL PRINT PROCESS (1-A-R)**

After you enter **N** at the Pattern Print prompt, the system begins actual print of the paychecks. The system displays the message indicating that checks (or remittances) are printing.

During the print process, the system continually displays a "quit process" message (if printing must be stopped or aborted):

*Printing Checks*

*Key in "H" to Halt, "A" to Abort --*

If you do not respond to the prompt, the process runs normally. If you enter **A** for Abort, the system terminates the print process and returns to the menu. If you enter **H** for Halt, the system displays *Print Halted* at the top of the screen and displays a prompt:

*Continue (Y/N) --*

If you enter **Y**, the system restarts the print process at the Check Alignment - Pattern Print Prompt stage, picking up on the employee check where it left off. If you enter **N**, this is the same as a Check Verification prompt response of N (the checks did not "print okay") and the Restart Checks Process is initiated.

**NOTE:** The check print process tests for a printer connection between the printing of each check. If the connection has been lost, the system displays the following message:

*Lost connection to Print Device PAYROLL -- Press NL--  
(Where PAYROLL is the selected device)*

The system then automatically aborts. You can continue printing checks by selecting Payroll Processes, Restart check print. You must void the last check printed and continue with the remaining checks.

**CHECK VERIFICATION PROMPT (1-A-R)**

When all checks have completed, the system prompts you to indicate that the process was correct -- without printer jams, etc. The prompt is:

*Did All Checks Print OK? (YES/N) --*

If all checks printed correctly, enter **YES** (an entry of Y only is not allowed). At the end of the entire process, the Employee TCE Pay File Information is updated with the correct check or remittance advice numbers and the Pay Check Print Listing report is generated.

If you respond with N, the system assumes that the Check Print Process did not run correctly and initiates the Restart Checks process (outlined below).

**NOTE:** During this phase, if any remittance advices are to be printed, the system begins the prompt sequence for those forms. The prompts are the same as for the check forms.

**DISMOUNT CHECK PROMPT (1-A-R)**

After you have entered Y for Yes (checks printed OK) to the Check Verification prompt, a prompt displays to inform the system that the actual check forms have been removed from the printer. The prompt is:

*Dismount Checks, reply (Y/N)--*

If you are ready to dismount the checks, enter **Y** for Yes (there is no default response).

At this point, if separate remittance advice stationery is used (via the Print Remittance Location field on the Check Code Master), the system initiates the Remittance Print Process. The remittance prompts are similar to those outlined for the Paycheck Print Process.

After all checks and remittances print, the system displays the message Updating Check Print Listing.

**RESTART CHECKS PROCESS**

If you responded with N for No to the Did All Checks Print OK? prompt, the system initiates the Restart Process. Before the system prompts you to indicate the first check number to void, the system displays the print statistics from the print run just completed:

*Begin Check Printed 32      Last Check Printed 73*

**BEGIN CHECK PRINTED (DISPLAY ONLY)**

This field displays the entered number from the Begin Check Number prompt.

**LAST CHECK PRINTED (DISPLAY ONLY)**

This field displays the last number from the check print process.

**FIRST CHECK TO VOID PROMPT (10-N-R)**

This prompt asks for the first check to be voided in the print run. The system assumes that all checks from this number to the last check printed will be voided and reprinted. The entry must be in the range listed by the statistics. The system prompt is:

*First Check to Void --*

**VOID TOTAL PROMPT (1-A-R)**

This prompt confirms the restart check number and indicates the total number of checks the system will void due to the restart. The system prompt is:

*Void total of 4 Checks numbered 70 to 73 ? (Y/N)--*

If you enter **N**, the system re-prompts for the first check to void. If the response is **Y**, the system displays the Mount Payroll Checks prompt. When the Check Restart Print Process is executing, the system displays the message:

*Restarted Printing Checks*

All processes from this point are outlined above. The Restart Process is the same for Remittance forms.

**CHECK PRINT TROUBLESHOOTING**

To restart the printer after a printer jam or malfunction, or if stock is broken and new forms must be mounted, follow the steps below:

1. Make sure there are sufficient checks and remittances on hand to complete the job.

After the checks and remittances have sorted, the system informs you of exactly how many checks and how many remittances will be printed. Check your stock and note whether you will need to stop **[(H)alt]** the printer if the stock is broken, so that the next part of the forms can be mounted.

2. Enter **H** for Halt immediately if:

- Stock breaks
- Printer jams or other malfunction occurs

This is to ensure that the Check Print Process stops as closely as possible to the break point.

3. If the stock is broken:

After the printer has stopped, place the next part of the stock in the printer and align the forms, then go on to Step 5.

If the printer jammed:

Clear the jam, reload the forms, then go on to step 5.

4. If you entered H for Halt and the forms were not broken, or there was no printer jam or malfunction:

Enter **Y** at the Continue (Y/N) prompt. The system will allow you to print patterns to align the forms if required. The print process will continue with the employee check at the point at which it was stopped.

5. If stock is broken, or a printer jam occurred:

After the jam has been cleared and the printer is ready to continue, enter **N** at the Continue (Y/N) prompt. The system initiates the Restart Checks Process.

6. If the printer jam cannot be cleared, or if any other mechanical malfunction cannot be resolved:

At the prompt:

*Key in "H" to Halt, "A" to Abort--*

Enter **A** to abort the job. The system will return to the Processes menu. Once the printer problem has been resolved, go to the Restart Print Checks Process, following steps 7 through 11.

7. The system displays the first and last check\* numbers printed, then issues a prompt for you to enter the first check number to be voided. Look at the very last check that printed correctly. Compare the number of the correctly printed check to the Last Check Printed number displaying on the screen.

\* Although the term check is used here, the same steps apply to remittances.

8. If the check number of the last correctly printed check is less than the number of the Last Check Printed, add 1 to the last correctly printed check number and enter that number at the First Check to Void prompt.

If the last correctly printed check number is the same as the Last Check Printed number, then enter it as the First Check to Void.

9. Finally, enter the Last Check Printed number as the Last Check to Void. Respond to the verification prompt, re-checking steps 7 and 8 to be sure you have responded correctly to all prompts.

10. The system will prompt for you to mount the checks/remittances and allow you to initiate a pattern alignment. Printing will then continue with the NEXT employee AFTER THE LAST CORRECT CHECK that printed.

11. While forms are printing, the system will display the prompt:

*Key in "H" to Halt, "A" to Abort--*

Continue processing until all checks/remittances have completed. Verify that all Checks/Remittances printed correctly. If not, then enter **N** at the prompt:

*Did all Checks (or Remittances) print OK? (Y/N)--*

You can then continue with the Restart Process from Step 7 above.

## REPRINT CHECKS

The Payroll/Human Resources system provides the option to reprint checks/remittances after the normal check run has been completed and before the Complete Payroll process has been run for the current pay period.

- Checks can be reprinted only for the current payroll. The Master File Update and Labor Distribution Processes can be completed, but the Complete Pay Period Process should not be completed yet.
- The user must have the proper application security clearance to reprint checks.

After a reprint occurs, the system will update the check/remittance numbers in the TCE History record; mark the new replacement checks as Outstanding, and mark the old checks as Void.

To access the Reprint Checks option, choose Processes from the main menu, then choose Payroll Reports, then Payroll Check Reports.

The system displays the following choices on the Payroll Check Reports menu:

```

                                General Hospital Payroll Check Reports Processor
                                Mon Jul 25, 2005 01:21 am
Payroll Check Reports Input Options

      Option No.  Option
      -----
          1      Bank Services Report (HPRBSR)
          2      Reprint Payroll Checks
          3      Payroll Register (HPRPRR)
          4      Consolidated Payroll Register (HPRPRC)
          5      PP Wage & Tax Balancing Report (HPRPTB)

Enter option number--
```

Select **Reprint Payroll Checks**. The system prompts for the following:

*Enter Entity Code "-" for list --*

*Enter pay cycle description - or pay cycle code --*

*Cycle Type - (Irregular/Vacation, Other, Regular, Supplemental)*

The system will verify that the responses to the above prompts are valid. If not, an error message will appear (see [“Error Messages”](#) on page 1-59).



General Hospital Reprint Payroll Checks Processor		
Ent : Model Hosp - Ent 02		
1 Pay Cycle	2 Calendar Year	3 Pay Period
B All Personnel (Bi-weekly)	2005	9
4 Cycle Type		
S Supplemental		
Accept This Screen? (Y/n) [Y]--		

## Field Explanations

### 1. PAY CYCLE (2-AN-R)

Enter the Pay Cycle for which checks are to be reprinted. Remember that the Complete Pay Period process must not have been run for this Pay Cycle.

### 2. CALENDAR YEAR PERIOD (DISPLAY ONLY)

This field contains the current calendar and current pay period for the pay cycle that you specify.

### 3. PAY PERIOD (DISPLAY ONLY)

This field contains the current pay period for the pay cycle that you specify.

### 4. CYCLE TYPE (1-A-R)

All cycle types that have been completed through the Print Check Process are displayed. Select the Cycle Type for which checks are to be reprinted.

**NOTE:** The lookup table that displays when you use the hyphen (-) key does contain the Demand cycle type; if you want to reprint a Demand cycle, you must select it. Reprinting checks from a Demand Cycle can occur only during the Demand Cycle process.

The following prompt is displayed:

*Accept this screen? (Y/N) [Y]*

Enter Y, and the following prompt is displayed:

Are you sure you want to 'Reprint Payroll Checks'? (YES/N)--

Respond to this prompt by entering **YES** (or enter **N** to respond No).

If you entered **YES**, the system displays Previous Check Run information at the bottom of the screen, along with a prompt for the desired form (Checks, Remittances, or Both) to reprint:

General Hospital Reprint Payroll Checks Processor		
Ent : MODEL HOSP - ENT 02		
1 Pay Cycle	2 Calendar Year	3 Pay Period
B All Personnel (bi-weekly)	2005	9
4 Cycle Type		
S Supplemental		
***** Previous Check Run *****		
Beginning Check Number :	1302	
Ending Check Number :	1302	
Beginning Remittance Number:	58	
Ending Remittance Number :	58	
Reprint (C)hecks, (R)emittances or (B)oth (C/R/B)? --		

The choices in this prompt are as follows:

- If you choose **B** for Both, you can only reprint the entire run - the ability to specify a range will not be offered. The system will then prompt for the printer device: Which Device? The remaining steps the same as for a normal Print process; see the instructions under ["Select Check Print Parameters" on page 1-47](#) to respond to the prompts and print the checks.
- Or, if you choose **C** for Checks or an **R** for Remittances, you will be able to specify a range of checks/remittances, or reprint the entire run. The following prompt displays:

(A)ll Checks or (R)ange Checks? [A]--

If A (for All) is selected, the system then displays a series of prompts starting with Which Device? These are the same prompts as during the normal Print process; see the instructions under ["Select Check Print Parameters" on page 1-47](#) to respond to the prompts and print the checks.

If R (for Range) is selected instead, the following prompts will display for the Beginning and Ending check numbers in the range to be reprinted: (the process for

reprinting Checks is the same as for Remittances - in the following instructions, a Check Reprint is illustrated)

*Beginning Check Range*

*Ending Check Range*

Enter the first and last check number in the range of issued checks that did not print correctly. These check numbers can be obtained from the Check Print Listing Report, or from the damaged checks themselves.

After the range of issued checks is specified, the system performs several edits in the background to insure that the user enters valid Check/Remittance Numbers from the previous run. If the entered data is incorrect, the user will receive an error message (see table below for examples). After an error message displays, the system returns to the appropriate prompt so that the user can re-enter the correct information.

<b>Error Message</b> NOTE: Sample Check Nos. are shown in these messages.	<b>Appears during data entry if:</b>
<i>Starting Check must be between 265 and 307</i>	The user attempts to enter a Beginning Number that is less than the first number issued in the previous run for this Pay Cycle and Cycle Type. The first and last numbers of the run are displayed in the prompt, indicating the valid range for data entry.
<i>Ending check must be between 265 and 307</i>	The user attempts to enter an Ending Number that is greater than the last number printed in the previous run for this Pay Cycle and Cycle Type. The first and last numbers of the run are displayed in the prompt, indicating the valid range for data entry.
<i>Ending check must be greater than or equal to the starting check number</i>	The user attempts to enter an Ending Number that is less than the Beginning number.
<i>**#** checks/remittances of the selected range are no longer valid, see most recent Check Print Listing (HPR CHR) for this cycle type</i>	The user enters a range of Numbers, but one or more of them have already been reprinted for this Pay Cycle and Cycle Type and are no longer valid for reprinting. The total count of these Number(s) is also displayed in the prompt.

After a valid range of checks is specified, the system displays it and prompts for the printer device:

```

                        General Hospital Reprint Payroll Checks Processor

Ent : HAPPY HOSPITAL 01
Check Run Parameters
 1 Entity Code                2 Pay Cycle                3 Cycle Type
 01 HAPPY HOSPITAL 01        B All Personnel (bi-w   R Regular
 4 Remittance Message        5 Check Code            6 Check Run Date
                                01 Payroll Account        03/16/2000
 7 Last Check Number Printed  8 Last Remittance Number Printed
 307                          40
 9 Instructions
  USE BLUE CHECKS

*****   Print Range   *****

Beginning Check      :          300
Ending Check        :          304

Which Device? [BIT]--

```

Specify the printer device to be used for the Reprint [default device shown in brackets in the prompt], then press ENTER.

The system briefly displays a Regenerate message and the total number of checks/remittances that will be reprinted:

*Regenerating check sort file!  
.....5 checks and no remittances will be printed.*

The system then prompts you to mount the new checks into the printer:

*Mount Payroll Checks and reply "Y" when ready - - - -*

Make sure the new checks are mounted in the printer, making a note of the first check number. Then type **Y** and press ENTER (in response to the above prompt) to continue.

Next, the system prompts for the Beginning Number of the new replacement checks now mounted in the printer:

*Enter beginning Check number? [308]*

This prompt defaults to the next sequential number after the Ending Number of the previous run (see field **7-LAST CHECK NUMBER PRINTED** in the above screen). Accept the displayed number by pressing ENTER, or type the correct number and press ENTER.

The system then prompts for verification that this Beginning Number is accurate:

*Are You Sure Beginning Check number is [308]? (YES/N) [N]--*

If you respond No to this prompt by pressing ENTER, the screen remains displayed and you can change the Beginning and Ending Check/Remittance Numbers and repeat the reprint process. But if you are sure the displayed number represents the first check mounted in the printer, type **yes** and press ENTER.

The system then prompts whether you want to perform a test alignment on the printer before executing the Reprint:

*Pattern Alignment (Y/N) [Y]--*

See “**CHECK ALIGNMENT - PATTERN PRINT PROMPT (1-A-R)**” on page 1-49 for more information about this prompt and how it affects the checks in the printer.

When all prompts have been answered, the Reprint process continues just like a normal check run; you can perform a Halt or Abort whenever needed.

## ERROR MESSAGES

Several error messages may display during the Reprint process. Following are examples of these messages and their explanations.

Error Message:	What It Means:
Reprint is pending/running for the (R/S/V) Cycle Type	The Reprint function is already active for another cycle type (Regular, Supplemental, Vacation). The first reprint must complete before another can be initiated.
Print Payroll Checks is pending for the (R/S/V) cycle	The normal Print Payroll Checks has not been started for the same (or another) cycle type; it must be completed first.
The normal Print Payroll Checks process is active for the same or another Cycle Type	The active Print Payroll Checks function must complete before a reprint can be run.
Normal Check Print Process has not run. No reprint is allowed.	Checks cannot be reprinted if they were not run originally.

The Payroll Check Print Listing report (HPRCHR, found in Chapter 3: Payroll Reports of the *Payroll/Human Resources Reports Volume*) lists those checks/remittances that were voided by the Reprint process. They are listed as Reprint Void. Checks voided using the Halt or Abort command will be listed as Printer Void. Checks/remittances which are voided in the Print Check process or the Reprint Check Process will also be voided from the Check Register and Outstanding Check List automatically.

## Update Master Files

The Update Master Files Process updates employees' earnings history, pay type history, deduction statistics, benefit information (including Prenote Indicator), pension and holiday statistics, and Position Control Statistics. All update audit reports can then be produced with information from the controlling payroll run.

The system will not allow you to continue to this process if Recompute was the last step run.

The Update process is initiated from the Payroll Process Control screen:

General Hospital Payroll Process Processor					
Tue Mar 12, 2002 03:27 pm					
Ent : HBOC MODEL HOSPITAL OF GEORGIA					
1 Pay Cycle		2 Cycle Type			
B All Personnel (bi-weekly)		R Regular			
Current Information			PP		PP
3 Year	Period	4 Next Process	5 End Date	6 Check Date	
2002	05	Update Master Files	03/03/2002	03/08/2002	
Cycle Type Run History		Start Date/Time	Stop Date/Time	Elapsed	
Print Payroll Checks		03/07/02 1123	03/07/02 1200	0 Hrs 37 Mins	
Compute Net Wages		03/07/02 0817	03/07/02 0818	0 Hrs 1 Mins	
Print Timelines		03/06/02 1836	03/06/02 1836	0 Hrs 0 Mins	
Prepare Pay Period		03/06/02 1628	03/06/02 1628	0 Hrs 0 Mins	
Are you sure you want to 'Update Master Files'? (Yes/N)--					

If you enter **YES**, the system displays the following message:

*Update Master Files Started!*

The system then initiates the Update Master File process. If you enter **N**, the system returns to the Processes Menu.

## Distribute Labor

The Distribute Labor Process creates all General Ledger journal entries from the payroll run, transmits those postings to the General Ledger, and produces the GL and Labor Distribution Reports. This process also informs the system that the payroll run is complete for that specific cycle type within pay cycle in the current pay period. Other cycle types within that pay cycle can now be initiated. Labor Accruals are included in this process.

**NOTE:** A Demand cycle type processes as described above unless the Demand cycle is executed while the system is in the middle of a Standard cycle. When this occurs, the employees who had deductions or timelines in the Demand cycle are reprepared in the Standard cycle. The reprepare is necessary to keep Earnings History updated. In order to assist re-entry of data into the Standard cycle, the system will produce the Reprepared Employees List Report (HPRRPE). A sample of this report is provided in Chapter 3: Payroll Reports of the *Payroll/Human Resources Reports Volume*.

The Distribute Labor process is initiated from the Payroll Process Control screen (note the Next Process field):

General Hospital Payroll Process Processor					
					Tue Mar 12, 2002 10:42 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA					
1 Pay Cycle			2 Cycle Type		
B All Personnel (bi-weekly)			R Regular		
Current Information					
3 Year		Period	4 Next Process		PP
2002		05	Distribute Labor		5 End Date
					03/03/2002
					6 Check Date
					03/08/2002
Cycle Type Run History					
Update Master Files		Start Date/Time	Stop Date/Time	Elapsed	
		03/07/02 1200	03/07/02 1207	0 Hrs 7 Mins	
Print Payroll Checks		03/07/02 1123	03/07/02 1200	0 Hrs 37 Mins	
Compute Net Wages		03/07/02 0817	03/07/02 0818	0 Hrs 1 Mins	
Print Timelines		03/06/02 1836	03/06/02 1836	0 Hrs 0 Mins	
Prepare Pay Period		03/06/02 1628	03/06/02 1628	0 Hrs 0 Mins	
Are you sure you want to 'Distribute Labor' (Yes/N)--					

If you enter **YES** at the prompt, the following message displays:

*Distribute Labor Started!*

The system then initiates the Distribute Labor Process. If you enter **N**, the system returns to the Processes Menu.

Distribute Labor cannot be run if you have not defined all Payroll GL Related Parameters for the fiscal year to be processed. If some parameters are undefined, the system displays the following error message:

*Error: Fiscal year 20xx Parameters not defined yet, job aborted--*

After the message displays, press ENTER to end the function. The process status remains as Distribute Labor and the system returns you to the Processes menu. You can then define the appropriate GL Parameters and this process can be restarted.

**NOTE:** Once all Pay Period Payroll processing is done, meaning that all Cycle Type payrolls within the pay period for a select Pay Cycle are complete, the Complete Pay Period Process must be initiated from the Processes Menu. This process will close the pay period for the Pay Cycle (for all Cycle Types) and create any benefit accruals (for General Ledger) scheduled.

"F" class deductions (direct deposits) post to cash in the same fiscal period as the net pay for live checks.

## ACCRUAL PROCESSING

Accrual Processing for Payroll/Human Resources is automatically run as part of the Payroll Process. The Labor Accruals are processed in the Payroll Processes Distribute Labor step. The Benefit Accruals are processed in the Complete Pay Period Process.

The Pay Cycle Master defines the Pay Cycle, Pay Frequency, and Check Dates, as well as the Labor Accruals, Benefit Plan Liability Accruals, and Labor Distribution GL posting dates. Upon request for the Accrual Definitions in the Pay Master, the system automatically calculates the applicable Labor Accrual Pay Periods, Accrual Days, Accrual Percentage of Labor Distribution, and the Accrual Fiscal posting periods. You must indicate the applicable Benefit Accrual Pay Periods manually.

## LABOR ACCRUAL PROCESSING

Labor accruals are the recognition of labor costs from a pay period that must be expensed in a fiscal period the same as, or other than, the fiscal period associated with the processing pay period. The system, via the Accrual Definitions in the Pay Cycle Master, identifies the pay periods deemed applicable for labor accruals. The applicable pay period is signified by a Yes in the Labor Indicator field. The Accrual Days and Accrual Percentage are based on the number of days of the prior fiscal period in the specific pay period. The system assigns the GL Posting Fiscal Year and Period that will be used in the Labor Accrual posting to the GL. User override of the Labor Indicator (for applicable pay period) and Accrual Days (to recalculate the Accrual Percentage) is allowed in the Pay Cycle Master. The system also allows override entry of the Accrual Fiscal Year and Period, to allow for flexible accrual posting.

During the Payroll Process in the applicable pay period, the accrual percentage is applied against each actual GL labor expense. This new amount is then posted as an accrual to the General Ledger in the fiscal year and period listed in the Pay Cycle Master. Reversing accrual entries are made in the fiscal period immediately following the posting accrual fiscal period.



## Chapter 2 - DAILY BATCH PROCESSING

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## DAILY BATCH PROCESSING

Daily Batch Processing for Payroll/Human Resources is automatically run at midnight, without hospital intervention. All daily processes are run in a background mode. Each of the processes are listed below in the order that they occur.

### State Tax Rate Updates

The State Tax Rate Update function makes effective State Unemployment Insurance (SUI) rate changes on the date that the new SUI rate becomes effective. The SUI Tax Rate is used by the Payroll/Human Resources Tax Module to calculate the estimated employer state costs on wages, up to the established state limits. The State Tax Reporting Parameters store the SUI Current Rate, the SUI Future Rate, the Future SUI Rate Effective Date. Each night, the system compares the respective Effective Dates against the system date. When the two are equal (and a valid SUI Future Rate exists), the system transfers the Future Rate into the Current Rate. The system then blanks out the associated Future Rate, to prevent inadvertent processing.

### Position Control Master Updates

During the Daily Batch Process, every Position Control Master entry with associated employee positions marked with an Inactive Date equal to or less than the system date is processed to reflect that Inactive status. This process insures that Position Control is kept abreast of employee position changes in a controlled manner.

From the Employee Position Information, when an employee position is set with an Inactive Date, an Inactive Position Transaction Record is automatically created. During the Daily Batch Process, the system reads this temporary transaction file, looking for records with an Inactive Date equal to or less than the system date. If an entry matches the date criteria, the system subtracts the matching employee position's Position FTE, Assigned Hours-PP, Assigned Hours-YTD from the Position Control Master's FTEs Assigned, Hours Assigned-PP, and Hours Assigned-YTD, respectively.

Additionally, if the Master's new FTEs Assigned or Hours Assigned-PP equal zero, the Position Vacant Date is set to the system date, reflecting the date when the position became vacant. As the Position Control Master is updated, the transaction request is deleted from the Payroll/Human Resources System.

### Daily Distribution to General Ledger

Daily Distribution is a required batch job. During this process, General Ledger journal entries are created to update all expense and liability accounts from the Payroll Process. The Labor Distribution Process creates a temporary payroll holding file for all postings. The nightly process takes that payroll file and transfers it to General Ledger for posting in the nightly process corresponding to the pay period posting dates.



# Chapter 3 - TIME ENTRY PROCESSES

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## INTRODUCTION

The Time Entry Processes are used to enter employee timecards, miscellaneous deductions to timecards, manual checks, online demand checks, and void checks. You can also use this process to review timecards and make minor processing modifications if needed. The functions that make up this process are explained below.

### Timecard Entry (TCE)

The Timecard Entry (TCE) function is used to enter the payroll information necessary to compute employee paychecks. This information, reflected by the employee timecard for a pay period and cycle type, consists of pay type hours, dollars and units on specific timelines. The entered data is contained in the Employee TCE Pay File Information, which is used in the Payroll Process.

### Employee Miscellaneous Deductions

The Employee Miscellaneous Deductions function is used to enter one-time deductions to Employee TCE Pay File Information for processing in the current Payroll Process. Most of these one-time deductions do not need to be established previously on the Employee Deduction Master, or scheduled for the employee prior to the Payroll Process.

**NOTE:** The following deductions are allowed only if the deduction already exists on the Employee Deduction Master.

- Special Calculation Required (Classification A)
- Banking Services Deductions (Classification F)

### Manual Check/Manual Adjustment Entry

The Manual Check/Manual Adjustment Entry function is used to enter payroll checks written outside the Payroll/Human Resources System, or to make any required adjustments to an employee's earnings history. This allows the data to be captured and logged in conjunction with a Payroll Process. The system also allows for manual void checks to back out earnings from checks no longer retained in the Check History file.

### Void Check Entry

The Void Check Entry function is used to back out check information from a previously written check that is still retained in the Check History file. To void a check that is no longer retained in the Check History, the Manual Check Entry function is used.

## Check History/Timecard Inquiry

The Check History/Timecard Inquiry function is used to review and audit any timecard or check that is processed and retained by the system. This function allows access to the entire Employee TCE Pay File Information control totals, timelines, deductions, benefits, holidays, pension, taxes, and earnings. Pay file information is kept by entity, pay cycle, employee pay cycle, pay period and timecard type. Multiple periods can exist on the system simultaneously.

You can also use this function to make modifications to timecards prior to the Print Payroll Check step in the Payroll Process. These changes include special processing status indicators.

## Online Demand Check Entry

The Online Demand Check Entry function is used to compute on demand employee paychecks. You can enter timelines, deductions, and the taxing method for a specific employee or multiple employees. Then, the system computes the net amount of the check, prints the check(s), and creates the transactions used to update the employee payroll records and general ledger data. You can process up to 99 Online Demand Check runs for a pay cycle within a pay period.

## Time Entry Process Menu

From the Initial Menu Processor, select the **Processes** option. The Payroll Processes menu displays. Select the **Time Entry Processes** option. A Time Entry Processes menu similar to the following example displays.

```

General Hospital Time Entry Processes Processor
                                Mon Jul 11, 2005 11:11 pm
Time Entry Processes Input Options

Option No.  Option
-----
      1      Timecard Entry
      2      Employee Miscellaneous Deductions
      3      Manual Check/Manual Adjustment Entry
      4      Void Check Entry
      5      Check History/Timecard Inquiry
      6      On-line Demand Check Entry
      7      Inquiry By Check Number

Enter option number--

```



Once a function selection is made, the processing Entity Code must be entered or selected. If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities which have been established in the Payroll/Human Resources Entity Master are considered valid. The entity prompt is shown below:

*Enter entity code or '-' for list--*

# TIMECARD ENTRY PROCESS

## Timecard Entry Control Screen

The Timecard Entry Control screen defines the criteria for input of employee timecard information to the Employee TCE Pay File.

After you select the **Timecard Entry Process** from the Time Entry menu and enter the Entity Code, the Payroll Processing Pay Cycle must be entered or selected. The system displays the following prompt:

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

If the Pay Cycle Code is unknown, you can enter a hyphen (-) to display a list of valid codes. Only those pay cycles which have been established in the Pay Cycle Master are considered valid.

If the Pay Cycle selected has not been prepared, or if the Pay Cycle Process is beyond Compute Net Wages, timecard entry is not valid. The system displays the following error message:

*Time cannot be entered for this pay cycle*

The system then returns to the Select Pay Cycle prompt.

When a Demand cycle is being processed for online demand checks, the following prompt displays:

*All entries will be for current "Demand" cycle. Continue ? (YES/N) [N]--*

This prompt prevents accidental entry of timecards into a Demand cycle when a Demand cycle is being produced. If N is selected, the system returns to the menu. If Y is selected, the system continues into Timecard Entry.

**NOTE:** The system will not allow timelines to be entered in a Demand cycle if the employee has an Additional, Void, Manual Adjustment, or Manual check being processed in the Standard cycle.

When you enter a valid Pay Cycle, the Timecard Entry Control screen displays:

```

                                General Hospital Timecard Entry Processor
                                Thu Mar 07, 2002 09:16 am

Ent : HBOC MODEL HOSPITAL OF GEORGIA

1 Pay Cycle          2 Cycle Type          3 Year      4 PP
B All Personnel (bi-weekly)  R Regular      2002      5
5 Last Process Run    6 PP End Date      7 PP Check Date
Prepared              03/03/2002          03/08/2002

Timecard Entry Selection
8 Access Method      9 PC Window Indicator
Normal              No
10 Home Department   11 Description
6.020              MEDICAL SURGICAL-1ST FLOOR
12 Employee Number   13 Employee Name
-> 0000000010        Allison-Smith, John T

Enter field number or '/' starting filed number

```

## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the Pay Cycle Code and description from the Pay Cycle entered at the prompt. For the payroll run (Payroll Process Master, established during the Prepare Pay Period Process) now active for this Pay Cycle, the system automatically loads the processing Cycle Type and current pay period information.

### 2. CYCLE TYPE (14-A-D)

This field contains the payroll processing Cycle Type Code and description defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Type defines the particular taxing methods that are used for this Pay Cycle in this payroll run. Valid Cycle Type codes for Payroll are:

Cycle Type	Description
D	Demand
V	Irregular/Vacation
O	Other
R	Regular
S	Supplemental

**NOTE:** The Payroll/Human Resources System can process multiple Pay Cycles (for example, Nursing, Executive) concurrently. However, due to process timing

issues, the system can process only one Cycle Type per Pay Cycle at a given time. For example, in the same Pay Cycle, the system does not allow a Vacation run simultaneously with a Regular run. To do so could result in employee earnings history errors. To accommodate multiple cycle type runs in a pay period, one Cycle Type must be complete (Complete Cycle Type) prior to the Prepare Process of the next cycle type run.

The Cycle Type Other can be used only with employees designated as Non-Hospital (such as agency employees). Consequently, Non-Hospital employees are not processed in Cycle Types Regular, Supplemental, or Irregular.

### **3. YEAR (4-N-D)**

This field indicates the specific calendar year for this payroll run. This information is initially displayed from and stored in the Payroll Process Master. The year and period determine the Pay Period End Date, Check Date and General Ledger Posting Dates.

### **4. PAY PERIOD (2-N-D)**

This field indicates the specific Calendar Year and Pay Period for this payroll run. This information is initially displayed from and stored in the Payroll Process Master. This year and period determine the Pay Period End Date, Check Date and General Ledger Posting Dates.

**NOTE:** After the values in the Year and Pay Period field display, the system displays the last process run, Pay Period End Date and Pay Period Check Date from the Payroll Process Master.

### **5. LAST PROCESS RUN (DISPLAY ONLY)**

This field indicates the process last executed from the Payroll Process. This last step is stored in the Payroll Process Master. The following payroll process steps display

- ( 1) Prepare Pay Period
- ( 2) Print Timelines
- ( 3) Compute Net Wages
- ( 4) Recompute Net Wages

**NOTE:** The remaining steps are, in ascending order, Print Payroll Checks, Update Master Files, and Distribute Labor. Timecard Entry cannot be accessed if the last process run is Print Payroll Checks or higher.

If the Prepare Pay Period step is re-run, all previously entered data corresponding to this Pay Cycle, Cycle Type, pay year and period is deleted. Manual or Void Checks are not affected when the Prepare Process has been re-run. The action is the same as payroll starting over. Therefore, re-running Prepare is not advised without adequate justification. The Compute Net

Wages (and Recompute) step can be re-run as many times as needed to arrive at the final payroll amounts. However, no subsequent steps can be re-run.

**6. PAY PERIOD END DATE (10-AN-D)**

This field contains the Pay Period Ending Date that corresponds to the Current Information - Year and Period for this Pay Cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. PAY PERIOD CHECK DATE (10-AN-D)**

This field contains the Pay Period Check Date that corresponds to the Current Information - Year and Period for this Pay Cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.

### Timecard Entry Selection

The Payroll/Human Resources system accommodates multiple ways of entering employee timecard information -- by department, by employee, and by employee within department. The Timecard Entry Selection portion of this screen defines the selection criteria.

**8. ACCESS METHOD (1-A-R)**

This field indicates the particular timecard selection method to be used to access employee timecards. In a given payroll run, a single employee can have multiple timecards, with each timecard representing a separate paycheck. These timecard types (TCE Type) are: Standard, Additional, Manual, and Void. The system prompt is:

*Enter access method normal(N) or selection(S) [N]--*

If you enter **N** for Normal, the system accesses only the standard timecards. The standard timecards are those constructed during the Prepare PayPeriod Process and represent the normal payroll check. In a common payroll with multiple timecards, the Normal Access Method allows for faster data entry of employee standard timecards. Using this method, if a department is not entered after the timeline screen is accepted, the system prompts you to enter the next employee.

If you enter **S** for Selection, after entering the department and/or employee, the system displays the Employee TCE Selection screen. This screen lists the Standard and all additional Employee TCE Pay File records in this payroll, and allows access to all timecards for an employee in the current payroll. The Employee TCE Selection screen then allows selection of a particular timecard from the multiple employee timecards. Using this method, if a department is not entered, the system prompts you to enter the next employee. The Employee TCE Selection Screen also allows the creation of new or additional timecards for multiple paychecks. Standard timecards, as well as additional, are selected from the Selection Access Method. The Manual and Void Checks are not accessed on this screen.

## ACCESS LEVEL

Once the Access Method is decided, the system prompts you to enter the Access Level of the employee timecards. The Access Level determines which department and/or employee is to be affected by the TimecardEntry Process. The response to these next prompts depends on the number of timecards needed for input to the Employee TCE Pay File Information. Access Level options are:

- By Department, starting at the first employee in the department. If you enter a department, but leave the Employee field blank, employees within the selected department are processed sequentially.

**NOTE:** The Payroll Sort Sequence field in the Entity Parameters indicates whether the sequential order will occur alphabetically (by employee name) or numerically (by employee number).

- By Employee, by entering a valid employee number, with the Department field blank. Only that singular employee is available for timecard entry in this option. An example of this level option is single Employee Timecard Entry corrections following Compute.
- By Department and Employee, starting at that entered employee in the department, and continuing timecard entry through the remaining employees within that department (sorted alphabetically or numerically, according to the Payroll Sort Sequence indicator from the Entity Parameters).

For example, you enter a department and an employee. This level option is valuable if the Timecard Entry Process should be interrupted in mid-department, and the remaining department timecards must be processed. Another use for this AccessLevel is in large departments that are split between multiple key-entry personnel.

Department	Employee	Result
X		Enter specific home department. Process all employees, starting at beginning employee in sort file, and proceeding through entire department.
	X	Enter single employee and process only that employee.
X	X	Enter specific home department, enter specific employee, and process all subsequent employees in that department till done.

**NOTE:** During the Prepare Pay Period Process, multiple cross-reference files are built defining (1) employees in the designated Pay Cycle, and (2) employees within Home Departments. During the Access Level definition, these files are accessed to insure that only valid employees are processed in this payroll cycle.

**9. PC WINDOW INDICATOR (1-A-R)**

This field contains an indicator that allows you to bypass windows processing for faster data entry. Values are Y for Yes or N for No. Enter **Y** to use the PC Window option to view additional employee data from the Timecard Entry Control Screen. Enter **N** to bypass the option. The default is N.

**10. HOME DEPARTMENT (14-AN-O)**

This field identifies the Access Level Home Department, as described in the Access Level field explanation. The system displays the following prompt:

*Enter department number or '-' to list--*

If the Department Code is unknown, a hyphen (-) can be entered to display a list of valid payroll departments (defined during the Prepare Pay Period Process). All entries are validated against the General Ledger Chart of Accounts. The department description displays when you enter a valid code.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**11. HOME DEPARTMENT DESCRIPTION (30-AN-D)**

This field contains the department description from General Ledger Department Master for the Home Department entered. If the Home Department is not entered, this description field is blank.

**12. EMPLOYEE NUMBER (10-AN-O)**

This field identifies the Access Level Employee Number, as described in the Access Level field explanation. The system prompt is:

*Enter employee number or first chars of name--*

If the specific employee number is unknown, a hyphen (-) can be entered to display a list of valid employees. If the Home Department field is blank, the help list includes all eligible employees in the Pay Cycle. If the Home Department field is not blank, the help list includes only those eligible employees in the Home Department for this Pay Cycle.

All entries are validated against the Department/Employee List, which is generated by the Prepare Process. The employee name displays when you enter a valid employee.

If an employee in the current pay cycle is marked not to be paid (Pay Indicator set to N for No on Work Status screen), that employee cannot be selected from the lookup to have timelines entered. If an ineligible employee is entered or selected, the following error message will display:

*Employee not eligible for timelines in this Pay Period.*

**13. EMPLOYEE NAME (37-AN-D)**

This field contains the employee name for the Employee Number entered. If the employee number is not entered, this description is blank.

## SELECTION ACCESS METHOD

The following screen displays when the Access Method equals Selection. This screen contains all employee TCE Pay File records in this payroll, and allows access to those records. This process is also used to create new or additional timecards, representing multiple paychecks for this payroll run.

**NOTE:** You cannot enter an additional timecard if a standard timecard does not exist. If you try this, the system issues an error message:

*Cannot enter an Additional before a Standard Timecard!*

General Hospital Timecard Entry Processor						
Thu Mar 07, 2002 09:16 am						
Ent : HBOC MODEL HOSPITAL OF GEORGIA						
1 Pay Cycle	2 Cycle Type	3 Year	4 PP	5 PP End Dt	6 PP Check Dt	
B All Personnel	R Regular	2002	5	3/03/2002	03/08/2002	
7 Home Dept	8 Employee Nbr	9 Name				
6.020	0000000001	Allison-Smith, John T				
Employee Timecards-						
#	Type	Nbr	Status	Gross \$	Hours	Net \$ Ck Cd/Nbr
( 1)	Std.	0	Prepared	.00	.00	.00 01
Enter option or add(A)--						

This option is useful when employees have more than one timecard within this Pay Period, or if additional timecards must be entered for the employee. If you press ENTER, the system prompts you to select the next employee:

*Enter employee number or first chars of name--*

The system displays the next employee's TCE record. All payroll timecards are listed in sequential order by their Timecard Entry (TCE) Type and Additional Number.

You can select a specific timecard to modify, or, if a new timecard is to be added, enter **A**. The system initiates the Mini-Prepare Process to create the new timecard. If no action is necessary for this employee, press ENTER. Depending on the Access Level defined earlier, the system proceeds to the next employee within the department or returns to the Timecard Entry Control Screen.

Following is a description of each of the remaining data elements on the Employee TCE Selection Screen. All fields are display only and cannot be changed.



## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the Pay Cycle Code and description from the Pay Cycle entered at the prompt. For the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) for this Pay Cycle, the system automatically loads the processing Cycle Type and Current Pay Period information.

**NOTE:** The description, extracted from the Pay Cycle Master, is truncated to fit on the screen.

### 2. CYCLE TYPE (14-A-D)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger Posting Dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this Pay Cycle in this payroll run. Cycle Type codes for Payroll are:

Cycle Type	Description
D	Demand
V	Irregular/Vacation
O	Other
R	Regular
S	Supplemental

**NOTE:** The Cycle Type Other can be used only with employees designated as Non-Hospital, such as Agency employees. Consequently, Non-Hospital employees are not processed using Cycle Types Regular, Supplemental, or Irregular.

### 3. YEAR (4-N-D)

This field indicates the specific pay year for this payroll run. This information is initially displayed from and stored in the Payroll Process Master. This year and period determine the Pay Period End Date, Check Date and General Ledger Posting Dates.

### 4. PAY PERIOD (2-N-D)

This field indicates the specific pay period for this payroll run. This information is initially displayed from and stored in the Payroll Process Master. This year and period determine the Pay Period End Date, Check Date and General Ledger Posting Dates.

### 5. PAY PERIOD END DATE (10-AN-D)

This field contains the Pay Period Ending Date that corresponds to the Current information - Year and Period for this Pay Cycle. The values for the Year and Pay Period fields are displayed from the Payroll Process Master. Display format is MM/DD/YYYY.

**6. PAY PERIOD CHECK DATE (10-AN-D)**

This field contains the Pay Period Check Date that corresponds to the Current Information - Year and Period for this Pay Cycle. The values for the Year and Pay Period fields are displayed from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. HOME DEPARTMENT (14-AN-D)**

This field identifies the Home Department for the specific employee being displayed. The Home Department is displayed for the employee regardless of the Access Level Selection on the Timecard Entry Control Screen. The department is displayed from the Employee TCE Pay File Master information.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**8. EMPLOYEE NUMBER (10-AN-D)**

This field identifies the employee number for the specific employee being displayed.

**NOTE:** The Access Level Selection determines the employee flow. If processing By Department, the employees are accessed and displayed in sequential order, starting with the first employee, by department; if processing By Employee, only a single employee can be accessed (there is no next employee); if processing By Department and Employee, the employees within a department are accessed and displayed, starting with the Access Level employee.

The Payroll Sort Sequence Field in the Entity Parameters indicates whether the sequential order occurs alphabetically (by employee name) or numerically (by employee number).

**9. EMPLOYEE NAME (37-AN-D)**

This field identifies the name of the specific employee being displayed. The employee name, along with the employee number, is stored in the Employee TCE Pay File Master information, created during the Prepare Pay Period process.

**NOTE:** The name is displayed in the format: last name followed by a comma; first name followed by space; middle initial.

### **Employee Timecards Information**

This section of the screen lists all employee timecards in the current payroll process and enables you to view and select the specific timecard that requires review and/or modification. Timecards display on the screen with enough detail to identify the specific timecard in a multiple-timecard-per-employee environment. It is important to note that each timecard represents a single paycheck. You can also use this section to generate new or additional timecards, in the event that the particular timecard has not yet been created by the Prepare Pay Period Process.

**SELECTION NUMBER (2-N-D)**

This field identifies the system-generated number to be used to select the specific timecard to review and/or modify. This number is what is referenced as the option in the prompt. All timecards, regardless of TCE Type, are displayed with a selection number.

**NOTE:** Due to processing rules, Manual Check or Void Check timecards cannot be selected from this function. These types are referred to as historical, thus modifications are not allowed. The system displays an error message if access is attempted.

If the status of the timecard selected is Printed or Updated, these timecards cannot be selected from this function. These types are also considered historical, thus modifications are not allowed.

**TIMECARD ENTRY (TCE) TYPE (6-A-D)**

This field contains the timecard (also referenced as the check) type, which describes the particular form of payment. This field is displayed from the Employee TCE Pay File Control information. TCE Types are:

TCE Type	Description
Std	Standard
Addt	Additional

There can be multiple additional TCE types.

**NUMBER (2-N-D)**

This field represents the count, within TCE Type, of the timecard. In a multiple-timecard-per-employee environment, this system-maintained field increments whenever a new timecard is created, within type.

**NOTE:** Due to processing requirements, there can only be one Standard timecard per employee per payroll run. Therefore, the timecard number for a Standard is 0 (zero). The system does not allow any other standard cards to be added. If the Prepare Pay Period does not create the Standard timecard, then the singular standard can be created here using the Mini-Prepare function.

Deleted timecards do not affect the system's timecard number sequencing. With the exception of Standard timecards (which can only have an additional number equal to zero), the system-generated number is always one number higher than the last number used.

**PROCESSING STATUS (15-A-D)**

This field contains the current payroll processing status of the timecard. Display values are:

Status	Displays as	Description
Not Computed	Prepared	Timecards with this status are available for Compute Net Wages Processing. Timecards with this status can be modified for Compute.
Computed	Computed	Timecards with this status have been calculated and are available for Print Pay Check processing. Timecards with this status can be modified or recomputed.
Pay Check Printed	Printed	Timecards with this status have been calculated, pay checks printed, and are available for Update Master File processing. Timecards with this status cannot be changed or recomputed.
Master File Updated	Updated	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated, and are available for Labor Distribution Processing. Timecards with this status cannot be changed or recomputed.
GL Distributed	Distributed	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated and processed for Labor Distribution. Timecards with this status cannot be changed or recomputed.

**GROSS DOLLARS COMPUTED (10-N-D)**

This field displays the total of all dollar amounts (timelines) computed for this timecard. Display format is 999999.99-.

**TOTAL HOURS ENTERED (7-N-D)**

This field displays the total of all timeline hours entered for this timecard. Display format is 999.99-.

**NET WAGES COMPUTED (9-N-D)**

This field displays the total net wages (gross wages less taxes less deductions) computed for this timecard. This amount is used as the check amount. Display format is 999999.99.

**CHECK CODE (2-AN-D)**

This field identifies the specific Check Code used to identify the particular bank and checking account from which the check will be paid. This field is displayed from the Employee TCE Pay File Control information.

**CHECK NUMBER (10-N-D)**

This field identifies the actual check number or advice number that appeared on the check that paid this timecard. This field is displayed from the Employee TCE Pay File Control information.

## Timecard Timeline Entry Screen

The Timeline Entry Screen is used to enter specific pay information, or timelines, that represent earnings to be paid. The entry can be in hours or units of service, which are then computed to result in gross earnings. You can also enter flat dollars, such as bonuses. Each timecard defined can have an unlimited number of timelines.

Once all timeline information is complete, the system displays a prompt to accept the screen, as shown below:

```

General Hospital Timecard Entry Processor
                                Tue Mar 12, 2002 12:01 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA
1 Pay Cycle      2 Cyc Type  3 Year  4 PP  5 PP End Date  6 TCE Type  7 Nbr
B All Personnel  Regular      2002      5    03/03/3002    Std      0
8 Home Dept      9 Employee Nbr 10 Employee Name
6.020            0000000001      Allison-Smith,John T
11 Check Status  12 Wks Worked  13 Vac Weeks  14 Hrs Wkd  15 Days Wkd
Computed         2              87              9
16 Gross Up     17 Tax Method Indicator Entered Hrs  Units  Dollars
No              Regular Withholding  33.75      0      50.00
Employee Timelines
Pos Pay Hol Sh Wk  Hours      Unit Dollars  Ent Dept      Fiscal  ST
18 Pri Typ CD
1  100    07 1    33.75      01 8.050    2002 03  PA
1  150    07 2      50.00  01 6.020    2002 03  PA

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

```

If you enter **Y** for Yes, the system stores the timecard and continues to the next employee, according to the access level. The system prompts you to enter the next employee:

*Enter employee number or first chars of name--*

If you enter **N** for No, the system prompts for fields to modify.

If you enter **D** for Delete, the system deletes all the timelines for the timecard, assuming that you want to start over.

The Delete (Y/N) prompt displays when no changes are made to a timecard. If the whole timecard requires deletion, enter **Y** for Yes at the prompt. The system then deletes the whole timecard (timelines, deductions, and so on).

You can access an information window from the Timeline Entry Screen, as shown in the following example:

General Hospital Timecard Entry Processor  
Tue Aug 17, 2004 07:50 am

```

Ent : MODEL HOSP - ENT 02
1 Pay Cycle      2 Cvc Type 3 Year  4 PP  5 PP End Date  6 TCE Type  7 Nbr
B All Personnel  Regular    2004   11   05/14/2004   Std       0
8 Home Dept.....9 Employee Nbr 10 Employee Name
8050              000000001    STATE ALABAMA
11 Check Status  12 Wks Worked  13 Vac Weeks  14 Hrs Wkd  15 Days Wkd
Computed         2              80              9
16 Gross Up     17 Tax Method Indicator Entered Hrs  Units  Dollars
No              Regular Withholding  20.25      0      0.11
Employee Timelines
Pos Pay Hol Sh Wk Hours  Unit Dollars  Ent Dept  Fiscal St
18 Pri Typ CD              Charged  Year Pd Cd
1  100    00 1   20.25      02 6010    2004 11 AL
1  205    00 2           0.11 02 6010    2004 11 AL
  
```

**Employee Info**

Employee Work Status: F

Position 1 02 6010 1103/001

Shift Eligible: Yes

Shift Rate Table: 01

Primary Shift: 00

Benefit Code/Desc: PDO Paid Days Off

Hours Available: 105.63

**F1 Employee Info**

Enter employee number or first chars of name--

You can move the arrow key to display more benefit information in the window, such as benefit codes, descriptions and hours available.

To access this feature, your ID must have Information Windows enabled. To view available information windows, select **Tools, Information Windows** from the menu bar. For more information about using Information Windows, see the *WEM User's Guide*.

## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the Pay Cycle Code and abbreviated description for this timecard.

### 2. CYCLE TYPE (5-A-D)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Cycle Type codes for Payroll are:

Demand

Irregular/Vacation

Other

Regular

Supplemental

### 3. YEAR (4-N-D)

This field indicates the specific pay year for this timecard in this payroll run.

### 4. PAY PERIOD (2-N-D)

This field indicates the specific pay period for this timecard in this payroll run.

### 5. PAY PERIOD END DATE (10-AN-D)

This field contains the pay period ending date that corresponds to the timecard year and period. Display format is MM/DD/YYYY.

### 6. TIMECARD ENTRY (TCE) TYPE (7-A-D)

This field contains the timecard (also referenced as the check) type, which describes the particular form of payment. This field is displayed from the Employee TCE Pay File Control information. TCE Types are:

TCE Type	Description
Man	Manual
Void	Void
Std	Standard
Addtl	Additional

### 7. NUMBER (2-N-D)

This field represents the count, within TCE Type, of the timecard. In a multiple timecard per employee environment, this system-maintained field increments by one whenever a new timecard is created, within type.

**NOTE:** Due to processing requirements, there can be only one Standard timecard per employee per payroll run. Therefore, the number for a Standard is zero (0). The system does not allow any other Standard cards to be added. If the Prepare Pay Period does not create the Standard timecard, the single Standard can be created here using the Mini-Prepare function.

### 8. HOME DEPARTMENT (14-AN-D)

This field identifies the home department for the specific employee being displayed. The home department is displayed for the employee regardless of the Access Level Selection on the Timecard Entry Control Screen. The department is displayed from the Employee TCE Pay File Master information.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**9. EMPLOYEE NUMBER (10-AN-D)**

This field identifies the employee number for the specific employee being displayed.

**10. EMPLOYEE NAME (37-AN-D)**

This field identifies the name of the specific employee being displayed. The employee name, along with the employee number, is stored in the Employee TCE Pay File Master information, created during the Prepare Pay Period Process.

**NOTE:** The name is displayed in the format: Last name followed by a comma, first name followed by space, middle initial.

**11. CHECK STATUS (14-AN-O)**

Also referenced as Timecard Processing Status. This field contains the current payroll processing status of the timecard. Display values are:

Status	Displays as	Description
Not Computed	Prepared	Timecards with this status are available for Compute Net Wages Processing. Timecards with this status can be modified for Compute.
Computed	Computed	Timecards with this status have been calculated and are available for Print Pay Check processing. Timecards with this status can be modified or recomputed.
Pay Check Printed	Printed	Timecards with this status have been calculated, pay checks printed, and are available for Update Master File processing. Timecards with this status cannot be changed or recomputed.
Master File Updated	Updated	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated, and are available for Labor Distribution Processing. Timecards with this status cannot be changed or recomputed.
GL Distributed	Distributed	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated and processed for Labor Distribution. Timecards with this status cannot be changed or recomputed.

**NOTE:** For a timecard to be included in the Recompute Net Wages Process, the check status must be Not Computed (Prepared).



Any changes made to a timecard resets the Check Status to a Not Computed position. This causes the Next Process field on the Processes menu to display Recompute Net Wages.

**12. WEEKS WORKED (2-N-R)**

This field contains the weeks worked by the employee in the pay period. The information in this field is used for state reporting. During the Prepare Pay Period Process for Standard timecards, this field is set to equal the number in the Weeks in a Pay Period Field in the Pay Cycle Master. This field can be modified during the Timecard Entry Process if the Weeks Worked method on the Pay Cycle Master is set to F (Fixed).

**NOTE:** The Compute Net Wages process calculates the actual Weeks Worked, if the Weeks Worked Method in the Pay Cycle Master equals Actual, Dollars, or Hours. The Pay Cycle Master parameters define the exact formula for the Weeks Worked.

**13. VACATION WEEKS (6-N-C)**

This field contains the number of weeks of Irregular payment used as the base number of weeks to calculate taxes for this timecard when the Cycle Type is Irregular/Vacation. If the Cycle Type is Irregular, this field is required; all other times, this field is blank. Display format is 999.99. This field can be edited once an initial value is entered.

**NOTE:** This field triggers the Irregular withholding calculations in the Tax Compute Module if greater than zero (0).

**14. HOURS WORKED - ACTUAL (5-N-O)**

This field contains the actual number of hours that the employee was on the job. This field is initially set to equal the Weekly Hours from the employee's Work Status Hours Code, multiplied by the Weeks in Pay Period from the Pay Cycle Master. You can modify the value in this field. Display format is 99999.

**15. DAYS WORKED - ACTUAL (5-N-O)**

This field contains the actual number of days that the employee was on the job. This field is initially set to equal the Hours in Pay Period from the Pay Cycle Master divided by the Daily Hours from the employee's Work Status Hours Code. You can modify the value in this field. Display format is 999.

**NOTE:** This field is used during tax computations for the states of Washington and Oregon.

**16. GROSS UP CHECK INDICATOR (3-A-R)**

This field indicates whether the employer pays the employee's taxes for the wages entered on this timecard. This scenario sometimes exists when there is a bonus, gift, or some type of award that the employer wishes to be tax free to the employee. This IRS-approved procedure is termed "grossing up" to calculate the gross payment that the employee must receive when the employer pays the employee taxes.

**Gross amount of earnings = Desired Net Payment / (100%-Total Tax %)**

Valid values are:

- Y Yes, gross up the wages entered on this timecard. The employer pays the employee's taxes.
- N No, Do not gross up the wages entered on this timecard. The system calculates and withholds taxes from the employee's pay as normal. N (No) is the default.

**NOTES:**

- This field is only accessible when processing a Supplemental or Demand Cycle Type. Gross-Up is allowed for Supplemental and Demand Cycle Types only.
- You must use a Dollars Pay Type to enter the Desired Net Pay amount.
- When this field is set to (Y)es, only a Pay Type with a Timecard Entry Type of (D)ollars can be used. If a Pay Type is entered with a Timecard Entry Type other than (D)ollars, the system issues the following error message:

*Error: Only "Dollars Pay Type" allowed for gross up calculations!*

- The employer has an opportunity to select the specific taxes to be paid for the employee by populating the Taxes to Gross Up Field on the Compute Processes screen.
- The system uses the Flat Tax Method for each tax authority if available for the authority. If it is not available, the system uses the Regular Tax Method.

**17. TAX METHOD INDICATOR (3-A-O)**

This field reflects the Tax Method used to calculate taxes for this Cycle Type.

If the Cycle Type is Regular, the Tax Method of Regular is the default, but the system will allow an Additional Timecard to use the Flat Percent Method. With the Other or Vacation/Irregular Cycle, the Tax Method of Regular is defaulted from the McKesson-maintained Cycle Type Parameters and cannot be edited.

This field also allows the selection of alternate Tax Methods when an employee is receiving more than one check in a Pay Cycle when the Cycle Type is Supplemental or Demand. When the Cycle Type is Supplemental or Demand, the user can override the defaulted value in this field with one of the "Other Tax Methods" available for the Cycle Type.

The available Tax Methods for Supplemental and Demand Cycles are:

- Flat Percent Method
- Cumulative Method

- Separate Aggregation Method

For example, an employee is receiving multiple checks in a Supplemental or Demand cycle. One of the checks is taxed using the Regular Tax Method and the other check(s) uses one of the "Other Tax Methods" available for Supplemental and Demand Cycle Types.

### Entered Information Display

The following three fields reflect summarized data entered on the timelines for this timecard. This is for balancing and audit purposes. These fields are calculated per screen entry.

#### **ENTERED HOURS (8-N-D)**

This field reflects the total hours entered using the timelines on this timecard. The display format is 9999.99-.

#### **ENTERED UNITS OF SERVICE (5-N-D)**

This field reflects the total units entered using the timelines on this timecard. The display format is 999.99-.

#### **ENTERED DOLLARS (11-N-D)**

This field reflects the total dollars entered using the timelines on this timecard. The display format is 999,999.99-.

### **18. EMPLOYEE TIMELINES**

The detail portion of the Timecard Entry Timelines screen is used to define the types of pay, Holiday Codes, Shift Code, and Weeks Worked, hours, units or dollars, and the selected General Ledger distribution for each timeline.

You can enter an unlimited number of detail lines (on a scrolling screen) so that the entire timecard is entered, regardless of the number of specific pay breakdowns.

During entry of the timeline, the system displays several default values, depending on the exact nature of the original entries. These defaults are documented below.

#### **POSITION PRIORITY ORDER (2-N-R)**

This field identifies the employee's Position Priority Order (Primary = 1, Secondary = 2, and so on) for this single timeline. This Priority Order Number is linked to the employee's sequential positions, from the Employee TCE Position records, formulated when the timecard is created (Prepare Pay Period or Mini-Prepare processes).

**NOTE:** You can press ENTER in this field to load the default of 1, representing the employee's Primary Position. This number can be overridden with another Position Priority Number. All numbers are validated against the Employee TCE Positions for that timecard. If you are unsure of a Priority Order Number to enter, you can use the hyphen (-) lookup to display the Employee TCE Position records.

**PAY TYPE (3-AN-R)**

The field contains the Pay Type Code identifying the purpose of this specific pay. Entries are validated against the Pay Type Master. If the desired code is not known, a hyphen (-) can be entered to display a list of Pay Type Codes and descriptions to select from.

After you enter the code, the system auto-loads the Entity, Department Charged, Fiscal Year and Period, based on the selected employee position. The system also derives the Posting Subaccount, based on the General Ledger Related Parameters.

**NOTE:** The system edits the Pay Type Code entered and its usage with the employee. From the Pay Type Master, the system compares the valid employee types, work status, and pay status against the employee. The pay type entered is invalid if mismatches occur.

If the Pay Type entered is an Overtime type (Calculation Method in the Pay Type Master equals Overtime, FLSA Overtime, or Premium Overtime), and the Overtime Eligibility Indicator from the Employee TCE Position equals No, this Pay Type is invalid for this timeline.

If the Pay Type entered is a Calculation Method (Pay Type Master) of On-Call, Charge, Float, Supplemental, or Supplemental Plus and the corresponding rate amounts from the Employee TCE Position equal zero (0), this Pay Type is invalid for this timeline.

If a Benefit Pay Type is entered and the employee does not have the appropriate benefit plan active or assigned, the following message displays:

*Error: Matching Benefit Plan not active*

If a Benefit Pay Type is entered and the employee has more than one benefit plan assigned which the pay type relieves, the following message displays:

*Warning! Only initial Benefit Plan will be relieved!*

**HOLIDAY CODE (3-AN-O)**

This field contains the Holiday Code, identifying the specific holiday (for example, New Year's, 4th of July) that the employee is taking on this timecard. This field is accessible and required when the Holiday Indicator in the Pay Type Master equals Yes. If the Indicator equals No, the system skips this field. If you are unsure of the Holiday Code to enter, you can use the hyphen (-) lookup to display a list of available holidays for the employee. All entered codes are validated against the Employee TCE Holiday records to ensure that only those holidays available can be entered.

**NOTE:** The system edits all timelines to prevent duplicate Holiday Code entries. Also, when entering duplicate holiday codes for multiple timecards, each timecard can have the same Holiday Code as long as the total hours available

for that holiday are not exceeded. If the hours entered are more than the hours available, the system displays a warning message.

The system does not allow entry of holiday hours greater than the hours available to be taken for the specific holiday. If this occurs, the system displays the following error message:

*Holiday not available--*

**SHIFT WORKED (2-AN-O)**

This field contains the Shift Differential Code that pertains to this timeline. Entry of the Shift Code results in a shift differential amount to be calculated, in accordance with the Job Class Master, during the Compute Net Wages process. You can press ENTER in this field to load the Primary Shift from the Position Rate Detail record. User override is allowed. If you are unsure of the shift code, you can enter a hyphen (-) to list the available shift codes. All entered codes are validated against the Job Class Master and Shift Rate Code table to ensure that only those shifts defined for the position can be entered.

**NOTE:** If the corresponding Pay Type Master's Shift Eligibility Indicator equals No, the system defaults to a 00 Shift Code (signifying no shift).

If the position's Shift Eligibility Indicator equals No, the system defaults to a 00 Shift Code (signifying no shift).

**WEEK (2-N-R)**

This field contains the particular week within the pay period that this timeline's entry is valid (for example, Week 1 for a bi-weekly payroll, versus Week 2). All entries are validated against the Weeks in Pay Period Field in the Pay Cycle Master. The only exception to this rule is when the Cycle Type equals Irregular.

**NOTE:** When the Weeks Worked Method in the Pay Cycle Master equals Actual, the system uses the Weeks Worked field on the timelines (during the Compute process) to derive the total weeks worked for state reporting. The system also uses the Week Worked field when the method equals Dollars or Hours to establish the accumulation points for the weeks calculation.

When the Overtime Method in the Pay Cycle Master equals Week, the system uses the Weeks Worked Field on the timelines (during the Compute process) to establish the accumulation points for weeks hours and dollars. This information is used to calculate the overtime average hourly rate.

### **Timeline Pay Information**

The Timeline Pay Information maintains the entered values used primarily to calculate the timeline's gross amount. Three types of data can be entered: Hours Worked, Units of Service, and Dollars. The Timecard Entry Type on the Pay Type Master controls how this information is entered. The different entry methods are:

- If the Timecard Entry Type = H
  - Hours must be entered in the Hours Worked field
  - The system does not allow entry of Units or Dollars
- If the Timecard Entry Type = D
  - Dollars must be entered in the Dollars field
  - The system does not allow entry of Hours or Units
- If the Timecard Entry Type = F
  - The system does not allow entry of Hours, Units, or Dollars
  - These Fixed values are paid from the Pay Type Master and depend on the calculation method used.
- If the Timecard Entry Type = U
  - Units of Service must be entered in the Units field
  - The system does not allow entry of Hours or Dollars

**HOURS WORKED (7-N-C)**

This field contains the number of hours worked for this pay type, for the entered week and shift. This field is required when the Timecard Entry Type (from the Pay Type Master) equals H. (If the Timecard Entry Type is F, this is for Fixed Hours only, and the field is bypassed). The system allows entry of negative values (for corrections, etc.). Display format is 999.99-.

The Hours Worked totals of all timelines are accumulated and totalled in the Hours Entered field in the header portion of the screen.

**NOTE:** If the Pay Type entered for this timeline is a Holiday (Holiday Ind equals Yes) and the holiday hours are to be automatically generated (Auto-Gen Holiday Ind equals Yes), then the Hours Worked value is initially set to equal the Work Status Holiday Hours from the employee's associated Work Status Hours Table in the Employee Work Status Information. These holiday hours can then be adjusted if desired. The system verifies these available hours across multiple timecards for that employee, and the total hours for that Holiday Code cannot exceed the total holiday code hours available.

If this is a Paid-From holiday, the number of hours paid for this auto-generated holiday is subtracted from the auto-generated Regular hours for the same week. If Regular hours are auto-generated for multiple positions, the hours

are subtracted only from the primary position hours. If no Regular hours are auto-generated, the subtraction is bypassed.

Special conditions exist if the Pay Type entered for this timeline is related to a benefit plan (where the Pay Type is defined as either Taken, Buy Back, Taken-H, Buy-Bck-H via the Pay Type Earning Code on the Benefit Plan Definition of the Pay Type Master). The system validates that the hours entered (for this timeline, timecard, and all other timecards in this payroll run) do not exceed the total benefit hours available. These benefit hours available reflect benefit hours at the end of the Prepare Pay Period Process (post-rollovers), less other hours taken. The benefit hours to be awarded in this pay period are not reflected in this comparison.

If the benefit hours entered exceed the total hours available for that benefit, the system verifies that this is an acceptable condition. The Benefit Availability Indicator in the Pay Cycle Master indicates whether employees are allowed to take benefits when they do not have enough benefit time available. If the indicator equals No, the hours entered are invalid. The system displays an error message comparing the hours taken with the hours available. If the indicator equals Yes, the system displays a warning message with hours taken and available, and prompts you to accept benefit hours.

**UNITS OF SERVICE (4-N-C)**

This field contains the number of units of service (number of shifts worked, number of procedures, etc.) worked for this Pay Type on this timeline. This field is required when the Timecard Entry Type (from the Pay Type Master) equals U. The system allows entry of negative values (for corrections, etc.). Display format is 999-.

The Units of Service totals of all timelines are accumulated and totalled in the Units Entered field in the header portion of the screen.

**NOTE:** Statistics are not kept by Units in the Employee Pay Type History.

**DOLLARS (9-N-C)**

This field contains the flat dollar payments for Pay Types with the Dollar Amount or Fixed Amount calculation methods. This entry indicates that no further calculation needs to be done by Compute for this Pay Type. This field is required when the Timecard Entry Type (from the Pay Type Master) equals D. The system allows entry of negative values (for corrections, etc.). Display format is 99999.99-.

The Dollars Entered totals of all timelines are accumulated and totalled in the Dollars Entered field in the header portion of the screen.

### **Timeline Posting Information**

This step insures that all timelines have the necessary General Ledger posting information prior to the General Ledger Labor Distribution Process of Payroll. In order for the Payroll System to post to the General Ledger, each timeline must contain a valid

Entity Code, Department Charged, and Subaccount, as well as Fiscal Year and Fiscal Period.

Internally, the system captures (a) what the entered values (from the timeline entry) were, and (b) what the posting values are. The differences occur due to default account processing. This processing is to ensure that all monies are applied against pre-established General Ledger accounts, even default accounts, rather than to generate default accounts during the interface to General Ledger.

When the Position Priority Order and the Pay Type are entered, the system auto-loads the Entity Entered and Department Charged, based on the position information. The system derives the Posting Subaccount, based on the General Ledger Related Parameters. After all timelines are entered, the system compares the Entity-Department-Subaccount to the General Ledger, and verifies the account status. If the account is inactive or does not exist, the default Departments/Subaccounts from the GL Parameters are loaded to the posting fields and the internal Default Posting Indicator is set to Yes.

**ENTITY CODE (ENTERED) (2-AN-R)**

This field contains the Entity to which the hours and dollars for this timeline are to be distributed. The system initially auto-loads the position's Entity. User override is allowed. If you are unsure of the Entity Code to enter, use the hyphen (-) lookup into the Entity Master (GL) for the Entity Code entered. All entries, if other than the employee's Entity Code, are validated against the Intercompany Accounts Parameter Table.

**NOTE:** If the Entity is changed to one other than the Home Entity, the system blanks out the Department Charged field and requires you to make an entry to the Department Charged field manually.

**DEPARTMENT CHARGED (14-AN-R)**

This field contains the General Ledger Department to which the hours and dollars on the timeline are to be charged. The system initially auto-loads the position's department at time of Pay Type Code entry for this timeline. User override is allowed. If you are unsure of the department code to enter, use the hyphen (-) lookup into the Department Master (GL) for the Entity Code entered.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**FISCAL POSTING - YEAR (4-N-R)**

This field contains the fiscal year that the hours/dollars for this timeline are posted to. This field is initially set to equal the GL Posting Fiscal Year from the Pay Cycle Master for this pay period. This value cannot be modified, unless the Cycle Type equals Irregular. The Irregular Cycle Type allows for posting of expenses (prepaid salary) to future fiscal periods.



**FISCAL POSTING - PERIOD (2-N-R)**

This field contains the fiscal period within year that the hours/dollars for this timeline are posted to. This field is initially set to equal the Posting Fiscal Period from the Pay Cycle Master for this pay period. This value cannot be modified, unless the Cycle Type equals Irregular. The Irregular Cycle Type allows for posting of expenses (prepaid salary) to future fiscal periods.

**NOTE:** If the Fiscal Year and Period entered have been closed in the General Ledger, these values are invalid and cannot be entered.

**STATE CODE (2-A-O)**

This field indicates the state in which the employee performed work for the pay type entered. The state code is essential for performing multi-state and reciprocal calculations when an employee works in more than one state in a pay period.

You do not need to enter the state code in this field. When the employee's position is entered, the Department Charged field is automatically populated. The Department Charged field automatically determines the value in the State Code field due to the special mapping of General Ledger departments and state tax codes on the Entity Parameter screen.

On the Entity Parameter screen, whenever a General Ledger Department is listed in the Multi-State Exception Department field, an associated state code in the Multi-State TCE Exception State field is mapped to it. Whenever an employee's position is entered during timecard entry and the associated department charged is one of the departments listed as a Multi-State Exception Department on the Entity Parameter screen, the system automatically populates the state code field on the Timecard Entry screen with the state code used as the Multi-State TCE Exception State associated to the department charged.

If the department is not listed as a Multi-State Exception Department on the Entity Parameter screen, the state where the Entity is physically located as indicated on the Entity Parameter is used to populate the state code on the employee's timecard entry screen.

**NOTE:** When entering time for an employee and you want to allocate wages to a state tax code other than the one defaulting for the department being charged, you can override the department charged field and enter the department that is mapped to the appropriate state tax code on the Entity Parameter screen.

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## POSTING ACCOUNT PROCESSING NOTES

The procedure for deriving the Posting Department and Subaccount (within Entity) is explained below. The timeline posting information is displayed on the Check History Timecard Inquiry Timeline Detail screen.

- Posting Department
  - If the Master Department on the GL Job Class/Pay Type Parameters is not null, use this department for the timeline's Posting Department.
  - If the Master Department on the GL Job Class/Pay Type Parameters is null, use the Department Charged value for the timeline's Posting Department
- Posting Subaccount (listed in processing sequence):
  - If both the Job Class (from position) and Pay Type are found in the GL Job Class Pay Type Parameters screen table, use the corresponding subaccount in the Posting Subaccount.
  - If only the Job Class (from position) is found in the GL Job Class Pay Type Parameters screen table (Pay Type field is blank), use the corresponding subaccount in the Posting Subaccount.
  - If only the Pay Type is found in the GL Job Class Pay Type Parameters screen table (Job Class field is blank), use the corresponding subaccount in the Posting Subaccount.
  - If neither the Job Class (from position) nor the Pay Type are found in the GL Job Class Pay Type Parameters screen table, use the Master Subaccount on the GL Job Class/Pay Type Parameters screen in the Posting Subaccount.
- Verify entries in the GL system for entered Entity plus Posting Department (Step 1) and Posting Subaccount (Step 2):
- If the derived entry is found and valid in the GL Chart of Account for the Fiscal Year and Period, then continue with normal processing.
- If the combination is invalid in GL:
  - The Default Posting Indicator is set to Yes, signifying that timeline will post to the GL Default account, other than entered.
  - If Entity entered is different from the position's Entity, use the Intercompany Accounts Parameter's Link Entity Expense Department and Expense Subaccount for the Posting Department and Posting Subaccount, respectively.

- If Entity entered is the same as that from position's Entity, use the GL Related Parameter's Default Department and Default Subaccount for Posting Department and Posting Subaccount, respectively.

If the Compute, Recompute, Print checks, Update or Distribute Labor process is started after you begin making timeline edits, one of the following error messages displays when you attempt to save your edits:

*Edits cannot be saved - COMPUTE Process is running!*

*Edits cannot be saved - RE-COMPUTE Process is running!*

*Edits cannot be saved - PRINT CHECK Process is running!*

*Edits cannot be saved - PRINT CHECK process has completed!*

*Edits cannot be saved - Update process has completed!*

*Edits cannot be saved - Distribute Labor process has completed!*

After the message, the Time Entry Processes menu displays.

## Mini-Prepare

The Mini-Prepare Process creates a new employee timecard with all the functionality as those standard timecards created during the Prepare Pay Period process. This process can be used to produce an additional employee paycheck in this payroll run or, in a case where the Prepare Pay Period Process did not build the timecard, to create the standard timecard on demand.

To use the Mini-Prepare Process, enter the Add Timecard option on the Employee Timecard Entry Selection Screen when the prompt displays:

*Enter option or add(A)--*

On the next screen, enter **A** to create an additional timecard or **S** to create a Standard timecard at the following prompt:

*Enter timecard type (S - Standard, A - Additional)--*

Mini-Prepare will create the TCE Control record if the Employee Pay Indicator on the Employee Work Status screen equals Yes, and the Begin-Pay Year and Begin Pay Periods on the Employee Work Status Screen are the same as the Current Information Year and Period on the Prepare Control Screen.

**NOTE:** This process can be used when the Access Method on the Employee TCE Selection Screen equals Normal, but no standard timecard has been previously created for this Cycle Type and Pay Period for the specific

employee. This is most prevalent when the All Employees or Manual TCE field on the Prepare Control Screen equals Manual.

Any time a new timecard is created for an employee, all existing timecards for that employee in this payroll run must be re-computed.

## Partial Payment of Holidays

If your institution allows partial payment of holidays, please note:

If you have entered timelines for the same holiday code (for a particular year) over multiple timecards or over multiple pay periods, the TCE Holiday Detail Record will always reflect the number of hours that have been paid in total for that holiday, as of the pay period shown. When you are entering a timeline for a holiday and use the selection table (by entering a hyphen in the Holiday Code field), the system will display the number of hours that are currently available for the holiday. The TCE Timeline Detail will display the actual holiday hours paid for that timecard.

## Mini-Prepare - Create Timecard Control Screen

Once you have entered all Mini-Prepare information, the system prompts you to accept the screen:

General Hospital Timecard Entry Processor					
Tue Mar 12, 2002 12:01 pm					
Ent : HBOC MODEL HOSPITAL OF GEORGIA					
1 Pay Cycle	2 Cycle Type	3 Year	4 PP	5 PP End Dt	6 PP Check Dt
B All Personnel	R Regular	2002	5	03/03/2002	03/08/2002
7 Home Dept	8 Employee Nbr	9 Name			
0.5	2	Berry, Sondra M			
Timecard Definition					
10 Timecard Type					
Standard					
11 Benefit Ind	12 Holiday Ind	13 Deduction Ind	14 Pension Ind		
Yes	Yes	Yes	Yes		
Accept this screen? (Y/N) [Y]--					

If you enter **N** to not accept the screen, the system allows you to change any of the processing indicators displayed. If you enter **Y** to accept, the system prompts for confirmation:

*Are you sure you want a new timecard (Y/N) [N]--*

If you enter **Y** to create a new timecard, the system initiates the Mini-Prepare Process and continues to the Employee Timecard Timeline Entry Screen. If you enter **N** for No, the system returns to the previous screen and no action occurs.

## Field Explanations

### 1. PAY CYCLE (2-AN-D)

This field contains the Pay Cycle Code and description from the Pay Cycle entered at the prompt. For the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) for this Pay Cycle, the system automatically loads the processing Cycle Type and current pay period information.

**NOTE:** The description, extracted from the Pay Cycle Master, is truncated to fit on the screen.

### 2. CYCLE TYPE (14-A-D)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this Pay Cycle in this payroll run. Cycle Type codes for Payroll are:

Cycle Type	Description
D	Demand
V	Irregular/Vacation
O	Other
R	Regular
S	Supplemental

**NOTE:** The Cycle Type Other can be used only with employees designated as Non-Hospital (such as agency employees). Consequently, Non-Hospital employees are not processed using cycle types Regular, Supplemental, or Irregular.

### 3. YEAR (4-N-D)

This field indicates the specific calendar year for this payroll run. This information is displayed from and stored in the Payroll Process Master. This year and period determine the pay period end date and check date and General Ledger posting dates.

### 4. PAY PERIOD (2-N-D)

This field indicates the specific pay period for this payroll run. This information is displayed from and stored in the Payroll Process Master. This year and period determine the pay period end date and check date and General Ledger posting dates.

**5. PAY PERIOD END DATE (10-AN-D)**

This field contains the Pay Period Ending Date that corresponds to the Current Information - Year and Period for this Pay Cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.

**6. PAY PERIOD CHECK DATE (10-AN-D)**

This field contains the Pay Period Check Date that corresponds to the current information - year and period for this pay cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. HOME DEPARTMENT (14-AN-D)**

This field identifies the Home Department for the specific employee being displayed. The department is stored and displayed from the Employee TCE Pay File Master information.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**8. EMPLOYEE NUMBER (10-AN-D)**

This field identifies the employee number for the specific employee being displayed.

**9. EMPLOYEE NAME (37-AN-D)**

This field identifies the name of the specific employee being displayed. The employee name, along with the employee number, is stored in the Employee TCE Pay File Master information, created during the Prepare Pay Period process or the Mini-Prepare Process.

**NOTE:** The name is displayed in the format: Last name followed by a comma; first name followed by space; middle initial.

### **Timecard Definition**

The Timecard Definition information establishes the specific type and processing criteria for this timecard being created. For the processing criteria, the system uses, as default, the Prepare Control Indicators set up on the Prepare Control Screen, in the case of Standard Timecard Types.

**10. TIMECARD TYPE (10-A-R)**

This field contains the Timecard (also referenced as the Check) Type, which describes the particular form of payment that the timecard represents. When this field is accessed, the system displays the following prompt:

*Enter timecard type (S - Standard, A - Additional)--*

After you enter a selection, the system generates an internal number (representing the count, within TCE Type, of the timecard) and validates the timecard type. Due to processing requirements, there can be only one Standard timecard per employee per payroll run. Therefore, the number for a Standard is zero (0). The system does not allow any other Standard cards to be added. If the Prepare Pay Period does not create

the Standard timecard, the single Standard can be created here using the Mini-Prepare function.

**NOTE:** The following information applies to the next four fields:

- The initial values are set to equal to the corresponding fields from the Prepare Control Screen.
- User override is allowed at the field level.
- These fields are copied to the Employee TCE Control Screen, where they govern the processing for each timecard. Along with these four values, the system also copies the Prepare Control Indicators: Update Employee Positions and Update Employee Taxes. The system does not, however, generate any employee timelines (either Auto-Generate or Add-On Pay) during the Mini-Prepare Process.

#### **11. BENEFIT IND (1-A-R)**

This field indicates whether employee benefits are processed and computed during the Compute Net Wages. Benefit Rollover Processing, as part of the Prepare Process, occurs in each Regular Cycle Type payroll. Other Cycle Types do not affect Benefit Rollover Processing. The intent is to isolate the exact times when benefits are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period.

This field is set initially in accordance with the Prepare Parameters. Values are:

- Y Yes, process employee benefits for this timecard.
- N No, employee benefits are not processed for this timecard. This value is the default for the Additional TCE Type.

**NOTE:** For all Cycle Types, once the Employee TCE Pay File is built, the employee benefits available to be taken can be used, regardless of Rollover processing or any additional computations in this payroll.

#### **12. HOLIDAY IND (1-A-R)**

This field indicates whether, during the Mini-Prepare process, employee holidays are processed in relation to holiday awards and paybacks. The intent is to isolate the exact times when holidays are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period.

This field is set initially in accordance with the Prepare Parameters. Values are:

- Y Yes, process employee holidays for this timecard.
- N No, employee holidays are not processed for this timecard. This value is the default for the Additional TCE Type.

**NOTE:** For all Cycle Types, once the Employee TCE Pay File is built, the awarded employee holidays are available to be taken, regardless of any additional awarding in this payroll.

### 13. DEDUCTION IND (1-A-R)

This field indicates whether employee deductions are processed in this specific payroll. The intent is to isolate the exact times when deductions are computed in a multiple payroll run cycle (for example, Regular and Other) within the same pay period.

This field is set initially in accordance with the Prepare Parameters. Values are:

Y Yes, deductions are computed for this timecard.

N No, deductions are not computed for this timecard. This value is the default for the Additional TCE Type.

For Cycle Type Other, deductions are not computed. Therefore, this field's value is set to No in the Cycle Type Parameters.

**NOTE:** This field provides one more level of control over deductions as a whole than that provided by the Deduction Schedule fields (Pay Cycle, Cycle Type, and Schedule Code) in the Deduction Master.

### 14. PENSION IND (1-A-R)

This field indicates whether, during the Mini-Prepare process, employee pension records are built. This field also controls whether pension information is accumulated for this timecard in this payroll run. The intent is to isolate the exact times when pension statistics are accumulated in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period.

This field is set initially in accordance with the Prepare Parameters. Values are:

Y Yes, process employee pension for this timecard.

N No, employee pension is not processed for this timecard. This value is the default for the Additional TCE Type.

## Deleting/Recreating a Standard Timecard

The Timecard Entry Process also allows you to delete or recreate a Standard timecard. You may want to recreate a Standard timecard if:

- The Primary Position was not Active when Prepare was run, and the employee had no other Active positions.
- The employee's position information was inaccurate at the time Prepare was run.



- The Benefit and/or Holiday information was incorrect at the time Prepare was run.

A Standard timecard can be recreated using the Selection Access Method. Enter **S** at the Enter access method prompt (on the Timecard Entry Control screen). Process flags will default to the values from the Prepare Process Control Record; user override is allowed.

When using this option, remember that:

- No Regular timelines can be auto-generated on this timecard, regardless of the Prepare Process Control Record value.
- Holidays can be awarded for this timecard from the Holiday Master if the holidays are eligible in this pay period (the value in the Action field on the Holiday Master is Award-From, Paid-Thru, or N/A Thru).
- Holiday timelines can be auto-generated from the employee Holiday record if the holiday was scheduled to be paid in this pay period for the employee. (The value in the Action field on the Holiday Master is Paid-Thru).

A Standard timecard can be deleted, provided that:

- No Void or Manual checks exist for the employee for the current Pay Cycle Type and Pay Period.
- There are no timelines on the Standard timecard.

If the above conditions are met, the timecard and all TCE records associated with the timecard are deleted from the system.

The system prevents accidental deletion by issuing a "double dare" prompt to confirm your action. If you want to delete a timecard on which Miscellaneous Deductions were entered, the system displays a warning message indicating that the deductions will be deleted and must be re-entered. You must enter **YES** at the prompt to continue. If you enter **N** (No), the timecard will not be deleted.

## Effect On Payroll Processes

If Compute has completed and a timecard is deleted, the Next Process field reflects "Recompute." This forces a recalculation of altered employees and produces Payroll reports that reflect the current status of all processed employees.

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## EMPLOYEE MISCELLANEOUS DEDUCTION PROCESS

The Employee Miscellaneous Deduction Process is used to enter one-time deductions to Employee TCE Pay File Information for processing in the Payroll Process. Most of these one-time deductions need not be established previously or scheduled for the employee prior to the Payroll Process.

**NOTE:** The following deductions are allowed only if the deduction already exists on the Employee Deduction Master.

- Special Calculation Required (Classification A)
- Banking Services Deductions (Classification F)

After selecting the Employee Miscellaneous Deductions function from the Time Entry Process menu, the system prompts you to enter this information:

*Enter entity code or '-' for list--*

If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities which have been established in the Payroll/Human Resources Entity Master are considered valid.

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

The Payroll/Human Resources system accommodates multiple pay frequencies within each Entity. When the Payroll Process screen displays, the system prompts you to enter the desired Pay Cycle. If the Pay Cycle Code is unknown, a hyphen (-) can be entered to display a list of valid Pay Cycle Codes that have been established in the Pay Cycle Master.

If the Pay Cycle selected has not been Prepared, or the Pay Cycle Process is beyond the Print Payroll Checks Process, deduction entry is not valid, and the system displays the message:

*Miscellaneous Deductions cannot be entered for this Pay Cycle.*

If the Prepare, Upload Deductions, Compute or Print Check process is running, the system prevents the records from being saved, and the following error message is displayed:

*Error: Misc deductions can't be saved - payroll process is running!*

**NOTE:** Miscellaneous deductions can be entered while the Load Timelines and Print Timelines processes are running since they deal with different records.

## Miscellaneous Deductions for Online Demand Checks

When a Demand cycle is being processed for online demand checks, the following prompt displays:

*All entries will be for current "Demand" cycle. Continue ? (YES/N) [N]--*

This prompt prevents accidental entry of miscellaneous deductions into a Demand cycle. If N is selected, the system returns to the menu. If Y is selected, the system continues into Miscellaneous Deduction Entry.

**NOTE:** Banking Services Deductions (Classification F) are not allowed when processing online demand checks. Arrears processing will not occur on the online demand check.

## Selecting the Type of Deduction

**NOTE:** Next, the system prompts you to enter the type of deduction:

*Enter deductions for an employee (E) or employees for a deduction (D)--*

Miscellaneous Deductions can be input in two ways:

- Deductions for an Employee. This process allows for multiple one-time deductions to be entered on a single employee timecard.
- Employees for a Deduction. This process allows for a single deduction to be entered on multiple employees' timecards.

## Deductions for an Employee - Selection Screen

This process allows for multiple one-time deductions to be placed against a single employee timecard.

The screen process is in two steps:

- 1) Select the Employee to receive the one-time deductions. After entering the employee, the system prompts you to accept this employee to continue the process:

*Accept this screen (Y/N) [Y]--*

- 2) Select the specific timecard to apply the one-time deductions. Only those timecards that exist for the current payroll process are listed. After you enter the number of the specific timecard, the system displays the detail Deduction Entry Screen.

General Hospital Employee Miscellaneous Deductions Processor									
Tue Mar 12, 2002 09:57 am									
Ent : HBOC MODEL HOSPITAL OF GEORGIA									
1 Pay Cycle	2 Cycle Type	3 Year	4 PP	5 PP End Dt	6 PP Check Dt				
B All Personnel	R Regular	2002	5	03/03/2002	03/08/2002				
7 Employee Nbr	8 Name					9 Home Dept			
1	Allison-Smith, John T					6.020			
Employee Timecards-									
#	Type	Nbr	Status	Gross \$	Hours	Net \$	Ck	Cd/Nbr	
( 1)	Std.	0	Computed	809.38	33.75	.00	01		
Enter choice--									

## Field Explanations

### 1. PAY CYCLE (DISPLAY ONLY)

This field contains the Pay Cycle Code and description from the Pay Cycle entered at the prompt. From the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) for this Pay Cycle, the system automatically loads the processing Cycle Type and current pay period information.

### 2. CYCLE TYPE (DISPLAY ONLY)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this Pay Cycle in this payroll run. Valid Cycle Type codes for Payroll are:

Cycle Type	Description
D	Demand
V	Irregular/Vacation
O	Other
R	Regular
S	Supplemental

**NOTE:** The Cycle Type Other is not applicable for Miscellaneous Deductions. This Cycle Type can only be used with employees designated as Non-Hospital, such as Agency employees. Non-Hospital employees are not processed for deductions.

**3. YEAR (DISPLAY ONLY)**

This field indicates the specific pay year for this payroll run. This information is initially stored in and displayed from the Payroll Process Master. This year and period determine the pay period end date, check date and General Ledger posting dates.

**4. PAY PERIOD (DISPLAY ONLY)**

This field indicates the specific pay period for this payroll run. This information is initially stored in and displayed from the Payroll Process Master. This year and period determine the pay period end date and check date and General Ledger posting dates.

**5. PAY PERIOD END DATE (DISPLAY ONLY)**

This field contains the pay period ending date that corresponds to the Current Information - Year and Period for this Pay Cycle. The values in the Year and Pay Period fields display from the Payroll Process Master. Display format is MM/DD/YYYY.

**6. PAY PERIOD CHECK DATE (DISPLAY ONLY)**

This field contains the pay period check date that corresponds to the Current Information - Year and Period for this pay cycle. The values in the Year and Pay Period fields display from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. EMPLOYEE NUMBER (10-N-R)**

This field contains the employee number selected for the miscellaneous deduction. The system displays the following prompt when this field is accessed:

*Enter employee number or first chars of name--*

If the specific employee number is unknown, a hyphen (-) can be entered to display a list of valid employees. The help list includes all eligible employees in this Pay Cycle. After you enter a valid employee, the employee's Name and Home Department display. The system then prompts you to accept this employee. If you enter **Y** for Yes to accept, the system also displays the employee's existing timecards from this current processing payroll.

If an employee in the current pay cycle is marked not to be paid (Pay Indicator set to N for No on Work Status screen), that employee cannot be selected from the lookup to have miscellaneous deductions entered. If an ineligible employee is selected, the following error message will display:

*Employee not eligible for deductions in this Pay Period.*

**8. EMPLOYEE NAME (DISPLAY ONLY)**

This field contains the employee name for the Employee Number entered. The employee's name is displayed in the format: Last name followed by a comma, first name followed by a space, middle name.

**9. HOME DEPARTMENT (DISPLAY ONLY)**

This field identifies the specific department the employee is assigned to for this pay period process. This department is established during the Prepare Pay Period process in the Employee TCE Control Record.

**NOTE:** The number specified in the Dept # Size field on the GL Fiscal Year Definition screen controls the size and format of this field.

### Employee Timecards Information

After you enter **Y** to accept the screen, the system displays the following timecard information in a scrolling screen.

This section lists all employee timecards in the current payroll process and enables you to select the specific timecard for miscellaneous deductions. Timecards display on the screen with enough detail to identify the specific timecard in a multiple timecard environment. It is important to note that each timecard represents a single paycheck.

All payroll timecards are listed in sequential order, by their Timecard Entry (TCE) Type and Additional Number. The system displays the following prompt:

*Enter choice--*

The choice referred to is the specific timecard, identified by a system-generated selection number.

#### SELECTION (CHOICE) NUMBER (DISPLAY ONLY)

This field identifies the system-generated number to be used to select the specific timecard to add the miscellaneous deductions. All timecards, regardless of TCE Type, are displayed with a selection number.

**NOTE:** Due to processing rules, Manual Check or Void Check timecards cannot be selected from this function. These check types are historical, thus modifications are not allowed.

If the status of the timecard selected is Printed, Updated, or Distributed, these timecards cannot be selected from this function. These types are also considered as historical; modifications are not allowed.

#### TIMECARD ENTRY (TCE) TYPE (DISPLAY ONLY)

This field contains the Timecard (also referenced as the Check) Type, which describes the particular form of payment. This field is displayed from the Employee TCE Pay File Control information. TCE Types are:

TCE Type	Description
Man	Manual
Void	Void
Std	Standard
Addtl	Additional

**NUMBER (DISPLAY ONLY)**

This field represents the count, within TCE Type, of the timecard. In a multiple-timecard-per-employee environment, this system-maintained field increments whenever a new timecard is created, within type.

**NOTE:** Due to processing requirements, there can be only one Standard timecard per employee per payroll run. Therefore, the number for a Standard is zero (0). The system does not allow any other standard cards to be added.

**TIMECARD PROCESSING STATUS (DISPLAY ONLY)**

This field contains the current payroll processing status of the timecard. Display values are:

Status	Displays as	Description
Not Computed	Prepared	Timecards with this status are available for Compute Net Wages Processing. Timecards with this status can be modified for Compute.
Computed	Computed	Timecards with this status have been calculated and are available for Print Pay Check processing. Timecards with this status can be modified or recomputed.
Pay Check Printed	Printed	Timecards with this status have been calculated, pay checks printed, and are available for Update Master File processing. Timecards with this status cannot be changed or recomputed.
Master File Updated	Updated	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated, and are available for Labor Distribution Processing. Timecards with this status cannot be changed or recomputed.
GL Distributed	Distributed	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated and processed for Labor Distribution. Timecards with this status cannot be changed or recomputed.

**GROSS DOLLARS COMPUTED (DISPLAY ONLY)**

This field displays the total of all dollar amounts (timelines) computed for this timecard. Display format is 999999.99-.

**TOTAL HOURS ENTERED (DISPLAY ONLY)**

This field displays the total of all timeline hours entered for this timecard. Display format is 999.99-.

**NET WAGES COMPUTED (DISPLAY ONLY)**

This field displays the total net wages (gross wages less taxes less deductions) computed for this timecard. This amount is used as the check amount. Display format is 999999.99.

**NOTE:** This field excludes Banking Services Deductions (Deduction Classification Type F).

**CHECK CODE (DISPLAY ONLY)**

This field identifies the specific Check Code responsible for payment of this timecard and check. Check Codes are used to identify the particular bank and checking account that these monies are to be drawn from. This field displays from the Employee TCE Pay File Control information.

**CHECK NUMBER (DISPLAY ONLY)**

This field identifies the actual check number or advice number that appeared on the check that paid this timecard. This field displays from the Employee TCE Pay File Control information.

## Deductions for an Employee - Detail Screen

After you select an employee's timecard to process, the system displays the detail screen. Deductions are entered on a scrolling screen.

General Hospital Employee Miscellaneous Deductions Processor									
Tue Mar 12, 2002 09:57 am									
Ent : HBOC MODEL HOSPITAL OF GEORGIA									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	0000000001	Allison-Smith, John T			91		6.020	729-54-5441	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr	
B	Reglr	5	03/02/2002	Standard	0	C	03/08/2002	01	
Deduction Selection									
		----- Employee -----				----- Employer -----			
1	Ded Desc	Class	Type	Calc Basis	Amt/Pct	Calc Basis	Amt/Pct		
	AB -	A	2	Special Calc	200.00				
	PA9 401K	B	P001	Gross Wage %	10.00	Matching %	3.00		
F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?									

After you press the F7 key to exit, the prompt Accept this screen? displays. If you enter Y to accept, the system displays a message verifying the number of deduction records created. For the above screen, the system displays the following message:

*3 Deduction Record(s) Created*



## Field Explanations

The detail screen enables you to enter multiple miscellaneous deductions in a scrolling screen format for this timecard. The system displays the standard timecard header information, as described in the Timecard Entry Process.

Deductions are processed as input, without regard to the current deduction status or limits in the Employee Deduction Information. The deductions are, however, subject to the Deduction Priority Order from the Deduction Master.

### 1. DEDUCTION CODE (3-AN-R)

This field contains the Deduction Code identifying the specific miscellaneous deduction. Entries are validated against the Deduction Master. If the desired code is unknown, a hyphen (-) can be entered to display a list of valid deduction codes and descriptions to choose from.

After you enter the code, the system displays the description from the Deduction Master and checks to see if the code entered is established in the Employee Deduction Information. If the code exists, the system auto-loads the Employee and Employer portions (calculation basis and amount/percent) of the screen line from the associated Employee Deduction Information. If the employee's fields are blank, or if the employee does not currently have that Deduction Code established, the associated line data is extracted from the Deduction Master record. If there is no Employer Calculation Basis, the system does not allow you to enter an employer amount/percent for the deduction. User override is allowed.

**NOTE:** The following deduction classes can be selected only if they exist on the Employee Deduction Master.

- Special Calculation Required (Classification A)
- Banking Services Deductions (Classification F)

## Impact

When the miscellaneous deduction is added to the employee's timecard information, the following settings occur on the TCE Deduction Detail Record:

- The Deduction Creation Source is set to Manual, indicating that this deduction was manually input using the Miscellaneous Deduction Process.
- The Employee Amount/Percent Origin and Employer Amount/Percent Origin are set to Misc Ded.
- The Timecard Processing Status is set to blank to allow for the timecard to be recomputed if the Compute Process has already been run.

**NOTE:** The amount of the Miscellaneous Deduction will override the scheduled deduction amount based on the Employee Deduction Master. If you want to take the Regular deduction and the Miscellaneous together, the two amounts must be added and the total entered here.

The following deductions are allowed only if the deduction already exists on the Employee Deduction Master.

- Special Calculation Required (Classification A)
- Banking Services Deductions (Classification F)

If you enter one of the above deductions, and it is not listed on the Employee Deduction Master, the system displays the following prompt:

Deduction cannot be taken for this employee.

**DEDUCTION DESCRIPTION (DISPLAY ONLY)**

This field contains the description associated with the Deduction Code. The field displays from the Deduction Master.

**DEDUCTION CLASSIFICATION CODE (DISPLAY ONLY)**

This field indicates the type of processing, using the code and description, that is required for this employee deduction. The information is extracted from the Employee Deduction Information and the Deduction Master. This field cannot be modified. For an explanation of the codes, see Deduction Information in Chapter 4: Employee Administration of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*. Display values are:

Code	Description
A	Special Calculation Required
B	Tax Exempt Deduction
D	Tax Exempt/Special Deduction
N	Normal Deduction
E	Employer Paid Benefit Deduction
F	Banking Services

**DEDUCTION CLASS TYPE (DISPLAY ONLY)**

This field indicates the special types of processing, within the Deduction Classification that are required for this employee deduction. The types of processing are indicated by a code. The information is extracted from the Employee Deduction Information and the Deduction Master. Display values are:

Deduction Class	Plan Code
A (Special Calculation Required)	1 - Garnishment - Flat
	2 - Child Support
	3 - Federal Tax Levy
	4 - State Tax Levy
	5 - Garnishment - Percent
B (Tax Exempt Deduction)	1 - P001-401K
	2 - P002-403B
	3 - P003-408K (SEP)
	4 - P004-457 (b) Qualified Plan
	5 - P007-125 Dental Insurance
	6 - P008-125 Group Term Life
	7 - P009-125 Health Insurance
	8 - P010-Dep Care - Separate - 125
	9 - P011-Dep Care - Married - 125
	10 - P016-Roth 401K
	11 - P017-Roth 403B
	12 - P020-125 HSA Self
	13 - P021-125 HSA Family
	14 - P022-457(b) PA Tax Exempt
D (Tax Exempt Deduction)	Custom Benefit Plan - See <i>Appendix B: TaxFactory™ Setup Procedures</i> in the <i>Payroll/Human Resources Tables, Masters, and Parameters Volume</i> for instructions on setting up a custom benefit plan.
F (Banking Services)	1 - ACH Tape
	2 - Bank Services Report

**NOTE:** Deduction Classifications E and N do not require special processing, and therefore, do not have Plan Codes.

#### **EMPLOYEE CALCULATION BASIS (1-A-O)**

This field identifies the employee deduction calculation basis for this deduction. The display will default to the value in the Deduction Master. The deduction basis tells the system how the deduction is calculated. When you access this field, a block of

information with entry options displays. Enter the number corresponding to the desired option. Valid values are:

Code	Calculation Basis	Description
F	Flat Dollar Amount	When a deduction is calculated, the amount taken is a flat dollar amount (for example, a deduction of \$5.00 is taken as a flat \$5.00 per pay period). Uniforms is an example of a flat amount deduction.
G	Gross Wages % (Gross Wages before taxes)	(Display only) When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages before taxes. These are the Pay Types from the Pay Type Master which are user-defined as accumulated and used in calculating the gross wages applicable for deductions.
N	Adjusted Gross % (Gross Wages less taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes. These are the employee's actual gross wages from timelines less taxes.
A	Net Wage % (Gross Wages less taxes and deductions)	(Display only) When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes, less any deductions taken prior to this deduction, based on the Deduction Priority Order. These are the employee's actual gross wages from timelines less taxes and deductions.
S	Special Calculation	When a deduction is calculated, the system must calculate the actual amount to be taken from the employee. Deduction Classification A requires special calculations to determine the amount to be taken from the employee. Class Type cannot be NA, blank or null. This calculation basis is used for such deductions as garnishments, federal and state tax levies and child support under the federal guidelines and jurisdictions for these deductions.

#### EMPLOYEE AMOUNT/PERCENT (9-N-O)

This field is controlled by the value in the Employee Calculation Basis field. If the Employee Calculation Basis field implies Flat Amt, this field represents a dollar amount. If the Employee Calculation Basis field implies Percentage, this field represents a percent.

**NOTE:** The Amount/Percent field is display only for Class G deductions and for Class A, Types 3 and 4 deductions.

If you enter a negative deduction amount (in order to issue deduction refund amounts to employees), the system displays the Life-To-Date and Year-To-Date deduction amount. A prompt displays to accept the negative amount:

*LTD (999.99) YTD (999.99) - accept entry (YES/N) [N]--*

Enter **YES** to accept the entry; enter **N** for No to enter a different amount. The prompt will not display if the deduction amount is a positive number.

If you enter a negative deduction amount for a deduction that is not assigned to the employee, the system displays the following error message:

*Error: Negative Amount cannot be entered for this deduction.*

#### **AMOUNT (10-N-O)**

This field contains the employee deduction amount to be taken on this timecard. This field displays in the format 99,999.99-, allowing for negative deduction amounts (corrections) to be entered.

#### **PERCENTAGE (6-N-O)**

This field contains the employee deduction amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross - depending on the value in the Employee Calculation Basis field). This field displays in percent format 999.99.

#### **EMPLOYER CALCULATION BASIS (1-A-O)**

This field identifies the employer deduction cost/contribution calculation basis for this deduction. The display will default to the value in the Deduction Master. The deduction basis tells the system how the deduction is calculated. The information is extracted and stored from the Employee Deduction Information or the Deduction Master. Valid values are:

Code	Calculation Basis	Description
F	Flat Dollar Amount	When a deduction is calculated, the amount taken is a flat dollar amount (for example, a deduction of \$5.00 is taken as a flat \$5.00 per pay period). Uniforms is an example of a flat amount deduction.
G	Gross Wages % (Gross Wages before Taxes)	(Display only) When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages before taxes. These are the Pay Types from the Pay Type Master which is user-defined as accumulated and used in calculating the gross wages applicable for deductions.
N	Adjusted Gross % (Gross Wages less Taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes. These are the employee's actual Gross Wages from timelines less taxes.

Code	Calculation Basis	Description
A	Net Wage % (Gross Wages less Taxes and Deductions)	(Display only) When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes, less any deductions taken prior to this deduction, based on the Deduction Priority Order. These are the employee's actual Gross Wages from timelines less taxes and deductions.
M	Matching % (Employer Matching Funds)	When a deduction is calculated, the employer contributions/costs taken are calculated as a percentage of the Employee Deduction Amount calculated for this deduction. This allows you to match the employer contributions based on the employee contribution.

**EMPLOYER AMOUNT/PERCENT (9-N-O)**

This field is controlled by the value in the Employer Calculation Basis field. If the Employer Calculation Basis field implies FlatAmt, this field represents a dollar amount. If the Employer Calculation Basis field implies Percentage, this field represents a percent.

**NOTE:** The Amount/Percent field is display only for Class A and Class G deductions.

**AMOUNT (10-N-O)**

This field contains the employer contribution/cost amount that is to be taken on this timecard. This field displays in the format 99,999.99-, allowing for negative deduction amounts (corrections) to be entered.

**PERCENTAGE (6-N-O)**

This field contains the employer contribution/cost amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross) or the employee deduction amount calculated, depending on the value in the Employer Calculation Basis field. This field displays in percent format 999.99.

## Employees for a Deduction

This process allows for multiple employees with a select timecard to receive a single common deduction.

Enter **D** at the following prompt to activate this process:

*Enter deductions for an employee (E) or employees for a deduction (D)--*

The system displays the screen and prompts you to complete the fields.

**NOTE:** The Timecard (TCE) Type and Sequence Number must be the same for all employees entered.

```

General Hospital Employee Miscellaneous Deductions Processor
                                Tue Mar 12, 2002 05:09 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA
1 Pay Cycle      2 Cycle Type  3 Year  4 PP    5 End Date      6 Check Date
B All Personnel  R Regular    2002  5      03/03/2002    03/08/2002
7 Deduction Code      8 Class  9 Type 10 TCE Type    11 Seq. Nbr
QPC 125 Cafeteria Plans      B      P0    ->
12 Employee Calc Basis 13 Amt/Pct 14 Employer Calc Basis 15 Amt/Pct
Flat Amt                30.00      Gross Wage %          10.00

Enter timecard type (S)Standard, (A)Additional--

```

After these entries are accepted, the remainder of the screen displays. You can enter employees under Employee Selection or use the hyphen (-) key to display a list of employees.

```

General Hospital Employee Miscellaneous Deductions Processor
                                Tue Mar 12, 2002 05:09 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA
1 Pay Cycle      2 Cycle Type  3 Year  4 PP    5 End Date      6 Check Date
B All Personnel  R Regular    2002  5      03/03/2002    03/08/2002
7 Deduction Code      8 Class  9 Type 10 TCE Type    11 Seq. Nbr
QPC 125 Cafeteria Plans      B      P0    Standard          0
12 Employee Calc Basis 13 Amt/Pct 14 Employer Calc Basis 15 Amt/Pct
Flat Amt                30.00      Gross Wage %          10.00

Empl Count: 2      Employee Amt: 60.00      Employer Amt: 0.00
Employee Selection
Empl Nbr  Name
1      Allison-Smith, John T
2      Berry, Sondra M
1740    AARRON, STEPHEN J
                                Employee  Employer
                                Amt/Pct  Amt/Pct
                                30.00    10.00
                                30.00    10.00
                                30.00    10.00

F1Prev Page F2Next Page F3 Insert  F4 Delete  F6 Reset  F7 Exit  ?

```

On the scrolling portion of the screen, under Employee Selection, the system keeps an accumulated total of the number of employees entered for this deduction entry. If the Employee Calculation Basis is Flat Amount, the employee and employer deduction amounts are also accumulated and displayed.

After you exit the scrolling screen, the system displays a message verifying the number of deduction records created.

## Field Explanations

### 1. PAY CYCLE (DISPLAY ONLY)

This field contains the Pay Cycle Code and description from the Pay Cycle entered at the prompt. From the payroll run now active (Payroll Process Master, established during the Prepare Pay Period Process) for this Pay Cycle, the system automatically loads the processing Cycle Type and current pay period information.

### 2. CYCLE TYPE (DISPLAY ONLY)

This field contains the payroll processing Cycle Type defined in the Payroll Process Master. Given that Pay Cycles define the pay periods, General Ledger posting dates, and accrual factors, Cycle Types define the particular taxing methods that are used for this pay cycle in this payroll run. Valid Cycle Type codes for Payroll are:

Cycle Type	Description
D	Demand
V	Irregular/Vacation
O	Other
R	Regular
S	Supplemental

**NOTE:** The Cycle Type Other is not applicable for Miscellaneous Deductions. This Cycle Type can be used only with employees designated as Non-Hospital, such as Agency employees. Non-Hospital employees are not processed for deductions.

### 3. YEAR (DISPLAY ONLY)

This field indicates the specific pay year for this payroll run. This information is initially stored in and displayed from the Payroll Process Master. This year and period determine the pay period end date and check date and General Ledger posting dates.

### 4. PAY PERIOD (DISPLAY ONLY)

This field indicates the specific pay period for this payroll run. This information is initially stored in and displayed from the Payroll Process Master. This year and period determine the pay period end date and check date and General Ledger posting dates.

### 5. PAY PERIOD END DATE (DISPLAY ONLY)

This field contains the pay period ending date that corresponds to the Current Information - Year and Period for this Pay Cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.



**6. PAY PERIOD CHECK DATE (DISPLAY ONLY)**

This field contains the pay period check date that corresponds to the Current Information - Year and Period for this Pay Cycle. The processing Year and Pay Period values display from the Payroll Process Master. Display format is MM/DD/YYYY.

**7. DEDUCTION CODE (3-AN-R)**

This field contains the Deduction Code identifying the specific miscellaneous deduction. Entries are validated against the Deduction Master. If the code is unknown, a hyphen (-) can be entered to display a list of valid Deduction Codes and descriptions to choose from.

After you enter the code, the system displays the description from the Deduction Master and checks to see if the code entered is established in the Employee Deduction Information. If the code exists, the system auto-loads the Employee and Employer portions (calculation basis and amount/percent) of the screen line from the associated employee deduction information. If the employee's fields to override the Master fields (Deduction Master) from the Employee Deduction information are blank, or if the employee does not currently have that deduction code established, the associated line data is extracted from the Deduction Master record. If there is not an Employer Calculation Basis, the system does not allow you to enter an amount/percent for the deduction. User override is allowed.

**Impact**

When the miscellaneous deduction is added to the employee's timecard information, the following settings occur on the TCE Deduction Detail Record:

- The Deduction Creation Source is set to Manual, indicating that this deduction was manually input using the Miscellaneous Deduction Process.
- The Employee Amount/Percent Origin and Employer Amount/Percent Origin are set to Misc Ded.
- The Timecard Processing Status is set to blank to allow for the timecard to be recomputed if the Compute Process has already been run.

In addition:

Banking Services Deductions (Classification F) will be allowed only if the deduction already exists on the Employee Deduction Master.

Special Calculation Required (Classification A) deductions cannot be entered by Deduction Code. They can only be entered by employee in the Miscellaneous Deduction Process. Refer to Deductions for an Employee in this chapter.

If you key in a Special Calculation Required deduction, the system displays the following prompt:

*Invalid Deduction - Special Calculation Required***DEDUCTION DESCRIPTION (DISPLAY ONLY)**

This field contains the description associated with the deduction code. The field displays from the Deduction Master.

**8. DEDUCTION CLASSIFICATION CODE (DISPLAY ONLY)**

This field indicates the type of processing required for this employee deduction. The processing type is indicated by code and description. The information is extracted from the Employee Deduction Information and the Deduction Master. This field cannot be modified. For an explanation of the codes, see Deduction Information in Chapter 4: Employee Administration of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*. Display values are:

Code	Description
B	Tax Exempt Deduction
D	Tax Exempt/Special Deduction
N	Normal Deduction
E	Employer Paid Benefit Deduction
F	Banking Services

**9. DEDUCTION PLAN CODE (DISPLAY ONLY)**

This field indicates the special types of processing within the Deduction Classification that are required for this employee deduction. The processing types are indicated by code. The information is extracted from the Employee Deduction Information and the Deduction Master. Display values are:

Deduction Class	Plan Code
A (Special Calculation Required)	1 - Garnishment - Flat
	2 - Child Support
	3 - Federal Tax Levy
	4 - State Tax Levy
	5 - Garnishment - Percent

Deduction Class	Plan Code
B (Tax Exempt Deduction)	1 - P001-401K
	2 - P002-403B
	3 - P003-408K (SEP)
	4 - P004-457 (b) Qualified Plan
	5 - P007-125 Dental Insurance
	6 - P008-125 Group Term Life
	7 - P009-125 Health Insurance
	8 - P010-Dep Care - Separate - 125
	9 - P011-Dep Care - Married - 125
	10 - P016-Roth 401K
	11 - P017-Roth 403B
	12 - P020-125 HSA Self
	13 - P021-125 HSA Family
	14 - P022-457(b) PA Tax Exempt
D (Tax Exempt Deduction)	Custom Benefit Plan - See <i>Appendix B: TaxFactory™ Setup Procedures</i> in the <i>Payroll/Human Resources Tables, Masters, and Parameters Volume</i> for instructions on setting up a custom benefit plan.
F (Banking Services)	1 - ACH Tape
	2 - Bank Services Report

**NOTE:** Deduction Classifications E and N do not require special processing, and therefore, do not have Plan Codes.

#### 10. TIMECARD ENTRY (TCE) TYPE (10-A-R)

This field contains the Timecard (also referenced as the Check) Type, which describes the particular check type. This field displays from the Employee TCE Pay File Control information. TCE Types are:

TCE Type	Description
Man	Manual
Void	Void
Std	Standard
Addtl	Additional

**NOTE:** Only Standard and Additional are available here.

When this field is accessed, the system displays the following prompt:

Enter timecard type (S)Standard, (A)Additional--

When entering an employee for this deduction, the system verifies that the employee has this particular TCE Type and Additional Number established in the Employee TCE Pay File Control information. If not, then the system prohibits entry of that employee.

#### 11. SEQUENCE NUMBER (2-N-R)

This field represents the count, within TCE Type, of the timecard. In a multiple timecard per employee environment, this system-maintained field increments whenever a new timecard is created, within type.

**NOTE:** Due to processing requirements, there can be only one Standard timecard per employee per payroll run. Therefore, the number for a Standard is zero (0). The system does not allow any other standard cards to be added.

#### 12. EMPLOYEE CALCULATION BASIS (1-A-O)

This field identifies the employee deduction calculation basis for this deduction. The deduction basis tells the system the manner in which the deduction is calculated. The information is extracted and stored from the Deduction Master. Valid values are:

Code	Calculation Basis	Description
F	Flat Dollar Amount	When a deduction is calculated, the amount taken is a flat dollar amount (for example, a deduction of \$5.00 is taken as a flat \$5.00 per pay period). Uniforms is an example of a flat amount deduction.
G	Gross Wages % (Gross Wages before Taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages before taxes.  These are the Pay Types from the Pay Type Master which are user-defined as accumulated and used in calculating the gross wages applicable for deductions.
N	Adjusted Gross % (Gross Wages less Taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes.  These are the employee's actual Gross Wages from timelines less taxes.
A	Net Wage % (Gross Wages less Taxes and Deductions)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes, less any deductions taken prior to this deduction, based on the Deduction Priority Order.  These are the employee's actual Gross Wages from timelines less taxes and deductions.

If you enter a question mark (?) in this field, the system displays the following information:

(A)Adj Net %, (F)Flat Amt, (G)Gross Wage %, (N)Adj Gross %, (S)Special Calc

### 13. EMPLOYEE AMOUNT/PERCENT (9-N-O)

This field is controlled by the value in the Employee Calculation Basis field. If the Employee Calculation Basis field implies Flat Amt or Special Calc, this field represents a dollar amount. If the Employee Calculation Basis field implies Percentage, this field represents a percent.

**NOTE:** If an Employee Amount/Percent is entered in this field, the system will load this for every employee entered. User override is allowed.

If a second deduction code is entered, this field will be blank. If this field is left blank, you must enter an Employee Amount/Percent for every employee entered. However, the Calculation Basis must be the same for all employees.

### AMOUNT (10-N-O)

This field contains the employee deduction amount to be taken on this timecard. This field displays in the format 99,999.99-, allowing for negative deduction amounts (corrections) to be entered.

### PERCENTAGE (6-N-O)

This field contains the employee deduction amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross, depending on the value in the Employee Calculation Basis field). This field displays in percent format 999.99.

### 14. EMPLOYER CALCULATION BASIS (1-A-O)

This field identifies the employer deduction cost/contribution calculation basis for this deduction. The deduction basis tells the system how the deduction is calculated. The information is extracted from the Deduction Master. Valid values are:

Code	Calculation Basis	Description
F	Flat Dollar Amount	When a deduction is calculated, the amount taken is a flat dollar amount (for example, a deduction of \$5.00 is taken as a flat \$5.00 per pay period). Uniforms is an example of a flat amount deduction.
G	Gross Wages % (Gross Wages before Taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages before taxes.  These are the Pay Types from the Pay Type Master which are user-defined as accumulated and used in calculating the gross wages applicable for deductions.
N	Adjusted Gross % (Gross Wages less Taxes)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes.  These are the employee's actual Gross Wages from timelines less taxes.

Code	Calculation Basis	Description
A	Net Wage % (Gross Wages less Taxes and Deductions)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages less taxes, less any deductions taken prior to this deduction, based on the Deduction Priority Order. These are the employee's actual Gross Wages from timelines less taxes and deductions.
M	Matching % (Employer Matching Funds)	When a deduction is calculated, the employer contributions/costs taken will be calculated as a percentage of the Employee Deduction Amount calculated for this deduction. This allows you to match the employer contributions based on the employee contribution.

If you enter a question mark (?) in this field, the system displays the following information:

*(A)Adj Net %, (F)Flat \$, (G)Gross Wg %, (M)Match %, (N)Adj Grs %, (S)Spec*

#### 15. EMPLOYER AMOUNT/PERCENT (9-N-O)

This field is controlled by the value in the Employer Calculation Basis field. If the Employer Calculation Basis field indicates Flat Amt, this field represents a dollar amount. If the Employer Calculation Basis field indicates Percentage, this field represents a percent.

**NOTE:** If an Employer Amount/Percent is entered into this field, the system will load this for every employee entered. User override is allowed.

If this field is left blank, you must enter an Employer Amount/Percent for every employee entered. However, the Calculation Basis must be the same for all employees.

The system will not allow an Employer Amount/Percent if there is no Employer Calculation Basis on the Deduction Master.

#### AMOUNT (10-N-O)

This field contains the employer contribution/cost amount to be taken on this timecard. This field displays in the format 99,999.99-, allowing you to enter negative deduction amounts (corrections).

#### PERCENTAGE (6-N-O)

This field contains the employer contribution/cost amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross) or the employee deduction amount calculated, depending on the value in the Employer Calculation Basis field. This field displays in percent format 999.99.

**16. EMPLOYEE SELECTION (9-N-R)**

This field contains the Employee Number and the associated employee name. The name displays after you enter the number. If the number is unknown, you can enter a hyphen (-) to display a list of employee numbers and names. The employee's name is displayed in format: Last name followed by a comma, first name, space, middle name.

**EMPLOYEE AMOUNT/PERCENT (9-N-O)**

This field is controlled by the value in the Employee Calculation Basis field. If the Employee Calculation Basis field indicates Flat Amt or Special Calc, this field represents a dollar amount. If the Employee Calculation Basis field indicates Percentage, this field represents a percent.

**AMOUNT (10-N-O)**

This field contains the employee deduction amount to be taken on this timecard. This field displays in the format 99,999.99-, allowing for negative deduction amounts (corrections) to be entered.

**PERCENTAGE (9-N-O)**

This field contains the employee deduction amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross - depending on the value in the Employee Calculation Basis field). This field displays in percent format 999.99.

**EMPLOYER AMOUNT/PERCENT (9-N-O)**

This field is controlled by the value in the Employer Calculation Basis field. If the Employer Calculation Basis field indicates Flat Amt, this field represents a dollar amount. If the Employer Calculation Basis field indicates Percentage, this field represents a percent.

**AMOUNT (10-N-O)**

This field contains the employer contribution/cost amount to be taken on this timecard. This field displays in the format 99,999.99-, allowing for negative deduction amounts (corrections) to be entered.

**PERCENTAGE (9-N-O)**

This field contains the employer contribution/cost amount percent associated with this deduction. The amount is a percentage of the employee wages (either gross or adjusted gross) or the employee deduction amount calculated, depending on the value in the Employer Calculation Basis field. This field displays in percent format 999.99.

**NOTE:** If there are multiple entries to this field, the system displays the list for you to make changes or corrections. The list displays until you accept the screen.

---

## MANUAL CHECK/MANUAL ADJUSTMENT ENTRY PROCESS

The online Manual Check/Manual Adjustment Entry Process enables you to enter payroll checks written outside the Payroll/Human Resources System. Normally, this condition occurs when a check must be issued before the next scheduled payroll run. When the next payroll run occurs, the entered manual checks will be included in the Payroll Process for the Pay Cycle/Cycle Type entered. These checks will appear on all the Payroll Reports.

The Manual Check/Manual Adjustment Entry Process consists of entering all check information. The system assumes that you have calculated and entered all data (gross wages, taxes, deductions and check amount). The system edits to insure that gross wages, less taxes and deductions, equals the user-entered net check amount. The system will flag an Out of Balance condition if data is entered incorrectly.

If you must void a check that is no longer in the TCE Check History/Inquiry List, the system refers you to the Manual Check/Manual Adjustment Entry Process. The Timecard Entry (TCE) Type is considered Void, although the process called is the Manual Check/Manual Adjustment Entry. This procedure means that you need not enter all amounts as negative. The system reverses all entries for Manual Void to negative values, eliminating the need to enter negative amounts.

The TCE Pay File Information for the manual checks is used to create the appropriate General Ledger entries, along with the regular GL entries.

The Manual Checks print on the Payroll Register in the next Payroll Process (Cycle Type) that is run.

All Manual Checks should be completed and processed prior to producing W-2s to insure accurate balances in the employee Year-to-Date accumulations.

**NOTE:** When a manual check is included in either the Prepare or Compute processes, the Check Date entered will be adjusted to correspond to the check date for the pay period in which the check is being processed.

### Manual Adjustment Entry Process

The Manual Adjustment process enables you to make corrections to the Employee's Earnings History file. This process is identical to the Manual Check process, except that the system enters a zero check amount value, and no check number is entered. The system balances only the entries made to the Gross Wages, Taxes Withheld, Deductions, and Bank Services Deductions fields.

Positive and negative values are allowed; however, they must equal the check amount value of zero (0), or the system will issue an Out of Balance message.



**NOTE:** It is the user's responsibility to correct the Taxable Wages, Exempt Wages, Taxable Deductions, and Employer Tax Portion fields to maintain the Earnings History integrity.

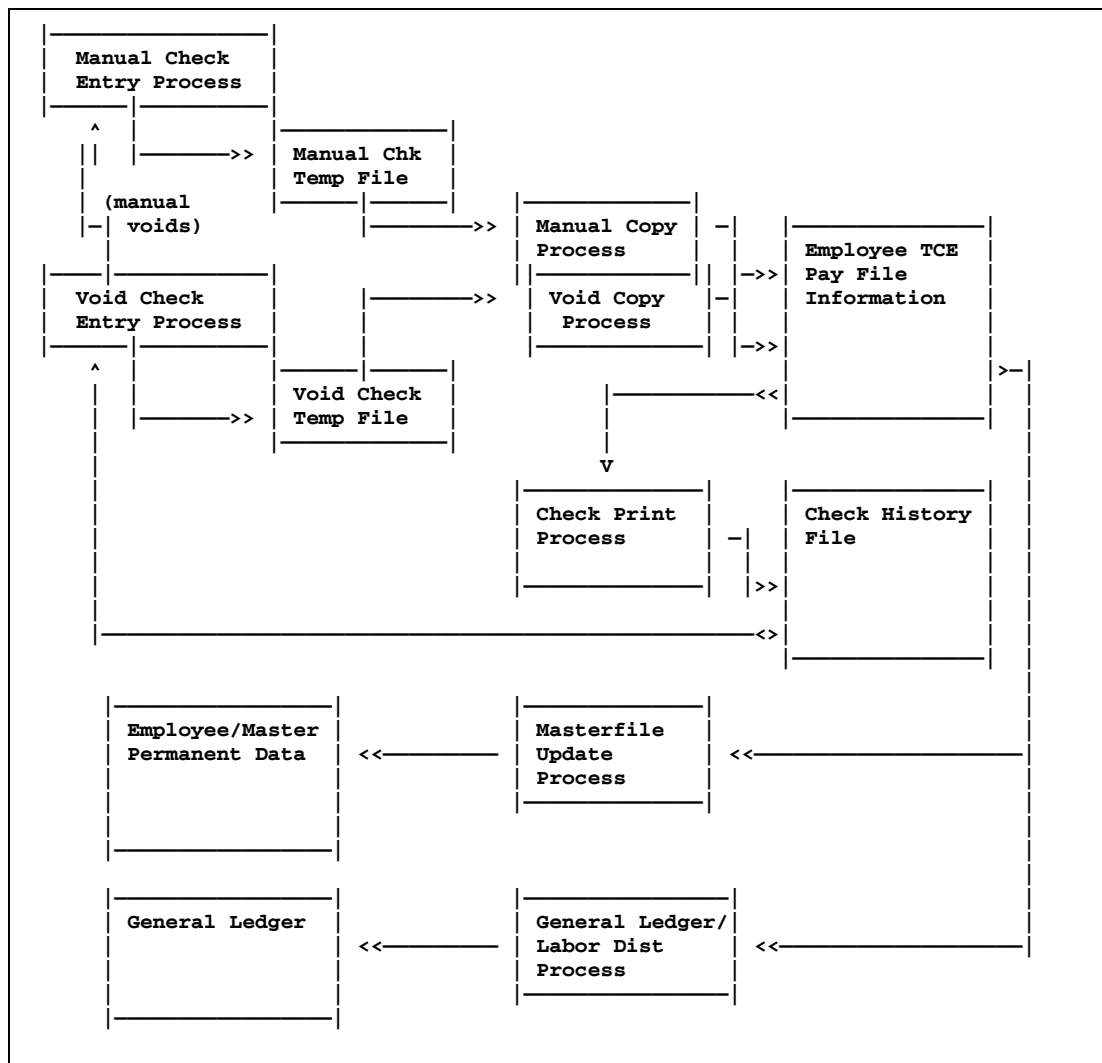
Entries will be processed with the next payroll run. A Time Card Check History record will be created to facilitate producing audit trails for all user-created entries. A Check Code must be entered so these entries display on the Payroll Register.

Manual checks entered before the Prepare process display on the Timeline Reports and Gross Compute Report.

Manual checks entered after the Prepare Process, but before the Gross Compute Process, will not appear on the Timeline Reports. After Gross Compute is complete, you can run Timeline Reports as a demand report (not using the Payroll Process screen) to balance these hours to the Gross Compute Process.

Manual checks entered after Gross Compute, but before the Check Print process, must have at least one employee recomputed before the system can update these from the temporary Manual File.

## Check Production Environment



To access this function, select the **Processes** function from the main menu. Select the **Time Entry Process** from the Payroll Processes menu. Select the option for the **Manual Check Entry** function.

Once a function selection is made, the processing Entity Code must be entered or selected. If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities established in the Payroll/Human Resources Entity Master are considered valid. The entity prompt is shown below:

*Enter entity code or '-' for list--*

After you enter a valid Entity Code, the system prompts you to enter a valid employee to receive the manual check:

*Enter employee number or first chars of name--*

If you are unsure of the employee number, use the hyphen (-) key to display a list of valid employee numbers.

After entry of the employee, the system confirms that this employee can receive a check, either by Employee Pay Indicator or pay time constraint. If the Employee Pay Indicator (from the Employee Work Status) equals No, the system displays the following error message:

*Employee cannot be Paid - Pay Indicator set to No.*

The system returns to the previous menu.

After you enter a valid employee, the system displays the following prompt:

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

Enter the Cycle Type identifying the type of pay for taxing purposes. Entries are validated against the Cycle Type Code Table.

After you enter a Cycle Type Code, the system prompts you to select Manual Check or Manual Adjustment:

*Enter Manual Check (C) - Manual Adjustment (A) [C]*

If you enter **C** (Manual Check) entry, the system requires you to enter a check amount. If you enter **A** (Manual Adjustment), the system defaults a zero value in the check amount, allowing you to make corrections to an Employee Earnings History file, as well as producing an audit trail of all entries.

After you have entered the Entity Code, Employee Name, Cycle Type Code and Check or Adjustment, the system displays the following selection screen with existing manual checks for the employee in this file.

This process also allows the creation of additional manual checks.

General Hospital Manual Check/Manual Adjustment Entry Processor									
Thu Mar 22, 1990 02:53 pm									
Ent	Emp No	Employee Name		Div	Fac	Department	Soc Sec		
Page:01									
Employee Manual/Void Checks									
#	Type	Nbr	Status	Gross \$	Hours	Net \$	Ck	Cd/Nbr	
( 1)	Man.	1	Printed	625.00	40.00	445.96	01		12345

Enter option or add(A) --

The option response referred to is the specific manual check, identified by a system-generated selection number. If a new manual check is to be added, enter **A**. To view an existing manual check, enter the option number. If no manual checks exist for the employee selected, the process goes directly to the manual check entry definition screen.

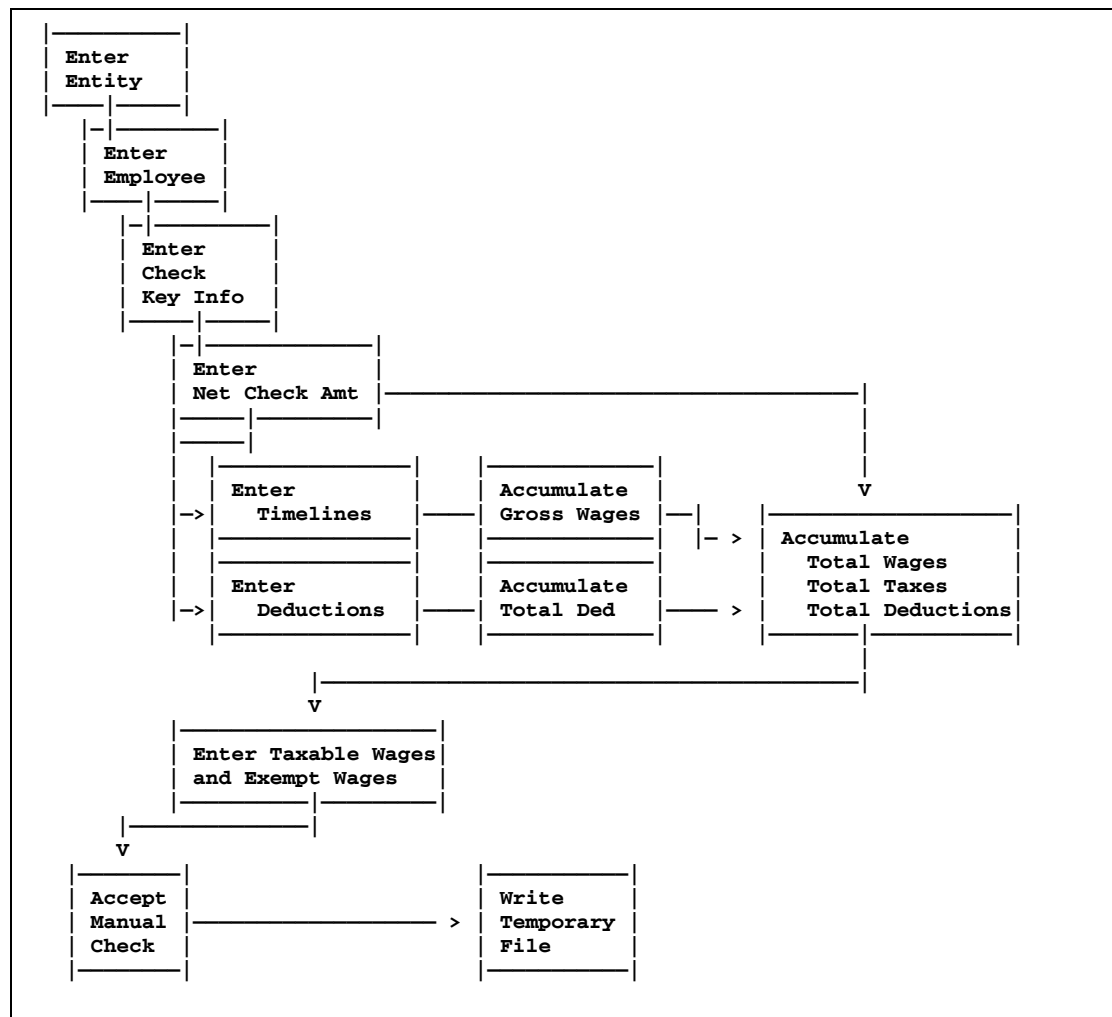
## Field Explanations

### SELECTION NUMBER (2-N-D)

This field identifies the system-generated number to be used to select the specific manual check to review and/or modify. All manual checks for the employee selected that have not been through the Prepare Pay Period or Compute process display here with a selection number.

## Request Manual Check Entry Process

The following diagram illustrates the screen flow of this process:



## Manual Check Entry Definition Screen

The Manual Check Entry Definition and Timelines function allows you to create and describe the specific check information and the individual pay timelines.

The system allows modification to a manual check entry (using TCE Type and Additional Number) prior to the Copy process in Prepare Pay Period or Compute processes.

If you are entering a new manual check/adjustment, or changing an existing manual check, the system prompts you to identify the specific check header information (Cycle Type, TCE Type, Sequence Number).

The system then displays the following prompt:

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

If no timelines exist for the manual check, this system prompt displays:

Enter (A) to add--

If timelines exist for the manual check, this system prompt displays:

Enter option or add(A)--

The timeline totals display on a scrolling screen. You can add or modify these values using the Timeline Detail Screen:

```

General Hospital Manual Check/Manual Adjustment Entry Processor
                                     Thu Mar 07, 2002 09:54 am
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
01  0000000001  Allison-Smith, John T    91      6.020      729-54-5441
1 Pay Cycle      2 Cycle Type      3 TCE Type      4 Nbr      5 Check Code      6 Check Nbr
B All Perso      Regular      Manual      1      01 Payroll      2520
7 Comments      8 Check Date      9 Wks Worked      10 Gross Wages      11 Not in Gross
      03/07/2002      0
12 Taxes      13 Deductions      14 Net Wages      15 Bank Svcs      16 Check Amount
      .00      1,000.00
* * * * * Employee Manual Check Timelines * * * * *
Pos Pay Hol Sh Wk ----- P A I D ----- Ent Department ST Fiscal
Pri Typ Cd      Hours Units Dollars      Charged      CD Year Pd

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

```

After all other detail screens are complete, you can still change the Check Amount field by using the Enter Field Number prompt. If you press ENTER, the system displays the Enter Option prompt. If timelines are complete, press ENTER and the system displays the Select Option prompt.

If any one of the taxes that might be applicable to a manual check have not been entered, the following warning message is displayed giving you the option to continue saving the manual check or enter **N** to go back, check the data and make corrections:

Fed/State/Local Tax/Wage info missing - continue? (Y/N)[N]--  
 COMPUTE calculations may be affected due to understated Wages/Taxes

Depending on which taxes have not been entered, the "Fed/State/Local" literal may contain all or any combination of the three words Fed, State and Local.

If you try to accept a manual check that does not balance, an error message displays and the system prompts you to select the check data to modify or to completely reject (to restart) the entry:

Select option [S] -- |  
(L)timelines,(D)eductions,(T)axes,(S)ave,(P)delete,(A)abort

The screen selection displays the appropriate manual check data. If you enter **A** for Abort, the system discards the manual check prior to actual update.

## Field Explanations

### 1. PAY CYCLE (DISPLAY ONLY)

This field identifies the Pay Cycle to which this employee is assigned. The Pay Cycle Code is extracted and displayed from the Employee Location/Hire Information. The Pay Cycle Description, from the Pay Cycle Master, is displayed along with the code. The Pay Cycle Code is stored for creation of the temporary Manual Check Information record.

### 2. CYCLE TYPE (DISPLAY ONLY)

This field contains the Cycle Type description, identifying the type of pay for taxing purposes. Multiple Cycle Types can be established for each Pay Cycle.

Valid Cycle Type codes for Payroll are:

- (1) Irregular/Vacation
- (2) Other
- (3) Regular
- (4) Supplemental

**NOTE:** The system does not allow you to enter Cycle Type Other. This Cycle Type is not applicable for Manual Check Function.

### 3. TIMECARD ENTRY (TCE) TYPE (1-A-R)

This field contains the Timecard (also referenced as the Check) Type, which describes the particular form of payment. The system displays the following prompt:

Enter timecard entry type (M-Manual, V-Manual Void) [M]--

If this is a Manual Check Entry, this field is set to Manual. The check type is stored internally as 10 for creation of the temporary Manual Check Information.

If this is a Manual Void Check Entry, this field is set to Void. The check type is stored internally as 20 for creation of the temporary Manual Void Check Information. Manual voids are processed with all hours and monies as negative adjustments.

**4. NUMBER (2-N-R)**

This field represents the sequential count of manual checks that have been written to the Manual Check Information file. This field is used to recognize the different manual checks for reporting purposes. The system supplies the next sequential manual check number as a reference. Valid entries are 1 - 99.

**5. CHECK CODE (2-AN-R)**

This field identifies the particular check code responsible for this manual check. Check Codes are used to identify the particular bank and checking account that this check is to be drawn from. All entries are validated against the Check Code Master. A hyphen (-) can be entered to display a help list containing valid codes.

**6. CHECK NUMBER (10-N-C)**

This field is not used when processing manual adjustments. The system enters a default number consisting of the month, day and time, preceded by MA.

This is a required field when entering a Manual Check or a Manual Void; it is not required when entering a Manual Adjustment.

**7. COMMENTS (14-AN-C)**

This field is used to enter a comment when performing a manual adjustment. The comment is reflected on the Gross Compute Audit and Payroll Register Reports.

**8. CHECK DATE (6-N-R)**

This field contains the actual date that appears on the employee's manual check. Prior dating is allowed; future dating is not.

**9. WEEKS WORKED (2-N-R)**

This user-maintained field contains the employee's weeks worked. This field can contain a negative value and displays as 99-. The default value is zero.

**10. GROSS WAGES (DISPLAY ONLY)**

This field contains the gross wage (employee's pay before taxes and deductions are removed) paid to an employee using the manual check timelines. This system-generated field is updated from the timelines. The field can contain a negative value. The field is displayed as 999,999.99-.

**11. NOT IN GROSS (DISPLAY ONLY)**

This field contains the amount of dollars entered to an employee for this manual check that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

**12. TAXES (DISPLAY ONLY)**

This field contains the total taxes (sum of federal, state, and local withheld taxes) withheld on the manual check. All withheld taxes are user-input via the wage screens, and summarized in this field. The field may contain a negative value. The field is displayed as 999,999.99-.



**13. DEDUCTIONS (DISPLAY ONLY)**

This field contains the deductions (excluding the Banking Services Deductions) taken by an employee using the manual check deductions. This system-generated field is updated from the deductions. The field can contain a negative value. The field is displayed as 999,999.99-.

**14. NET WAGES (DISPLAY ONLY)**

This field reflects the final net wages that the employee earns from this process using the manual check entries. The field can contain a negative value. The field is displayed as 999,999.99-. This field is system calculated as follows:

Total Net Wages = Gross Wages less Taxes less Deductions (Excluding Banking Services).

This accumulation is used to update Employee Earnings History in the Update Master File process.

**15. BANKING SERVICES DEDUCTIONS (DISPLAY ONLY)**

This field contains the total of Banking Services deductions for this employee using manual check deductions. Banking Service deductions are excluded from the prior Total Deductions Taken field because these deductions do not affect net wages-- they affect the check amount. The field cannot contain a negative value. The field is displayed as 999,999.99-.

**16. CHECK AMOUNT (11-N-R)**

This field contains the actual check amount paid to the employee using the manual check. This field must be in balance with all entries or the system will display the message, Out of Balance. The system allows entry only of a negative value in the Manual Void function. Displayed format is 999,999.99-. The system calculates this field as follows:

Check Amount = Total Net Wages less Banking Services Deductions

**NOTE:** If this is a Manual Adjustment, the system defaults a zero (0) Check Amount value, with no user override allowed. This should be used only when you want to make a correction to the Employee Earnings History file.

### **Manual Timeline Display Information**

This section of the screen allows you to review, modify, or add all the pre-calculated earnings for the manual check. This process also constructs all timeline General Ledger posting information (as with Timecard Entry). The prompt for the Employee Manual Check Timelines is:

*Enter option or Add (A)*

**NOTE:** For Manual Void Checks, all amounts entered are automatically set to negative amounts by the system.

**OPTION NUMBER (DISPLAY ONLY)**

This field identifies the system-generated number used to select the specific timeline to adjust. This number is what is referenced as the option in the prompt.

**POSITION PRIORITY NUMBER (DISPLAY ONLY)**

This field indicates the processing sequence of a specific position (Department, Job Class and Position Number) for the employee.

**PAY TYPE (DISPLAY ONLY)**

This field contains the specific Pay Type that is to be paid to the employee using this process. The system does not edit this Pay Type, as it assumes that all edits for Pay Type validity were conducted when the actual manual check was produced. Any edits could result in a mismatch between what was paid on the check and what was recorded with this function. The system will, however, accumulate Pension Hours and Dollars and Hours Since Last Increase per the Pay Type Master. The Holidays and Benefits taken will also be captured per the Pay Type Master.

**HOLIDAY CODE (DISPLAY ONLY)**

This field contains the Holiday Code, identifying the specific holiday (for example, New Year's, 4th of July) the employee is taking on this manual check entry. This field is accessible and required when the Holiday Indicator in the Pay Type Master equals Yes. The system does not edit for the Holiday Code entered to the available holidays for the employee. These holidays taken will update the Employee TCE Holiday record.

**SHIFT WORKED (DISPLAY ONLY)**

This field contains the shift for which the pay type hours and dollars are to be paid.

**WEEK WORKED (DISPLAY ONLY)**

This field contains the week for which this timeline, using the Pay Type, was worked.

**PAID HOURS (DISPLAY ONLY)**

This field contains the total number of user-calculated paid (versus entered) hours for this specific Pay Type entry on this manual check. This field can contain a negative value and displays as 9,999.99-.

**PAID UNITS (DISPLAY ONLY)**

This field contains the total number of user-calculated paid and entered units of service for this specific Pay Type entry on this manual check. This field can contain a negative value and is displayed as 9999-.

**PAID DOLLARS (DISPLAY ONLY)**

This is also referred to as Line Gross or Gross Wages. This field contains the total user-calculated paid (versus entered) dollar amount for this specific Pay Type entry on this manual check. This field can contain a negative value and is displayed as 99,999.99-.

This field is totaled and accumulated for total Gross Wages.

**ENTITY (DISPLAY ONLY)**

This field contains the Entity Code of the GL entity that is liable for this timeline expense. All entries, other than the employee's Home Entity, are validated against the Intercompany Accounts Parameters.

**DEPARTMENT CHARGED (DISPLAY ONLY)**

This field contains the specific GL department that is liable for this timeline expense. All entries, along with the posting entity, are validated against the General Ledger Department Master.

**NOTE:** Display format for Department Charged must be in conjunction with the General Ledger department display format for the specified entity, noted in the GL Fiscal Year Definition screen.

**STATE CODE (DISPLAY ONLY)**

This field contains the state code of the state in which the time was worked.

**FISCAL YEAR (DISPLAY ONLY)**

This field contains the special posting period year for this timeline. Ordinarily, you would leave this field blank to allow the system to default to the posting fiscal year from the Payroll Run itself. When the Manual/Void Copy Process is called, unless an entry is made, the posting fiscal year for that pay period will be loaded.

**NOTE:** You can enter the Fiscal Year on a timeline only during the Irregular/ Vacation cycle type.

**FISCAL PERIOD (DISPLAY ONLY)**

This field contains the special posting period for this timeline. Ordinarily, you should leave this field blank to allow the system to default to the posting fiscal period from the Payroll Run itself. When the Manual/Void Copy Process is called, unless an entry is made, the posting fiscal year for that pay period is charged.

**NOTE:** You can enter the Fiscal Pay Period on a timeline only during the Irregular/ Vacation cycle type.

## Manual Check Entry Timeline Detail Screen

This screen contains the detail information for the single timeline selected in the first screen. The Pay Type Dollars Paid will be accumulated to Gross Wages on the Manual Check Control screen. Should an Out of Balance condition occur, these entries can be changed.

If no changes are made, the timeline can be deleted, and all subsequent earnings totals updated with revised amounts.

After you accept the Definition Screen, the system displays the Detail Screen:

General Hospital Manual Check/Manual Adjustment Entry Processor									
Thu Mar 07, 2002 10:23 am									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	0000000001	Allison-Smith, John T			91		6.020	729-54-5441	
PayCycle		CycType	TCE	Type	Nbr	Status	Chk	Date	Ck Cd/Nbr
B All Personnel		Regular	Manual		1	Printed		03/07/2002	01 2520
1	Position Pri	2	Position Dept		3	Job Class	4	Pos Nbr	
1			8.050			9150		001	
5	Pay Type				6	Holiday Code			
	100 Regular Pay								
7	Entered Entity	8	Dept Charged		9	State Code	10	Post Default	Ind
	01		8.050			PA			
11	Posting Entity	12	Posting Dept		13	Subacct	14	Fiscal Yr	15 Pd
	01		8.050			30.00			
***** Hours and Dollars *****									
16	Week Worked	17	Hrs Entered		18	Dollars Entered	19	Units Entered/Paid	
	1		40.00						
20	Shift Code	21	Hrs Paid		22	Dollars Paid	23	Calculated Hr Rate	
	00		40.00			1,500.00		37.5000	
		24	Shift Hrs		25	Shift Dollars	26	Premium OT Dollars	
Accept this screen? (Y/N) [Y]--									

After all entries are made, the Accept Screen prompt is displayed, as shown on the screen above.

If you enter **Y** for Yes, the system returns to the Definition Screen for more timelines to be entered or edited.

## Field Explanations

### 1. POSITION PRIORITY NUMBER (2-N-R)

This field indicates the processing sequence of a specific position (Department, Job Class and Position Number) for the employee. For manual checks, this field defaults to one (1), for the employee's Primary Position. User override of this value is allowed. If you are unsure of the priority number of an employee position, you can enter a hyphen (-) to display a help list containing all valid positions, in Position Priority Number. All entries are validated against the employee positions to ensure that the priority selected is accurate.

The Position Department, Position Job Class, Position Number are loaded from the Employee Position Information when the Position Priority Number is entered.

### 2. POSITION DEPARTMENT (DISPLAY ONLY)

This field identifies the budgeting department to which the Job Class and Position, via the Position Priority Number, are assigned. When the Position Priority Number is entered, this field displays from the Employee Position Information.

**NOTE:** The number and format specified in the Department Definition fields in the GL Fiscal Year Definition screen dictates the display format of this field.

**3. POSITION JOB CLASS (DISPLAY ONLY)**

This field identifies the code of the specific Job Class for which this position is budgeted. This field displays from the Employee Position Information.

**4. POSITION NUMBER (DISPLAY ONLY)**

This field identifies the code of the specific position within Job Class for which this position is budgeted. This field displays from the Employee Position Information.

**5. PAY TYPE (3-AN-R)**

This field contains the specific Pay Type to be paid to the employee using this process. Entries are validated against the Pay Type Master. A hyphen (-) can be entered to display a help list containing valid codes. When the Pay Type Code is entered, the Pay Type description, along with the code, is displayed.

The system does not edit this Pay Type, as it is assumed that all edits for Pay Type validity were conducted when the actual manual check was produced (any edits could result in a mismatch between what was paid on the check and what was recorded using this function).

When a valid Pay Type is entered, the Position Department is loaded into the Posting Department (and the Entered Department). The Posting Entity (and Entered Entity) is set equal to the employee's Position Entity Code.

When the Pay Type is entered in conjunction with the Position Job Class, the system calculates and displays the Posting Subaccount (in accordance with the General Ledger Related Parameters).

**NOTE:** If the Pay Type entered from the Pay Type Master is marked to relieve an employee benefit plan, (Pay Type Earnings Codes Taken, Taken-H, Buy-Back or Buy-Back H), the system accumulates and totals those hours to properly update the Employee TCE Benefit Information.

If the Pay Type entered from the Pay Type Master is Pension Pay Type Applicable, both the hours and dollars must be verified to see whether the system accumulates and totals those hours and dollars to properly update the Employee TCE Pension Information.

If the Holiday Indicator from the Pay Type Master is Yes, the Holiday Code field is required. Otherwise, the system skips the Holiday Code field. The system then properly updates the Employee TCE Holiday Information.

If the Pay Type entered from the Pay Type Master (Hours Include-Since Last Increase) equals Yes, the system accumulates and totals the Hours Paid from the Timeline. The system then updates the Employee TCE Position Information correctly.

**6. HOLIDAY CODE (3-AN-O)**

This field contains the Holiday Code, identifying the specific holiday (for example, New Year's, 4th of July) the employee is taking on this timecard. This field is accessible and required when the Holiday Indicator in the Pay Type Master equals Yes. The system displays only the available Holidays for the employee entered if the status is Available or Partial. If there are no Active holidays available to be taken, the system will return to the Pay Type prompt for entry of a different pay type.

**7. ENTITY CODE (ENTERED) (2-AN-R)**

This field contains the Entity that the hours and dollars for this timeline are distributed to. The system initially auto-loads the position's Entity. User override is allowed. If you are unsure of the Entity Code, enter a hyphen (-) to display valid Entity Codes.

**8. DEPARTMENT CHARGED (14-AN-R)**

This field contains the General Ledger Department that the hours and dollars on the timeline are charged to. The system initially auto-loads the position's department at time of the Pay Type Code for this timeline is entered. User override of this value is allowed. If you are unsure of the Entity Code, you can enter a hyphen (-) to display valid departments.

**NOTE:** Display format for department charged must be in conjunction with the General Ledger department display format, for the specified entity, noted in the GL Fiscal Year Definition screen.

**9. STATE CODE (DISPLAY ONLY)**

This field indicates the state in which the employee performed work for the pay type entered.

You do not need to enter the state code in this field. When the employee's position is entered, the Department Charged field is automatically populated. The Department Charged field automatically determines the value in the State Code field due to the special mapping of General Ledger departments and state tax codes on the Entity Parameter screen.

On the Entity Parameter screen, whenever a General Ledger Department is listed in the Multi-State Exception Department field, an associated state code in the Multi-State TCE Exception State field is mapped to it. Whenever an employee's position is entered during timecard entry and the associated department charged is one of the departments listed as a Multi-State Exception Department on the Entity Parameter screen, the system automatically populates the state code field on the Timecard Entry screen with the state code used as the Multi-State TCE Exception State associated to the department charged.

If the employee's position department is not listed as a Multi-State Exception Department on the Entity Parameter screen, the state where the Entity is physically located as indicated on the Entity Parameter is used to populate the state code on the employee's timecard entry screen.

**NOTE:** When entering time for an employee and you want to allocate wages to a state tax code other than the one defaulting for the department being charged, you can override the department charged field and enter the department that is mapped to the appropriate state tax code on the Entity Parameter screen.

**10. POSTING DEFAULT INDICATOR (DISPLAY ONLY)**

This field indicates whether the entered Entity, Department and Subaccount were systematically overridden on this timeline with default values in the posting information. Display values are:

(Blank) No default posting processing has occurred.

Yes Yes, default posting processing has occurred.

**11. POSTING ENTITY (DISPLAY ONLY)**

This field (also the entered entity) contains the Entity Code of the GL entity that is liable for this timeline expense. When Position Priority Number is entered, the Posting Entity is initially set to equal the employee's Position Entity. All entries, other than the employee's Home Entity, are validated against the Intercompany Accounts Parameters.

**12. POSTING DEPARTMENT (DISPLAY ONLY)**

This field (also the department charged) contains the specific GL department that is liable for this timeline expense. When the Position Priority Number is entered, the Posting Department is initially set to equal the corresponding position department. All entries, along with the Posting Entity, are validated against the General Ledger Department Master.

**NOTE:** Display format for Posting Department must be in conjunction with the General Ledger department display format for the specified entity, noted in the GL Fiscal Year Definition screen.

**13. POSTING SUBACCOUNT (DISPLAY ONLY)**

This field (also the entered subaccount) contains the specific GL subaccount within posting department and posting entity that is liable for this timeline expense. When the Position Priority Number and the Pay Type are entered, the Posting Subaccount, in accordance with the General Ledger Related Parameters, is derived and loaded here. All entries, along with the Posting Entity, are validated against the General Ledger Subaccount Master and the General Ledger Chart of Accounts.

**NOTE:** Display format for Posting Subaccount must be in conjunction with the General Ledger subaccount display format, for the specified entity, noted in the GL Fiscal Year Definition screen.

Following completion of the Posting Entity, Department, and Subaccount, the system validates the entire entry against the GL Chart of Accounts, for the current fiscal year defined in the General Ledger Entity Master. If these are

invalid, the system enters the GL Default Department and subaccount and sets the Posting Default Indicator to Y for Yes.

**14. FISCAL YEAR (4-N-O)**

This field contains the special posting period year for this timeline. This field should be left blank to allow the system to default to the posting fiscal year from the Payroll Run itself. When the Manual/Void Copy Process is called, unless an entry is made, the posting fiscal year for that pay period will be loaded to the timeline field here. If you enter a year, it cannot be less than the check date year.

All posting year and period entries are validated against the General Ledger and the Pay Cycle Master to ensure that the fiscal year and period are available. A hyphen (-) can be entered to display a help list containing valid fiscal years.

**15. FISCAL PERIOD (2-N-O)**

This field contains the special posting period for this timeline. This field should be left blank to allow the system to default the posting fiscal period from the Payroll Run. When the Manual/Void Copy Process is called, unless an entry has been made, the posting fiscal year for that pay period is loaded to the timeline field.

**16. WEEK WORKED (2-N-O)**

This field contains the week for which this timeline, using the Pay Type, was worked. The system defaults this value to one (1). This is a user-maintained field. This number must be positive and is displayed as 99.

**17. HOURS ENTERED (8-N-O)**

This field contains the hours that would normally have been entered on the timeline if the Pay Type Master allows TCE Type Hours to be entered. The system automatically sets the Hours Paid field to equal Hours Entered, except if the Pay Type Master has an Hours-P value. You can adjust this value. This field can contain a negative value and is displayed as 9,999.99-. If the PayType Master does not allow TCE Type Hours, the system will skip this field.

This field updates the Hours Entered field on the timeline detail in Check History.

**NOTE:** If the Pay Type field contains Hours in the calculation method equation, this field is Required. If left blank, an out of balance condition will result in balancing the Labor Distribution reports.

If the Pay Type is a Fixed Hours calculation method, the system automatically loads fixed hours from the Pay Type Master. Manual override of this field is allowed.

**18. DOLLARS ENTERED (9-N-O)**

This field contains the Dollars that would normally have been entered on the timeline if the Pay Type Master allows TCE Type Dollars to be entered. The system automatically sets the Dollars Paid field equal to Dollars Entered. You can adjust this value. This field can contain a negative value and is displayed as 99,999.99-. If the Pay



Type Master does not allow TCE Type Dollars, the system will skip this field. This field updates the Dollars Entered field on the timeline detail in Check History.

**NOTE:** If the Pay Type is a Dollar Amount calculation method, this field is Required.

If the Pay Type is a Fixed Amount calculation method, the system automatically loads the fixed amount from the Pay Type Master. Manual override of this field is allowed.

#### **19. UNITS OF SERVICE ENTERED/PAID (5-N-D)**

This field reflects the total units explicitly entered on this timeline. It also represents the units that were paid. The display format is 9999-. This field will update the Units Entered/Paid field on the timeline detail in Check History.

**NOTE:** If the Pay Type is a Fixed Units or Straight Units calculation method, this field is Required.

#### **20. SHIFT CODE (2-N-O)**

This field contains the shift for which the Pay Type hours and dollars are to be paid. This field is user-maintained.

**NOTE:** All entries are validated to the Job Class Master to ensure that the entered Shift Code Differential within the Shift Rate Table is valid for this Job Class. If left blank, the system does not allow entry of Shift Hours and Dollars.

#### **21. HOURS PAID (8-N-O)**

This field contains the total number of user-calculated paid hours for this specific pay type/timeline entry on this manual check. This field can contain a negative value and displays as 9,999.99-. After data is entered in the Hours Entered field, the system automatically sets the Hours Paid field equal to Hours Entered. You can adjust this value. This field also updates the Shift Paid Hours field if there is a Shift Code entered and the Hours Paid field on the timeline detail in Check History.

**NOTE:** If the Pay Type Master has a value of Hours-P and a TCE Type of Fixed, the system loads the Hours-P value in this field.

If the Pay Type field contains Hours in the calculation method equation, this field is Required. If left blank, an out of balance condition will result in balancing the Labor Distribution reports.

If the Pay Type is a Fixed Hours calculation method, the system automatically loads fixed hours from the Pay Type Master. Manual override of this field is allowed.

#### **22. DOLLARS PAID (9-N-O)**

Also referred to as line gross or gross wages. This field contains the total user-calculated paid dollar amount for this specific Pay Type entry on this manual check. This field can contain a negative value and displays as 99,999.99-. After data entry in

the Dollars Entered field, the system automatically sets the Dollars Paid field to equal Dollars Entered. You can adjust this value.

This field also updates the Shift Paid Dollars field if there is a Shift Code entered and a value is entered in the Hours Paid field on the timeline detail in Check History.

This field is totalled and accumulated for total Gross Wages.

**NOTE:** If the Pay Type field contains Dollar Amount in the calculation method equation, this field is Required.

If the Pay Type is a Fixed Amount calculation method, the system automatically loads the fixed amount from the Pay Type Master. Manual override of this field is allowed.

### 23. HOURLY RATE (DISPLAY ONLY)

This field contains the system calculated hourly rate for this timeline. This field displays as 99.9999. The calculation depends on the McKesson Pay Type Calculation Method used. The different methods are described below:

Calculation Method	Description
Calculation Methods 1 through 12	Dollars Paid/Hours Paid = Calculated Hourly Rate
Calculation Method 13	Dollar Amount Entered during TCE = No Calculated Rate
Calculation Method 14	Fixed Amount from Pay Type Master =No Calculated Rate
Calculation Method 15	Units * (Rate & Amount) = Hourly Rate plus Amount
Calculation Method 16	Units * Amount = Hourly Rate =Amount

### 24. SHIFT HOURS (8-N-O)

This field contains the total number of hours paid to the shift worked, for statistical purposes. If the Shift Code is not blank, then this field is initially set to equal Hours Paid. User override of this initial value is allowed. If the Shift Code is blank, the system will not allow entry in this field. This field can contain a negative value and displays as 9,999.99-.

### 25. SHIFT DOLLARS (9-N-O)

This field contains the total number of dollars paid for the shift worked, for statistical purposes. If the Shift Code is not blank, then this field is initially set equal to Dollars Paid. User override of this initial value is allowed. If Shift Code is blank, the system will not allow entry in this field. This field can contain a negative value and displays as 99,999.99-.

### 26. PREMIUM OVERTIME DOLLARS (9-N-O)

This field contains the dollars deemed as overtime premium. This field is user maintained, with no system calculation. This field can contain a negative value and displays as 99,999.99-.

## Manual Check Entry - Deduction Screen

This scrolling screen enables you to enter multiple deductions for a single manual check for this employee. Negative amount entries are allowed. Entry of duplicate deduction codes is not allowed. The Regular deductions will be accumulated to the deductions on the Manual Check Control screen; however, Classification Type F Deductions will be accumulated to the Bank Services on the Manual Control screen. Should an Out of Balance condition occur, these entries can be changed.

**NOTE:** For Manual Void Checks, the system automatically sets all amounts entered to negative amounts.

Select option [S] --

(L)timelines, (D)deductions, (T)taxes, (A) to abort--

When you enter **D**, the system displays the appropriate manual check data. If you enter **A** for Abort, the system discards the manual check prior to actual update.

General Hospital Manual Check/Manual Adjustment Entry Processor									
Thu Mar 07, 2002 10:23 am									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	0000000001	Allison-Smith, John T			91	6.020	729-54-5441		
PayCycle		CycType	TCE	Type	Nbr	Status	Chk	Date	Ck Cd/Nbr
B All Personnel		Regular	Manual		1	Printed	03/07/2002	01	2520
***** Employee Manual Check Deductions *****									
1	Code	Description	Classification	Plan	Code	Amount	Employee	Employer	
	BH 403B	Tax Shelte	B Tax Exempt Be	P002	403B	100.00		50.00	
F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?									

When the screen information is complete, press the F7 key to exit. The system then displays the Accept Screen prompt.

The EIC Wages Amount displays on the Manual Check/Manual Adjustment Federal Tax screen.

## Field Explanations

### Deduction Information

This section of the screen enables you to review, modify, or add all the pre-calculated deductions for the manual check. This process also constructs all deduction General Ledger posting information. Negative amount entries are allowed. Entry of duplicate deduction codes is not allowed.

The deductions are entered on a scrolling screen for multiple entries.

**NOTE:** When the entered deductions are copied to the Employee TCE Pay File, the Deduction Creation Source is set to Manual and the Employee Amount/Percent Origin and Employer Amount/percent are both set to Misc Ded.

#### DEDUCTION CODE (3-AN-R)

This field contains the Deduction Code identifying the deduction being taken on this manual check. Entries are validated against the Employee Deduction Master. A hyphen (-) can be entered to display a help list containing valid codes. If the code does not exist in the Employee Deduction Master, you must establish it before the Manual Check can be entered.

#### DEDUCTION DESCRIPTION (DISPLAY ONLY)

This field contains the description associated with the entered Deduction Code. When the code is entered, the description displays from the Deduction Master. This field cannot be modified.

#### DEDUCTION PLAN CODE (DISPLAY ONLY)

This field indicates the type of processing normally required for this deduction. When the code is entered, the Deduction Plan Code and description display from the Deduction Master. This field cannot be modified. For an explanation of the codes, see the Deduction Master information in Chapter 4: Employee Administration of the *Payroll/Human Resources Tables, Masters, and Parameters Volume*. Display values are:

Code	Description
A	Special Calculation Required
B	Tax Exempt Deduction
D	Tax Exempt Deduction
N	Normal Deduction
E	Employer Paid Benefit Deduction
F	Banking Services

#### DEDUCTION CLASS TYPE (DISPLAY ONLY)

This field indicates the special types of processing, within the Deduction Classification, that is required for this employee deduction. The specific type is indicated by a code.

The information is extracted from the Employee Deduction Information and the Deduction Master. Display values are:

Deduction Class	Plan Code
A (Special Calculation Required)	1 - Garnishment - Flat
	2 - Child Support
	3 - Federal Tax Levy
	4 - State Tax Levy
	5 - Garnishment - Percent
B (Tax Exempt Deduction)	1 - P001-401K
	2 - P002-403B
	3 - P003-408K (SEP)
	4 - P004-457 (b) Qualified Plan
	5 - P007-125 Dental Insurance
	6 - P008-125 Group Term Life
	7 - P009-125 Health Insurance
	8 - P010-Dep Care - Separate - 125
	9 - P011-Dep Care - Married - 125
	10 - P016-Roth 401K
	11 - P017-Roth 403B
	12 - P020-125 HSA Self
	13 - P021-125 HSA Family
	14 - P022-457(b) PA Tax Exempt
D (Tax Exempt Deduction)	Custom Benefit Plan - See <i>Appendix B: TaxFactory™ Setup Procedures</i> in the <i>Payroll/Human Resources Tables, Masters, and Parameters Volume</i> for instructions on setting up a custom benefit plan.
F (Banking Services)	1 - ACH Tape
	2 - Bank Services Report

**NOTE:** Deduction Classifications E and N do not require special processing, and therefore, do not have Plan Codes.

#### EMPLOYEE AMOUNT (11-N-R)

This field contains the flat dollar deduction amount for the employee portion of this deduction on this manual check. The system does not perform deduction processing or calculations for manual checks; therefore, you must input the actual amount for the deduction. The field defaults to zero (0). The field allows for negative or zero amounts, and will accumulate the totals accordingly.

**NOTE:** The system sets the internal Employee Calculation Basis to equal Flat Amt.

**EMPLOYER AMOUNT (11-N-R)**

This field contains the flat dollar deduction amount for the employer contribution or portion of this deduction on this manual check. The system does not perform deduction processing or calculations for manual checks; therefore, you must input the actual amount for the deduction. The field defaults to zero (0). The field allows for negative or zero amounts, and will accumulate the totals accordingly.

**NOTE:** The system sets the internal Employer Calculation Basis to equal Flat Amt.

## Manual Check Entry - Earnings History Screen

This scrolling screen enables you to enter all the necessary information regarding the Wages, Taxes, Exempt Wages, Taxable Deductions for the manual check. Negative amount entries are allowed. The Withheld Taxes will be accumulated to taxes on the Manual Check Control screen. Should an Out of Balance condition occur, these entries can be changed.

**NOTE:** You are responsible for correcting the Taxable Wages, Exempt Wages, Taxable Deductions, and Employer Tax Portion fields to maintain the Earnings History integrity.

For Manual Void Checks, the system automatically sets all amounts entered to negative amounts.

The system displays a prompt for you to choose the next option:

*Select option [S]--*

*(L)timelines, (D)deductions, (T)taxes, (A) to abort--*

Enter **T** to view the next screen:

```

General Hospital Manual Check/Manual Adjustment Entry Processor
                                Thu Mar 07, 2002 10:23 am

Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
01   0000000001  Allison-Smith, John T    91      6.020           729-54-5441
PayCycle      CycType TCE Type      Nbr   Status      Chk Date      Chk Cd/Nbr
B All Personnel Regular Manual      1     Printed      03/07/2002    01 2520

      Option No.  Option
      -----
          1      Federal Tax
          2      State Tax
          3      Local Tax

Enter option number [Federal Tax]--

```

After you select an option, the system displays the appropriate manual check data. If you enter **A** to Abort, the system discards the manual check prior to actual update.

## Federal Wages Screen

```

General Hospital Manual Check/Manual Adjustment Entry Processor
                                Mon Apr 26, 2004 11:00 am

Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
02   0000000001  STATE, ALABAMA          8050           352-53-2433
PayCycle      CycType TCE Type      Nbr   Status      Chk Date      Chk Cd/Nbr
B All Personnel Suppl Manual      1     Printed      04/26/2004    01 23423423
1 Gross Wages      2 Not in Gross  3 Net Wages      4 EIC Wages      5 EIC Amount
1,500.00           50.00           935.60

6
Taxable Wages      1,550.00      FICA      1,650.00      MHI      1,550.00
Withheld Tax       134.00      102.30      23.10      N/A
Total Exempt Wages 175.00      75.00      75.00      0.00
Employee Ind       0.00      0.00      0.00      0.00
Over Limit        N/A      0.00      0.00      0.00
Pay Types         0.00      0.00      0.00      0.00
Deductions        175.00      75.00      75.00      0.00
Employer Portion   N/A      102.30      23.10      0.00
Txbl Emplr Contr   0.00      100.00      100.00      0.00

F1Prev Page F5Recalc F6 Reset F7 Exit ?

```

The Federal Wages screen enables you to enter data pertaining to federal level (Federal Income Tax, FICA, MHI, and FUTA) wage information. This information includes gross wages, net wages, earned income credit, taxable wages, employee

withholding taxes, employer portion costs, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions), and taxable wages resulting from employer contribution deductions for this manual check. This information is copied during the Compute Process and used to update the Employee Earnings History during the Master Update process.

When any data is added to the federal, state or local tax screens, you can recalculate the taxable wages by pressing the F5 key. The recalculation is based on the following combination:

Total Timeline Dollars  
minus Total Exempt Wages  
plus Taxable Employer Contributions.

Total Exempt Wages includes:

Employee Indicator Wages  
Over Limit Dollars  
Exempt Deductions  
Exempt Pay Types

The scrolling screen will redisplay the new taxable wages value. You can save this information by pressing the F7 key. If you do not recalculate by using the F5 key, you can still press the F7 key to save the information as it is displayed.

## Field Explanations

### Federal Income Tax (FIT) Information

#### 1. GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

#### 2. NOT IN GROSS (11-N-D)

This field contains the amount of dollars entered to an employee for this manual check that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

#### 3. NET WAGES (11-N-D)

This field contains the amount that the employee receives after all taxes and deductions (exception is Banking Services Deductions) are removed from gross pay. This field can also contain a negative value. The field displays as 999,999.99-.



**4. EIC WAGES (11-N-C)**

Enter the total wages used for calculating the EIC amount for this check. If the employee does not qualify for EIC Wages for this check, enter **0.00**.

**5. EIC AMOUNT (11-N-C)**

Enter the amount of Earned Income Credit the employee received in this manual check. If the employee did not receive an EIC payment with this check, enter **0.00**.

**6. TAXABLE WAGES (11-N-O)**

Enter the total amount of gross wages and not in gross wages subject to federal income tax for this check. This field can also contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (11-N-O)**

This field contains the total amount of federal income tax withheld according to each individual employee's Pay Cycle tax table, W-4 marital status, and exemptions for this manual check. This field can contain a negative value and displays as 999,999.99-. This amount will be accumulated to the Taxes field on the Manual Check Control screen.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total amount of wages that are exempt from Federal Income Tax for this manual check. This is a system-generated display field which is updated when all entries into the exempt fields are completed. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax screens contains Yes. If the employee is exempt from federal income tax, enter all the gross wages into this field.

**OVER LIMIT WAGES (11-N-O)**

This field is not applicable for federal income tax purposes. The field contains N/A.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from federal income tax for this check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions) that are exempt from federal income tax for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-0)**

This field is not applicable for federal income tax purposes. The field contains N/A.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to federal income tax for this check. This field can contain a negative value. Display format is -999,999.99.

**Federal Insurance Contribution Act (FICA) Information****TAXABLE WAGES (11-N-O)**

Enter the total amount of gross wages and not in gross wages subject to FICA tax for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (9-N-O)**

This field contains the employee amount of FICA tax (percent multiplied by the wages subject to FICA tax) withheld from the employee's paycheck for this manual check. You are responsible for seeing that the withheld taxes do not exceed the federal regulatory limits. This field can contain a negative value and displays as 999,999.99-. This amount will be accumulated to the Taxes field on the Manual Check control screen.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total amount of wages that are exempt from FICA for this manual check. This system-generated field is updated when all entries into the exempt fields are completed. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax screens contains Yes. If the employee is exempt from FICA taxes, enter all the gross wages into this field.

**OVER THE LIMIT WAGES(11-N-O)**

This field contains the amount of gross wages exempt from FICA tax for this manual check. This field can contain a negative value and displays as 999,999.99- You are responsible for seeing that the wages do not exceed the federal regulatory limits.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from FICA income tax for this manual check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions) that are exempt from FICA tax for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-O)**

This field contains the employer portion amount of FICA tax (employer percent multiplied by the wages subject to FICA tax) for this manual check. When the employee withheld tax is entered, the system will default the same dollar amount to the employer portion, with user override allowed. This field can contain a negative value and is displayed as 9,999.99-. You are responsible for seeing that the taxes do not exceed the federal regulatory limits.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to FICA tax for this check. This field can contain a negative value. Display format is -999,999.99.

**Medicare Hospital Insurance (MHI) Information****TAXABLE WAGES (11-N-O)**

Enter the total amount of gross wages and not in gross wages subject to MHI tax for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (9-N-O)**

This field contains the employee amount of MHI tax (percent multiplied by the wages subject to MHI tax) withheld from the employee's paycheck for this manual check. You are responsible for seeing that the withheld taxes do not exceed the federal regulatory limits. This field can contain a negative value and displays as 999,999.99-.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total amount of wages that are exempt from MHI for this manual check. This system-generated field is updated when the entries into the exempt fields are completed. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax screens contains Yes. If the employee is exempt from MHI taxes, enter all the gross wages into this field.

**OVER THE LIMIT WAGES (11-N-O)**

This field contains the amount of gross wages exempt from MHI tax for this manual check. This field can contain a negative value and displays as 999,999.99-. You are responsible for seeing that the wages do not exceed the federal regulatory limits.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from MHI income tax for this manual check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions) that are exempt from MHI tax for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-O)**

This field contains the employer portion amount of MHI tax (employer percent multiplied by the wages subject to MHI tax) for this manual check. When the employee withheld tax is entered, the system will default the same dollar amount to the employer portion, with user override allowed. This field can contain a negative value and displays as 9,999.99-. You are responsible for seeing that the taxes do not exceed the federal regulatory limits.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to MHI tax for this check. This field can contain a negative value. Display format is -999,999.99.

**Federal Unemployment Tax Act (FUTA) Information**

These fields will not require an entry if the Entity Federal Parameter field FUTA Exempt indicator equals Y for Yes. In this case, the Entity is exempt from FUTA Taxes.

**TAXABLE WAGES (11-N-O)**

Enter the total amount of gross wages and not in gross wages subject to FUTA tax for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (11-N-O)**

This field is not applicable for FUTA taxes. The field contains N/A. This is an employer tax which will be entered in the Employer Portion on this screen.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the amount of gross wages exempt from FUTA for this manual check. This system-generated field is updated when all entries into the exempt fields are completed. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax screens contains Yes. If the employee is exempt from FUTA taxes, enter all the gross wages into this field.

**OVER THE LIMIT WAGES (11-N-O)**

This field contains the amount of gross wages exempt from FUTA tax for this manual check. This field can contain a negative value and displays as 999,999.99-. You are responsible for seeing that the wages do not exceed the federal regulatory limits.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from FUTA tax for this manual check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions exempt from taxes) that are exempt from the FUTA for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-O)**

This field contains the employer amount of FUTA Tax (percent multiplied by the wages subject to FUTA) for this manual check. This field can contain a negative value and displays as 9,999.99-. You are responsible for seeing that the taxes do not exceed the federal regulatory limits.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to FUTA tax for this check. This field can contain a negative value. Display format is -999,999.99.

## State Wages Screen

The State Wages screen enables you to enter the information pertaining to state-level (State Income Tax, SUI, SDI) wage information. This information includes gross wages, net wages, total weeks worked, total hours worked, taxable wages, employee withholding taxes, employer portion costs, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions), and taxable wages resulting from employer contribution deductions for this manual check. This information is copied during the Compute Process and used to update the Employee Earnings History during the Master Update process.

The system allows entry to the fields only for the valid states and taxing authorities located on the individual Employee State Tax information screen.

General Hospital Manual Check/Manual Adjustment Entry Processor									
Mon Apr 26, 2004 12:10 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
02	000000001	STATE,ALABAMA					8050	352-53-2433	
PayCycle	CycType	TCE	Type	Nbr	Status	Chk	Date	Chk	Cd/Nbr
B All Personnel	Suppl	Manual		1	Printed		04/26/2004	01	23423423
1 Gross Wages	2 Not in Gross	3 Net Wages	4 Hrs Wrkd	5 Wks Wrkd					
1,500.00	50.00	935.60		0					
6 State	7 Tax Type	8 Tax Type	9 Tax Type	10 Tax Type					
ALABAMA	01 WTHLD	10 UNEMP							
11									
Taxable Wages		1,550.00	1,650.00						
Withheld Tax		30.00	N/A						
Total Exempt Wages		0.00	0.00						
Employee Ind		0.00	0.00						
Over Limit		N/A	0.00						
Pay Types		0.00	0.00						
Deductions		0.00	0.00						
Employer Portion		N/A	0.00						
Txbl Emplr Contr		0.00	100.00						
Multi-State Wages		0.00	N/A						
F1Prev Page F5Recalc F6 Reset F7 Exit ?									

## Field Explanations

### 1. GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

### 2. NOT IN GROSS (11-N-D)

This field contains the amount of dollars entered to an employee that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

### 3. NET WAGES (11-N-D)

This field contains the amount that the employee receives after all taxes and deductions (exception is Banking Services Deductions) are removed from gross pay. This field can also contain a negative value. The field displays as 999,999.99-.

### 4. HOURS WORKED (7-N-D)

This field contains the system accumulation of the employee's hours entered on the timelines (determined through the Hours Worked field on the Pay Type Master). When the timeline is entered, the system calls the appropriate Pay Type Master. No user override is allowed. The field displays as 9,999.99-.

**5. WEEKS WORKED (DISPLAY ONLY)**

This user-maintained field contains the employee's weeks worked. This field can contain a negative value and is displayed as 99-.

**6. STATE TAX CODE (2-A-D)**

This field contains the State Tax Code for these employee wages. The State Tax Codes are displayed from the Employee State Tax screens as well as the Timeline entry screen for this manual check.

Additionally, for each state that the employee and the employer is subject to state tax regulations for taxation, there will be a separate Earnings History record for reporting purposes such as for State Income Tax (SIT), State Unemployment (SUI), and State Disability Insurance (SDI).

**7 - 10. TAX TYPE CODE (5-N-D)**

Fields 7, 8, 9, and 10 contain the two-digit Tax Type code used by the BSI Tax Factory application, and represent the type of taxes for which both the employee and the employer for this manual check are responsible. The associated short name for the tax type displays along with the Tax Type code. The tax type and description comes from the Tax Type table under the STAR Tables. To get a full description of the Tax Type codes, generate the Tax Type Report from the Parameters Report menu.

**11. TAXABLE WAGES (11-N-O)**

Enter the total amount of gross wages and not in gross wages subject to state income tax for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (11-N-O)**

This field contains the total amount of State Income Tax withheld according to each individual employee's Pay Cycle, tax table, W-4 marital status, and exemptions for this manual check. This field can contain a negative value and displays as 999,999.99-. This amount will be accumulated to the Taxes field on the Manual Check control screen.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total amount of wages that are exempt from state income tax for this manual check. This is a system-generated display field which is updated when you complete all entries into the exempt fields. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax Screen contains Yes for the State Income Tax. If the employee is exempt from State Income Tax, enter all the gross wages into this field.

**OVER LIMIT WAGES(11-N-O)**

This field is not applicable for State Income Tax purposes. The field contains N/A.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from state income tax for this manual check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions) that are exempt from State Income Tax for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-O)**

This field contains the calculated tax for the employer tax type. The amount in this field is either regulated by the values stored in the State Tax parameters or the Tax Factory module. This represents the employer portion of State Unemployment Insurance tax (employer percent multiplied by the employee wages subject to SUI tax). The amount in this field is regulated by the state based on values stored in the State Tax Reporting Parameters and the Tax Interface Module. This field can contain a negative value. Display format is -9,999.99. For employee state tax types, this field is not applicable and is displayed as N/A.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to appropriate state tax for this check. This field can contain a negative value. Display format is -999,999.99.

**MULTI-STATE WAGES (9-N-D)**

This field contains wages only if the tax type is 01 W/H and there were wages worked in another state for the selected earnings period. Display format is -999,999.99.

## Local Wage Screen

The Local Wage screen enables you to enter the information pertaining to Local wage information. This information includes gross wages, net wages, taxable wages, employee withholding taxes, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions) and taxable employer contributions. This information is used to update the Employee Earnings History during the Master Update process.

The system allows entry only to the fields for the valid local taxing authorities located on the individual Employee Local Tax information and the Employer Local Tax Codes found on the State Tax Parameter screen.

Five local earnings histories can be displayed for each employee. There is a separate earnings history record for reporting purposes for each local taxing authority.



**NOTE:** For Pennsylvania, local codes and taxes applicable to the work locality are displayed in the list of taxes displayed on the local tax screen if the PA Local Fac/Dept Ind field on the BSI Parameters is populated.

If the PA Local Fac/Dept Ind field contains a *D* for Position Department, the G/L Related Local Code/Dept Mapping Parameters examined to determine the work local are based on the current fiscal year defined in G/L.

After you choose the Local Tax option from the initial screen, the system displays the following selection screen:

```

General Hospital Manual Check/Manual Adjustment Entry Processor
                                Thu Mar 07, 2002 11:25 am

Ent   Emp No      Employee Name      Div Fac Department      Soc Sec
01    0000000001   Allison-Smith, John T    91      6.020          729-54-5441
PayCycle      CycType TCE Type      Nbr   Status      Chk Date      Chk Cd/Nbr
B All Personnel Regular Manual      1     Printed      03/07/2002    01 2520
Page:01                               Select a Local Code
( 1) 031  CITY GRNBERG/SALEM
( 2) 086  Philadelphia
( 3) OHSC  .5% Schl Dst
( 4) PA   PA LOCAL

Enter choice--

```

After you enter a choice, the system displays the detail screen:

General Hospital Check History/Timecard Inquiry Processor									
Tue Nov 16, 2004 08:04 am									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
02	H000000042	STATE, PENNSYLVANIA					6120	XXX-XX-6544	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr	
B	Reglr	13	06/11/2004	Standard	0	Distrib.	06/17/2004	01 967	
1	Local Tax Code			2	Gross Wages		3	Not in Gross	
	HEMPFIELD PA CITY				1,500.00				
4	Resident Basis			5	Tax Type	6	Tax Type	7	Tax Type
	Resident				01 WTHLD				
9	Taxable Wages				1,500.00				
	Withheld Tax				15.00				
	Total Exempt Wages				0.00				
	Employee Ind				0.00				
	Over Limit				N/A				
	Pay Types				0.00				
	Deductions				0.00				
	Employer Portion				N/A				
	Txbl Emplr Contr				0.00				
Press NL--									

## Field Explanations

### 1. LOCAL TAX CODE (LIT) (4-A-D)

This field contains the local tax code assigned to a particular tax authority for employee wages that are subject to local tax.

### 2. GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

### 3. NOT IN GROSS (11-N-D)

This field contains the amount of dollars entered to an employee for this manual check that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

### 4. RESIDENT BASIS (1-A-R)

This field indicates whether the employee is taxed as a resident of the local taxing authority. Values are:

R Resident (default). The employee lives within this taxing authority.

N Non-Resident. The employee lives in another taxing authority.

**5 - 8. TAX TYPE CODE (3-N-D)**

Fields 5, 6, 7, and 8 contain the three-digit Tax Type code used by the BSI Tax Factory application, and represent the type of taxes for which both the employee and the employer for this manual check are responsible. The associated short name for the tax type displays along with the Tax Type code. The employee tax types are defined in the Local Tax Code Table and are assigned to the Employee Local Tax screen. The employer tax types are defined in the Local Tax Code Tables and assigned on the State Tax Parameter screen. The tax type and description comes from the Tax Type table under the STAR Tables. To get a full description of the Tax Type codes, generate the Tax Type Report from the Parameters Report menu.

**TAX AUTHORITY SPECIFIC INFORMATION**

This section contains the total wage and withholding calculations subject to the Local Taxing Authority. The system computes each wage and withholding figure based on the system parameters, taxing methods, and employee tax setup. These amounts are used by the Master File Update Process to update the Employee Earnings History Information.

**NOTE:** A value of N/A implies that this taxing authority does not require an employer taxation portion.

**9. TAXABLE WAGES (DISPLAY ONLY)**

This display field contains the Gross Wages, Not in Gross Wages and Taxable Employer Contributions that are subject to this local tax code for the authority. The value in this field is controlled from the Local Tax Code Table and the tax interface module. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**WITHHELD TAX (10-N-O)**

This field contains the tax withheld from the individual for this check for the tax type displayed. If this is an employer tax type, the field will display as a N/A. This field contains the amount of local tax withheld according to each individual employee's Pay Cycle tax table, W-4 Marital status, and exemptions during the earnings period selected. This field can contain a negative value. Display format is -99,999.99.

**TOTAL EXEMPT WAGES (11-N-O)**

This field contains the total amount of wages (pay types and deductions) that are exempt from local income tax for this check. This field can contain a negative value. Display format is -999,999.99.

**EMPLOYEE IND (11-N-O)**

This field contains the total wages exempt from taxes if the Tax Exempt Indicator on the Employee Tax screens contains Yes for the local taxing authority. If the employee is exempt from local taxing authority, enter all the gross wages into this field.

**OVER LIMIT WAGES(11-N-O)**

This field is not applicable for local taxing authority purposes. The field contains N/A.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types) that are exempt from this tax type for this check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTIONS (11-N-O)**

This field contains the total amount of wages (deductions) that are exempt from the local taxing authority for this manual check. This field can contain a negative value and displays as 999,999.99-.

**EMPLOYER PORTION (9-N-D)**

This field contains the calculated tax for the local employer tax type. The amount in this field is regulated by the values stored in the Tax Factory module. This field can contain a negative value. Display format is -9,999.99. This field is not applicable for employee local tax types; N/A is displayed in the field.

**TXBL EMPLR CONTR (10-N-O)**

This field contains the total amount of taxable employer contributions that are subject to appropriate local tax for this check. This field can contain a negative value. Display format is -999,999.99.

## Manual Check Copy Process

The Manual Check Copy Process enables you to bring checks written outside the Payroll/Human Resources System or voided checks into the pay period processing cycle. When manual checks (or manual void checks) are created, they are written to a temporary Manual Check Information file. This process creates the permanent Employee TCE Pay File Information data for the Pay Cycle called.

The following steps outline this process:

- During the next payroll run, you access the Payroll Process.
- As part of the Prepare Process, and as part of the Compute Process (pre-entry routines), the system executes the Manual/Void Copy Process.
- In this Payroll Run, for the associated Cycle Type (regular, supplemental, irregular) all corresponding entries (by Pay Cycle) from the temporary Manual Check Information are copied to the Employee TCE Pay File records.
- The Copy Process includes all earnings, deductions, and special considerations to the overall employee pay information. This allows for accurate processing of current period taxes and earnings.

- The Copy Process, as part of the Compute Process, can be run multiple times to access any additional manual checks. After the process copies the information, the temporary data is purged to prevent duplication of data.
- All the employee's earnings, deductions, taxes, holiday, pension, and benefit information are updated to reflect that manual check.
- The Employee TCE Pay File Information for the manual check is then processed through Master File Update and General Ledger Distribution along with the other records.
- The TCE Pay File Information for the manual checks will be used to create the appropriate General Ledger entries, along with the regular GL entries.
- The Manual Checks print on the Payroll Register in the Payroll Process in which they are included. If you enter a different Check Code than that of the Regular Pay Cycle being run, a separate Payroll Register will be created.

---

## VOID CHECK ENTRY PROCESS

The Void Check Entry Process enables you to void checks currently retained in Check History. This function is used to back out check information from a previously written check that has completed an entire payroll process, but has not been marked as returned. The Manual Check Entry function is used to void a check that is no longer retained in Check History.

This function is not used for voiding checks that were destroyed because of malfunctions such as printer problems. The system automatically marks these checks as voided checks for the Payroll Register.

Using the Void Check Process, you select a particular check to be voided. The system allows entry of the specific Check Code and check number, or selection by employee name. During the Payroll Process, all information from that voided check is reversed and backed out of the system. Using the Check Reconciliation/Void Indicator, the system marks the original check voided. All previous data (earnings, taxes, net wages, etc.) that was calculated is automatically reversed.

**NOTE:** An employee's benefit time (Accrued, Earned, Taken or Buy Back) may not be reversed during the Void Check Entry Process. Following the processing of the payroll, always review the employee's updated benefit hours to confirm that the benefit time was reversed. If it was not reversed, you must manually correct the employee's benefit time.

In the event you need to void a check that is no longer in Check History (due to system data retention), the system refers you to the Manual Check Entry Process. Entries for Manual Void checks are system-calculated to be a negative (or reverse) amount. The Timecard Entry (TCE) Type is considered Void, although the process called is the Manual Check Entry. This procedure means that you need not enter any amounts as negative.

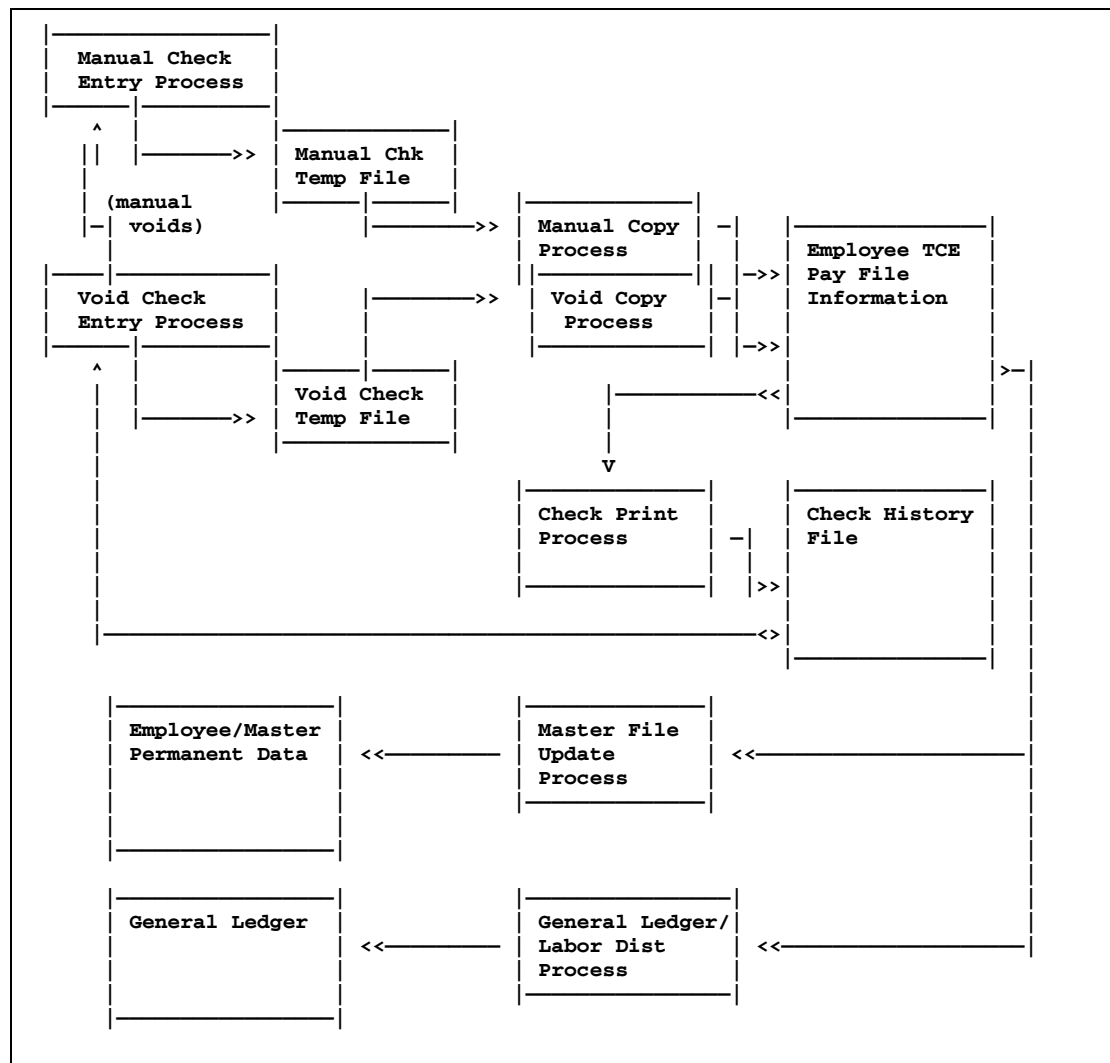
The TCE Pay File Information for the void checks is used to create the appropriate General Ledger entries, along with the regular General Ledger entries. The voided checks print on the Payroll Register in the next Payroll Process that is run.

All voided checks should be completed and processed prior to running the Complete Pay Period for the end of the calendar year. This ensures that accurate balances are produced for the W2s in the employee Year-to-Date accumulations.

**NOTE:** Pending Void Checks are not processed during Compute of a Demand cycle type that was started in the middle of another cycle type.

After the Void Check Process goes through Compute, the check date is no longer valid, but corresponds to the current pay period date. The original check retains the original date.

## Check Production Environment



To access the Void Check function, select **Processes** from the main menu, then select the **Time Entry Process** from the Payroll Processes menu. Select the option for the **Void Check Entry** function.

Next, the system prompts you to enter or select the processing Entity Code. If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities established in the Payroll/Human Resources Entity Master are considered valid. The system displays the following prompt:

*Enter entity code or '-' for list--*

After you enter the entity, the system prompts for the Access Method. The actual check to be voided is accessed in two ways: by Employee; by Check Code and Check Number. The system prompt is:

*Enter employee number, first chars of name or '#' for check--*

If the number is unknown, you can use the Employee Search Access Method to search for an employee name by entering a letter, such as G. The system displays the employee name and number information for employees whose surnames begin with G.

General Hospital Void Check Entry Processor									
Tue Jul 27, 2004 11:13 am									
Search: G									
No	Emp No	Employee Name	Div	Fac	Dept	Soc	Sec		
1	H0540703391	Gabriel, Jana k	60	M	RECR	XXX-XX	3391		
2	H0540862092	Gage, Teresa F	60	M	RECR	XXX-XX	2092		
3	H0000000058	GARLAND, JUDY	60		PCSP	XXX-XX	9546		
4	H0000040348	GEORGIA, STATE	91	M	MDS1	XXX-XX	5654		
5	H0568130028	Gomez, Tona P	60	M	RECR	XXX-XX	0028		
6	H0477763680	Gonzales, Cindy K	60	M	RECR	XXX-XX	3680		
7	H0000000257	Goody, Laura	91	M	MDS1	XXX-XX	0257		
8	H0000000007	Grainger, Steve J	20	1991		XXX-XX	7777		
Select #, [next page]--									

You can also use the Check Number Access Method by entering a number symbol (#). The system displays prompts for the Check Code and check number.

*Enter check code description(-) or check code--*

After the Check Code is entered, the system prompts for the specific check number to void:

*Enter check # to void--*

The check cannot be voided if:

- The desired check number has a Check Status other than Distributed
- The Bank Reconciliation Indicator value is Void or Returned
- The Employee Pay Indicator value is set to No

When the Employee Pay Indicator value is set to No, the following error message is displayed:

*Check(s) cannot be voided, employee Pay Indicator set to 'No'!*



**NOTE:** Several issues related to the changing of the Empl Pay Ind field and the timing of the execution of the Prepare and Compute processes can cause a check with a status of Pending Void to be un-voided during the Compute process. It is important to remember two things when processing voided checks in a pay run: 1) checks with a status of Pending Void are pulled in during the Compute process; and 2) an employee is prepared during the Prepare process only if the Empl Pay Ind field is set to Yes and the Beg-Pay Yr and Beg-Pay PP fields are less than or equal to the calendar year and pay period being processed.

One situation that can cause a Pending Void to be un-voided is when a check is marked as a Pending Void while the Empl Pay Ind field is still set to Yes, and then is changed to No before the Compute process runs, either manually by an individual or automatically as part of the employee termination process in Prepare. In this case the employee is included on the Void Check Error Report (HPRVCP) with the following error message:

*Employee Pay Indicator set to 'NO'*

Another situation that can cause a Pending Void to be un-voided is when the Empl Pay Ind field is changed from No to Yes so that a check can be voided, but the Beg-Pay Yr and Beg-Pay PP entered are such that the employee will not be Prepared before the next Compute process is run. In this case the employee is included on the Void Check Error Report (HPRVCP) with the following error message:

*'Eff Beg CY' and 'Eff Beg PP' is a future pay period.*

When these situations occur:

- The voided check does not update earnings history.
- The voided check is not listed on the Payroll Register.
- The Compute process changes the check status from Pending Void back to Outstanding.
- The employee is listed on the Void Check Error Report (HPRVCP) with an appropriate error message.

Therefore, it's always important to check the Void Check Error Report (HPRVCP) after the Compute process to ensure that checks voided in the pay period were actually voided.

After you select the employee, the system displays a list of all checks (timecards) that have been entered into Check History for that employee.

The screen lists the employee's checks in reverse chronological order by date and Cycle Type within the Pay Period Date and Pay Period Number:

General Hospital Void Check Entry Processor									
Tue Jul 27, 2004 11:16 am									
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec
01	H0000000257	Goody,Laura				91	M	6020	XXX-XX-0257
Page:01	Cycle	Check	TCE	Check	Pay	Period	Recon		
	PC	Type	Cd	Nbr	Type	SQ	Date	Nbr	End Date
( 1 )	B	Reglr	01		Std	0	01/31/2003	03	01/25/2003
( 2 )	B	Reglr	01		Std	0	01/17/2003	02	01/11/2003
( 3 )	B	Reglr	01	13	Std	0	01/03/2003	01	12/28/2002
( 4 )	B	Reglr	01		Std	0	02/15/2002	04	02/10/2002
( 5 )	B	Reglr	01	2236	Std	0	01/18/2002	02	01/13/2002
( 6 )	B	Reglr	01	2197	Std	0	01/04/2002	01	12/30/2001
( 7 )	B	Reglr	01	2147	Std	0	10/08/2001	21	10/03/2001
( 8 )	B	Reglr	01	2097	Std	0	09/24/2001	20	09/19/2001
( 9 )	B	Irreg	01		Std	0	09/24/2001	20	09/19/2001
(10)	B	Reglr	01	2046	Std	0	09/10/2001	19	09/05/2001
(11)	B	Reglr	01	1991	Std	0	08/27/2001	18	08/22/2001
(12)	B	Reglr	01	!	Std	0	08/13/2001	17	08/08/2001
(13)	B	Reglr	01	1937	Std	0	07/30/2001	16	07/25/2001
(14)	B	Reglr	01	1886	Std	0	08/05/2001	15	07/11/2001
(15)	B	Reglr	01	1834	Std	0	07/02/2001	14	06/27/2001
(16)	B	Reglr	01	1784	Std	0	06/18/2001	13	06/13/2001
Enter choice--									
next pg(/ or PG DN) Search(TAB)									

## Void Check Conditions

Before you can void a check:

- If you select a check from a prior year, the following message is displayed:

*Warning - check paid in different calendar year, void anyway? (Y/N)[N]--*

**NOTE:** You have the option to void the check anyway. However, doing so may create issues with earnings history and the general ledger postings when you void a check that is paid in a different calendar year.

- Check status must equal D (Distributed). If not, the following message is displayed:

*Error: Cannot void undistributed check--*

- The Bank Reconciliation Indicator value must be Outstanding. If not, the following message is displayed:

*Cannot void a returned check--*

- If the check to be voided contains a Banking Service Deduction (Deduction Classification F), the following message is displayed:

*Are you sure this bank svcs/dir deposit check is to be voided (Y/N) [N]--*

If you enter **Y** for Yes, the Bank Service/Direct Deposit check will be voided the same as other voided checks. If you enter **N** for No, no action will be taken.

If you select a Non-Bank Services/Direct Deposit check to void, the system prompts you to confirm your choice:

*Are you sure this check is to be voided (Y/N) [N]--*

**NOTE:** The system allows you to void the Bank Service/Direct Deposit checks online; however, you must report manually to the bank or institution responsible for the check and account activity. The Void Banking Service/Direct Deposit checks will not be sent automatically to a bank or institution.

- If you are using the Check Number Access Method and the system cannot find the entered check number, the check is no longer in the system due to retention parameters. In this case, the following message is displayed:

*Check cannot be system voided- Do you wish to use Manual Void Entry Y/N)[N]--*

If you enter **N**, the system returns to the check number prompt. If you enter **Y**, the system displays the Manual Check Entry Process screens. All information entered as a manual check will be reversed as a manual void check.

If all of the above conditions are not satisfied, the system returns you to the check number prompt.

**NOTE:** For void checks, the system will not handle Amount Remaining or Arrears processing automatically; any required adjustments must be done manually.

Once you select the check you want to void, the system displays the Employee TCE Control Screen which contains the check balance information. This screen is used to verify that this is, in fact, the particular check to void. The system displays the following prompt:

*Are you sure this check is to be voided (Y/N) [N]--*

If you enter **Y**, the system marks the check to be voided. The actual void process occurs during the Compute Payroll Process (corresponding to the Pay Cycle of the check and the employee).

## Void Checks - TCE Control Screen

The system displays this screen once the specific check has been selected, either by the Employee Search or Check Number Access Method.

After the screen displays, the system prompts to accept the void process:

Are you sure this check is to be voided (Y/N) [N]--

If you enter **Y**, the system marks the check to be voided. The actual Void Process occurs during the next Compute Payroll Process (corresponding to the check and employee's pay cycle).

General Hospital Void Check Entry Processor										
Tue Jun 08, 2004 07:19 am										
Ent	Emp No	Employee Name			Div Fac Department		Soc Sec			
02	H000000001	STATE, ALABAMA			8050		XXX-XX-7111			
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr		
B	Reglr	3	01/25/2004	Standard	0	Distrib.	01/29/2004	01 1749		
1	Empl Status		2	Work Status		3	Work Stat Hrs Code		4	Agency
	A Active			F Full Time			01 Full Time - 8			
5	Gross Wages		6	Not in Gross		7	Taxes		8	Deductions
	15,000.00						1,267.07			12,606.06
9	Net Wages		10	Bank Srvs		11	Check Amount		12	Comments
	1,126.87						1,126.87			
13	Hours Worked		14	Hours Entered		15	Dollars Entered		16	Units/Service
				0.00			15,000.00			0.00
17	Weeks Worked		18	Vacation Weeks		19	Hrs Worked-Act		20	Days Worked-Act
	1									
21	Ck Recon Ind		22	Void Year/PP		23	Process Home Dept			
	Outstand						8050			

Are you sure this check is to be voided? (Y/N) [N]--

If you find that a check has been voided in error, and the Compute Payroll Process has not been run yet, the check can be retrieved from the temporary Pending file.

The system displays a prompt to cancel the void:

Do you wish to delete pending void (Y/N) [N]--

## Field Explanations

### 1. EMPLOYEE STATUS (DISPLAY ONLY)

This field indicates the code and truncated description of the employee's employment status at the time that the timecard was created (Prepare Pay Period or Mini-Prepare processes). The employee status code is stored in the Employee TCE Control information and the description is displayed from the Employee Status Code Table.

### 2. WORK STATUS (DISPLAY ONLY)

This field indicates the description of the employee's work status at the time that the timecard was created. This information is stored in the Employee TCE Control information. Valid values are:

F Full-Time

P Part-Time

**3. WORK STATUS HOURS CODE (DISPLAY ONLY)**

This field indicates the description of the employee's Work Status Hours Code at the time that the timecard was created. The Work Status Hours Code differentiates employees according to the type of hours the employee normally works. These hours can be used for Auto-Generate Timelines or Holiday Hours. This information is stored in the Employee TCE Control information and the description is displayed from the Work Status Hours Code Table.

**4. AGENCY (DISPLAY ONLY)**

This field indicates the description of the non-hospital employee's employment agency at the time that the timecard was created. This information is stored in the Employee TCE Control information and the description is displayed from the Agency Code Table.

**5. GROSS WAGES (DISPLAY ONLY)**

This field contains the total of all computed wages reflected in the timecard's timelines. This is used to update Employee Earnings History in the Update Master File process. Display format is 999,999.99-.

**6. NOT IN GROSS (DISPLAY ONLY)**

This field contains the amount of dollars entered to an employee that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

**7. TOTAL TAXES TAKEN (DISPLAY ONLY)**

This field contains the final total of all computed taxes - federal (FIT, FICA, FUTA), state (SIT, SUI, SDI), and local (LIT) - for this timecard. Display format is 999,999.99-.

**8. TOTAL DEDUCTIONS TAKEN (DISPLAY ONLY)**

This field contains the final total of all deductions taken (less Banking Services deductions) for this timecard. Banking Service deductions are excluded because those monies do not affect net wages; rather, they affect the net check amount. Display format is 999,999.99-.

**9. TOTAL NET WAGES (DISPLAY ONLY)**

This field reflects the final total wages that the employee earns from this timecard. This field is calculated according to the following formula:

$$\text{Total Net Wages} = \text{Gross Wages less Taxes less Deductions}$$

This accumulation is used to update Employee Earnings History in the Update Master File process. Display format is 999,999.99-.

**10. TOTAL BANKING SERVICES DEDUCTIONS TAKEN (DISPLAY ONLY)**

This field contains the final total of Banking Services deductions for this timecard. Banking Service deductions are excluded from the prior Total Deductions Taken field because those monies do not affect net wages; rather, they affect the net check amount. Display format is 999,999.99-.

**11. CHECK AMOUNT (DISPLAY ONLY)**

This field reflects the final take-home check amount that the employee receives from this timecard. Display format is 999,999.99-. This field is calculated according to the following formula:

$$\text{Check Amount} = \text{Total Net Wages less Banking Services Deductions}$$

**12. COMMENTS (DISPLAY ONLY)**

This field contains any comments entered on the Manual Check Entry Definition Screen for Manual Adjustments.

**13. TOTAL HOURS WORKED (DISPLAY ONLY)**

This field contains the final total of all timeline hours that are classified as Worked. From the timeline Pay Type and hours detail, if the corresponding Hours Worked field in the Pay Type Master equals Yes, then the hours entered on the timecard are accumulated and totalled here. If the Hours Worked Field equals H-P, then the Hours-P value from the Pay Type Master is accumulated and totalled here. Display format is 999.99-.

**14. TOTAL HOURS ENTERED (DISPLAY ONLY)**

This field contains the final total of all timeline entered hours (as opposed to paid). This field is used to balance the timeline entries. Display format is 999.99-.

**15. TOTAL DOLLARS ENTERED (DISPLAY ONLY)**

This field contains the final total of all timeline entered dollars (as opposed to calculated from hours and units). This field is used to balance the timeline entries. Display format is 999,999.99-.

**16. TOTAL UNITS OF SERVICE ENTERED (DISPLAY ONLY)**

This field contains the final total of all timeline entered units of service. This field is used to balance the timeline entries. Display format is 999.99-.

**17. TOTAL WEEKS WORKED (DISPLAY ONLY)**

This field contains, for this timecard, the final count of the number of weeks worked. This Weeks Worked value is used to update the employee's Earnings History. Display format is 99.

**18. VACATION WEEKS (DISPLAY ONLY)**

This field contains the number of weeks of irregular payment used as the basis to calculate taxes for this timecard when the Cycle Type is Irregular/Vacation. If the Cycle Type is Irregular, this field contains a number; for all other Cycle Types, this field is blank. Field format is 999.99.

**19. HOURS WORKED - ACTUAL (DISPLAY ONLY)**

This field contains the actual number of hours that the employee was on the job. This field is initially set to equal the Weekly Hours from the employee's Work Status Hours Code, multiplied by the Weeks in Pay Period from the Pay Cycle Master. Field format is 99999.

**20. DAYS WORKED - ACTUAL (DISPLAY ONLY)**

This field contains the actual number of days that the employee was on the job. This field is initially set to equal the Hours in Pay Period from the Pay Cycle Master, divided by the Daily Hours from the employee's Work Status Hours Code. Field format is 999.

**21. CHECK RECONCILIATION/VOID INDICATOR (DISPLAY ONLY)**

This field contains the bank reconciliation indicator when checks are issued. Whenever a check is produced, either manually or by the system, the Check Reconciliation/Void Indicator is updated. The codes and values are consistent with those the STAR Financials Accounts Payable System uses. Values (from internal Check History file) are:

Code	Value	Description
" "	Outstanding	The timecard has not yet produced a check, or that check has been issued and has not been Voided, or Returned (cleared) by the bank.
V	Void	The check was issued and has been voided by the user.
X	Returned (from the bank)	The check has been issued and has cleared the bank. This status is updated by the Bank Reconciliation Process.

**22. VOID PROCESS PAY YEAR/PAY PERIOD (DISPLAY ONLY)**

These fields identify the specific year and pay period in which this timecard and the associated pay file information were voided. During the Void Process, this field is set to equal the processing calendar year and pay period.

**23. PROCESS HOME DEPARTMENT (DISPLAY ONLY)**

This field contains the Home Department to which the employee is assigned at the time of the Prepare Process. The system initially loads the department at the time of prepare. This is the Home Department that is used for all payroll reports for the pay period being processed.

## Void Check Copy Process

The Void Check Copy Process system enables you to bring the voided checks into the Pay Period Processing cycle. When voided checks (or manual void checks) are created, they are written to a temporary Void Check hformation file. This copy process creates the permanent Employee TCE Pay File Information data.

The following outline explains this process:

- During the next payroll run, you access the Payroll Process.
- During the Compute Process (pre-entry routines), the system calls the Void Copy Process to execute.

- In this Payroll Run, for the associated Cycle Type (Regular, Supplemental, or Irregular), all corresponding entries (by Pay Cycle) from the temporary Void Check Information are copied to the Employee TCE Pay File records. The temporary Void Check Information is also copied in a Demand Cycle if the Demand Cycle was not started in the middle of another Cycle Type.
- The Copy Process duplicates the original check in total. This allows for accurate processing of current period taxes and earnings.
- The original check is updated to reflect a Void Check status. The Bank Reconciliation/Void Indicator and Void Year/PP fields of the original check are updated accordingly.
- The Copy Process, as part of the Compute Process, can be run multiple times to access any additional voided checks (since the last run). After each process copies the information, the temporary data is purged to prevent duplication of data.
- All the employee's earnings, deductions, pension, and benefit information are updated to reflect that voided check. The information is used to ensure that the current payroll processing reflects the new earnings totals resulting from the void.
- The Employee TCE Pay File Information for the void check is then processed through Master Update and General Ledger Distribution along with the other records.
- The TCE Pay File Information for the voided checks will be used to create the appropriate General Ledger entries, along with the regular GL entries.
- The voided checks print on the Payroll Register in the next Payroll Process that is run.



---

## CHECK HISTORY/TIMECARD INQUIRY

The Check History/Timecard Inquiry function is used to review and audit any timecard or check that is processed and retained by the system. This function allows access to the entire Employee TCE Pay File Information control totals, timelines, deductions, benefits, taxes, and earnings. Pay File Information is kept by employee Pay Cycle, Cycle Type, pay period and timecard type. Multiple periods can exist simultaneously on the system.

The function also allows for minor modifications to be made to timecards prior to the Print Payroll Check step in the Payroll Process. These changes include special processing status indicators.

To access this function, select the **Processes** function from the main menu. Select the **Time Entry Process** from the Payroll Processes menu. Select the option for the **Check History/Timecard Inquiry** function.

Next, the system prompts you to enter or select the processing Entity Code. If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities established in the Payroll/Human Resources Entity Master are considered valid. The system displays the following prompt:

*Enter entity code or '-' for list--*

After you enter the Entity Code, the system prompts you to enter the employee number, name, or social security number:

*Enter emp nmbr, '-' name for soundex, '#' SSN or first chars of name--*

- If you enter an employee number, the system displays the Employee Timecard Selection Screen. This screen displays all timecards and checks currently retained in the system for this employee. From this screen, the exact entry can be selected for display.
- If you enter the first characters of an employee name, the system displays an employee name/number lookup table. Then, after you enter an employee, the system displays the Employee Timecard Selection Screen.
- If you enter a pound sign (#) followed by the social security number (SSN), the system displays all employees with that social security number currently retained in the system. From this screen, the exact entry can be selected for display.

### Employee Timecard Selection Screen

The Employee Timecard Selection Screen displays all timecards/checks currently residing in the Payroll/Human Resources system for the selected employee, regardless of Pay Cycle, pay period, Cycle Type, or timecard type. The information is

listed in reverse chronological order, with the most recently created timecard appearing first.

General Hospital Check History/Timecard Inquiry Processor									
Thu Mar 07, 2002 11:55 am									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	H0000000001	Allison-Smith, John T			91		6.020	729-54-5441	
Page:01									
PC	Type	Cd	Nbr	TCE	Check	Pay Period	Recon		
( 1 )	B	Reglr	01	2257	Std	0	01/18/2002	02	01/13/2002
									Outstand
( 2 )	B	Reglr	01		Std	0	01/04/2002	01	12/30/2001
									Not Printed
( 3 )	B	Deman	01	2183	Std	0	10/02/2001	21	10/03/2001
									Outstand
( 4 )	B	Reglr	01	2168	Std	0	10/08/2001	21	10/03/2001
									Outstand
( 5 )	B	Reglr	01	2118	Std	0	09/24/2001	20	09/19/2001
									Outstand
( 6 )	B	Irreg	01	2067	Void	1	09/24/2001	20	09/19/2001
									Void
Enter choice--									

If the employee entered has no timecards, the message No entries defined displays.

## Field Explanations

Each timecard represents one check. Employees may have multiple timecards/checks within a pay period and Cycle Type. Timecards/Checks display in reverse chronological order, based on check date. For multiple checks with the same check date, the checks display in TCE Type and Additional Number order.

### PAY CYCLE (2-AN-D)

This field contains the Pay Cycle Code that identifies the pay frequency for that timecard. This field is taken from the Employee TCE Control information.

### CYCLE TYPE (5-N-D)

This field contains the Cycle Type (Regular, Supplemental, Irregular, Other) that identifies the specific payroll for which this employee check was processed. The display format is :

Displays as	Description
Deman	Demand
Irreg	Irregular/Vacation
Other	Other
Reglr	Regular
Suppl	Supplemental

**CHECK CODE (2-AN-D)**

This field identifies the particular Check Code with the check number for this timecard or check. Check Codes are used to identify the particular bank and checking account that processes this check. The Check Code is displayed from the Employee TCE Control Information.

**CHECK NUMBER (10-AN-D)**

This field identifies the check number used for printing this check. The check number is used, along with the Check Type and Check Code, for reporting purposes. The check number is displayed from the Employee TCE Control Information.

A single asterisk (\*) displayed 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.

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.

**TIMECARD (TCE) TYPE (5-A-D)**

This field contains the Timecard (TCE) Type, also referred to as Check Type, that the employee will receive. This field is taken from the Employee TCE Control Information. Display format is:

Description	Stored internally as	Displays as
Manual Checks	(internal=10)	(Display: Man)
Void Checks	(internal=20)	(Display: Void)
Standard Checks	(internal=30)	(Display: Std)
Additional Checks	(internal=40)	(Display: Addtl)

**SEQUENCE NUMBER (2-N-D)**

Employees can have multiple timecards in addition to the standard timecard for each period. This number sequences those timecards for processing.

Standard timecards always have a zero (0) in this field. Additional timecards are numbered from one (1) through ninety-nine (99). This field is taken from the Employee TCE Control Information.

**CHECK DATE (10-AN-D)**

This field contains the specific check date that is applicable for the timecard or check. The check date for Standard and Additional TCE Types reflects the Pay Period Check Date. For Manual Checks, the check date is entered during the Time Entry Process. This information is taken from the Employee TCE Control Information.

**PAY PERIOD END DATE (10-AN-D)**

This field contains the Pay Period End Date that is applicable for timecard or check. This information is taken from the Employee TCE Control Information.

**RECONCILIATION/VOID INDICATOR (8-AN-D)**

This field contains the Bank Reconciliation Indicator when checks are issued. Whenever a check is produced, either manually or by the system, the Recon/Void Indicator is updated. Values (from internal Check History file) are:

Code	Value	Description
B	Blank (Display: Outstand)	The timecard has not yet produced a check, or that check has been issued and has not been voided or returned (cleared) by the bank.
*	Remit (Display: Remit)	The timecard has produced a remittance advice instead of a check number.
P	Marked to be voided (Display: Pending)	The check has been selected for voiding, but has not been actually voided yet.
V	Void (Display: Void)	The check was issued and has been voided by the user.
X	Returned from the Bank (Display: Returned)	The check has been issued and has cleared the bank. This status is updated by the Bank Reconciliation Process.

## Employee Timecard Inquiry Screen

Once you select the employee timecard/check for review, a screen displays the common heading for every Check History/Timecard Inquiry detail screen. The header provides identifying information and cannot be edited.

The first line (Entity Code, employee number, employee name, division, facility, home department, and social security number) is common Payroll/Human Resources System heading information. The information is displayed from the Employee TCE Master information, built when the timecard was constructed (either by the Prepare Pay Period or Mini-Prepare processes).

The second line (Pay Cycle, Cycle Type, Pay Period, Pay Period End Date, TCE Type, Number, Timecard/Check Process Status, Check Date, Check Code/Check Number) reflects the detail line from the Employee Timecard Selection Screen. An example of this header information is shown below:

General Hospital Check History/Timecard Inquiry Processor									
Thu Mar 07, 2002 11:58 am									
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec
01	H0000000001	Allison-Smith, John T				91		6.020	729-54-5441
Page:01	Cycle	Check	TCE		Check	Pay Period		Recon	
	PC Type	Cd	Nbr	Type	SQ	Date	Nbr	End Date	Ind
( 1 )	B	Reglr	01	2257	Std	0	01/18/2002	02 01/13/2002	Outstand

## Employee TCE Detail Selection Menu

The system displays this menu once the actual timecard or check is selected. The menu enables you to select a segment of the process for data review.

The Check History/Timecard Inquiry Process is used to review all the data in the Employee TCE Pay File Information that went into producing a check. The Pay File is built during the Prepare Process. The various parts of Employee and Master File information to produce a check are stored in this file by category during Prepare, Timecard Entry, Compute, Employee Paycheck Print, and Master File Update.

**NOTE:** Depending on the Timecard Process Status, certain fields in the detail information can be modified if the timecard has not yet been printed. This modification function allows process changes, such as process flags or Employee Position Rate changes, to be made after the defaults have been set in the Prepare Pay Period Process. Any changes will cause the Recompute Process to begin if Compute has already been run.

```

General Hospital Check History/Timecard Inquiry Processor
                                Thu Jun 03, 2004 03:26 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
02  H000000017  STATE, ILLINOIS           6231          231-58-6411
PC  CycTp  PP  End Date      TCE Type  Nbr   Status   Chk Date   Ck Cd/Nbr
B   Reglr  1   12/26/2003   Standard  0   Distrib.  01/01/2004  01 300

      Option No.  Option
      -----
      TCE Control   1      Employee Control
                        2      Employee Process Indicators
      TCE Set-Up    3      Employee Position/Rate Detail
      TCE Detail    4      Timeline Detail
                        5      Deduction Detail
                        6      Benefit Detail
                        7      Holiday Detail
                        8      Pension Detail
                        9      Paycheck Detail
      TCE Wages     10     Wage Summary
                        11     Federal Wages
                        12     State Wages
                        13     Local Wages
                        14     Compute Messages
Enter option number [Employee Control]--

```

## MENU SELECTIONS

### Employee Control

The Employee Control function displays TCE Pay File information describing the total wages, hours, dollars, and bank reconciliation information. The screen is designed to present an overview of the final disposition of the timecard/check.

### Employee Process Indicators

The Employee Process Indicators function displays the timecard processing flags that can be modified.

**Employee Position/Rate Detail**

The Employee Position/Rate Detail screens (one position selection screen and one position detail screen) display the position and rate information that was in effect for this timecard/check. The data was built during the Prepare Process. Most data is display only, but particular rate information can be changed on the detail screen.

**Timeline Detail**

The Timeline Detail screens (one timeline selection screen and one timeline detail screen) display the detail timelines from the timecard and present the Compute and Labor Distribution data for that timeline. The data was built during the Timecard Entry Process, and updated during the Compute Process. All screen data is display only.

**Deduction Detail**

The Deduction Detail screens (one deduction selection screen and two deduction detail screens per deduction) display the detail deductions, scheduled and taken, from the timecard, and present the Compute and Labor Distribution data for that deduction. The data was built during the Compute Process. All screen data is display only.

**Benefit Detail**

The Benefit Detail screens (one benefit selection screen and one benefit detail screen) display the detail employee benefits that were in effect for this timecard/check. The data was built during the Prepare Process, and updated during the Compute Process. With the exception of the process indicators, all data is display only.

**Holiday Detail**

The Holiday Detail screen displays the detail employee holidays that were in effect for this timecard/check. The data was built during the Prepare Process, and updated during the Compute Process. With the exception of the process indicator, all data is display only.

**Pension Detail**

The Pension Detail screen displays the detail Employee Pension Pay Period Information that was in effect and calculated for this timecard/check. The data was built during the Prepare Process, and updated during the Compute Process. With the exception of the process indicators, all data is display only.

**Paycheck Detail**

The Paycheck Detail screen displays the employee paycheck detail for the timecard selected. (A check or remittance must have been printed for the timecard before you can use this option.) The employee paycheck detail displays in a format that resembles an actual "check stub." All data is display only.

## **Wage Summary**

The Wage Summary screen displays a functional overview of the wages (gross wages, net wages, taxable wages, employee withholding dollars, employer costs, weeks worked, and hours worked within taxing authority) for this check. This information is calculated during the Compute Process. All data is display only.

## **Federal Wages**

The Federal Wage screen displays a complete overview of federal-level (federal income tax, FICA, FUTA) wage information. This information includes gross wages, not in gross wages, net wages, earned income credit, total weeks worked, total hours worked, taxable wages, employee withholding dollars, employer portion costs, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions) and Taxable Employer Contributions. This information is calculated during the Compute Process and is used to update the Employee Earnings History during the Master Update process. All data is display only.

## **State Wages**

The State Wage screen displays a complete overview of state-level (such as state income tax, SUI, SDI) wage information. This information includes gross wages, not in gross wages, net wages, total weeks worked, total hours worked, taxable wages, employee withholding dollars, employer portion costs, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions) and Taxable Employer Contributions. This information is calculated during the Compute Process and is used to update the Employee Earnings History during the Master Update process. All data is display only.

## **Local Wages**

The Local Wage screens (one for local tax authority selection, and one for detail information) display a complete overview of local wage information. This information includes gross wages, not in gross wages, net wages, taxable wages, employee withholding dollars, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions) and Taxable Employer Contributions. This information is calculated during the Compute Process and is used to update the Employee Earnings History during the Master Update process. All data is display only.

## **BSI Messages**

The BSI Messages screen displays any messages generated from the Tax calculation module (BSI) during the compute process. These may be information messages, such as tax calculation assumption messages, or error messages. Error messages could result if the Tax Translation codes, in the local/state tax code tables, are invalid. All data is Display Only.

BSI Messages will print at the end of the Gross Compute Audit Report.

## Employee Control Inquiry Screen

This screen displays when you select **Employee Control** from the Employee TCE Detail Selection menu. It contains TCE Pay File information describing the total wages, hours, dollars, and bank reconciliation information. The screen provides an overview of the final disposition of the timecard/check. All fields are display only.

General Hospital Check History/Timecard Inquiry Processor										
Tue Jun 08, 2004 07:52 am										
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec		
02	H000000001	STATE, ALABAMA					8050	XXX-XX-7111		
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr		
B	Reglr	2	01/11/2004	Standard	0	Distrib.	01/15/2004	01 1697		
1	Empl Status		2	Work Status		3	Work Stat Hrs Code		4	Agency
	A Active			F Full Time		01	Full Time - 8			
5	Gross Wages		6	Not in Gross		7	Taxes		8	Deductions
	2,401.00						317.58			1,609.49
9	Net Wages		10	Bank Srvs		11	Check Amount		12	Comments
	473.93						473.93			
13	Hours Worked		14	Hours Entered		15	Dollars Entered		16	Units/Service
	80.00			80.00			801.00			0.00
17	Weeks Worked		18	Vacation Weeks		19	Hrs Worked-Act		20	Days Worked-Act
	1									
21	Ck Recon Ind		22	Void Year/PP		23	Process Home Dept			
	Outstand						8050			

Press NL--

## Field Explanations

### 1. EMPLOYEE STATUS (DISPLAY ONLY)

This field indicates the code and truncated description of the employee's employment status at the time the timecard was created (Prepare Pay Period or Mini-Prepare Processes). The Employee Status Code is stored in the Employee TCE Control information and the description is displayed from the Employee Status Code Table.

### 2. WORK STATUS (DISPLAY ONLY)

This field indicates the description of the employee's work status at the time that the timecard was created. This information is stored in the Employee TCE Control information. Valid values are Full-Time or Part-Time.

### 3. WORK STATUS HOURS CODE (DISPLAY ONLY)

This field indicates the description of the employee's Work Status Hours Code at the time that the timecard was created. The Work Status Hours Code differentiates employees according to the type of hours the employee normally works. These hours can be used for Auto-Generate Timelines or Holiday Hours. This information is stored in the Employee TCE Control information and the description is displayed from the Work Status Hours Code Table.



**4. AGENCY (DISPLAY ONLY)**

This field indicates the description of the non-hospital employee's employment agency at the time the timecard was created. This information is stored in the Employee TCE Control information and the description is displayed from the Agency Code Table.

**5. GROSS WAGES (11-N-D)**

This field contains the total of all computed wages reflected in the timecard's timelines. This accumulation is the basis for net wage calculations, deduction processing, and is used to update Employee Earnings History in the Update Master File process. Display format is 999,999.99-.

**6. NOT IN GROSS (11-N-D)**

This field contains the amount of dollars entered to an employee that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

**7. TOTAL TAXES TAKEN (11-N-D)**

This field contains the total of all computed taxes - federal (FIT, FICA), state (SIT, SUI, SDI), and local (LIT) - for this timecard. Display format is 999,999.99-.

**8. TOTAL DEDUCTIONS TAKEN (11-N-D)**

This field contains the total of all deductions taken (less Banking Services deductions) for this timecard. Banking Service deductions are excluded because those monies do not affect net wages; rather, they affect the net check amount. Display format is 999,999.99-.

**9. TOTAL NET WAGES (11-N-D)**

This field reflects the final total wages that the employee earns from this timecard. This field is calculated according to the following formula:

$$\text{Total Net Wages} = \text{Gross Wages less Taxes less Deductions}$$

This accumulation is used to update Employee Earnings History in the Update Master File Process. Display format is 999,999.99-.

**10. TOTAL BANKING SERVICES DEDUCTIONS TAKEN (11-N-D)**

This field contains the total of Banking Services deductions for this timecard. Banking Service deductions are excluded from the prior Total Deductions Taken field because those monies do not affect net wages; rather, they affect the net check amount. Display format is 999,999.99-.

**11. CHECK AMOUNT (11-N-D)**

This field reflects the final check amount that the employee receives from this timecard. Display format is 999,999.99-. This field is calculated according to the following formula:

$$\text{Check Amount} = \text{Total Net Wages less Banking Services Deductions}$$

**12. COMMENTS (DISPLAY ONLY)**

This field contains any comments entered on the Manual Check Entry Definition Screen for Manual Adjustments.

**13. TOTAL HOURS WORKED (7-N-D)**

This field contains the total of all timeline hours that are classified as Worked. From the timeline pay type and hours detail, if the corresponding Hours Worked Field in the Pay Type Master equals Yes, the hours entered on the timecard are accumulated and totalled here. If the Hours Worked Field equals H-P, then the Hours-P value from the Pay Type Master is accumulated and totalled here. Display format is 999.99-.

**14. TOTAL HOURS ENTERED (7-N-D)**

This field contains the total of all timeline entered (as opposed to paid) hours. This field is used to balance the timeline entries. Display format is 999.99-.

**15. TOTAL DOLLARS ENTERED (11-N-D)**

This field contains the total of all timeline-entered dollars (as opposed to calculated from hours and units). This field is used to balance the timeline entries. Display format is 999,999.99-.

**16. TOTAL UNITS OF SERVICE ENTERED (8-N-D)**

This field contains the total of all timeline-entered units of service. This field is used to balance the timeline entries. Display format is 9999.99-.

**17. TOTAL WEEKS WORKED (2-N-D)**

This field contains, for this timecard, the final count of the number of weeks worked. This Weeks Worked value is used to update the employee's Earnings History. Display format is 99.

**NOTE:** During the Prepare Pay Period Process, this field is set equal to Weeks in Pay Period from the Pay Cycle Master. During the Compute Process, in accordance with the Weeks Worked Method and associated factor fields, also from the Pay Cycle Master, the Total Weeks Worked value here is recalculated based on timeline weeks, Hours Worked, or Dollars Worked.

**18. VACATION WEEKS (6-N-D)**

This field contains the number of weeks of Irregular payment used as the basis number of weeks to calculate taxes for this timecard when the Cycle Type is Irregular/Vacation. If the Cycle Type is Irregular, this field is required; for all other Cycle Types, this field is blank. Display format is 999.99.

This field triggers the Irregular withholding calculations in the Tax Compute Module if weeks are greater than zero (0).

**19. HOURS WORKED - ACTUAL (5-N-D)**

This field contains the actual number of hours that the employee was on the job. This field is initially set to equal the Weekly Hours from the employee's Work Status Hours Code, multiplied by the Weeks in Pay Period from the Pay Cycle Master. Display format is 99999.

**20. DAYS WORKED - ACTUAL (5-N-D)**

This field contains the actual number of days that the employee was on the job. This field is initially set to equal Hours in Pay Period from the Pay Cycle Master, divided by the Daily Hours from the employee's Work Status Hours Code. Field format is 999.

**21. CHECK RECONCILIATION/VOID INDICATOR (11-AN-D)**

This field contains the Bank Reconciliation Indicator when checks are issued. Whenever a check is produced, either manually or by the system, the Recon/Void Indicator is updated. Values (from internal Check History file) are:

Code	Value	Description
B	Blank (Display: Outstand)	The timecard has not yet produced a check, or that check has been issued and has not been voided or returned (cleared) by the bank.
*	Remit (Display: Remit)	The timecard has produced a remittance advice instead of a check number.
P	Marked to be voided (Display: Pending)	The check has been selected for voiding, but has not been actually voided yet.
V	Void (Display: Void)	The check was issued and has been voided by the user.
X	Returned from the Bank (Display: Returned)	The check has been issued and has cleared the bank. This status is updated by the Bank Reconciliation Process.

**22. VOID PROCESS PAY YEAR/PAY PERIOD (4-AN-D)**

These fields identify the specific year and pay period in which this timecard and the associated pay file information was voided. During the Void Process, this field is set equal to the processing calendar year and pay period.

**23. PROCESS HOME DEPARTMENT (14-AN-D)**

This field contains the Home Department to which the employee was assigned at the time of the Prepare Process. The system initially loads the department at the time of prepare. This is the Home Department that is used for all payroll reports for the pay period being processed.

**NOTE:** The display format of the department is determined by the General Ledger Fiscal Year definitions.

## Employee Process Indicators Screen

This screen displays when you select the Employee Process Indicators option from the Employee TCE Detail Selection menu. It contains TCE Pay File information describing the timecard processing flags.

All screen fields can be edited until checks have been printed, with the exception of the Taxes and Gross Up Ind fields. After checks have been printed, none of the fields can be modified.

```

General Hospital Check History/Timecard Inquiry Processor
                                Tue Jun 08, 2004 12:44 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
02  H000091749   ALABAMA, STATE           91      6020           XXX-XX-4561
PC  CycTp  PP  End Date      TCE Type  Nbr      Status      Chk Date      Ck Cd/Nbr
B   Reglr   3   01/25/2004    Standard   0      Computed   01/29/2004   01
E M P L O Y E E   P A Y   P E R I O D   P R O C E S S   I N D I C A T O R S
1 Benefits          2 Taxes          3 Deductions          4 Holidays
Yes                Yes                Yes                Yes
5 Pensions          6 Reciprocal Calc  7 Gross Up Calc
Yes                Yes                No
8 BSI TaxFactory Process Code Override

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

```

## Field Explanations

### 1. BENEFIT PROCESS INDICATOR (3-A-R)

This field indicates whether employee benefits are processed and computed during the Compute Net Wages step. Benefit Rollover Processing, as part of the Prepare Process, occurs in each Regular Cycle Type payroll. Other Cycle Types do not affect Benefit Rollover Processing. This allows you to isolate the exact times when benefits are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters when the timecard is created, with user override allowed. Display values are:

Yes, process employee benefits in this Cycle Type payroll run.

No, do not process employee benefits in this Cycle Type payroll run.

**NOTE:** For all Cycle Types, once the Employee TCE Pay File is built, the employee benefits available to be taken can be used regardless of Rollover Processing or any additional computations in this payroll.

### 2. TAXES PROCESS INDICATOR (3-A-D)

This field indicates whether taxes are processed in this specific payroll. This allows you to isolate the exact times when taxes are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set

initially in accordance with the Cycle Type Parameters when the timecard is created, with no user override allowed at the timecard level. Display values are:

Yes, taxes are computed in this Cycle Type payroll run.

No, taxes are not computed in this Cycle Type payroll run.

### **3. DEDUCTIONS PROCESS INDICATOR (3-A-R)**

This field indicates whether employee deductions are processed in this specific payroll. This allows you to isolate the exact times when deductions are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters when the singular timecard is created, with user override allowed. Display values are:

Yes, deductions are computed in this Cycle Type payroll run.

No, deductions are not computed in this Cycle Type payroll run.

**NOTE:** This field provides one more level of control over deductions as a whole than that provided by the Deduction Schedule fields (Pay Cycle, Cycle Type, and Schedule Code) in the Deduction Master.

If this indicator is set to No, no deductions are processed for this timecard. This enables you to bypass arrears processing on timecards with no hours or dollars. If there are deduction TCE records from a prior compute, these are deleted if Recompute is performed. If this indicator is changed to No after the Compute or Recompute Process is run for an employee, any TCE deductions for that employee are deleted.

### **4. HOLIDAY PROCESS INDICATOR (3-A-R)**

This field indicates whether, during the Prepare Process, employee holidays are processed in relation to holiday awards and pay backs. This allows you to isolate the exact times when holidays are computed in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters when the timecard is created, with user-override allowed. Display values are:

Yes, process employee holidays in this Cycle Type payroll run.

No, do not process employee holidays in this Cycle Type payroll run.

**NOTE:** For all Cycle Types, once the Employee TCE Pay File is built, the awarded employee holidays are available to be taken, regardless of any additional awarding in this payroll.

### **5. PENSION PROCESS INDICATOR (3-A-R)**

This field indicates whether employee pension records are built during the Prepare Process. It also controls whether pension information is accumulated for this payroll run. This allows you to isolate the exact times when pension statistics are accumulated

in a multiple payroll run cycle (for example, Regular and Supplemental) within the same pay period. This field is set initially in accordance with the Cycle Type Parameters when the timecard is created, with user override allowed. Display values are:

Yes, process employee pension in this Cycle Type payroll run.

No, do not process employee pension in this Cycle Type payroll run.

#### **6. RECIPROCAL CALC INDICATOR (3-A-R)**

This field indicates whether reciprocal processing occurs with the employee wages during the Compute Process. If wages are worked in more than one state or the employee has a work state different from the state of residence, BSI TaxFactory processes the wages to determine which state or states, taxable wages and withholding taxes should be computed and the percentage worked for each state. Also, the reciprocity flag for local tax processing is turned on. This allows city/township/borough taxes to be set up separately in STAR from the school district taxes and still allow the system to determine the total tax to be computed for the locality if a reciprocal agreement exists. Initially, this field is set to always process wages using reciprocal processing. User override is allowed. A valid time for user override would be when a check is processed with zero dollars but with a refund of tax-sheltered deductions. Display values are:

Yes, do Reciprocal Calculation Processing for this check.

No, do not do Reciprocal Calculation Processing for this check.

#### **7. GROSS UP INDICATOR (3-A-D)**

This field indicates whether the employee's wages were "Grossed Up" for this check. The Gross-Up of a check is allowed only during a Supplemental or Demand cycle.

#### **8. BSI TAXFACTORY PROCESS CODE OVERRIDE (3-A-D)**

When performing wage assessment and tax calculations, this field indicates to BSI TaxFactory whether to return negative taxable wages. Values are:

- 1 Allow Negative Taxable Wages and Withholding
- 3 Don't Allow Negative Taxable Wages and Withholding

When total Gross and Not In Gross Wages are positive, the default value is 3 - do not allow negative taxable wages to be returned from TaxFactory. If total Gross and Not in Gross Wages are negative (due to negative timelines being entered) a value of 1 is passed to TaxFactory to possibly return negative wages and withholding.

In certain situations, a value of 3 is passed, but a value of 1 might be more appropriate (for example, when 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).

## Employee Position/Rate Detail Selection Screen

This screen displays when the Employee Position/Rate Detail option is selected from the Employee TCE Detail Selection menu.

The Employee Position/Rate Detail Selection screen displays all employee positions in effect for this timecard/check. The data was built during the Prepare Process. In the case of Manual Checks, only those positions actually referenced in the timecard are displayed. Using the overview of the position data at the outset of the Payroll Process, the system allows for continual modifications to the permanent employee data without affecting the payroll run.

This scrolling screen displays all applicable positions and identifies the assigned Position Department, Job Class and Position Number. The format of the department is determined from the GL Fiscal Year Definitions.

To review the position detail, a specific position is selected. The system then displays the Employee Position/Rate Detail screen for that single position:

General Hospital Check History/Timecard Inquiry Processor									
Thu Mar 07, 2002 01:29 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	H0000000001	Allison-Smith, John T			91		6.020	729-54-5441	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr	
B	Reglr	2	01/13/2002	Standard	0	Distrib.	01/18/2002	01 2257	
Pri	Ent	Dept	Job Class/Pos Nbr			PrimSft	ShftRt	HrsAssgnd	
( 1 )	01	8.050	9150/001 Cook			07	01	33.75	
( 2 )	02	6.010	8888/001 Carpenter			01	01	40.00	
Select position--									

## Employee Position/Rate Detail Screen

This screen displays when a single Employee Position/Rate Detail record is selected from the Employee Position/Rate Detail Selection screen.

The Employee Position/Rate Detail Selection Screen displays all rate and position processing information for this position that is in effect for this timecard/check. The data was built during the Prepare Process. Using an overview of the position data at the outset of the Payroll Process, the system allows for continual modifications to the permanent employee data without affecting the payroll run.

Most data is display only, but particular rate information can be changed on the detail screen. After checks have been printed, fields cannot be modified.

General Hospital Check History/Timecard Inquiry Processor											
Wed Jul 20, 2011 01:29 pm											
1Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec		
01	H00000000001	Allison-Smith, John T				91		6.020	729-54-5441		
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr			
B	Reglr	2	01/13/2002	Standard	0	Distrib.	01/18/2002	01 2257			
1	Priority Ord	2	Entity	3	GL Department	4	Job Class	5 Pos Nbr			
1		01		8.050	FOOD SERVIC	9150		001			
6	Primary Shift	7	Shift Rate Cd	8	Shift Ind	9	Ben Ind	10 OT Ind			
07	12 Hours Da	01		Yes		Yes		Yes			
11	Hr Rate	12	On-call Rate	13	Charge Rate	14	Float Rate	15 Suppl Rate			
20.5000		1.00						0.00			
16	Pay Status	17	FTE Ratio	18	Change Ind	19	Hrs s/LI	20 Hrs Assign			
Exempt		0.4500				33.75		33.75			
21	Local Tax Cd	22	Edit By	23				Edit Date			
????											
24	Additive Rate Codes			Grp	Basis	Amount	Percent				
	FL	FLAT	ADD RATE	AA	F	1.5000					
Press NL--											

**NOTE:** Any changes made on this screen cause the Change Indicator to be set to Yes for audit purposes.

## Field Explanations

### 1. PRIORITY ORD (2-N-D)

This field indicates the priority hierarchy value for this position in relation to the employee's other positions. The employee's primary position has a Position Priority Order of one (1), while the secondary position has a value of two (2), and so on. The system uses this value to identify, during Timecard Entry, which position is being referenced by each timeline. This value is subsequently used during the Compute Process (gets the appropriate rates, etc.) and Master File Update (for statistics posting), and by the Distribute Labor process (to post the earnings to the appropriate accounts).

### 2. ENTITY (2-A-D)

This field contains the entity that this Position is budgeted for.

### 3. GL DEPARTMENT (17-AN-D)

This field identifies the department to which the job class and position are assigned. This field determines the standard department where the timeline expense will be posted.

**NOTE:** The display format of the department is determined by the General Ledger Fiscal Year definitions.



**4. JOB CLASS (4-AN-D)**

This field contains the specific JobClass for this department and position. The position Job Class, in conjunction with the General Ledger Related Parameters, can be used to determine the GL posting subaccount for the associated timelines.

**5. POS NBR (3-AN-D)**

This field identifies the specific position within Job Class and department that the employee is assigned to.

**6. PRIMARY SHIFT (2-AN-R)**

This field contains the shift code defining the shift that the employee is commonly scheduled to work in this position. Initial entry is established from the employee position, with override allowed. Entries are validated against the Job Class Master and the Shift Codes defined for the specific Shift Rate Code. A hyphen (-) can be entered to display a help list containing shift codes. During the Timecard Entry Process, this shift assigned value is pre-loaded to the Shift Worked field for each timeline associated with this position. The truncated description is displayed from the Shift Differential Code Table.

**7. SHIFT RATE CD (4-AN-R)**

This field identifies the specific shift rate table to which this position is assigned. The Shift Rate Code Table which is validated against the Job Class Master, defines the valid shift differential codes, as well as the applicable shift rates that are used in the Compute process. Shift codes entered during Timecard Entry are validated to this Shift Rate Code table and its associated shift codes. Override is allowed.

**8. SHIFT IND (3-A-R)**

This field indicates that this position is eligible for shift differential computation and shift entry during Timecard Entry. Override is allowed.

Valid values are:

Yes The position is shift eligible.

No The position is not shift eligible. The system will use 00 during timecard entry.

**9. BEN IND (3-A-R)**

This field indicates whether the hours worked in this position are used when the benefit award computations are based upon hours worked factor (versus flat hours award per pay period). Override is allowed. Valid values are:

Yes The hours worked in this position are used.

No The hours worked in this position are not used to calculate the benefit awards.

**10. OT IND (3-A-R)**

This field indicates that this position is eligible for overtime computation and overtime pay type entry during Timecard Entry. Overtime Pay Types are defined with

Calculation Method = Overtime, FLSA Overtime, or Premium OT in the Pay Type Master. Override is allowed. Valid values are:

Yes The position is overtime eligible.

No The position is not overtime eligible. The system will not allow entry of Overtime Pay Types during Timecard Entry.

#### **11. HR RATE (8-N-R)**

This field contains the hourly Pay Rate for this position in this payroll run. When the Employee TCE Position information is created, this field is established to match the permanent Employee Position Information. This value can be modified, but no modifications will carry back to the permanent data. Display format is 999.9999.

This value is used by Compute to calculate each timeline's Dollars Paid when Hours or Units of Service are entered.

#### **12. ON-CALL RATE (7-N-R)**

This field contains the defined on-call rate for this position in this payroll run. When the Employee TCE Position information is created, this field is extracted from the Job Class Master, in accordance with the On-Call Rate Code value in the permanent Employee Position Information. This value can be modified, but no modifications will carry back to the permanent data. Any changes made will cause the Change Indicator to be set to Yes for audit purposes. Display format is 99.9999.

#### **13. CHARGE RATE (7-N-R)**

This field contains the defined charge rate for this position in this payroll run. When the Employee TCE Position information is created, this field is extracted from the Job Class Master, in accordance with the Charge Rate Code value in the permanent Employee Position Information. This value can be modified, but no modifications will carry back to the permanent data. Any changes made will cause the Change Indicator to be set to Yes for audit purposes. Display format is 99.9999.

#### **14. FLOAT RATE (7-N-R)**

This field contains the defined float rate for this position in this payroll run. When the Employee TCE Position information is created, this field is extracted from the Job Class Master, in accordance with the Float Rate Code value in the permanent Employee Position Information. This value can be modified, but no modifications will carry back to the permanent data. Any changes made will cause the Change Indicator to be set to Yes for audit purposes. Display format is 99.9999.

#### **15. SUPPL RATE (8-N-R)**

This field contains the supplemental Hourly Rate, which, with the appropriate Pay Type, is used as a premium rate in addition to the employee's Hourly Rate for this position in this payroll run. When the Employee TCE Position information is created, this field is established to match the permanent Employee Position Information. This value can be modified, but no modifications will carry back to the permanent data. Any changes made will cause the Change Indicator to be set to Yes for audit purposes. Display format is 999.9999.

**16. PAY STATUS (10-A-D)**

This field indicates whether a position is considered exempt or non-exempt. This field is displayed for informational purposes and is used for editing of Pay Types with Pay Status edits. Display values are Exempt and Non-Exempt.

**17. FTE RATIO (4-N-D)**

This field contains the defined full-time equivalency (FTE) factor assigned to this employee position. This field displays as 9.99.

**18. CHANGE IND (3-A-D)**

This field indicates whether data changes have occurred to the Employee TCE Position information since the record was created during the Prepare Process. This field serves as an audit feature whenever the primary Shift, Shift Rate Code, Shift Indicator, Ben Indicator, OT Indicator, Hourly Rate, On-Call Rate, Charge Rate, Float Rate, or Supplemental Rate fields are modified. Display values are:

Y Yes, data has been modified.

(Blank) Data has not been modified.

**19. HRS S/LI (7-N-D)**

This field contains the pay period hours to be added to the Hours Include - Since Last Increase Field in the Employee Position Information during Master File Update process. For each Pay Type used within this position, the system reviews the corresponding Pay Type Master. If the HoursInclude-Since Last Increase equals Yes, the system accumulates and totals the hours entered from the timeline. If the Hours Include - Since Last Increase equals H-P, the system accumulates and totals the Hours-P Field from the Pay Type Master. If the value equals No, then the Pay Type is not accumulated. Display format is 9999.99-.

**20. HRS ASSIGN (6-N-D)**

This field contains the number of hours that the employee is commonly scheduled to work in this position in a pay period. This field is used to auto-generate timelines during the Prepare Process when the system auto-generates timelines and the Auto-Gen Hours field in the Pay Cycle Master equals Position.

**21. LOCAL TAX CD (DISPLAY ONLY)**

This field (on the primary position record only) indicates the local tax code under which any wages worked in Pennsylvania for this employee were accumulated during the COMPUTE process. This field contains four question marks (????) if PA wages existed but the local code under which to accumulate the wages could not be determined.

**22. EDIT BY (DISPLAY ONLY)**

This field displays the name of the person last editing the position control master file. This field is system-assigned.

**23. EDIT DATE (DISPLAY ONLY)**

This field displays the date and time of the last edit. This field is system-assigned.

**24. ADDITIVE RATE CODES (4-AN-R)**

This field contains the Additive Rate Code identifying the specific additive rate assigned to the employee. Initial values are established from the Employee Position Control Information and brought forward during the Prepare Process.

New entries are validated against the Additive Rate Master. A hyphen (-) can be entered to display a help list containing valid codes. When the code is entered, the system displays the description and the Additive Rate Basis from the Additive Rate Master. The system stores the Amount or Percent fields for the Employee TCE Position, allowing for additive rate modifications at the individual timecard level. Changes made here are not reflected in the Employee Position Control Information.

Any modifications to the Additive Rate Information will set the Change Indicator to Yes for audit reporting purposes.

When the Additive Rate Code is entered, the system verifies the employee's Employee Type against the Additive Rate Master's Employee Type edit field. The Master allows additive rates to be defined for all Employee Types, Hospital Employee Types, or Non-Hospital Employee Types. If there is a mismatch on the edit, the system displays an error message and prompts you to enter the Additive Rate Code again.

**EMPLOYEE ADDITIVE RATE GROUP CODE (DISPLAY ONLY)**

This field displays the particular group or type for the Additive Rate Code assigned here. Examples of groups are Certification Pay and Special Duty Pay. The field is extracted from the Additive Rate Master.

**NOTE:** During the Payroll Compute Process, each timeline pay type is examined for inclusion of additive rates to the hourly rate in the calculation phase. The Employee Additive Rate Group Code is used in this comparison, not the individual rate codes themselves.

**ADDITIVE RATE BASIS (DISPLAY ONLY)**

This field displays the indicator that governs the rate to be used for payroll calculations. The field is extracted from the Additive Rate Master. Display values are:

- F Flat Amount. The additive amount defined for the code is a fixed dollar amount, represented by the Amount field
- P Percent. The additive amount is derived as a percentage of the Employee Position Hourly Rate, and is represented by the Percent field.

**ADDITIVE RATE AMOUNT (7-N-C)**

This field contains the Fixed Dollar Amount associated with the Additive Rate Code when the basis is Flat Amount. (If the basis is percent, this field is blank). The Amount field format is 99.9999. The field is extracted from the associated Additive Master record during the Prepare Process and stored. This allows for individual rate adjustments. Any modifications set the Change Indicator to Yes for audit reporting purposes.

**ADDITIVE RATE PERCENT (6-N-C)**

This field contains the percentage of the Employee Position Hourly Rate associated with this record when the basis is Percent. If the basis is Flat Amount, this field is blank). The Percent field format is 999.99 (where 100.00 equals 100%, or 5.15 equates to 5.15%). The field is extracted from the associated Additive Master record during the Prepare Process and stored. This allows for individual rate adjustments. Any modifications set the Change Indicator to Yes for audit reporting purposes.

**Timeline Detail Selection Screen**

The Timeline Detail Selection screen displays all the detail timelines from the timecard and enables you to review a timeline in more detail. The data was built during the Prepare Process, the Timecard Entry Process, and the Time and Attendance Interface Process, and completed during the Compute Process. All screen data is display only.

Once all data is displayed, the system prompts for the specific timeline to review:

*Enter Choice--*

After you enter a choice, the system displays the corresponding detail information on the Timeline Detail Screen.

General Hospital Check History/Timecard Inquiry Processor												
Tue Apr 30, 2002 06:22 pm												
Ent	Emp No	Employee Name				Div	Fac	Department		Soc Sec		
01	H0000000001	Allison-Smith, John T				91		6.020		729-54-5441		
PC	CycTp	PP	End Date	TCE	Type	Nbr	Status	Chk	Date	Ck Cd/Nbr		
B	Reglr	5	02/24/2002	Standard		0			03/01/2002	01		
1		Check Status		2 Wks Worked		3	Entered Hrs	4	Units	5 Dollars		
				0			41.75		0.00	50.00		
Employee Timelines												
Page:01	Pay	Hol	Wk	Sh	Hours	Unit	Dollars	Ent	Dept	ST	Fiscal	
PosPr	Type	CD						Charged		CD	Year	
										Pd	Dft	
( 1 )	1	100		1	07	33.75	0.00	0.00	01	8.050	CT	2002
( 2 )	1	106	01	1	07	8.00	0.00	0.00	01	6.020	MA	2002
( 3 )	1	150		2	07	0.00	0.00	50.00	01	6.020	MA	2002
Enter choice--												

## Field Explanations

### 1. CHECK STATUS (14-AN-O)

Also referenced as Timecard Processing Status. This field contains the current Payroll Processing Status of the timecard. Display values are:

Status	Displays as	Description
Not Computed	Prepared	Timecards with this status are available for Compute Net Wages Processing. Timecards with this status can be modified for Compute.
Computed	Computed	Timecards with this status have been calculated and are available for Print Pay Check processing. Timecards with this status can be modified or recomputed.
Pay Check Printed	Printed	Timecards with this status have been calculated, pay checks printed, and are available for Update Master File processing. Timecards with this status cannot be changed or recomputed.
Master File Updated	Updated	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated, and are available for Labor Distribution Processing. Timecards with this status cannot be changed or recomputed.
GL Distributed	Distributed	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated and processed for Labor Distribution. Timecards with this status cannot be changed or recomputed.

**NOTE:** Any changes made to the timecard also reset the Check Status to a Not Computed position.

### 2. WEEKS WORKED (2-N-D)

This field contains the weeks worked by the employee in the pay period. The Weeks Worked information is used for state reporting. During the Prepare Pay Period Process for Standard timecards, this field is set to equal the Weeks in a Pay Period field in the Pay Cycle Master. This field can be modified during the Timecard Entry Process.

**NOTE:** The Compute Net Wages calculates the actual Weeks Worked, if the Weeks Worked Method in the Pay Cycle Master equals Actual, Dollars, or Hours. The Pay Cycle Master parameters define the exact formula for the Weeks Worked.

---

## Entered Information Display

The following three fields reflect what has been entered on the timelines for this timecard. This summarizes all entered values for balancing and audit purposes. These fields are calculated per screen entry.

### 3. ENTERED HOURS (8-N-D)

This field reflects the total hours entered on this timecard. The display format is 9999.99-.

### 4. ENTERED UNITS OF SERVICE (8-N-D)

This field reflects the total units entered on this timecard. The display format is 9999.99-.

### 5. ENTERED DOLLARS (11-N-D)

This field reflects the total dollars entered on this timecard. The display format is 999,999.99-.

## Employee Timelines

The detail portion of the Timecard Entry Timelines screen is used to designate the types of pay, further definition of pay using Shift Code and Week Worked, the Hours, Units or Dollars associated, and the selected General Ledger distribution for each timeline.

An unlimited number of detail timelines can be entered (using a scrolling screen) on a timecard. This allows specific breakdown of an employee's pay.

### POSITION PRIORITY ORDER

(2-N-D) This field identifies the employee's position priority order (primary = 1, secondary = 2, etc.) for this single timeline. This priority order is linked to the employee's positions, in sequence, from the Employee TCE Position records, formulated when the timecard was created (Prepare Pay Period or Mini-Prepare processes).

### PAY TYPE (3-AN-D)

The field contains the Pay Type Code identifying the origin of this specific pay. Entries are validated against the Pay Type Master.

**NOTE:** During Timecard entry, the system edits the Pay Type Code entered and its usage with the employee. From the Pay Type Master, the system compares the valid Employee Types, Work Status, and Pay Status against the employee. The Pay Type entered is invalid if mismatches occur.

During Timecard entry, if an Overtime Pay Type is entered (Calculation Method Code on Pay Type Master equals Overtime, FLSA Overtime, or Premium Overtime), and the Overtime Eligibility Indicator from the Employee TCE Position equals No, this Pay Type is invalid for this timeline.

**HOLIDAY CODE (3-AN-D)**

This field contains the Holiday Code, identifying the specific holiday (for example, New Year's, 4th of July) for which the employee is being paid on this timeline. This field is accessible and required when the Holiday Indicator in the Pay Type Master equals Yes. All entered codes are validated against the Employee TCE Holiday records, to insure that only those holidays available can be entered.

**WEEK WORKED (2-N-D)**

This field contains the particular week within the pay period for which this timeline's entry is valid (for example, Week 1 for a biweekly payroll versus Week 2). All entries are validated against the Weeks in Pay Period field in the Pay Cycle Master. The only exception to this rule is when the Cycle Type equals Irregular.

**NOTE:** When the Weeks Worked Method in the Pay Cycle Master equals Actual, the system uses the Week Worked field during the Compute Process on the timelines to derive the total weeks worked for state reporting. The system also uses the Week Worked field when the method equals Dollars or Hours, to establish the accumulation points for the weeks calculation.

When the Overtime Method in the Pay Cycle Master equals Week, the system uses the Week Worked field during the Compute Process on the timelines to establish the accumulation points for weeks hours and dollars. This information is used to calculate the overtime average hourly rate.

**SHIFT WORKED (2-AN-D)**

This field contains the Shift Differential Code that pertains to this timeline. Entry of the Shift Code results in a Shift Differential amount to be calculated, in accordance with the Job Class Master, during the Compute Net Wages Process. The field is initially equal to the Primary Shift Assigned field from the Employee TCE Position. During Timecard Entry, this field can be overridden. All entered codes are validated against the Job Class Master Shift Rate Code table, to insure that only those shifts defined for the position can be entered.

**HOURS WORKED (7-N-D)**

This field contains the number of hours worked for this Pay Type for the entered week and shift. Display format is 999.99-.

The Hours Worked totals of all timelines are accumulated and totaled in the Hours Entered field in the header portion of the screen.

**UNITS OF SERVICE (4-N-D)**

This field contains the number of Units of Service (for example, number of shifts worked, number of procedures) worked for this Pay Type on this timeline. Display format is 999-.

The Units of Service totals of all timelines are accumulated and totaled in the Units Entered field in the header portion of the screen.

**NOTE:** Statistics are not kept by Units in the Employee Pay Type History.



**DOLLARS (9-N-D)**

This field contains the flat dollar payments for Pay Types with Dollar Amount or Fixed Amount calculation methods. This entry indicates that no further dollar processing needs to be done by Compute for this Pay Type. Display format is 99999.99-.

The Dollars Entered totals of all timelines are accumulated and totaled in the Dollars Entered Field in the header portion of the screen.

**Timeline Posting Information**

In order for the Payroll System to post to the General Ledger, each timeline must contain a valid Entity Code, Department Charged, and Subaccount, as well as Fiscal Year and Fiscal Period.

Internally, the system captures (a) the entered values from the timeline entry, and (b) the posting values. The differences occur due to default account processing. This processing is to insure that all monies are applied against pre-established General Ledger accounts, even default accounts, rather than generate accounts during the interface to General Ledger.

**ENTITY CODE (ENTERED) (2-AN-D)**

This field contains the initial Entity to which the hours and dollars for this timeline are to be distributed. The system initially auto-loads the position's entity. During Timecard Entry, this value can be overridden. All entries, if other than the employee's Entity Code, are validated against the Intercompany Accounts Parameter Table.

**DEPARTMENT CHARGED (14-N-D)**

This field contains the General Ledger Department to which the hours and dollars on the timeline are to be charged. The system initially auto-loads the position's department at time of Pay Type Code entry for this timeline. During Timecard Entry, this value can be overridden.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**STATE CODE (DISPLAY ONLY)**

This field contains the state code of the state in which the time was worked.

**FISCAL POSTING - YEAR (4-N-D)**

This field contains the fiscal year to which the hours/dollars for this timeline are posted. This field is initially set equal to the Posting Fiscal Year from the Pay Cycle Master for this pay period ending date. In Timecard Entry, this value cannot be modified, unless the Cycle Type equals Irregular. The Irregular Cycle Type allows for posting of expenses (prepaid salary) to future fiscal periods.

**FISCAL POSTING - PERIOD (2-N-D)**

This field contains the fiscal period within the fiscal year to which the hours/dollars for this timeline are posted. This field is initially set equal to the Posting Fiscal Period from the Pay Cycle Master for this pay period ending date. In Timecard Entry, this value

cannot be modified, unless the Cycle Type equals Irregular. The Irregular Cycle Type allows for posting of expenses (prepaid salary) to future fiscal periods.

### PST DFT (3-AN-D)

The Posting Default Indicator. Indicates whether the entered Department has been systematically overridden, during Timecard Entry or Auto-Generate, with default values in the posting information. Display values are:

Value	Description
Yes	Yes, Default Posting Processing has occurred.
N	No, Default Posting Processing has not occurred.

**NOTE:** Refer to the information under Posting Account Processing Notes following the Employee Timecard Timeline Entry screen in the Timecard Entry Processing section.

## Timeline Detail Screen

This screen displays after you select a timeline choice from the Timeline Detail Selection Screen.

The Timeline Detail Screen displays the timeline posting information and the entered and computed hours and dollars. The data was built during the Timecard Entry Process, and updated during the Compute Process. All screen data is display only.

The detail portion of the Timecard Entry Timelines screen shows further definition of pay using Shift Code and Week Worked, the Hours, Units or Dollars associated, and the General Ledger distribution for each timeline.

```

General Hospital Check History/Timecard Inquiry Processor
                                Tue Apr 30, 2002 06:31 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
01  H0000000001  Allison-Smith, John T      91      6.020      729-54-5441
PC  CycTp  PP  End Date      TCE Type  Nbr  Status  Chk Date  Ck Cd/Nbr
B   Reglr  5   02/24/2002      Standard  0      Computed  03/01/2002  01
  1 Position Pri  2 Position Dept  3 Job Class      4 Pos Nbr      5 Status
  1              8.050 FOOD SER  9150              001
  6 Pay Type              7 Holiday Code      8 State Code
  100 Regular Pay              CT
  9 Entered Entity 10 Dept Charged              11 Post Default Ind
  01              8.050
 12 Posting Entity 13 Posting Dept  14 Subacct      15 Fiscal Yr 16 Pd
  01              8.050      30.00      2002      2
***** Hours and Dollars *****
 17 Week Worked      18 Hrs Entered      19 Dollars Entered 20 Units Entered/Paid
  1              33.75
 21 Shift Code      22 Hrs Paid      23 Dollars Paid      24 Calculated Hr Rate
  07              33.75      759.38      22.5001
              25 Shift Hrs      26 Shift Dollars      27 Premium OT Dollars
              33.75      67.50

Press NL--

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## Field Explanations

### 1. POSITION PRIORITY ORDER (2-N-D)

This field identifies the employee's Position Priority Order (Primary = 1, Secondary = 2, etc.) for this single timeline. This Priority Order Number is linked to the employee's positions, in sequence, from the Employee TCE Position records, formulated when the timecard was created (Prepare Pay Period or Mini-Prepare processes).

### 2. POSITION DEPARTMENT (17-AN-D)

This field identifies the department, associated with the Position Priority Order, to which the Job Class and Position are assigned. This field determines the standard department where the timeline expense can be posted if position has been entered on the Entity Parameter screen.

**NOTE:** The department display format is established in the GL Fiscal Year Definitions.

### 3. JOB CLASS (4-AN-D)

This field contains the specific Job Class for this Department and Position. The position Job Class, in conjunction with the General Ledger Related Parameters, can be used to determine the GL posting subaccount for the associated timelines.

### 4. POSITION NUMBER (3-AN-D)

This field identifies the specific position within Job Class and Department the employee is assigned to, according to the Position Priority Order.

### 5. STATUS (3-A-D)

This field identifies the processing status for the timeline. If the field is blank, or if it contains Yes, the timeline will be processed for this timecard.

### 6. PAY TYPE/PAY TYPE CODE DESCRIPTION (28-AN-D)

This field contains the Pay Type Code identifying the purpose of this specific pay. Entries are validated against the Pay Type Master. The Description portion of the field contains the associated description, from the Pay Type Master, and is displayed along with the Pay Type Code.

**NOTE:** During Timecard entry, the system edits the Pay Type Code entered and its usage with the employee. From the Pay Type Master, the system compares the valid employee types, Work Status, and Pay Status against the employee. The Pay Type entered is invalid if mismatches occur.

During Timecard entry, if an Overtime Pay Type is entered (Calculation Method Code in Pay Type Master equals Overtime, FLSA Overtime, or Premium Overtime), and the Overtime Eligibility Indicator from the Employee TCE Position equals No, this Pay Type is invalid for this timeline.

### 7. HOLIDAY CODE/HOLIDAY CODE DESCRIPTION (28-AN-D)

This field contains the Holiday Code, identifying the specific holiday (for example, New Year's, 4th of July) for which the employee is being paid on this timeline. This field is

required when the Holiday Indicator in the Pay Type Master equals Yes. All entered codes are validated against the Employee TCE Holiday records, to insure that only those holidays available can be entered. The description portion of the field contains the associated description, from the Holiday Code Table, that is displayed along with the Holiday Code.

**8. STATE CODE (DISPLAY ONLY)**

This field indicates the state in which the employee performed work for the pay type entered. The state code is determined by the employee's Department Charged.

**9. ENTERED ENTITY CODE (2-AN-D)**

This field contains the entered Entity (during Timecard Entry) to which the hours and dollars for this timeline are to be distributed. The system initially auto-loads the position's Entity. During Timecard Entry, this value can be overridden. All entries, if other than the employee's Entity Code, are validated against the Intercompany Accounts Parameter Table. This is also the General Ledger posting entity.

**10. DEPARTMENT CHARGED (14-N-D)**

This field contains the General Ledger Department to which the Hours and Dollars on the timeline are to be charged. The system initially auto-loads the Position's Department at time of Pay Type Code entry for this timeline. During Timecard Entry, this value can be overridden.

**NOTE:** The display format of the department is determined from the General Ledger Fiscal Year Definitions.

**11. POSTING DEFAULT INDICATOR (3-AN-D)**

This field indicates whether the entered Department has been systematically overridden, during Timecard Entry or Auto-Generate, with default values in the posting information. Display values are:

Value	Description
Yes	Yes, Default Posting Processing has occurred.
(Blank)	No, Default Posting Processing has not occurred.

**NOTE:** Refer to the information under Posting Account Processing Notes following the Employee Timecard Timeline Entry screen in the Timecard Entry Processing section.

**12. POSTING ENTITY CODE (2-AN-D)**

This field contains the entity to which the hours and dollars for this timeline are distributed.

**13. POSTING DEPARTMENT (14-N-D)**

This field contains the derived GL Department within Posting Entity to which the Hours and Dollars for this timeline are distributed. If the total GL entry (Entity plus Department plus Subaccount) entered is valid, then the entered Department Charged

may also be reflected as the Posting Department. Otherwise, the system will use the pre-established default posting information from the General Ledger Related Parameters here.

**NOTE:** The display format of the Department is determined from the General Ledger Fiscal Year Definitions.

**14. SUBACCOUNT (14-N-D)**

This field contains the derived GL subaccount within the Posting Department to which the Hours and Dollars for this timeline will be posted. This process is discussed in detail in the Timecard Timeline Entry section

**15. FISCAL YEAR (4-N-D)**

This field contains the fiscal year to which the Hours and Dollars for this timeline are posted.

**16. FISCAL PERIOD (2-N-D)**

This field contains the fiscal period within year to which the Hours and Dollars for this timeline are posted.

**17. WEEK WORKED (2-N-D)**

This field contains the particular week within the pay period for which this timeline's entry is valid (for example, Week 1 for a biweekly payroll versus Week 2). All entries are validated against the Weeks in Pay Period field in the Pay Cycle Master. The only exception to this rule is when the Cycle Type equals Irregular.

**NOTE:** When the Weeks Worked Method in the Pay Cycle Master equals Actual, the system uses the Week Worked field on the timelines during the Compute Process to derive the total weeks worked for state reporting. The system also uses the Week Worked field when the method equals Dollars or Hours, to establish the accumulation points for the weeks calculation.

When the Overtime Method in the Pay Cycle Master equals Week, the system uses the Week Worked field on the timelines during the Compute Process, to establish the accumulation points for weeks Hours and Dollars. This information is used to calculate the overtime average hourly rate.

**18. HOURS ENTERED (8-N-D)**

This field reflects the total hours entered on this timeline during Timecard Entry or timeline auto-generate in the Prepare Pay Period Process. The display format is 9999.99-.

**19. DOLLARS ENTERED (11-N-D)**

This field reflects the total dollars entered on this timeline during timecard entry or timeline auto-generate in the Prepare Pay Period Process. The display format is 999,999.99-.

**20. UNITS OF SERVICE ENTERED/PAID (5-N-D)**

This field reflects the total units entered on this timeline during timecard entry. It also represents the units that were paid. The display format is 9999-.

**21. SHIFT CODE (2-AN-D)**

This field contains the Shift Differential Code that pertains to this timeline. Entry of the Shift Code results in a Shift Differential amount to be calculated, in accordance with the Job Class Master, during the Compute Net Wages process. The field is initially equal to the Primary Shift Assigned field from the Employee TCE Position. During Timecard Entry, this field can be overridden. All entered codes are validated against the Job Class Master Shift Rate Code table, to insure that only those shifts defined for the position can be entered.

**22. HOURS PAID (8-N-D)**

This field represents the total actual hours paid that are used by the Compute Process to determine the Dollars Paid total. The basis for this field is either the Hours Entered, or Hours-P, when the Pay Type Master indicates. Display format is 9999.99-.

**23. DOLLARS PAID (11-N-D)**

Also referred to as Line Gross. This field represents the gross wages computed for this timeline. The Compute Process uses the Hours Paid, Dollars Entered, or Units of Service Paid, and the Pay Type Master Calculation Method, to determine the Dollars Paid. The sum of all timeline Dollars Paid equals the timecard's Gross Wages. Display format is 999,999.99-.

**24. CALCULATED HOURLY RATE (8-N-D)**

This field displays the calculated hourly rate based on dividing the Dollars Paid by the Hours Paid. The display format is 999.9999. The calculation depends on the McKesson Pay Type Calculation Method used. The different methods are described in the following table:

Calculation Method	Description
Calculation Methods 1 through 12	Dollars Paid/Hours Paid = Calculated Hourly Rate
Calculation Method 13	Dollar Amount Entered during TCE = No Calculated Rate
Calculation Method 14	Fixed Amount from Pay Type Master =No Calculated Rate
Calculation Method 15	Units * (Rate & Amount) = Hourly Rate plus Amount
Calculation Method 16	Units * Amount = Hourly Rate =Amount

**25. SHIFT HOURS (8-N-D)**

This field displays the total hours paid on this timeline that are shift applicable. If a Shift Code (non-00) is entered on the timeline, the hours paid are accumulated here. If the Pay Type entered has a Calculation Method of 07 for Shift, the hours paid are also accumulated. Timecard shift hours are used to update the Position Master Statistics during the Master File Update Process. Display format is 9999.99-.

**26. SHIFT DOLLARS (11-N-D)**

This field displays the total dollars paid on this timeline that are shift applicable. Timecard shift dollars are used to update the Position Master Statistics during the Master File Update process. Display format is 999,999.99-.

**27. PREMIUM OVERTIME DOLLARS (11-N-D)**

This field indicates the portion of total dollars paid considered as Premium Overtime payment. Premium Overtime dollars are defined as that payment over and above the employee regular wages for the work done.

If the Calculation Method (on the Pay Type Master) equals Overtime, the premium portion is the dollars resulting from the OT Factor. If the Calculation Method equals FLSA Overtime, the premium portion is the dollars resulting from the Hours \* Average Rate \* OT Factor that is added to the regular portion. If the Calculation Method equals Premium Overtime, the premium portion equals the Dollars Paid value (the entire line is considered the premium). Timecard Premium Overtime dollars are used to update the Position Master Statistics during the Master File Update Process. Display format is 999,999.99-.

## Deduction Detail Selection Screen

The Deduction Detail Selection Screen displays the deductions defined for the timecard and enables you to select a deduction to display in detail. The deduction data was built during the Compute Process or the Miscellaneous Deduction process. All screen data is display only.

Once all deduction data is displayed, the system prompts for the specific deduction to review:

*Enter Choice--*

After you enter a choice, the system displays the corresponding detail information on the Deduction Detail Screens.

General Hospital Check History/Timecard Inquiry Processor									
Sat Apr 17, 1999 03:14 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	H249	JAKES,JOAN			60	M	7.011	249-00-0249	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
A	Reglr	4	04/30/1997	Standard	0	Distrib.	04/30/1997	02 340	
Page:01 Deduction Codes for this Timecard									
	Pri	Deduction Code -		Description		EE Taken	ER Taken		
( 1 )	10	GD	Earned Income Credit - M			0.00	0.00		
( 2 )	14	KHG	GROUP HEALTH INS PLAN			10.00	15.00		
( 3 )	31	DP	Dental Plan			0.00	0.00		
( 4 )	35	EB	Major Medical			0.00	68.87		
Enter choice--									

## Field Explanations

### DEDUCTION PRIORITY ORDER (3-N-D)

This field contains the number identifying the processing priority or hierarchy in which the deductions are taken during the Compute Process. Deductions with lower numbers are taken prior to deductions with a high priority order number.

### DEDUCTION CODE (3-AN-D)

This field contains the Deduction Code identifying the specific deduction. Deductions originate either from the Employee Deduction Information (when scheduled) or from the Miscellaneous Deduction process.

### DEDUCTION DESCRIPTION (25-AN-D)

This field contains the description associated with the Deduction Code. The field is displayed from the Deduction Master.

### EE TAKEN (11-N-D)

The employee amount taken; this field contains the actual deduction amount taken for the employee for this timecard in this payroll run. This figure is calculated based on the Employee Calculation Basis (and associated fields), Deduction Priority, and Employee Amount Scheduled. The display format is 999,999.99-.

### ER TAKEN (11-N-D)

The employer amount taken; this field contains the actual deduction cost/contribution amount that is scheduled to be taken for the employer; this timecard in this payroll run. This figure is calculated based on the Employer Calculation Basis (and associated



fields), Deduction Priority, Employer Amount Scheduled. The display format is 999,999.99-.

## Deduction Detail Screen 1

This screen displays after you select a deduction from the Deduction Detail Selection Screen.

Due to the level of detail retained in Check History, the deduction detail information is divided between two screens. The system automatically displays the second deduction screen when you press ENTER.

The first Deduction Detail Screen highlights how the deduction is to be calculated.

General Hospital Check History/Timecard Inquiry Processor									
Thu Mar 07, 2002 01:29 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
01	H0000000001	Allison-Smith, John T			91		6.020	729-54-5441	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
B	Reglr	2	01/13/2002	Standard	0	Distrib.	01/18/2002	01 2257	
1	Deduction Code			2	Empl Status		3	Emplr Status	
	AG GA Child Support				Yes			No	
5	Priority	6	Ded Class			7	Ded Plan Code		
7	A Special Calculation Required			2	Child Support				
8	Arrears Basis								
Take partial deduction - no arrears - no employer portion									
9	Employee Calc Basis			10	Amt/Pct Origin		11	Empl Amt/Pct	
	Spec Calc				Empl Ded			150.00	
12	Employer Calc Basis			13	Amt/Pct Origin		14	Emplr Amt/Pct	
					Ded Master				
15	Minimum Gross Wage			16	Adj Gross Wage		17	Adj Net Pay	
					1,205.57			800.00	
18	ACH Tape Indicator			19	Ded Dollars		20	Applicable Hours	
					1,409.38			0.00	
Press NL--									

**NOTE:** During the Master File Update process, the Deduction Dollars Base and Applicable Hours values are accumulated in the Employee Deduction Statistics information for each month, as determined by the pay period check date.

## Field Explanations

### 1. DEDUCTION CODE (3-AN-D)

This field contains the Deduction Code identifying the specific deduction. Deductions originate either from the Employee Deduction Information (when scheduled) or from the Miscellaneous Deduction process.

### DEDUCTION DESCRIPTION (25-AN-D)

This field contains the description associated with the Deduction Code. The field is displayed from the Deduction Master.

**2. EMPLOYEE STATUS (DISPLAY ONLY)**

This field indicates the payroll deduction processing for the employee portion. These fields are extracted and stored from the Employee Deduction Information during the Compute Process. Therefore, the permanent data controls these values. Display values are:

Yes The employee portion will be processed.

No The employee portion will NOT be processed.

**3. EMPLOYER STATUS (DISPLAY ONLY)**

This field indicates the payroll deduction processing for the employer cost or contribution portion. These fields are extracted and stored during the Compute process from the Employee Deduction Information. Therefore, the permanent data controls these values. Display values are:

Yes The employer cost portion will be processed.

No The employer cost portion will NOT be processed.

**4. DEDUCTION CREATION SOURCE (7-AN-D)**

This field indicates the origin of the deduction. Display values are:

Value	Description
Sys Gen	This deduction was system-generated from the Employee Deduction Information. The deduction was scheduled to be taken in this payroll run.
Manual	This deduction was manually input using the Miscellaneous Deduction process.
Uploaded	This deduction was uploaded to the employee through the Miscellaneous Deduction process.

**5. DEDUCTION PRIORITY ORDER (3-N-D)**

This field contains the number identifying the processing priority or hierarchy in which the deductions are taken during the Compute Process. Deductions with lower numbers are taken prior to deductions with a high priority order number.

**6. DEDUCTION CLASSIFICATION CODE (DISPLAY ONLY)**

The deduction code and description in this field indicate the type of processing, required for this employee deduction. The information is extracted from the Employee Deduction Information and the Deduction Master. Display values are:

Code	Description
A	Special Calculation Required
B	Tax Exempt Deduction
D	Tax Exempt/Special Deduction

Code	Description
N	Normal Deduction

**7. DEDUCTION PLAN CODE (DISPLAY ONLY)**

The deduction code and description in this field indicate the special types of processing within the Deduction Classification that are required for this employee deduction. The information is extracted from the Employee Deduction Information and the Deduction Master. Display values are:

Deduction Class	Plan Code
A (Special Calculation Required)	1 - Garnishment - Flat
	2 - Child Support
	3 - Federal Tax Levy
	4 - State Tax Levy
	5 - Garnishment - Percent
B (Tax Exempt Deduction)	1 - P001-401K
	2 - P002-403B
	3 - P003-408K (SEP)
	4 - P004-457 (b) Qualified Plan
	5 - P007-125 Dental Insurance
	6 - P008-125 Group Term Life
	7 - P009-125 Health Insurance
	8 - P010-Dep Care - Separate - 125
	9 - P011-Dep Care - Married - 125
	10 - P016-Roth 401K
	11 - P017-Roth 403B
	12 - P020-125 HSA Self
	13 - P021-125 HSA Family
	14 - P022-457(b) PA Tax Exempt
D (Tax Exempt Deduction)	Custom Benefit Plan - See <i>Appendix B: TaxFactory™ Setup Procedures</i> in the <i>Payroll/Human Resources Tables, Masters, and Parameters Volume</i> for instructions on setting up a custom benefit plan.
F (Banking Services)	1 - ACH Tape
	2 - Bank Services Report

**NOTE:** Deduction Classifications E and N do not require special processing, and therefore, do not have plan codes.

**8. ARREARS BASIS (DISPLAY ONLY)**

This field indicates the action that is taken when an employee deduction amount exceeds the available funds. The information is extracted from the Employee Deduction Information and the Deduction Master.

The messages displayed in this field and an explanation of each are given below:

- No deduction taken - no arrears - no employer portion

If an employee does not have sufficient funds, do not take the deduction and do not place the amount in arrears. The employer contribution amount is not taken. (Employee = NO; Arrears = NO; Employer = NO)

- Place entire employee deduction in arrears - no employer portion

If an employee does not have sufficient funds, do not take the deduction in that pay period, but place the entire deduction amount into arrears. The employer contribution amount is not taken. (Employee = NO; Arrears = YES; Employer = NO)

- No deduction taken - no arrears - take employer portion

If an employee does not have sufficient funds, do not take the deduction and do not place the amount in arrears. The employer contribution amount is taken. (Employee = NO; Arrears = NO; Employer = YES)

- Place entire employee deduction in arrears - take employer portion

If an employee does not have sufficient funds, do not take the deduction in that pay period, but place the entire deduction amount into arrears. The employer contribution amount is taken. (Employee = NO; Arrears = YES; Employer = YES)

- Take partial deduction - no arrears - no employer portion

If an employee does not have sufficient funds, take as much of the employee deduction as possible and do not place the remainder in arrears. The employer contribution amount is not taken. (Employee = PARTIAL; Arrears = NO; Employer = NO)

- Take partial deduction - remainder in arrears - no employer portion

If an employee does not have sufficient funds, take as much of the employee deduction as possible. Do not place the remainder in arrears. The employer contribution amount is not taken. (Employee = PARTIAL; Arrears = YES; Employer = NO)

- Take partial deduction - no arrears - take employer portion

If an employee does not have sufficient funds, take as much of the employee deduction as possible and place the remainder in arrears. The employer contribution amount is not taken. (Employee = PARTIAL; Arrears = NO; Employer = YES)

- Take partial deduction - remainder in arrears - take employer portion

If an employee does not have sufficient funds, take as much of the employee deduction as possible and place the remainder in arrears. The employer contribution amount is taken. (Employee = PARTIAL; Arrears = YES; Employer = YES)

### 9. EMPLOYEE CALCULATION BASIS (11-AN-D)

This field identifies the employee deduction calculation basis for this deduction. The deduction basis tells the system how the deduction is calculated. The information is extracted from the Employee Deduction Information and the Deduction Master.

Display values are:

Calculation Basis	Description
Flat dollar amount	When a deduction is taken, the amount taken is a flat dollar amount.
% of gross wages before taxes (Gross Wages)	When deduction is calculated, the employee amount taken will be calculated as a percentage of total gross wages before taxes.
% of gross wages less taxes (Adj Gross Wages)	When a deduction is taken, the employee amount taken is calculated as a percentage of the total gross wages after taxes.
% of gross wages less taxes and prior deds (Net Pay)	When a deduction is taken, the employee amount taken is calculated as a percentage of the total adjusted gross pay (total gross less taxes less any deductions taken prior to this deduction (based on the Deduction Priority Order).
Special Calculation	When a deduction is taken, the system must calculate the actual amount to be taken from the employee. Classification A deductions require special calculations to determine the amount to be taken from the employee.

### 10. AMOUNT/PERCENT ORIGIN (10-AN-D)

This field identifies the origin of the Employee Amount/Percent deduction amount that was taken. Display values are:

Value	Description
Empl Ded	The Employer Amount/Percent was extracted from the Employee Deduction Information.
Ded Master	The Employer Amount/Percent was extracted from the Deduction Master Information.

Misc Ded	The Employer Amount/Percent was manually entered during the Miscellaneous Deduction process.
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**11. EMPLOYEE AMOUNT/PERCENT (9-AN-D)**

This field is controlled by the value in the Employee Calculation Basis field. If the Employee Calculation Basis field implies Flat Amt or Spec Calc, then this field represents a dollar amount. If the Employee Calculation Basis field implies Percentage, this field represents a percent.

**AMOUNT (9-N-D)**

This field contains the dollar amount of the employee deduction that will be taken for this pay period. This field displays in the format 99,999.99.

**PERCENTAGE (6-N-D)**

This field contains the employee deduction percent associated with this deduction. The value is a percentage of the employee wages (either gross or adjusted gross, depending on the value in the Employee Calculation Basis field). This field displays in the format 999.99 (where 100.00 is 100% or 5.15 equates to 5.15%).

**12. EMPLOYER CALCULATION BASIS (11-AN-D)**

This field identifies the employer cost or contribution calculation basis for this deduction. The deduction basis tells the system the manner in which the employer portion is calculated. The information is extracted and stored from the Employee Deduction Information and the Deduction Master. Display values are:

Calculation Basis	Description
Flat dollar amount	When a deduction is calculated, the amount taken is a flat dollar amount (that is, the deduction taken is a flat \$5.00 per pay period). Uniforms is an example of a deduction that might be a flat amount.
% of gross wages before taxes (Gross Wages)	When a deduction is calculated, the employer amount taken is calculated as a percentage of the total gross wages (before taxes). These are the Pay Types from the Pay Type Master which are user-defined as accumulated and used to calculate the gross wages applicable for deductions.
% of gross wages less taxes (Adj Gross Wages)	When a deduction is calculated, the employer amount taken is calculated as a percentage of the total gross wages (less taxes). These are the employer's actual gross wages, not the user-defined Pay Types.
% of gross wages less taxes and prior deds (Net Pay)	When a deduction is calculated, the employee amount taken is calculated as a percentage of the total gross wages (less taxes, less any deductions taken prior to this deduction, based on the Deduction Priority Order). These are the employee's actual gross wages, not the user-defined Pay Types.

Calculation Basis	Description
% of empl ded amount calculated for this deduction	When a deduction is calculated, the employer contributions/costs taken are calculated as a percentage of the Employee Deduction Amount calculated for this deduction. This enables you to match the employer contributions based on the employee contribution.
Special Calculation	When a deduction is taken, the system must calculate the actual amount to be taken from the employee. Classification A deductions require special calculations to determine the amount to be taken from the employee.

**13. AMOUNT/PERCENT ORIGIN (10-AN-D)**

This field identifies the origin of the deduction Employer Amount/Percent amount that was taken. Display values are:

Value	Description
Empl Ded	The Employer Amount/Percent was extracted from the Employee Deduction Information.
Ded Master	The Employer Amount/Percent was extracted from the Deduction Master Information.
Misc Ded	The Employer Amount/Percent was manually entered during the Miscellaneous Deduction process.

**14. EMPLOYER AMOUNT/PERCENT (9-N-D)**

This field is controlled by the value in the Employer Calculation Basis field. If the Employer Calculation Basis field implies FlatAmt, this field represents a dollar amount. If the Employer Calculation Basis field implies Percentage, this field represents a percent.

**AMOUNT (9-N-D)**

This field contains the dollar amount of employer costs that will be expensed for this pay period. This field displays in the format 99,999.99

**PERCENTAGE (6-N-D)**

This field contains the employer cost percent associated with this deduction. The value is a percentage of the employee wages (either gross or adjusted gross - depending on the value in the Employer Calculation Basis field). This field displays in the format 999.99 (where 100.00 is 100% or 5.15 equates to 5.15%).

**15. MINIMUM GROSS WAGE (11-AN-D)**

This field contains the minimum gross wages (before taxes) that must exist for this deduction to be taken on this timecard. If the timecard's gross wage is less than this figure, the deduction processing is in accordance with the Arrears Indicator. Display format is 999,999.99-.

**16. ADJUSTED GROSS WAGE (11-AN-D)**

This field contains the timecard's gross wages less taxes that the system used to calculate the deduction amount. The intent is to provide for an audit if the Deduction Calculation Basis is Gross Wage % or Adj Gross %. Display format is 999,999.99-.

**17. ADJUSTED NET PAY (11-AN-D)**

This field contains the declining net wage used for each deduction, within the deduction priority order. The intent is to provide for an audit if the Deduction Calculation Basis is Adj Net %. Display format is 999,999.99-.

**18. ACH TAPE INDICATOR (7-A-D)**

This field is used to indicate, for Banking Services ACH Tape deductions, whether the deduction is intended to notify the receiving bank of pending direct deposit transmittal or that the deduction is active. The pre-notification process occurs in the pay period of the deduction Effective Begin Date. In the pre-notification process, the deduction amounts equal zero. The pay period immediately following the Effective Begin Date is when the deduction becomes truly active, and the indicator will read accordingly. Display values are:

Value	Description
Blank	This is not an ACH Banking Services deduction.
Prenot	This is a pre-notification for ACH Banking Services.
Active	This ACH Banking Services deduction is active, and amounts are sent accordingly.

**19. DEDUCTION DOLLARS BASE (DISPLAY ONLY)**

This field contains the sum total of all timeline dollars paid (gross wages) where the specific pay types are classified as applicable for this deduction. This dollar figure is used for deduction calculations based upon percentage of gross wages or in a special calculation (i.e., Garnishment, Child Support). During the Master File UpdateProcess, this field updates the Employee Deduction Statistics information for the dollars base in a calendar month. Display format is 999,999.99.

**NOTE:** The Deduction Dollars Base is the same as wages subject to contributions for this timecard.

**20. APPLICABLE HOURS (DISPLAY ONLY)**

This field contains the total of all timeline hours where the specific pay types are classified as applicable for this deduction. The system totals the timeline's entered or paid hours, as determined from the value of the Hours Include - Deduction Codes field from the Pay Type Master.



During the Master File Update Process, this field is used to update the calendar period data in the Employee Deduction Statistics information. The field display format is 9,999.99.

**NOTE:** The Applicable Hours is the same as actual eligible hours for this timecard.

## Deduction Detail Screen 2

Due to the level of detail retained in Check History, the deduction detail information is divided between two screens. The system automatically displays the second Deduction Screen when you press ENTER to accept the data in the first Deduction Detail Screen.

The second Deduction Detail Screen highlights the deduction amounts applied and the associated General Ledger posting.

General Hospital Check History/Timecard Inquiry Processor											
Tue Apr 30, 2002 06:36 pm											
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec		
01	H0000000001	Allison-Smith, John T				91		6.020	729-54-5441		
PC	CycTp	PP	End Date	TCE	Type	Nbr	Status	Chk Date	Ck Cd/Nbr		
B	Reglr	5	02/24/2002	Standard		0	Computed	03/01/2002	01		
1 Deduction Code				2 Empl Status				3 Emplr Status			
BG 457 Deduction				Yes				Yes			
4 Ded Class				5 Ded Plan Code							
B Tax Exempt Benefit				P004 457(b) Qualified Plan							
Initial-				6 Amt Remaining				7 Arrears Amt			
Result -				9 Amt Remaining				10 Arrears Amt			
								11 ER Adjust Amt			
*Amt Scheduled			*Amt Taken			*Amt Not Taken					
12	Employee	13	Employee	14	Employee	15	GL Dept-CR	16	GL Subacct-CR		
	10.00		10.00		0.00		2.049 DEDUCTIO		25.09 DEDU-LIF		
17	Employer	18	Employer	19	Employer	20	GL Dept-DR	21	GL Subacct-DR		
	730.04		730.04		0.00				35.50		
							22	GL Dept-CR	23	GL Subacct-CR	
								2.049 DEDUCTIO		22.00 DEDU-TRA	
Press NL--											

## Field Explanations

### 1. DEDUCTION CODE (3-AN-D)

This field contains the Deduction Code identifying the specific deduction. Deductions originate either from the Employee Deduction Information (when scheduled) or from the Miscellaneous Deduction process.

### DEDUCTION DESCRIPTION (19-AN-D)

This field contains the truncated description associated with the Deduction Code. The field displays from the Deduction Master.

**2. EMPLOYEE STATUS (DISPLAY ONLY)**

This field indicates the payroll deduction processing status for the employee portion. These fields are extracted and stored during the Compute Process from the Employee Deduction Information. Therefore, the permanent data controls these values. Display values are:

Yes The employee portion will be processed.

No The employee portion will NOT be processed.

**3. EMPLOYER STATUS (DISPLAY ONLY)**

This field indicates the payroll deduction processing status for the employer cost or contribution portion. These fields are extracted and stored, during the Compute Process, from the Employee Deduction Information. Therefore, the permanent data controls these values. Display values are:

Yes The employer cost portion will be processed.

No The employer cost portion will NOT be processed.

**4. DEDUCTION CLASSIFICATION CODE (DISPLAY ONLY)**

The code in this field indicates the type of processing required for this employee deduction. The information is extracted and stored from the Employee Deduction Information and the Deduction Master. Display values are:

Code	Description
A	Special Calculation Required
B	Tax Exempt Deduction
D	Tax Exempt Deduction
N	Normal Deduction
E	Employer Paid Benefit Deduction
F	Banking Services

**5. DEDUCTION PLAN CODE (DISPLAY ONLY)**

The code in this field indicates the special types of processing within the Deduction Classification that is required for this employee deduction. The information is extracted

and stored from the Employee Deduction Information and the Deduction Master.  
Display values are:

Deduction Class	Plan Code
A (Special Calculation Required)	1 - Garnishment - Flat
	2 - Child Support
	3 - Federal Tax Levy
	4 - State Tax Levy
	5 - Garnishment - Percent
B (Tax Exempt Deduction)	1 - P001-401K
	2 - P002-403B
	3 - P003-408K (SEP)
	4 - P004-457 (b) Qualified Plan
	5 - P007-125 Dental Insurance
	6 - P008-125 Group Term Life
	7 - P009-125 Health Insurance
	8 - P010-Dep Care - Separate - 125
	9 - P011-Dep Care - Married - 125
	10 - P016-Roth 401K
	11 - P017-Roth 403B
	12 - P020-125 HSA Self
	13 - P021-125 HSA Family
	14 - P022-457(b) PA Tax Exempt
D (Tax Exempt Deduction)	Custom Benefit Plan - See <i>Appendix B: TaxFactory™ Setup Procedures</i> in the <i>Payroll/Human Resources Tables, Masters, and Parameters Volume</i> for instructions on setting up a custom benefit plan.
F (Banking Services)	1 - ACH Tape
	2 - Bank Services Report

**NOTE:** Deduction Classifications E and N do not require special processing, and therefore, do not have plan codes.

#### 6. INITIAL AMOUNT REMAINING (10-N-D)

This field contains the original amount remaining to be taken for this deduction prior to actual deduction processing. During deduction set-up in the Employee TCE Deduction information, this field is extracted and stored from the Employee Deduction Amount Remaining. The display format is 999,999.99.

**7. INITIAL ARREARS AMOUNT (10-N-D)**

This field contains the original employee arrears dollar amount to be taken for this deduction prior to actual deduction processing. During deduction set-up in the Employee TCE Deduction information, this field is extracted and stored from the Employee Deduction Employee Arrears Amount. The display format is 999,999.99.

**8. EMPLOYEE (EE) ADJUSTMENT AMOUNT (9-N-O)**

This field contains any one-time adjustment or exception amount to the regularly scheduled employee deduction amount. This amount represents a flat dollar amount, in the format -99,999.99. During the Payroll Compute Process, this adjustment amount is added to the deduction scheduled amount to be taken in the paycheck. During the Payroll Master File Update Process, this amount is reset to \$0.00 (to prevent doubling of an adjustment). For the SBC FLEX Election Upload Interface, this field is adjusted via an Employee Exception Amount transaction (if allowed via the Adjustment/Exception Indicator on the FLEX Definition Control Parameters).

Negative or positive adjustment amounts are allowed.

**9. RESULT AMOUNT REMAINING (10-N-D)**

This field contains the amount remaining for this deduction after actual deduction processing. During Deduction Compute, this field is calculated based on the Initial Amount Remaining and the Employee Amount Taken. During the Master File Update Process, this field is used to update the Employee Deduction Amount Remaining. In addition, in the pay period where the Amount Remaining is driven to zero, the Employee Process Status in the Employee Deduction Information is set to Inactive. The display format is 999,999.99.

**10. RESULT ARREARS AMOUNT (10-N-D)**

This field contains the resultant employee arrears dollars amount left for this deduction after actual deduction processing. During Deduction Compute, this field is calculated based on the Initial Arrears Amount, the Employee Amount Taken, and the Arrears Indicator. During Master File Update process, this field is used to update the Employee Deduction Employee Arrears Amount. The display format is 999,999.99.

**NOTE:** For void checks, the system will not handle Amount Remaining or Arrears processing automatically; any required adjustments must be done manually.

**11. EMPLOYER (ER) ADJUSTMENT AMOUNT (9-N-O)**

This field contains any one-time adjustment or exception amount to the regularly scheduled employer cost deduction amount. This amount represents a flat dollar amount, in the format -99,999.99. During the Payroll Compute Process, this adjustment amount is added to the deduction scheduled amount to be taken in the paycheck. During the Payroll Master File Update Process, this amount is reset to \$0.00 (to prevent doubling of adjustment). For the SBC FLEX Election Upload Interface, this field is adjusted via an Employer Exception Amount transaction (if allowed via the Adjustment/Exception Indicator on the FLEX Definition Control Parameters). Negative or positive amounts are allowed.

**12. EMPLOYEE AMOUNT SCHEDULED (11-N-D)**

This field contains the deduction amount that is scheduled to be taken by the employee for this timecard in this payroll run. During the Deduction Compute Process, this figure is compiled, based on the deduction amount scheduled (from the Employee Deduction information or the Miscellaneous Deduction entry), the Initial Amount Remaining, and the Initial Arrears Amount. The display format is 999,999.99-.

**13. EMPLOYEE AMOUNT TAKEN (11-N-D)**

This field contains the actual deduction amount taken for the employee for this timecard in this payroll run. This figure is calculated based on the Employee Calculation Basis (and associated fields), Deduction Priority, and Employee Amount Scheduled. The display format is 999,999.99-.

**14. EMPLOYEE AMOUNT NOT TAKEN (11-N-D)**

This field contains the actual deduction amount that was NOT taken for the employee for this timecard in this payroll run. This figure is calculated based on the Employee Calculation Basis (and associated fields), Deduction Priority, Employee Amount Scheduled. Depending on the Arrears Indicator, this amount can be added to the Initial Arrears Amount giving the Result Arrears Amount. The display format is 999,999.99-.

**15. GL POSTING DEPARTMENT-EMPLOYEE CREDIT (14-N-D)**

This field contains the primary GL Department Number used in posting this deduction withheld from the employee. The Posting Department is extracted from Deduction Master during the Compute Process. If the DeductionMaster field is blank, the Posting Department is extracted from the employee's Home Department or Primary Position Department, based on the Department Type value from the Entity Parameters.

**NOTE:** The department display format is established in the GL Fiscal Year Definitions.

**16. GL POSTING SUBACCOUNT-EMPLOYEE CREDIT (14-N-D)**

This field contains the primary GL Subaccount Number used in posting this deduction withheld from the employee. The Posting Subaccount is extracted from Deduction Master during the Compute Process. In combination with the Employee GL Department-Credit and Entity Code, the final GL Posting Account is created. The entry from GL Posting records the liability (or credit).

**NOTE:** The subaccount display format is established in the GL Fiscal Year Definitions.

**17. EMPLOYER AMOUNT SCHEDULED (11-N-D)**

This field contains the deduction cost/contribution amount that is scheduled to be taken by the employer for this timecard in this payroll run. During the deduction Compute Process, this figure is compiled, based on the deduction amount scheduled (from the Employee Deduction information or the Miscellaneous Deduction entry). The display format is 999,999.99.

**18. EMPLOYER AMOUNT TAKEN (11-N-D)**

This field contains the actual deduction cost/contribution amount that was taken for the employer for this timecard in this payroll run. This figure is calculated based on the Deduction Priority, Employer Amount Scheduled, any ER Adjust Amt, the Arrears Basis, and any pay period or year-to-date adjustments that might be in effect. The display format is 999,999.99-.

**19. EMPLOYER AMOUNT NOT TAKEN (11-N-D)**

This field contains the actual deduction cost/contribution amount that was **not** taken by the employer for this timecard in this payroll run. This figure is calculated based on the Employer Amount Scheduled, any ER Adjust Amt and the Employer Amount Taken. The display format is 999,999.99-.

**20. GL POSTING DEPARTMENT-EMPLOYER DEBIT (14-N-D)**

This field contains the Employer GL Department Number used in debiting this employer contribution/cost amount. The Posting Department is extracted from Deduction Master during the Compute Process. If the Deduction Master field is blank, the Posting Department is extracted from the employee's Home Department or Primary Position Department, based on the Department Type value from the Entity Parameters.

**NOTE:** The department display format is established in the GL Fiscal Year Definitions.

**21. GL POSTING SUBACCOUNT-EMPLOYER DEBIT (14-N-D)**

This field contains the Employer GL Subaccount Number used in debiting this employer contribution/cost amount. The Posting Subaccount is extracted from Deduction Master during the Compute Process. In combination with the Employer GL Department-Credit and Entity Code, the final GL Posting Account is created.

**NOTE:** The subaccount display format is established in the GL Fiscal Year Definitions.

**22. GL POSTING DEPARTMENT-EMPLOYER CREDIT (14-N-D)**

This field contains the Employer GL Department Number used in posting this employer contribution/cost amount. The posting department is extracted from Deduction Master during the Compute process. If the Deduction Master field is blank, the Posting Department is extracted from the employee's Home Department or Primary Position Department, based on the Department Type value from the Entity Parameters.

**NOTE:** The department display format is established in the GL Fiscal Year Definitions.

**23. GL POSTING SUBACCOUNT - EMPLOYER CREDIT (14-N-D)**

This field contains the Employer GL Department Number used in posting this employer contribution/cost amount. The Posting Subaccount is extracted from Deduction Master during the Compute Process. In combination with the Employer GL Department-Credit and Entity Code, the final GL Posting Account is created. The entry from GL Posting records the liability (or credit).

**NOTE:** The subaccount display format is established in the GL Fiscal Year Definitions.

## Benefit Detail Selection Screen

The Benefit Detail Selection Screen displays the various detail employee benefits that are/were in effect for this timecard/check. The data was built during the Prepare Process and updated during the Compute Process. With the exception of the Process Indicator on the detail screen, all data is display only.

After you select **Benefit Detail** from the TCE Detail portion of the menu, the system displays a selection list of Benefit Codes for this timecard:

```

      General Hospital Check History/Timecard Inquiry Processor
                                Tue Dec 03, 1991 04:19 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
FW  H2008        Adams,John Q        91  P  000000/8076      123-45-6789
PC  CycTp  PP  End Date      TCE Type  Nbr   Status   Chk Date   Ck Cd/Nbr
W2  Reglr  26  12/20/1991    Standard  0    Distrib.  12/25/1991  72 42
Page:01                      Benefit Codes for this Timecard
( 1) SIC-Part-time Employees
( 2) VAC-Non-Exempt

Enter choice--

```

After you enter a choice, the system displays the corresponding detail information on the Benefit Detail Screen.

## Benefit Detail Screen

The Benefit Detail Screen lists the various detail associated with a particular employee benefit. The data was built during the Prepare Process, and updated during the

Compute Process. With the exception of the Process Indicator field, all data is display only. After checks have been printed, the Process Indicator cannot be modified.

General Hospital Check History/Timecard Inquiry Processor											
Tue Dec 03, 1991 04:19 pm											
Ent	Emp No	Employee Name				Div	Fac	Department		Soc Sec	
FW	H2008	Adams, John Q				91	P	000000/8076		123-45-6789	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr			
W2	Reglr	26	12/20/1991	Standard	0	Distrib.	12/25/1991	72 42			
1 Benefit Plan				2 Benefit Type		3 Service Plan					
SIC Sick Benefit Plan				SC		002 Sick Service Plan					
4	Process Ind	5	Year End Roll	6	Accrual Roll	7	Prob Roll	8 Seniority Lvl			
	Yes		No		No		No	MO-00071.00			
9	Accrual Roll	Date	10	Accrual Method	11	Accrual Hrs/Days	12 Earned Date				
	12/06/91		No				01/09/86				
13	Calc Basis		14	Calc Rate		15	Applicable Hrs		16 Award Hrs		
	Hourly			0.0390			203.20		7.92		
17	Avail Hrs-Last PP		18	Begin Balance		19	Avail Hrs-Prepare		20 Hrs Worked-PP		
				0.00			7.92		203.20		
21	Accrued-PP		22	Earned-PP		23	Taken-PP		24 Buy-Back PP		
				7.92			0.00		0.00		
25	Accrued-YTD		26	Earned-YTD		27	Taken-YTD		28 Buy-Back YTD		
	0.00			7.92			0.00		0.00		
Press NL											

You can access an information window from the Benefit Detail Screen, as shown in the following example:



General Hospital Check History/Timecard Inquiry Processor

Tue Aug 17, 2004 08:04 am

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
B	Reglr	11	05/14/2004	Standard	0	Computed
						05/20/2004
1	Benefit Plan		2	Benefit Type	3	Service Plan
	PDO Paid Days	Off		PT		PT Part-Time
4	Process Ind	5	Year	End Roll	6	Accrual Roll
	Yes	No			No	No
9	Accrual Roll	Date	10	Accrual Method	11	Accrual Hrs/Days
				No		12
						Earned Date
						02/15/2000
13	Calc Basis		14	Calc Rate	15	Applicable Hrs
	Hourly			0.0866		20.25
17	Avail Hrs-Last	PP	18	Begin Balance	19	Avail Hrs-Prepare
	105.63			0.00		105.63
21	Accrued-PP		22	Earned-PP	23	Taken-PP
	0.00			1.75		0.00
25	Accrued-YTD		26	Earned-YTD	27	Taken-YTD
	0.00			105.63		0.00
						28
						Buy-Back YTD
						0.00

**Employee Benefit**

Year Method/Rollover Method: C/

Hours Rollover Equation: B+E-T-P

Probation Days: 45

Hours Avail Equation: B+E-T-P

Hours Avail Accum Ind: Accumulate All

Seniority Comp Basis: B

Svc Plan Seniority Levels: 24.00

48.00

72.00

999.00

**F1 Employee Bene**

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

To access this feature, your ID must have Information Windows enabled. To view available information windows, select **Tools, Information Windows** from the menu bar. For more information about using Information Windows, see the *WEM User's Guide*.

## Field Explanations

### 1. BENEFIT CODE (3-AN-D)

This field contains the benefit code identifying the specific benefit. Benefits originate from the Employee Benefit Information during the Prepare Pay Period process.

### BENEFIT DESCRIPTION (25-AN-D)

This field contains the description associated with the benefit code. The field displays from the Benefit Plan Master.

**2. BENEFIT TYPE CODE (2-AN-D)**

This field identifies the particular type of Benefit Plan that the employee information addresses. When there are multiple plans of the same type (for example, vacation, sick, paid time off) within an entity, the Benefit Type Code is used to group like plans together for reporting, sorting and printing purposes.

**3. SERVICE PLAN CODE (3-AN-D)**

This field contains the employee's specific Service Plan Code within Benefit Code to further differentiate the applicable benefit awards to be calculated.

**SERVICE PLAN DESCRIPTION (25-AN-D)**

This field contains the description associated with the Service Plan Code. The field displays from the Benefit Plan Master.

**4. PROCESS INDICATOR (3-A-D)**

This field indicates the timecard benefit processing for this employee benefit. These fields are stored, during the Prepare Process, with override allowed. The system displays the following prompt:

*Process this Benefit Plan on this Payroll Run (Y/N) [N]--*

If you enter **Y** for Yes, the employee benefit will be processed. If you enter **N** for No, or press ENTER to accept the default, the employee benefit will not be processed.

**5. YEAR END ROLLOVER INDICATOR (3-A-D)**

This field indicates whether the year-end Benefit Rollover Processing was done for this benefit in this pay period. The year-end Rollover Processing, as defined in the Benefit Plan Master, includes the establishment of a new beginning balance. Display values are:

Yes This is a year-end rollover processing period.

No This is not a year-end rollover processing period.

**6. ACCRUAL ROLLOVER INDICATOR (3-A-D)**

This field indicates whether the accrual-to-earned Benefit Rollover Processing was done for this benefit in this pay period. The accrual-to-earned Rollover Processing, as defined in the Benefit Plan Master, occurs when either the Benefit Probation Period ends or when the parameters are met, in accordance with the Accrual Method. The Accrual Rollover Process includes transferring all or part of the Accrual Balance to the Earned Balance and re-calculating the Available Balance. Display values are:

Yes This is an accrual-to-earned rollover processing period.

No This is not an accrual-to-earned Rollover Processing period.

**7. PROBATION ROLLOVER INDICATOR (3-A-D)**

This field indicates whether the probation end (accrual-to-earned) Benefit Rollover Processing was done for this benefit in this pay period. The accrual-to-earned Rollover

Processing, as defined in the Benefit Plan Master, occurs when the Benefit Probation Period (based on the Benefit Earned Date) ends. The accrual Rollover Process includes transferring the entire Accrual Balance to the Earned Balance and re-calculating the Available Balance. Display values are:

Yes This is a probation rollover processing period.

No This is not a probation rollover processing period.

#### **8. SENIORITY LEVEL (DISPLAY ONLY)**

This field reflects the effective Seniority Method Code and associated employee Seniority Level. These two values display together in the format: XX-99999.99 (XX represents the code; 99999.99 is the Seniority Level value).

This information is established during the Payroll Prepare Process. If the Seniority Method Code is Months, the months are derived from the employee's Benefit Service Date and the specific pay period basis date (determined from the Seniority Comparison Basis field in the Benefit Plan Service Master). If the method indicates Hours, the appropriate hours field is reflected. The field value is shown with decimal level of precision.

#### **9. ACCRUAL ROLLOVER DATE (10-AN-D)**

This field contains the last actual date (historical) when benefits rolled from accrued to earned. In the pay period where the Benefit Accrual Rollover Indicator equals Yes, the Master File Update process sets the Last Accrued-Earned Date in the Employee Benefit Information to the corresponding pay period ending date. The Accrual Rollover Date displays that Last Accrued-Earned Date previously set. Display format is MM/DD/YYYY.

#### **10. ACCRUAL METHOD (5-A-D)**

This field contains the method used to continually transfer Accrued Hours to Earned Hours, after the benefit probation period has passed (established via the Benefit Earned Date). Display values are:

Value	Description
No	Benefits are not accrued past probation, they are continually earned.
Hours	Benefits are accrued, up to the hours contained in Accrual Hrs/Days, then the system rolls accrued hours to earned.
Days	Benefits are accrued, up to the number of days from last roll (Accrual Roll Date) contained in Accrual Hrs/Days, then the system rolls accrued hours to earned.

#### **11. ACCRUAL HOURS/DAYS (8-N-D)**

This field contains the maximum number of benefit hours the system must accumulate, or the number of days after the Accrual Rollover Date, that must pass for Accrued Hours to transfer to Earned Hours. The field representation depends on the Accrual

Method value. If the Accrual Method equals Hours, the display format is 9,999.99. If the method equals Days, the display format is 999.

**12. EARNED DATE (6-N-D)**

This field contains the original Benefit Earned Date from the Employee Benefit Information, highlighting the benefit's probation end date. The Benefit Earned date also marks the time when the first Accrual-to-Earned rollover occurs, after which the designated Accrual Method becomes active. Display format is MM/DD/YYYY.

**13. CALCULATION BASIS (6-A-D)**

This field contains the indicated unit calculation basis, which depends on the employee's Benefit Plan, Service Plan, and Seniority Months from the Benefit Plan Master. The calculation basis describes how the benefit award is to be computed. Display values are:

Value	Description
Flat	The benefit award unit is a fixed number of hours given each pay period.
Hourly	The benefit award unit is a variable number of hours, based upon the hours worked and applicable from the timelines.

**14. CALCULATION RATE (7-N-D)**

This field, taken in conjunction with the Calculation Basis, determines the Award Rate per unit for this employee benefit. Using the employee's Benefit Plan, Service Plan, and Seniority Months from the Benefit Plan Master, the calculation rate times the applicable unit computes the awarded hours. Display format is 99.9999.

**15. APPLICABLE HOURS (8-N-D)**

This field contains the total number of hours, entered on timelines on the timecard, that are deemed applicable as units for this benefit plan. The Pay Type Master, via the Pay Type Hours Applicable field, indicates which Pay Type Hours are to be multiplied by the Calculation Rate (if the Calculation Basis equals Hourly) giving the Award Hours. Display format is 9,999.99.

**16. AWARD HOURS (8-N-D)**

This field contains the total hours that were calculated to be awarded for this timecard. This figure is calculated, based on the Calculation Basis, Calculation Rate and Applicable Hours (if Hourly). The Award Hours are independent of any benefit maximum hour accumulation limits, thus may not represent the actual Accrued-PP or Earned-PP amounts. Display format is 9,999.99.

**17. AVAILABLE HOURS - LAST PAY PERIOD (9-N-D)**

This figure contains the total benefit available hours at the outset of this payroll run, reflecting the totals from the prior pay period. This figure does not reflect any benefit processing in this payroll run. Display format is 9,999.99-.

**18. BEGINNING BALANCE HOURS (9-N-D)**

This figure contains the employee's Beginning Balance hours, resulting from the Prepare Pay Period Process in this payroll run. If the Year End Roll Indicator equals

Yes, this field contains the new Beginning Balance for the year. Display format is 9,999.99-.

**19. AVAILABLE HOURS-PREPARE PROCESS (9-N-D)**

This figure contains the employee's Available Hours, resulting from the Prepare Pay Period Process in this payroll run. These hours form the available basis for Timecard Entry. If the Year End Roll Indicator equals Yes, this field contains the new Available Balance, based on the rollover equation. If the Accrual Roll Indicator equals Yes, this field contains the new balance, based on any benefit roll criteria. Display format is 9,999.99-.

**20. HOURS WORKED (DISPLAY ONLY)**

This field contains the total number of hours, entered via timelines on the timecard, that are considered hours worked for this benefit plan. The Worked Hours Applicable field, on the Pay Type Master, indicates the pay type hours to accumulate during the Compute Process.

During the Master File Update Process, this total is accumulated with the Benefit Hours Worked - YTD field and the Benefit Hours Worked - LTD on the Employee Benefit Information. Depending on the Benefit Service Seniority Method Code, these hours worked determine the employee's benefit seniority level.

**21. ACCRUED HOURS-PAY PERIOD (9-N-D)**

This figure contains the employee's new accrued hours, resulting from the Benefit Compute Process in this payroll run. This figure is based on the Award Hours and the Accrual Maximums (from the Benefit Plan Master) when the Accrual Method indicates either Days or Hours. This figure also reflects any rollovers. This figure is added to the Accrued Hours-YTD, in Master File Update process, to arrive at the new total accrued hours. Display format is 9,999.99-.

**22. EARNED HOURS-PAY PERIOD (9-N-D)**

This figure contains the employee's new earned hours, resulting from the Benefit Compute Process in this payroll run. Earned hours are generally considered hours that are awarded and can be taken. This figure also reflects any maximum and/or rollover processing. This figure is added to the Earned Hours-YTD, in Master File Update process, to arrive at the new total earned hours. Display format is 9,999.99-.

**23. TAKEN HOURS-PAY PERIOD (9-N-D)**

This figure contains the employee's new taken hours, resulting from the timeline accumulation of Pay Types marked with Pay Type Earnings Code = Taken or Taken-H (Taken-H means that the Hours-P field in the Pay Type Master is used for hours taken, versus the hours entered on the timeline). This figure is added to the Taken Hours-YTD, in Master File Update process, to arrive at the new total taken hours. Display format is 9,999.99-.

**24. BUY-BACK HOURS-PAY PERIOD (9-N-D)**

This figure contains the employee's new buy-back hours, resulting from the timeline accumulation of Pay Types marked with Pay Type Earnings Code = Buy-Back or Buy-

Bck-H (Buy-Bck-H means that the Hours-P field in the Pay Type Master is used for hours bought, versus the hours entered on the timeline). This figure is added to the Buy-Back Hours-YTD, in the Master File Update process, to arrive at the new total buy-back hours. Display format is 9,999.99-.

**25. ACCRUED HOURS-YTD (9-N-D)**

This figure contains the employee's accrued YTD hours, resulting from the benefit processing in the Prepare Process in this payroll run. This figure reflects any processing for rollovers and/or maximum amounts. This figure is added to the Accrued Hours-PP, in Master File Update process, to arrive at the new total accrued hours. Display format is 9,999.99-.

**26. EARNED HOURS-YTD (9-N-D)**

This figure contains the employee's earned YTD hours, resulting from the benefit processing in the Prepare Process in this payroll run. This figure reflects any processing for rollovers and/or maximum amounts. This figure is added to the Earned Hours-PP, in the Master File Update Process, to arrive at the new total earned hours. Display format is 9,999.99-.

**27. TAKEN HOURS-YTD (9-N-D)**

This figure contains the employee's taken YTD hours, resulting from the benefit processing in the Prepare Process in this payroll run. This figure reflects any processing for rollovers. This figure is added to the Taken Hours-PP, in the MasterFile Update process, to arrive at the new total taken hours. Display format is 9,999.99-.

**28. BUY-BACK HOURS - YTD (9-N-D)**

This figure contains the employee's buy-back YTD hours, resulting from the benefit processing in the Prepare process in this payroll run. This figure reflects any processing for rollovers. This figure is added to the Buy-back Hours-PP, in Master File Update Process, to arrive at the new total buy-back hours. Display format is 9,999.99-.

## Output

The system updates the Accrued-PP and/or Earned PP fields based on multiple inputs and factors. Listed below is an overview of what happens during the Compute process to arrive at the values displayed on the Benefit Detail Check History/Timecard Inquiry screen in the Accrued-PP or Earned-PP fields.

1. The Applicable Hrs, Accrued-PP, Earned-PP, Taken-PP, and Buy-Back PP fields are initialized to zero.
2. For each employee, every timeline for every timecard type (i.e. Standard, Additional, Manual, etc.) and sequence number is reviewed, and based on benefit information defined in the pay type master for the associated pay type on the timeline, hours are accumulated for the following fields: Applicable Hrs, Taken-PP and Buy-Back PP.
3. Then the Award Hrs are calculated based on the values accumulated and the Calculation Basis for the employee's service plan and service level.
4. Either the Earned-PP (Accrual Method - None) or the Accrued-PP (Accrual Method of Hours or Days) field is set equal to the Award Hrs field based on the Accrual Method.
5. If necessary, the Earned-PP or Accrued-PP field (whichever is applicable) is adjusted if it has exceeded a PP or YTD Maximum.
6. If the Hours Avail Accum Ind is > 1, the Benefit Available Balance is recalculated based on current values. If the new balance has exceeded the Max Available Balance based on the employee's service plan and service level, then the Earned-PP and Accrued-PP values are adjusted appropriately based on the Hours Avail Accum Ind value selected at the master level.

The following tables illustrate how the Hours Avail Accum Ind value affects the corresponding adjustments to Earned-PP and Accrued-PP hours.

Hours Avail Accum Ind = 1 (Accumulate All)

Adjust if recalculated Ben Avail Bal:

Field Adjusted	Accrual Method	Include Current Pay Period Totals	< or = to YTD Max Avail	> YTD Max Avail
Earned-PP	None	Yes	No	No
Accrued-PP	Hours or Days	Yes	No	No

Hours Avail Accum Ind = 2 (Limit Earned Incl Cur PP)

Adjust if recalculated Ben Avail Bal:

Field Adjusted	Accrual Method	Include Current Pay Period Totals	< or = to YTD Max Avail	> YTD Max Avail
Earned-PP	None	Yes	No	Yes*
Accrued-PP	Hours or Days	Yes	No	No

Hours Avail Accum Ind = 3 (Limit Ern/Acr Incl Cur PP)

Adjust if recalculated Ben Avail Bal:

Field Adjusted	Accrual Method	Include Current Pay Period Totals	< or = to YTD Max Avail	> YTD Max Avail
Earned-PP	None	Yes	No	Yes*
Accrued-PP	Hours or Days	Yes	No	Yes**

Hours Avail Accum Ind = 4 (Limit Earned Excl Cur PP)

Adjust if recalculated Ben Avail Bal:

Field Adjusted	Accrual Method	Include Current Pay Period Totals	< or = to YTD Max Avail	> YTD Max Avail
Earned-PP	None	No	No	Yes/set to zero
Accrued-PP	Hours or Days	No	No	No

Hours Avail Accum Ind = 5 (Limit Ern/Acr Excl Cur PP)

Adjust if recalculated Ben Avail Bal:

Field Adjusted	Accrual Method	Include Current Pay Period Totals	< or = to YTD Max Avail	> YTD Max Avail
Earned-PP	None	No	No	Yes/Set to zero
Accrued-PP	Hours or Days	No	No	Yes/Set to zero

\* Adjusted downward by the difference in the YTD Max Avail and Ben Avail Bal, but never < zero.

\*\* Only adjusted if Accrued Hours are part of Ben Avail Equation.

## Holiday Detail Screen

The Holiday Detail screen displays the detail employee holidays that were in effect for this timecard/check. The data was built during the Prepare Process, and updated during the Timecard Entry Process. With the exception of the Process Indicator field,



all data is display only. After checks are printed, the Process Indicator cannot be modified.

After you select **Holiday Detail** from the menu, the system displays a screen that lists the Active Awards for the employee:

General Hospital Check History/Timecard Inquiry Processor									
Tue Mar 06, 1990 01:29 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
DP	H689784521	Jones, Sally			60	P	0/0/00/00/6022	689-78-4521	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
C	Reglr	14	07/08/1989	Standard	0	Distrib.	07/13/1989	01 1000066	
1 Holiday Plan					2 Process Ind				
01 Exempt Employees					Yes				
Active Award									
Awarded									
Opt	Code	PP	End Date	Holiday	Hrs	Process	Paid		
( 1 )	02	14	07/08/89	Float-2nd.Quarter	8.00	Paid	14	8.00	
( 2 )	J4	14	07/08/89	4th of July	8.00	Partial	14	5.00	
( 3 )	MD	13	06/24/89	Memorial Day	8.00	Available			
Press NL									

## Field Explanations

### 1. HOLIDAY PLAN CODE (2-AN-D)

This field contains the Holiday Plan Code identifying the specific holiday plan that the employee is assigned for this pay period. This holiday plan dictates which new holidays are to be awarded to this employee.

### HOLIDAY PLAN DESCRIPTION (25-AN-D)

This field contains the description associated with the Holiday Plan Code. The description displays from the Holiday Master.

### 2. HOLIDAY PROCESS INDICATOR (3-A-D)

This field indicates the timecard holiday processing for this employee holiday plan. These fields are stored during the Prepare Process, with user override allowed. The system displays the following prompt:

*Process this Holiday Plan in this Payroll Process (Y/N) [Y]--*

If you enter **Y** for Yes, the employee holiday will be processed. If you enter **N** for No, the employee holiday will not be processed.

**NOTE:** The Active Awards Section displays all holidays that are available to the employee in this pay period. These holidays may have been awarded in a prior pay period (and not taken) or they may have been awarded (using

Prepare Pay Period Process) in this pay period. In any event, the holiday must display here if that holiday is eligible to be Taken in this pay period.

#### **HOLIDAY CODE AWARDED (3-AN-D)**

This field contains the holiday that the employee has been awarded. The award process occurs in the Prepare Pay Period Process. Holidays that are scheduled to be awarded in this pay period, via the Holiday Plan Code and the Holiday Master, and the employee plan is Active, will be awarded. During the Timecard Entry Process, if a timeline is entered for a holiday, that Holiday Code must exist here and be available to be taken.

#### **AWARDED - PAY PERIOD (2-N-D)**

This field identifies the processing pay period when the holiday was awarded to the employee. Due to the holiday procedures, this award pay period may be a prior pay period.

#### **AWARDED - PAY PERIOD END DATE (8-N-D)**

This field identifies the processing Pay Period End Date when the holiday was awarded to the employee. The PP End Date is stored at the time of the award. This date reflects the possibility that the employee may have changed pay cycles since the holiday was awarded. Display format is MM/DD/YYYY.

#### **HOLIDAY DESCRIPTION (25-AN-D)**

This field contains the description associated with the Holiday Code. The value displays from the Holiday Code Table.

#### **AWARD HOURS (5-N-D)**

This field contains the hours originally awarded to the employee for this holiday. During the Prepare Pay Period Process, the award hours are determined from the Holiday Work Hours from the Work Status Hours Master associated with the employee at that time. During the Timecard Entry Process, the Award Hours establish the limit for what hours can be taken for this employee for this holiday. The system does not allow more hours to be taken than have been awarded (unlike Benefits). The display format is 99.99.

#### **PROCESS BASIS (9-AN-D)**

This field reflects the condition of the holiday at the conclusion of the Prepare Pay Period Process. Display values are:

Value	Description
Not Avail	The holiday is no longer valid for the employee. It cannot be taken by the employee during Timecard Entry.
Available	The holiday is available to be taken and paid. A holiday just awarded to an employee has an initial value of Available.
Partial	The holiday is still partially available to be taken and paid. This holiday was previously awarded and partially taken (hours paid are less than hours available) in another payroll.

Value	Description
Paid	This holiday has been completely taken and the award has been paid. This action occurs during Prepare process. This holiday cannot be referenced during the Timecard Entry process.

**NOTE:** Only holidays that are Available or Partial can be accessed during Timecard Entry.

#### PAID - PAY PERIOD (2-N-D)

This field identifies the processing pay period when the holiday was paid (hours taken) to the employee. Due to the Partial Holiday procedures, this paid pay period may be a prior pay period.

#### PAID HOURS (5-N-D)

This field contains the total hours paid (taken) to the employee for this holiday. During the Timecard Entry Process, the paid hours are referenced to ensure that the hours taken do not exceed the Award Hours. Award Hours establish the barrier for what hours can be taken for this employee for this holiday. The system does not allow more hours to be taken than have been awarded (unlike Benefits). The display format is 99.99.

## Pension Detail Screen

The Pension Detail Screen displays the detail employee pension pay period information that was in effect and calculated for this timecard/check. The data was built during the Prepare process, and updated during the Compute Process. With the exception of the Process Indicator field, all data is display only. After checks have been printed, the Process Indicator cannot be modified.

General Hospital Check History/Timecard Inquiry Processor									
Tue Mar 06, 1990 01:44 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
DP	H088362224	Carmino, Susan			60	P	0/0/00/00/6022	088-36-2224	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
C	Reglr	15	07/22/1989	Void	1	Distrib.	07/13/1989	01 1000062	
1	Pension Plan			Process	Year	PP Hours	PP Dollars		
	02	DP	GENERAL HOSPITAL	Yes	1989	120.00	1200.00		

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

---

## Field Explanations

### 1. PENSION PLAN CODE (2-AN-D)

This field contains the Pension Plan Code identifying the specific pension plan that the employee is assigned for this pay period.

### PENSION PLAN DESCRIPTION (25-AN-D)

This field contains the description associated with the Pension Plan Code. The description displays from the Pension Plan Code Table.

### PENSION PROCESS INDICATOR (3-A-D)

This field indicates the timecard pension processing for this employee pension plan. These fields are stored during the Prepare Process, with user override allowed. The system displays the following prompt:

*Process this Pension Plan in this Payroll Process (Y/N) [Y]--*

If you enter **Y** for Yes, the employee pension will be processed. If you enter **N** for No, the employee pension will not be processed.

**NOTE:** If this indicator is set to No on the Pension Detail screen, and the Update Pension Indicator is set to Yes on the TCE Control screen, the Pension Plan is bypassed by both the Compute and Master File Update processes.

### PLAN YEAR (4-N-D)

This field indicates the calendar year for which the pension statistic accumulation will be totalled in the Employee Pension Information.

### PAY PERIOD HOURS ACCUMULATION (8-N-D)

This field contains the total number of hours, entered via timelines on the timecard, that are accumulated for this pension plan. The Pay Type Master, via the Pension Pay Type Hours Applicable field, indicates which Pay Type Hours are to be accumulated and totalled. This figure, will be added to the Pension Hours - YTD in the Employee Pension Information during Master File Update, if the Pension Process Indicator equals Yes.

**NOTE:** If the Pay Type Hours Applicable equals Hours-P, the Hour-P value in the Pay Type Master will be added. If the Pay Type Hours Applicable equals Yes, the timeline's hours entered will be added.

### PAY PERIOD DOLLARS ACCUMULATION (8-N-D)

This field contains the total number of dollars from timelines on the timecard that are accumulated for this pension plan. The Pay Type Master, via the Pension Pay Type Dollars Applicable field, indicates which pay type dollars are to be accumulated and totalled. During Master File Update, this figure will be added to the Pension Dollars - YTD in the Employee Pension Information, if the Pension Process Indicator equals Yes.

**NOTE:** If the Pay Type Dollars Applicable equals Entered, the Dollars Calculated from the entered hours (versus paid hours) will be added. If the Pay Type Dollars Applicable equals Yes, the timeline's Dollars Paid will be added.

## Paycheck Detail Screen

The Paycheck Detail screen displays the paycheck detail for any timecard for which a check or remittance has been previously printed. When you select the **Paycheck Detail** option, you can choose whether to display benefit information:

*Display Benefit Detail [Y]/N?*

- Enter **Y** (Yes), to display the employee's paycheck detail including benefit information.
- Enter **N** (No), to display the employee's paycheck detail without benefit information.

The paycheck detail for the selected pay period is displayed.

MODEL HOSP - ENT 02 5995 Windward Parkway, ALPHARETTA, GA 30005									
PC: B CT: R CY: 2006 PP: 01 PP End Date: 01/05/06 Check Date: 01/08/06									
Check Nbr		Employee Name			Soc Sec Nbr		Employee #		Home Dept
*		STATE, ARIZONA			772-64-1254		H000000004		6211
-- E A R N I N G S -- --- D E D U C T I O N S --- ----- T A X E S -----									
Type	Hours	Dollars	Desc	Current	YTD	Desc	Current	YTD	
REG	75.00	1050.00	CSS	75.00	75.00	FIT	41.54	41.54	
			401	50.00	50.00	FICA	62.65	62.65	
			403	150.00	150.00	MHI	14.65	14.65	
			457	200.00	200.00	AZ	0.00	0.00	
			D26	50.00	50.00	GA	23.38	23.38	
			ACH	382.78	382.78				
Gross Pay		Deductions			Taxes		Net Pay		
1,050.00		907.78			142.22		.00		
Gross Pay-YTD		Deductions-YTD			Taxes-YTD		Net Pay-YTD		
1,050.00		907.78			142.22		.00		
SC									
Beginning Balance		20.00							
Accrued/Earned		0.00							
Taken/Buy Back		0.00							
Ending Balance		20.00							
Press NL--									

- If a check or remittance has not been printed for the timecard you selected, the following informational message is displayed:

*Check must be printed, updated or distributed to display!*

- If the timecard you selected is for a Void, Manual Check or Manual Adjustment, the following informational message is displayed:

*There is no Paycheck Detail available for this type of check.*

## Wage Summary Screen

The Wage Summary screen displays a functional overview of the wages (gross wages, not in gross wages, net wages, taxable wages, employee withholding dollars, employer costs, weeks worked, and hours worked within each taxing authority) for this timecard/check. All applicable taxing authorities display according to the employee tax setup. This information is calculated during the Compute Process. Data is display-only and cannot be edited.

General Hospital Check History/Timecard Inquiry Processor									
Tue Jun 11, 2002 06:33 pm									
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec
02	H000-00-0001	STATE,ALABAMA						8050	352-53-2433
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck	Cd/Nbr
B	Reglr	7	03/26/2002	Standard	0	Distrib.	03/30/2002	01	*
Gross Wages		Not In Gross		Net Wages		Hours		Weeks	
1,500.00		50.00		0.00		75.00		2	
Tax Type		Taxable Wages		Empl Withheld		Emplr Portion			
FIT		-	1,550.00	154.90		N/A			
FICA		-	1,550.00	96.10		96.10			
MHI		-	1,550.00	22.48		22.48			
FUTA		-	0.00	N/A		0.00			
AL - 01 WTHLD		-	1,550.00	61.49		N/A			
AL - 10 UNEMP		-	0.00	N/A		0.00			

## Field Explanations

### GROSS WAGES (11-N-D)

This field contains earnings that were setup in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

### NOT IN GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings not to be included in Gross Wages. This field is the sum of the Not In Gross Wages timelines processed for the employee.

### TOTAL NET WAGES (11-N-D)

This field reflects the total wages that the employee earns from this timecard. This field is calculated according to the following formula:

$$\text{Total Net Wages} = \text{Gross Wages less Taxes less Deductions}$$

This accumulation is used to update Employee Earnings History in the Update Master File process. Display format is 999,999.99-.

**NOTE:** The Deductions in the equation exclude Banking Services Deductions (Deduction Classification F).

**TOTAL HOURS WORKED (7-N-D)**

This field contains the total of all timeline hours that are classified as Worked, as defined in the Pay Type Master. During the Compute Process, the hours worked are calculated for each applicable taxing authority. From the timeline Pay Type and Hours detail, if the corresponding Hours Worked field in the Pay Type Master equals Yes, the hours entered on the timecard are accumulated and totalled here. If the Hours Worked field equals H-P, the Hours-P value from the Pay Type Master is accumulated and totalled here. Display format is 999.99-.

**TOTAL WEEKS WORKED (2-N-D)**

This field contains the final count of the number of weeks worked for this timecard, as defined in the Pay Cycle Master. During the Compute Process, the weeks worked are calculated for each applicable taxing authority. Display format is 99.

**TAX TYPE (5-AN-D)**

This field contains the tax type from which wages were calculated in the BSI Tax Factory system. It can be an employee or employer tax type. The tax type and description come from the Tax Type table under STAR Tables.

**TOTAL EXEMPT WAGES (11-N-O)**

This field contains the total amount of wages (pay types and deductions) that are exempt for this tax type for this check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types) that are exempt from this tax type for this check. This field can contain a negative value. Display format is -999,999.99.

**TAXABLE WAGES (DISPLAY ONLY)**

This field contains the gross wages paid to the employee for this check that are subject to federal taxes. This field can contain a negative value. Display format is -999,999.99.

**EMPLOYEE TAX WITHHELD (10-N-D)**

This field contains the tax withheld from the individual for this check for the tax type displayed. If this is an employer tax type, the field will display as an N/A. This field contains the amount of federal tax withheld according to each individual employee's Pay Cycle tax table, W-4 Marital status, and exemptions during the earnings period selected. This field can contain a negative value. Display format is -99,999.99.

**NOTE:** A value of N/A implies that this taxing authority does not collect employee withheld portions.

**EMPLOYER COST PORTION (9-N-D)**

This field contains the calculated tax for this employer tax type. The amount in this field is regulated by the values stored in the Tax Factory module. This field can contain a negative value. Display format is -9,999.99.

**NOTE:** A value of N/A implies that this taxing authority does not require an employer taxation portion.

## Federal Wage Screen

The Federal Wage Screen displays a complete overview of federal-level wage information (Federal Income Tax, FICA, MHI, FUTA). This information includes gross wages, net wages, earned income credit, total weeks worked, total hours worked, taxable wages, employee withholding dollars, employer portion costs, total exempt wages (from employee exemption, wages over limit, and exempt pay types) and Taxable Employer Contributions. This information is calculated during the Compute Process and is used to update the Employee Earnings History during the Master Update Process. All data is display only.

General Hospital Check History/Timecard Inquiry Processor									
Tue Feb 28, 2006 04:46 pm									
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec
02	H000000001	STATE,ALABAMA				01	8050		XXX-53-2433
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
B	Reglr	1	01/05/2006	Standard	0	Computed	01/08/2006	01	
1	Gross Wages			2	Not in Gross		3	EIC Wages	
	704.00							4 EIC Amount	
					250.00			-51.00	
5	Resident Basis			6	Hours Worked		7	Weeks Worked	
	Resident				40.00			1	
8				Federal	FICA		MHI	FUTA	
	Taxable Wages				250.00		250.00	250.00	
	Withheld Tax				0.00		15.50	3.63	
	Total Exempt Wages				454.00		454.00	454.00	
	Employee Ind				0.00		0.00	0.00	
	Over Limit				N/A		0.00	0.00	
	Pay Types				0.00		0.00	0.00	
	Deductions				454.00		454.00	454.00	
	Employer Portion				N/A		15.50	3.63	
	Txbl Emplr Contr				0.00		0.00	0.00	
Press NL--									

You can access an information window from the Federal Wage Screen, as shown in the following example.



**General Hospital Check History/Timecard Inquiry Processor**

Thu Mar 02, 2006 08:09 am

Ent	Emp No	Employee Name	Div	Fac	Department	Soc Sec
02	H000000001	STATE,ALABAMA	01	8050		XXX-53-2433

PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr
B	Reglr	1	01/05/2006	Standard	0	Computed	01/08/2006	01

1	Gross Wages	2	Not in Gross	3	EIC Wages	4	EIC Amount
	704.00				250.00		-51.00

5	Resident Basis	6	Hours Worked	7	Weeks Worked
	Resident		40.00		1

8		Federal	FICA	MHI	FUTA
	Taxable Wages	250.00	250.00	250.00	250.00
	Withheld Tax	0.00	15.50	3.63	N/A
	Total Exempt Wages	454.00	454.00	454.00	454.00
	Employee Ind	0.00	0.00	0.00	0.00
	Over Limit	N/A	0.00	0.00	0.00
	Pay Types	0.00	0.00	0.00	0.00
	Deductions	454.00	454.00	454.00	454.00
	Employer Portion	N/A	15.50	3.63	2.00
	Txbl Emplr Contr	0.00	0.00	0.00	0.00

Press NL--

**Employee Federal**

FIT Exempt Ind/Res: No/Resident

FUTA Exempt Ind: No

FICA Exempt Ind: No

MHI Exempt Ind: No

Marital Status: Single

Exemptions: 2

Addtl Tax Basis: No additional tax

Addtl Amt/Pct: 0.00

Tax Levy Min Pay: 0.00

Child Support Pct: 50.00

EIC Status: Single, head of household or qualifying widow(er)

**Fl Employee Fed**

To access this feature, your ID must have Information Windows enabled. To view available information windows, select **Tools, Information Windows** from the menu bar. For more information about using Information Windows, see the *WEM User's Guide*.

## Field Explanations

### 1. GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings to include in gross wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99

**2. NOT IN GROSS (11-N-D)**

This field contains the amount of dollars entered to an employee that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

**3. EIC WAGES (11-N-D)**

This field displays the total wages used for calculating the EIC amount for this check. If the employee does not qualify for EIC Wages on this check, enter **0.00**.

**4. EIC AMOUNT (11-N-D)**

This field displays the amount of Earned Income Credit the employee received in this check. If the employee did not receive an EIC payment with this check, enter **0.00**.

**5. RESIDENT BASIS (1-A-R)**

This field indicates whether the employee is taxed as a resident of the United States. Values are:

R Resident (default). The employee is a resident of the United States.

N Non-Resident. The employee is not a resident of the United States.

**6. TOTAL HOURS WORKED (7-N-D)**

This field contains the total of all timeline hours that are classified as Worked, as defined in the Pay Type Master. During the Compute Process, the Weeks Worked are calculated for the timecard. On the timeline Pay Type and Hours detail, if the corresponding Hours Worked field in the Pay Type Master equals Yes, then the hours entered on the timecard are accumulated and totalled here. If the Hours Worked field equals H-P, then the Hours-P value from the Pay Type Master are accumulated and totalled here. Display format is 999.99-.

**7. TOTAL WEEKS WORKED (2-N-D)**

This field contains the final count of the number of weeks worked for this timecard. During the Compute Process, the Weeks Worked are calculated for the timecard, as defined in the Pay Cycle Master. Display format is 99.

### **Tax Authority Specific Information**

This section of the screen contains the total wage and withholding calculations subject to each Federal Taxing Authority. These calculations include Federal Income Tax, Federal Insurance Contribution Act (FICA), Medical Hospital Insurance (MHI), and Federal Unemployment Tax Act (FUTA). The system computes each wage and withholding figure based on the system parameters, taxing methods, and employee tax set-up. The Master File Update Process uses these amounts to update the Employee Earnings History Information.

**NOTE:** A value of N/A implies that this taxing authority does not require an employer taxation portion.

**8. TAXABLE WAGES (11-N-D)**

**Federal** This field displays the total amount of Gross Wages, Not in Gross Wages and Taxable Employer Contributions subject to **federal income tax** for this check. This field can also contain a negative value. Display format is -999,999.99.

**FICA** This field displays the total amount of Gross Wages, Not in Gross Wages and Taxable Employer Contributions subject to **FICA tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**MHI** This field displays the total amount of Gross Wages, Not in Gross Wages and Taxable Employer Contributions subject to **MHI tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**FUTA** This field displays the total amount of Gross Wages, Not in Gross Wages and Taxable Employer Contributions subject to **FUTA tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages = Gross Wages + Not in Gross Wages - Total Exempt Wages + Taxable Employer Contributions

**EMPLOYEE TAX WITHHELD (11-N-D)**

This field contains the total amount of wages withheld from the employee for taxes for the Tax Authorities listed. During the Compute Process, these figures are calculated based on the employee's specific taxing criteria and the tax authority's rates and limits. Display format is 999,999.99-.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total accumulation of wages for the specific taxing authority. The field displays as 999,999.99-. This field is calculated according to the following formula:

$$\text{Exempt Wages} = (\text{Employee Ind}) + (\text{Exempt-Pay Type}) + (\text{Exempt-Deduction}) + (\text{Overlimit})$$

**EMPLOYEE IND EXEMPT WAGES (11-N-D)**

This field contains the total gross wages (dollars) that are exempt from the taxing authority. This occurs when an employee is totally exempt for that body (in accordance with the employee's tax set-up). When this occurs, the other exempt wages (Pay Type and Deductions) equal zero. This information is used to calculate the Exempt Wages and Taxable Wages. Display format is 999,999.99-.

**OVER LIMIT WAGES (11-N-D)**

This field contains the total amount of gross wages exempt (over and above the maximum limits established by law) from taxation for the specific taxing authority. The field displays as 999,999.99-. This field is system-generated based on the accumulated year-to-date taxable wage totals and the specific maximum limits. Over Limit Wages are used to calculate Exempt Wages.

**EXEMPT WAGES - PAY TYPE (11-N-D)**

**Federal** This field contains the total amount of wages that are exempt from **federal income tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**FICA** This field contains the total amount of wages that are exempt from **FICA income tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**MHI** This field contains the total amount of wages that are exempt from **MHI income tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**FUTA** This field contains the total amount of wages that are exempt from **FUTA tax** for this check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - DEDUCTION (11-N-D)**

This field displays the total amount of deduction dollars that were exempted from the tax authority and is used in the calculation of Total Exempt Wages and Taxable Wages. This field is system generated for Standard and Additional checks based on the Deductions processed and identified by the BSI TaxFactory software as being exempt for this authority. For manual checks, this information is entered during the Manual Check Entry Process. The display format is 999,999.99-.

**NOTE:** If an employee has more exempt deductions and/or pay types than taxable pay in a pay period, the system applies the exempted pay types first, then the exempt deduction amounts, up to but not exceeding the employee's taxable gross pay. Therefore, the employee could end up with more exempt type deductions taken than are displayed in this field as being 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." This information can be helpful when trying to resolve balancing issues.

**EMPLOYER COST PORTION (11-N-D)**

This field contains the employer portion or costs for employer taxes for the Tax Authorities listed. During the Compute Process, these figures are calculated, based on the employee's and employer's specific taxing criteria and the tax authority's rates and limits. Display format is 999,999.99-.

**TXBL EMPLR CONTR (10-N-D)**

This field contains the total amount of taxable employer contributions for the Tax Authorities listed. This field can contain a negative value. Display format is -999,999.99.

## State Wage Screen

The State Wage screen displays a complete overview of State Wage information. This information includes State Income Tax, SUI, SDI, gross wages, net wages, total weeks worked, total hours worked, taxable wages, employee withholding dollars, employer portion costs, total exempt wages (from employee exemption, wages over limit, exempt pay types, and exempt deductions) and Taxable Employer Contributions. This information is calculated during the Compute Process and used to update the Employee Earnings History during the Master Update Process. All data is display only.

General Hospital Check History/Timecard Inquiry Processor											
Mon Jul 18, 2005 04:32 pm											
Ent	Emp No	Employee Name				Div	Fac	Department	Soc Sec		
02	H000000018	STATE, INDIANA						6020	XXX-XX-5454		
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr			
B	Reglr	7	04/01/2005	Standard	0	Computed	04/04/2005	01			
1	St	2	Gross Wages	3	Not in Gross	4	% of Total	5	Hrs Wrkd	6	Wks Wrkd
	IN		1,507.50				100.0000		75.00		1
7	Resident Basis			8	Tax Type	9	Tax Type	10	Tax Type	11	Tax Type
	Resident				001 WTHD		002 EIC		010 UNEM		
12											
	Taxable Wages				105.46		105.46		387.10		
	Withheld Tax				2.28		0.00		N/A		
	Total Exempt Wages				1,402.04		1,402.04		1,135.48		
	Employee Ind				0.00		0.00		0.00		
	Over Limit				N/A		0.00		935.48		
	Pay Types				0.00		0.00		0.00		
	Deductions				1,402.04		1,402.04		200.00		
	Employer Portion				N/A		N/A		.10		
	Txbl Emplr Contr				0.00		0.00		15.08		
	Assessed Wages				105.46		N/A		N/A		
	Multi-State Wages				0.00		N/A		N/A		
Press NL--											

You can access an information window from the State Wage Screen, as shown in the following example:

General Hospital Check History/Timecard Inquiry Processor  
Tue Aug 17, 2004 08:04 am

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	Chk Cd/Nbr			
B	Reglr	11	05/14/2004	Standard	0	Computed	05/20/2004	01			
1	St	2	Gross Wages	3	Not in Gross	4	% of Total	5	Hrs Wkld	6	Wks Wkld
	AL		617.63		0.11		100.0000		20.25		2
7	Resident Basis	8	Tax Type	9	Tax Type	10	Tax Type	11	Tax Type		
	Resident		01 WTHLD		10 UNEMP						
12											
			Taxable Wages		250.11		0.00				
			Withheld Tax		30.44		N/A				
			Total Exempt Wages		367.63		617.74				
			Employee Ind		0.00		0.00				
			Over Limit		N/A		617.74				
			Pay Types		0.00		0.00				
			Deductions		367.63		0.00				
			Employer Portion		N/A		0.00				
			Txbl Emplr Contr		0.00		0.00				
			Assessed Wages		250.11		N/A				
			Multi-State Wages		0.00		N/A				

Press NL-

**Employee State**

SIT Exempt Ind/Res: No/Resident  
 Marital Status: Single  
 Exemptions: 1  
 Exemption Amt: 0.00  
 Certificate Code: No Certificate  
 Addtl Tax Basis: Flat amt + calc tax  
 Addtl Amt/Pct: 25.00  
 Alt Calc:  
 Alt Value/Amt:  
 Tax Levy Min Pay: 1000.00  
 Child Support Pct: 50.00

F1 Employee State

To access this feature, your ID must have Information Windows enabled. To view available information windows, select **Tools, Information Windows** from the menu bar. For more information about using Information Windows, see the *WEM User's Guide*.

## Field Explanations

### 1. STATE INCOME TAX (SIT) CODE (DISPLAY ONLY)

This field denotes the state in which the employee performed work for the pay type entered on the timecard. The state code is determined by the employee's Position Department or Department Charged. The tax rules defined for this state control the SIT calculations.

### 2. GROSS WAGES (11-N-D)

This field contains earnings that were setup in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay

before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

**3. NOT IN GROSS (11-N-D)**

This field contains the amount of dollars entered to an employee that is not included in gross wages. The field displays as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

**4. % OF TOTAL (9-N-D)**

This field represents the ratio of earnings in this participating authority as compared to total earnings for the employee's timecard. The system uses the data in this field for multi-state processing.

**5. TOTAL HOURS WORKED (7-N-D)**

This field contains the total of all timeline hours that are classified as Worked for the states defined. During the Compute Process, the hours worked are calculated for the timecard. From the timeline Pay Type and Hours detail, if the corresponding Hours Worked field in the Pay Type Master equals Yes, the hours entered on the timecard are accumulated and totalled here. If the Hours Worked field equals H-P, the Hours-P value from the Pay Type Master is accumulated and totalled here. Display format is 999.99-.

**6. TOTAL WEEKS WORKED (2-N-D)**

This field contains, for the states represented on this timecard, the final count of the number of weeks worked, as defined in the Pay Cycle Master. During the Compute Process, the weeks worked are calculated for the timecard. Display format is 99.

**7. RESIDENT BASIS (1-A-R)**

This field indicates whether the employee is taxed as a resident of the state taxing authority. Values are:

R Resident (default). The employee lives within this taxing authority.

N Non-Resident. The employee lives in another taxing authority.

**TAX TYPE 8 -11. (8-AN-D)**

These fields contain the tax type from which wages were calculated in the BSI Tax Factory system. The tax type could be an employee or employer tax type. The tax type and description come from the Tax Type table under STAR Tables.

### **Tax Authority Specific Information**

This section of the screen contains the total wage and withholding calculations subject to each State Taxing Authority. The calculations may include taxes such as State Income Tax, State Unemployment Insurance (SUI), and State Disability Insurance (SDI). Based on the system parameters, taxing methods, and employee tax set-up, the system computes each wage and withholding figure. These amounts are used by the Master File Update Process to update the Employee Earnings History Information.

**NOTE:** A value of N/A implies that this taxing authority does not require an employer taxation portion.

**12. TAXABLE WAGES (11-N-D)**

This field contains the total amount of Gross Wages, Not in Gross Wages, and Employer Taxable Contributions subject to the appropriate state taxes for this check. This field can contain a negative value. Display format is -999,999.99.

**NOTE:** Taxable Wages equals Gross Wages, plus Not in Gross Wages, less Total Exempt Wages plus Taxable Employer Contributions.

**EMPLOYEE TAX WITHHELD (11-N-D)**

This field contains the total amount of wages withheld from the employee for taxes for the Tax Authorities listed. During the Compute Process, these figures are calculated based on the employee's specific taxing criteria and the tax authority's rates and limits. Display format is 999,999.99-.

**TOTAL EXEMPT WAGES (11-N-D)**

This field contains the total accumulation of exempt wages for the specific taxing authority. The field displays as 999,999.99-. This field is calculated according to the following formula:

$$\text{Exempt Wages} = (\text{Employee Ind}) + (\text{Exempt-Pay Type}) + (\text{Exempt-Deduction}) + (\text{Overlimit})$$
**EMPLOYEE IND EXEMPT WAGES (11-N-D)**

This field contains the total gross wages (dollars) that are exempt from the taxing authority. This occurs when an employee is totally exempt for that body (in accordance with the employee's tax set-up). When this occurs, the other exempt wages (Pay Type and deductions) equal zero. This information is used to calculate the Exempt Wages and Taxable Wages. Display format is 999,999.99-.

**NOTE:** If an employee is exempt from all taxes, and the ER Tax Assessment Ind field on the State Tax Information screen contains an *E*, the employee's gross wages for that state are displayed on the Employee Ind line in Check History/Timecard Inquiry for the employer-paid taxes defined for that state in the State Tax Reporting Parameters.

**OVER LIMIT WAGES (11-N-D)**

This field contains the total amount of gross wages exempt (over and above the maximum limits established by law) from taxation for the specific taxing authority. The field displays as 999,999.99-. This field is system-generated based on the accumulated year-to-date taxable wage totals and the specific maximum limits. Over Limit Wages are used to calculate Exempt Wages.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types included in gross) that are exempt from state income tax for this manual check. This field can contain a negative value. Display format is -999,999.99.



**EXEMPT WAGES - DEDUCTIONS (11-N-D)**

This field displays the total amount of deduction dollars that were exempted from the tax authority and is used in the calculation of Total Exempt Wages and Taxable Wages. This field is system generated for Standard and Additional checks based on the Deductions processed and identified by the BSI TaxFactory software as being exempt for this authority. For manual checks, this information is entered during the Manual Check Entry Process. The display format is 999,999.99-.

**NOTE:** If an employee has more exempt deductions and/or pay types than taxable pay in a pay period, the system applies the exempted pay types first, then the exempt deduction amounts, up to but not exceeding the employee's taxable gross pay. Therefore, the employee could end up with more exempt type deductions taken than are displayed in this field as being 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." This information can be helpful when trying to resolve balancing issues.

**EMPLOYER PORTION (9-N-0)**

This field contains the calculated tax for the employer tax type. The amount in this field is either regulated by the values stored in the State Tax parameters or the Tax Factory module. This represents the employer portion of State Unemployment Insurance tax (employer percent multiplied by the employee wages subject to SUI tax). The amount in this field is regulated by the state based on values stored in the State Tax Reporting Parameters and the Tax Interface Module. This field can contain a negative value. Display format is -9,999.99. For employee state tax types, this field is not applicable and is displayed as N/A.

**TXBL EMPLR CONTR (10-N-D)**

This field contains the total amount of taxable employer contributions for the Tax Authorities listed. This field can contain a negative value. Display format is -999,999.99.

**ASSESSED WAGES (9-N-D)**

This field displays the total wages sent to the BSI Tax Factory module for consideration for employee and employer taxation. The amount of wages that is considered taxable wages is derived from this initial amount.

**MULTI-STATE WAGES (9-N-D)**

This field contain wages only if the tax type is 01 W/H and there were wages worked in another state for the selected earnings period. Display format is -999,999.99.

## Local Wage Detail Screen

The Local Wage Screens (one for local tax authority selection, and one for detail information) display complete overviews of local wage information. This information includes Gross Wages, Net Wages, Taxable Wages, Employee Withholding Dollars,

Employer Portion Costs, Total Exempt Wages (from Employee Exemption, Wages Over Limit, Exempt Pay Types, and Exempt Deductions) and Taxable Employer Contribution. This information is calculated during the Compute Process and used to update the Employee Earnings History during the Master Update process. All data is display only.

Once any applicable Local Tax Authorities are displayed, as shown on the following selection screen, the system prompts you to choose the specific entry to review.

```

General Hospital Check History/Timecard Inquiry Processor
                                Mon Jul 25, 2005 12:43 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
02  H000000042   STATE,PENNSYLVANIA      6120                    XXX-XX-6544
PC  CycTp  PP  End Date      TCE Type  Nbr  Status  Chk Date      Ck Cd/Nbr
B   Reglr  7   04/01/2005    Standard  0   Distrib.  04/04/2005  01 1262

Page:01                      Locality Codes for this Timecard
( 1) NEWC-New Castle
( 2) STC-saint claire

Enter choice--

```

After you enter a choice, the system displays the corresponding local tax detail information on the Local Wage Detail Screen.

```

General Hospital Check History/Timecard Inquiry Processor
                                Mon Jul 25, 2005 12:43 pm
Ent  Emp No      Employee Name      Div Fac Department      Soc Sec
02  H000000042   STATE,PENNSYLVANIA      6120                    XXX-XX-6544
PC  CycTp  PP  End Date      TCE Type  Nbr  Status  Chk Date      Ck Cd/Nbr
B   Reglr  7   04/01/2005    Standard  0   Distrib.  04/04/2005  01 1262
1  Local Tax Code      2  Gross Wages      3  Not in Gross
   New Castle          1,500.00
4  Resident Basis      5  Tax Type      6  Tax Type      7  Tax Type      8  Tax Type
   Resident            051 OCPT
9
Taxable Wages          1,500.00
Withheld Tax           47.00
Total Exempt Wages     0.00
Employee Ind           0.00
Over Limit             0.00
Pay Types              0.00
Deductions             0.00
Employer Portion       N/A
Txbl Emplr Contr       0.00

Press NL--

```

You can access an information window from the Local Wage Detail Screen, as shown in the following example:

General Hospital Check History/Timecard Inquiry Processor

Tue Aug 17, 2004 08:13 am

Rnt	Emp No	Employee Name	Div	Fac	Department	Soc Sec
Q2	H000000042	STATE, PENNSYLVANIA			6120	XXX-XX-6544
PC	CycTp	PP	End Date	TCE Type	Nbr	Status
B	Reglr	11	05/14/2004	Standard	0	Computed
						Chk Date
						05/20/2004
						Chk Cd/Nbr
						01

1 Gross Wages      2 Not in Gross

1,500.00

3 Local Tax Code      4 Tax Type      5 Tax Type      6 Tax Type      7 Tax Type

HRMPFIELD PA CITY      01 WTHLD

8

Taxable Wages      1,500.00

Withheld Tax      7.50

Total Exempt Wages      0.00

Employee Ind      0.00

Over Limit      N/A

Pay Types      0.00

Deductions      0.00

Employer Portion      N/A

Totl Emplr Contr      0.00

**Employee Local**

LIT Exempt Ind/Res: No/Non-Resident

Marital Status: Single

Exemptions: 1

Addtl Tax Basis: No additional tax

Addtl Amt/Pct: 0.00

Dlr Exempt Amt: 0.00

Formula Number: 1

F1 Employee Local

Press NL--

To access this feature, your ID must have Information Windows enabled. To view available information windows, select **Tools, Information Windows** from the menu bar. For more information about using Information Windows, see the *WEM User's Guide*.

## Field Explanations

### 1. GROSS WAGES (11-N-D)

This field contains earnings that were set up in the Pay Type Master as Earnings to include in Gross Wages. This field is the sum of the gross wages (employee's pay before taxes and deductions are removed) paid to an employee for this check. This field can also contain a negative value. Display format is -999,999.99.

### 2. NOT IN GROSS (11-N-D)

This field contains the amount of wages paid to an employee for this check that is not included in gross wages. This field can also contain a negative value. The field displays

as 999,999.99-. It represents earnings that were set up in the Pay Type Master as Earnings Not to include in Gross Wages. This field can also contain a negative value. Display format is -999,999.99.

### **3. LOCAL TAX CODE (LIT) (4-A-D)**

This field contains the local tax code assigned to a particular tax authority for employee wages that are subject to local tax.

### **4 - 7. TAX TYPE CODE (3-N-D)**

Fields 4, 5, 6, and 7 contain the three-digit Tax Type code used by the BSI Tax Factory application, and represent the type of taxes for which both the employee and the employer for this check are responsible. The associated short name for the tax type displays along with the Tax Type code. The employee tax types are defined in the Local Tax Code Table and are assigned to the Employee Local Tax screen. The employer tax types are defined in the Local Tax Code Tables and assigned on the State Tax Parameter screen. The tax type and description comes from the Tax Type table in the STAR Tables. To get a full description of the Tax Type codes, generate the Tax Type Report from the Parameters Report menu.

### **TAX AUTHORITY SPECIFIC INFORMATION**

This section contains the total wage and withholding calculations subject to the Local Taxing Authority. The system computes each wage and withholding figure based on the system parameters, taxing method, and employee tax set-up. These amounts are used by the Master File Update Process to update the Employee Earnings History Information.

**NOTE:** A value of N/A implies that this taxing authority does not require an employer taxation portion.

### **8. TAXABLE WAGES (DISPLAY ONLY)**

This display field contains the Gross Wages, Not in Gross Wages and Taxable Employer Contributions that are subject to this local tax code for the authority. The value in this field is controlled from the Local Tax Code Table and the tax interface module. This field can contain a negative value. Display format is -999,999.99.

### **WITHHELD TAX (10-N-O)**

This field contains the tax withheld from the individual for this check for the tax type displayed. If this is an employer tax type, the field will display as a N/A. This field contains the amount of local tax withheld according to each individual employee's Pay Cycle tax table, W-4 Marital status, and exemptions during the earnings period selected. This field can contain a negative value. Display format is -99,999.99.

### **TOTAL EXEMPT WAGES (11-N-O)**

This field contains the total amount of wages (pay types and deductions) that are exempt from local income tax for this check. This field can contain a negative value. Display format is -999,999.99.

**EXEMPT WAGES - PAY TYPE (11-N-O)**

This field contains the total amount of gross wages (pay types) that are exempt from this tax type for this check. This field can contain a negative value. Display format is -999,999.99.

**OVER LIMIT WAGES (11-N-D)**

This field contains the total amount of gross wages exempt (over and above the maximum limits established by law) from taxation for the specific taxing authority. The field displays as 999,999.99-. This field is system-generated based on the accumulated year-to-date taxable wage totals and the specific maximum limits. Over Limit Wages are used to calculate Exempt Wages.

**EXEMPT WAGES - PAY TYPE (11-N-D)**

This field contains the total amount of gross wages (dollars) that are exempt from the tax authority. This system-generated field was accumulated from the Timecard Entry/Manual Check timelines. All timelines with paytypes that are specifically Tax Exempt (from the Pay Type Master) are totaled and accumulated here. This information is used to calculate the Exempt Wages and Taxable Wages. Display format is 999,999.99-.

**EXEMPT WAGES - DEDUCTIONS (11-N-D)**

This field displays the total amount of deduction dollars that were exempted from the tax authority and is used in the calculation of Total Exempt Wages and Taxable Wages. This field is system generated for Standard and Additional checks based on the Deductions processed and identified by the BSI TaxFactory software as being exempt for this authority. For manual checks, this information is entered during the Manual Check Entry Process. The display format is 999,999.99-.

**NOTE:** If an employee has more exempt deductions and/or pay types than taxable pay in a pay period, the system applies the exempted pay types first, then the exempt deduction amounts, up to but not exceeding the employee's taxable gross pay. Therefore, the employee could end up with more exempt type deductions taken than are displayed in this field as being 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." This information can be helpful when trying to resolve balancing issues.

**EMPLOYER PORTION (9-N-D)**

This field contains the calculated tax for the local employer tax type. The amount in this field is regulated by the values stored in the Tax Factory module. This field can contain a negative value. Display format is -9,999.99. This field is not applicable for employee local tax types and displays as a N/A.

**TXBL EMPLR CONTR (10-N-D)**

This field contains the total amount of taxable employer contributions for the Tax Authorities listed. This field can contain a negative value. Display format is -999,999.99.

## Compute Messages Screen

The Compute Messages screen displays any messages generated from the Tax calculation module (BSI) during the compute process. These may be information messages, such as tax calculation assumption messages, or error messages. Error messages could result if the Tax Translation codes, in the local/state tax code tables, are invalid. All data is Display Only.

General Hospital Check History/Timecard Inquiry Processor									
Mon Jan 05, 2004 01:06 pm									
Ent	Emp No	Employee Name			Div	Fac	Department	Soc Sec	
02	H000-00-0001	STATE, ALABAMA					8050	XXX-XX-2433	
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Chk Cd/Nbr	
B	Suppl	8	04/06/2003	Standard	0	Distrib.	04/09/2003	01 *	

COMPUTE Process Message(s) :

12/23/03 09:24 am - See TaxFactory Msg Viewer -- assumption made

Press NL--

## ONLINE DEMAND CHECK ENTRY

The Online Demand Check Entry function is used to compute on demand employee paychecks. You can enter timelines, miscellaneous deductions, and the taxing method for a specific employee or multiple employees. Then, the system computes the net amount of the check, prints the check(s), and creates the transactions used to update the employee payroll records and general ledger data. You can process up to 99 Online Demand Check runs for a pay cycle within a pay period.

### Processing Online Demand Checks

To process an online demand check run, select **Processes** from the main menu. Select **Time Entry Processes** from the Payroll Processes menu. Then select the **Online Demand Check Entry** option. The Online Demand Check Entry Processor screen displays with the following prompt:

*Enter entity code or '-' for list--*

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt displays:

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

Enter the pay cycle code, or enter a hyphen (-) to select from a list of pay cycle code descriptions. The Online Demand Check Processor screen displays with the following prompt:

*Enter check date-- [MMDDYYYY]*

General Hospital On-line Demand Check Entry Processor	
Thu Mar 07, 2002 02:27 pm	
Ent : HBOC MODEL HOSPITAL OF GEORGIA	
Online Demand Check Parameters	
Entity Code	01
Pay Cycle	B
End Date	03/05/02
Pay Period	1
Cycle Type	D01
Enter Check Date (MM/DD/YYYY) -	

Enter a valid check date. The date must fall between the first day of the pay period and the end of the next pay period. In addition, the check date must be in the same calendar year as the calendar year and pay period being processed. If an invalid check date is entered, one of the following error messages is displayed, depending on the error made.

*Error: Invalid Date!*

*Error: Check Date not within Pay Period!*

*Error: Check Date past next Pay Period End Date!*

*Error: Invalid Check Date - not in CY XXXX! (where XXXX is the indicated calendar year)*

The check date determines which month and year is used to update the Employee Earnings History file and which fiscal period is used to post cash to the General Ledger system. The Pay Period End Date is used to post the expense and liability entry to the General Ledger system.

## Field Explanations

### **ENTITY NUMBER (DISPLAY ONLY)**

This field contains the entity number you selected when accessing Online Demand Check.

### **PAY CYCLE (DISPLAY ONLY)**

This field contains the pay cycle code you selected when accessing Online Demand Check Entry.

### **END DATE (DISPLAY ONLY)**

This field contains the pay period end date corresponding to the current pay period of the selected entity and pay cycle. The Pay Period End Date is used to post the expense and liability entry to the General Ledger system.

### **CHECK DATE (DISPLAYED AFTER ENTRY)**

This field contains the date that will appear on the check. The check date determines which month and year is used to update the Employee Earnings History file and which fiscal period is used to post cash to the General Ledger system. Display format is MM/DD/YYYY.

### **PAY PERIOD (DISPLAY ONLY)**

This field contains the current Pay Period for the selected Entity and Pay Cycle.

### **CYCLE TYPE (DISPLAY ONLY)**

This field contains the current Demand Cycle Type. The Cycle Type number is determined by the number of previous Demand cycles processed for the selected Entity, Pay Cycle, and the current Pay Period.



Once a valid check date has been entered, the system prompts you to confirm your choice:

*Are you sure you want to begin Demand Cycle? (Y/N)*

If you enter **Y** for Yes, the system begins the Demand Cycle and proceeds to the prepare screen. If you enter **N** for No, no action is taken.

General Hospital Prepare Control Processor					
Tue May 10, 2005 01:19 pm					
1 Pay Cycle			2 Cycle Type		
B All Personnel (bi-weekly)			D03 Demand		
3 Year	Period	4 Next Process	5 PP End Date	6 PP Check Date	
2005	07	Prepare Pay Period	04/01/2005	04/04/2005	
7 All or No Employees			8 Update Employee Position Rates		
Manual			No		
9 Generate Employee Timelines			10 Update Employee Taxes		
No			Yes		
11 Update Employee Benefits			12 Update Employee Holidays		
No			Yes		
13 Update Employee Pensions			14 Update Employee Deductions		
Yes			Yes		
15 Generate Employee Add-on Pay			16 Update Future Deductions		
No			No		
17 Default Gross-Up Ind					
No					
Enter field number or '/' starting field number--					

The following prompt displays on the Prepare screen:

*Are you sure you want to prepare Pay Period? (Yes/N)*

Enter **YES** to prepare or **N** to wait. If you enter **N**, the Pay Cycle remains in a Demand cycle type. When ready, you can begin Prepare through Payroll Processes.

After you start the Demand Check cycle, go to Timecard Entry and/or Miscellaneous Deductions to enter all data for the employees to be paid. Then, complete the Payroll process through Labor Distribution for the Demand cycle.

## INQUIRY BY CHECK NUMBER PROCESS

This process allows you to determine the recipient of a particular payroll check by performing a look-up by check number. It is useful when performing the bank reconciliation for the payroll bank account because you can determine the recipients of checks for check numbers on the outstanding checks list. Then the check recipient can be contacted and advised to cash the check before the expiration date.

### Inquiry by Check Number Screen

To inquire by check number, select **Processes** from the main menu. Select **Time Entry Processes** from the Payroll Processes menu. Then select the **Inquiry By Check Number** option. The following prompt is displayed:

*Enter entity code or '-' for list--*

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt is displayed:

*Enter check code description(-) or check code--*

Enter the check code, check code description, or a hyphen (-) to select from a list of check code descriptions. The following prompt is displayed:

*Enter check #-*

If the check number entered does not exist in the check history index, the following error message is displayed and you are prompted to enter another check number:

*Error: Check number not found!*

If the check number entered exists in the check history index, the check information is displayed on the Inquiry by Check Number Processor screen.

General Hospital Inquiry By Check Number Processor									
Mon Jul 11, 2005 11:17 pm									
Ent : MODEL HOSP - ENT 02									
Emp Number		Employee Name			Div Fac Department		Soc Sec		
H000000001		STATE, ALABAMA			8050		XXX-XX-2433		
PC	CycTp	PP	End Date	TCE Type	Nbr	Status	Chk Date	Ck Cd/Nbr	
B	Suppl	11	05/14/2004	Standard	0	Distrib.	05/20/2004	01 909	
Check Amt		Ck Recon Ind		Void Year/PP					
\$13.71		Outstanding							
Enter check number--									

## Field Explanations

### ENTITY NUMBER (DISPLAY ONLY)

This field contains the entity number you selected when accessing Inquiry By Check Number.

### EMPLOYEE NUMBER (DISPLAY ONLY)

This field identifies the employee number for the specific employee being displayed.

### EMPLOYEE NAME (DISPLAY ONLY)

This field identifies the name of the specific employee being displayed.

### DIV FAC DEPARTMENT (DISPLAY ONLY)

This field contains the following:

- the division code and abbreviated division description currently associated with the department via the Department/Division/Facility Mapping Table.
- the facility code and abbreviated facility description currently associated with the department via the Department/Division/Facility Mapping Table.
- the department (home or position) code. The department code is displayed in the format defined by the General Ledger module.

### SOC SEC (DISPLAY ONLY) (DISPLAY ONLY)

This field contains the Social Security number of the employee.

**PC (DISPLAY ONLY)**

This field contains the Pay Cycle Code that identifies the pay frequency for that check. This field is taken from the Employee TCE Control information.

**CYCTP (DISPLAY ONLY)**

This field contains the current Demand Cycle Type. The Cycle Type number is determined by the number of previous Demand cycles processed for the selected Entity, Pay Cycle, and the current Pay Period.

**PP (DISPLAY ONLY)**

This field contains the current Pay Period for the selected Entity and Pay Cycle.

**END DATE (DISPLAY ONLY)**

This field contains the pay period end date corresponding to the current pay period of the selected entity and pay cycle. The Pay Period End Date is used to post the expense and liability entry to the General Ledger system.

**TCE TYPE (DISPLAY ONLY)**

This field contains the timecard (also referenced as the check) type, which describes the particular form of payment. This field is displayed from the Employee TCE Pay File Control information. TCE Types are:

TCE Type	Description
Std	Standard
Addt	Additional

There can be multiple additional TCE types.

**NBR (DISPLAY ONLY)**

This field represents the count, within TCE Type, of the timecard. In a multiple timecard-per-employee environment, this system-maintained field increments whenever a new timecard is created, within type.

**STATUS (DISPLAY ONLY)**

This field contains the current payroll processing status of the timecard. Display values are:

Status	Displays as	Description
Not Computed	Prepared	Timecards with this status are available for Compute Net Wages Processing. Timecards with this status can be modified for Compute.
Computed	Computed	Timecards with this status have been calculated and are available for Print Pay Check processing. Timecards with this status can be modified or recomputed.

Status	Displays as	Description
Pay Check Printed	Printed	Timecards with this status have been calculated, pay checks printed, and are available for Update Master File processing. Timecards with this status cannot be changed or recomputed.
Master File Updated	Updated	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated, and are available for Labor Distribution Processing. Timecards with this status cannot be changed or recomputed.
GL Distributed	Distributed	Timecards with this status have been calculated, pay checks printed, master file and employee permanent information updated and processed for Labor Distribution. Timecards with this status cannot be changed or recomputed.

**CHK DATE (DISPLAY ONLY)**

This field contains the date that will appear on the check. The check date determines which month and year is used to update the Employee Earnings History file and which fiscal period is used to post cash to the General Ledger system. Display format is MM/DD/YYYY.

**CK CD/NBR (DISPLAY ONLY)**

This field identifies the particular Check Code with the check number for this timecard or check. Check Codes are used to identify the particular bank and checking account that processes this check.



## Chapter 4 - COMPLETE PAY PERIOD PROCESS

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## COMPLETE PAY PERIOD PROCESS

This function signifies the completion of all Payroll Processes across cycle types for a particular Pay Cycle's current pay period. This function displays all Cycle Types initiated in this pay period, as well as their processing status. The actual process updates the Pay Cycle Master (sets the processing pay period to the next period in the calendar) and initiates the Benefit Accrual Process. This step insures that the total pay period is processed and complete.

Before accessing the Complete Pay Period processing screens, you must enter or select an Entity Code. If the Entity Code is unknown, a hyphen (-) can be entered to display a list of valid entities. Only those entities established in the Payroll/Human Resources Entity Master are considered valid. The system displays the following prompt:

*Enter entity code or '-' for list--*

Following selection of the Entity, the system displays the Complete Pay Period Process screen.

The Payroll/Human Resources system accommodates multiple pay frequencies within each Entity. After displaying the screen, the system prompts you to enter the desired Pay Cycle. If the Pay Cycle Code is unknown, a hyphen (-) can be entered to display a list of valid Pay Cycle Codes. Only those Pay Cycles established in the Pay Cycle Master are considered valid. The system displays the following prompt:

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

After you enter the Pay Cycle Code, the system displays the code and description. The system automatically completes the screen - Year, Current Pay Period, Pay Period End Date, Pay Period Check Date, and the various Cycle Type Run History from the Pay Cycle Master and the Payroll Process Master (from the payroll runs).

## System Messages

The following system messages may display based on the processing status of the current pay cycle.

### COMPLETE PROCESS/INVALID CHECK DATE IN NEXT PAY PERIOD

The system does not allow the pay period to be completed if the next pay period is in the same calendar year and the year associated with the check date for that pay period is in a different calendar year. If this condition exists, the following error message is displayed:

*Error: Invalid Check Date in next pay period - correct before completing!*

In this situation, the Pay Cycle Master must be corrected before the Complete process can be run successfully.

## COMPLETE PROCESS/PARTIAL PAYROLL RUN

The system does not allow the pay period to be completed unless at least one of the Cycle Types has run the Labor Distribution Process successfully. If this has not been done, the system will issue an error message:

*Error: No Cycle Types Distributed--*

If at least one Cycle Type has been run through Labor Distribution, the Pay Period can be completed.

If more than one cycle type has been run for a pay period and one of the cycle types has not completed through Labor Distribution, the system issues a warning message before you can proceed with the Complete Pay Period process:

*Warning: A PARTIAL payroll has been run for Cycle Type #*

*With last process of %*

*Continue with the Complete Pay Period Process? (YES/N)[N]--*

Cycle Type # is R, S, or V, depending on the Partial Cycle Type.

Last Process % is Prepare, Load Timelines, Print Timelines, Load Deductions, Compute Net Wages, Recompute Net Wages, Print Payroll Checks or Update Master, depending on the last process run for the cycle.

Enter **YES** to continue the Complete Pay Period process; enter **N** to immediately exit the process.

## GL PARAMETERS/FISCAL YEAR

If you have not yet defined the General Ledger Related Parameters for the fiscal year that includes the Pay Period Ending Date for the Pay Cycle currently being processed, the system displays the following error message:

*Fiscal year [ ] parameters not defined yet, job aborted!! Press NL--*

You must select the **Fiscal Year End Process** option from the Processes submenu and copy the GL Parameters from the old fiscal year to the new fiscal year (referenced in the error message), then re-run the Complete Pay Period Process.

Once all information is complete, the system prompts you to accept the screen:

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

If you enter **Y** to accept, the system prompts for confirmation:

*Are you sure you want to 'Complete Pay Period'? (YES/N)--*

If you enter **YES**, the system displays a warning message as shown on the following screen:

General Hospital Complete Pay Period Process Processor				
Tue Feb 27, 1990 11:55 am				
Ent : GENERAL HOSPITAL				
1 Pay Cycle	2 Year	Period	3 End Date	4 Check Date
B All Personnel	1988	01	01/09/88	01/14/88
Cycle Type	Last Step		Completion Date/Time	
Regular	Distribute Labor		02/27/90 1043	
Warning: Be sure that ALL Cycle Types for this pay period have been completed before proceeding with this option!				
Are you sure you want to Complete Pay Period? (YES/N)--				

If you want to proceed and enter **YES** at the screen prompt, the following message displays:

*Complete Pay Period Started!*

The system then initiates the Complete Pay Period Process.

If you enter **N** at the prompt, the system returns to the Payroll Processes Menu, with no action taking place. This sequence is intended to reduce the risk of inadvertent processing (Prepare erases all cycle type data for the pay period).

## Benefit Accrual Processing

Benefit Accruals are the recognition of Benefit Cost Liability, from Benefit Available Hours, for those benefit plans for which you wish to capture the benefit liability. Examples of these kinds of benefit plans are vacation, sick, and paid time off. The Holiday Master is not used for Benefit Accruals.

The Pay Cycle Master, via the Accrual Definitions, identifies the pay periods for which Benefit Accruals Processing will occur. The applicable pay periods are indicated by a Yes in their Benefit Indicator field.

The Benefit Plan Master identifies each benefit plan that is to be processed for accruals. The Benefit Accrual Indicator specifies whether accruals are to be calculated for the specific plan. If the Indicator equals Yes, accruals are to be calculated. The

Calculate Liability Amount field gives you the option to calculate the liability amount on positive balances only, or on positive and negative balances. The Hours Accrual Equation provides the option to dictate how the hours balance is formulated.

During the Complete Pay Period Process, the system calculates the new benefit liability for the applicable pay periods and benefit plans. The detail liability is computed by multiplying the employees' benefit hours balance by their Primary Position's current hourly rate. Shift differential and additive rates are included if indicated on the Benefit Plan Master Accrual Definition screen. The sum of all employees is the new benefit accrual amount for that benefit plan. The GL posting is done according to the GL Benefit Liability account outlined in the Benefit Plan Master. Unlike the Labor Accrual Processing (which uses its own accrual posting period data), the system uses the GL Fiscal Posting Period associated with the processing pay period for Benefit Accruals. During the same process, the prior Benefit Accruals Liability, calculated and posted in the last applicable pay period, is reversed out in the General Ledger.

**NOTE:** If an employee has no position, but does have available benefit hours, an hourly rate of zero (0.00) is used in the accrual calculation. The resulting zero accruals are then posted to the employee's Home Entity Default Department and Subaccount if the Entity Parameter has indicated that Benefit Accruals are to be processed against the Position Department, and the Benefit Expense Department field is blank on the Benefit Master.

Otherwise, the zero accruals will be posted to the indicated Benefit Expense Department and Subaccount.

If an employee has a position set up in employee position control and has position rates defined, the system looks to the next pay hourly rate field during benefit accruals if the current pay hourly rate field is blank on the employee's primary position. This condition could occur if a new primary position is added for an employee before the Complete process is run.

## Chapter 5 - BANK RECONCILIATION PROCESSES

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## INTRODUCTION

The Bank Reconciliation Processes consist of the following functions, which are described in detail in this chapter:

- “ONLINE BANK RECONCILIATION” on page 5-4
- “BUILD/EDIT OB BANK RECONCILIATION FILE FORMAT” on page 5-22
- “OB BANK RECONCILIATION FILE DOWNLOAD/RPT (HPROBR)” on page 5-29
- “OB BANK RECONCILIATION FILE INDEX PURGE” on page 5-32

To access the Bank Reconciliation Processes, select **Processes** from the Payroll main menu. The Payroll Processes menu is displayed. Select the **Bank Reconciliation Processes** option. The following menu is displayed.

General Hospital Bank Reconciliation Processes Processor	
Wed Apr 19, 2006 11:49 am	
Bank Reconciliation Processes Input Options	
Option No.	Option
1	On-Line Bank Reconciliation
2	Build/Edit OB Bank Reconciliation File Format
3	OB Bank Reconciliation File Download/Rpt (HPROBR)
4	OB Bank Reconciliation File Index Purge

Enter option number--

Once you select an option, you are prompted to enter the processing entity code. If the entity code is unknown, enter a hyphen (-) to display a list of valid entities. Only the entities that have been established in the Payroll/Human Resources Entity Master are considered valid.

## ONLINE BANK RECONCILIATION

The Payroll Online Bank Reconciliation process enables you to reconcile your payroll account bank statement and print a bank reconciliation balancing. This process provides lists of deposits in transit, demand reports, outstanding checks and returned checks.

When payroll checks are printed and voids are processed, an index is created in the Bank Reconciliation program. The status of the checks is blank (Outstanding), or V for Void. The Outstanding status of the check is changed during the Returned Checks process to R for Returned. The system also allows for the entry of deposits in transit and data entry of open reconciling items, and gives an online balancing screen to the General Ledger Cash Balance Account.

**NOTE:** When entering data, the system allows access only to the most current open bank reconciliation. Once a bank reconciliation has been approved (or closed), you can view the data but cannot edit it.

To access this process, choose **Bank Reconciliation Processes** from the Miscellaneous section of the Payroll Processes menu, then select **On-Line Bank Reconciliation**. A series of prompts are displayed:

*Enter entity code or '-' for list--*

*Enter check code description(-) or check code--*

*Enter new reconciliation date (MM/DD/YYYY) [Current Date] or '-' for table--*

The date can be entered in the format 99/99/99 or 99/99/9999. If you enter a hyphen (-), the system displays a table showing the current reconciliation period and any reconciliation periods that have been balanced and closed previously.

If you press ENTER to enter the current reconciliation date at the above prompt, the following submenu of Online Bank Reconciliation options is displayed.

**NOTE:** You cannot close a reconciliation period unless the Bank Reconciliation Amount and the GL Cash Amounts are equal; however, the system allows you to exit and return to the screen.



General Hospital On-Line Bank Reconciliation Processor		
Ent : HBOC MODEL HOSPITAL OF GEORGIA		Wed Apr 19, 2006 12:22 pm
1. Check Code	2. Description	3. Checking Account Number
02	Executive	22-056789
4. Bank	5. Check Reconciliation Date	
123456 RETURN OF TESTIE BANK	02/20/2006	
	Option No.	Option
	-----	
PROCESSES	1	Deposits in Transit
	2	Adjustments/Reconciling Items
	3	Balancing
	4	Returned Checks
REPORTS	5	Outstanding Check List (HPRBRC)
	6	Balancing Report (HPRBRB)
Enter option number [Deposits in Transit]--		

## Field Explanations

### ENTITY: CODE AND DESCRIPTION (DISPLAY ONLY)

The Entity Code is entered at the prompt. The description displays when the code is entered at the prompt. You can enter a hyphen (-) to display a help list containing valid codes.

### 1. CHECK CODE (DISPLAY ONLY)

This field is assigned by the Entity to access the checking account information. This code identifies the associated Bank and Checking Account for the Entity. You can enter a hyphen (-) to display a help list containing valid codes.

### 2. DESCRIPTION (DISPLAY ONLY)

This field contains the description associated with the Check Code. The description displays when the Check Code is entered.

### 3. CHECKING ACCOUNT NUMBER (DISPLAY ONLY)

This field contains the checking account number assigned by the bank. The account number displays when the Check Code is entered.

### 4. BANK (DISPLAY ONLY)

This field contains the bank associated with this Check Code. The bank name displays when the Check Code is entered.

### 5. CHECK RECONCILIATION DATE (DISPLAY ONLY)

This is the cut-off date the system uses for the reconciliation of outstanding checks, returned checks, and the deposits in transit. When running the outstanding listing of checks, payroll checks issued after this date are not included in the listing.

When entering returned checks, the system does not allow a check number to be entered with a check date greater than the check reconciliation date.

The system uses this date to edit the deposits in transit at the time of data entry. This date can be user-defined, or it can be the GL Fiscal Period ending date, which is also the GL Cash Balance date.

**NOTE:** This date is used to produce all the system-generated Bank Reconciliation reports. The date is also used (but cannot be edited) to display prior Bank Reconciliation balance summary screens.

## Deposits in Transit

Choose **Deposits in Transit** from the submenu of Online Bank Reconciliation options. The following screen is displayed:

General Hospital Online Bank Reconciliation Processor		
		Thu Oct 11, 1990 10:48 am
Ent : GENERAL HOSPITAL		
1. Check Code	2. Description	3. Checking Account Number
02	Executive	22-056789
4. Bank	5. Check Reconciliation Date	
11 SUMMIT TRUST COMPANY	03/31/1990	
<p style="text-align: center;">\$ Total Amount Deposits</p> <p style="text-align: center;">15,000.00</p>		
Date of Deposit	\$ Amount of Deposits	
03/28/1990	5,000.00	
03/29/1990	5,000.00	
03/30/1990	5,000.00	
<p>F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?</p>		

If you choose to exit the screen (F7), the system displays the following prompt:

*Do you wish to print a list of deposits? (Y/N). [N]*

If you enter **Y** for Yes, the system prints the information on the screen and returns you to the submenu. If you enter **N** for No, the system returns you to the submenu.

## Field Explanations

### ENTITY: CODE AND DESCRIPTION (DISPLAY ONLY)

The Entity Code is entered at the prompt. The name displays after the code is entered.

**1. CHECK CODE (DISPLAY ONLY)**

This field is the Check Code assigned by the Entity to access the checking account information. This code identifies the associated Bank and Checking Account for the Entity.

**2. DESCRIPTION (DISPLAY ONLY)**

This field contains the description associated with the Check Code.

**3. CHECKING ACCOUNT NUMBER (DISPLAY ONLY)**

This field contains the checking account number assigned by the bank. The account number displays when the code is entered.

**4. BANK (DISPLAY ONLY)**

This field contains the bank associated with this Check Code. The bank name displays when the code is entered.

**5. CHECK RECONCILIATION DATE (DISPLAY ONLY)**

This is the cut-off date the system uses for the reconciliation of outstanding checks, returned checks, and the deposits in transit. When running the outstanding listing of checks, payroll checks issued after this date are not included in the listing.

When entering returned checks, the system does not allow a check number to be entered with a check date greater than the check reconciliation date.

The system uses this date to edit the deposits in transit at the time of data entry. This date can be user-defined, or it can be the GL Fiscal Period ending date, which is also the GL Cash Balance date.

**6. \$ TOTAL AMOUNT OF DEPOSITS (DISPLAY ONLY)**

This field is the system-maintained dollar accumulation of the entered deposits in transit. As each deposit is entered, the \$ Total Amount of Deposits changes to reflect the new amount. This field is also changed if you wish to alter the dollar amount entry. The amount displays in the format \$99,999,999.99.

### **Deposits in Transit Information**

The following fields contain the date and amounts of deposits in transit.

**DATE OF DEPOSIT (8-N-R)**

This date field is the user-entered date of the individual deposit. This date cannot be greater than the date entered in the Check Reconciliation Date field.

**\$ AMOUNT OF DEPOSIT (10-N-R)**

This field is the dollar amount of the individual deposit entered. As you enter the dollar amount in this field, the \$ Total Amount of Deposits field is updated. The amount displays in the format 9,999,999.99.

## Adjustments/Reconciling Items

The Adjustments and Reconciling Items screen is used to enter any miscellaneous debits or credits (for example, interest paid, service charges, bank errors or posting errors) to balance the Bank Balance to the General Ledger cash balance. The following is the screen and process to enter these adjustments.

Choose **Adjustments/Reconciling Items** from the submenu of Online Bank Reconciliation options. The following screen is displayed:

General Hospital Online Bank Reconciliation Processor		
		Thu Oct 11, 1990 10:48 am
Ent : GENERAL HOSPITAL		
1. Check Code	2. Description	3. Checking Account Number
02	Executive	22-056789
4. Bank		5. Check Reconciliation Date
11 SUMMIT TRUST COMPANY		03/31/1990
\$ Total Amount of Adjustments/Reconciling Items 1,000.00		
Description	Dr/Cr	\$ Amount of Adj/Rec Item
BANK ERROR	D	500.00
CODING ERROR	D	500.00
F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?		

After you accept the above screen, the system displays the following prompt:

*Do you wish to print a list of Adjustments? (Y/N). [N]--*

If you enter **Y** for Yes, the list of adjustments prints and the system returns you to the Bank Reconciliation menu. If you enter **N** for No, the system returns you to the Bank Reconciliation menu.

## Field Explanations

### ENTITY: CODE AND DESCRIPTION (DISPLAY ONLY)

The Entity Code is entered at the prompt. The Entity name displays after the code is entered.

### 1. CHECK CODE (DISPLAY ONLY)

This field is the Check Code assigned by the Entity to access the checking account information. This code identifies the associated Bank and Checking Account for the Entity.

**2. DESCRIPTION (DISPLAY ONLY)**

This field contains the description associated with the Check Code. The description displays when the Check Code is entered.

**3. CHECKING ACCOUNT NUMBER (DISPLAY ONLY)**

This field contains the checking account number assigned by the bank. The account number displays when the code is entered.

**4. BANK (DISPLAY ONLY)**

This field contains the bank associated with this Check Code. The bank name displays when the code is entered.

**5. CHECK RECONCILIATION DATE (DISPLAY ONLY)**

This is the cut-off date the system uses for the reconciliation of outstanding checks, returned checks, and the deposits in transit. When running the outstanding listing of checks, payroll checks issued after this date are not included in the listing.

When entering returned checks, the system does not allow a check number to be entered with a check date greater than the check reconciliation date.

The system uses this date to edit the deposits in transit at the time of data entry. This date can be user-defined, or it can be the GL Fiscal Period ending date, which is also the GL Cash Balance date.

**6. \$ TOTAL AMOUNT ADJUSTMENTS/RECONCILING ITEMS (DISPLAY ONLY)**

This field is the system-maintained dollar accumulation of the user-entered Adjustments and Reconciling items. As each item is entered, the \$ Total Amount Adjustments/Reconciling items is updated to reflect the new amount. This field changes if you edit, delete or change the dollar amount entry. This field can contain a negative or positive value, depending on the total of the individual entries. The amount displays in the format \$99,999,999.99.

**Adjustments/Reconciling Items Information**

Enter the items in the following fields that are either adjustments or reconciling items.

**DESCRIPTION (25-AN-R)**

This field is the user-defined description of the adjustment or reconciling item.

**DEBIT/CREDIT (1-A-R)**

This field identifies an adjustment or reconciling item as a Debit or Credit entry to the Bank Balance on the Balancing Screen. Values are:

Value	Description
D	Debit keyed to this field will cause the amount to be a positive number.
C	Credit keyed to this field will cause the amount to be a negative number.

**\$ AMOUNT OF ADJ/REC ITEM (10-N-R)**

This field is the dollar amount of the adjustment or reconciling item. You can enter this amount as a positive number. The system automatically changes the number to a negative number if the DR/CR field value contains a C for Credit entry. When using the delete option (F4) for a credit entry, the system retains the negative sign (-) in the amount field. The amount displays in the format \$9,999,999.99.

## Balancing

The Balancing screen is used to enter the Bank Statement and the General Ledger Cash Balance amounts. Once the Bank Statement amount is entered, the system automatically calculates all the totals from the previous screens to calculate the Reconciled Bank Balance. Enter the General Ledger Cash Balance to review and audit the system balancing. A sample screen and the process used to enter these amounts is shown below.

Choose the **Balancing** option from the submenu of Online Bank Reconciliation options. The following screen is displayed:

General Hospital Online Bank Reconciliation Processor		
		Thu Oct 11, 1990 10:48 am
Ent : GENERAL HOSPITAL		
1. Check Code	2. Description	3. Checking Account Number
02	Executive	22-056789
4. Bank		5. Check Reconciliation Date
11 SUMMIT TRUST COMPANY		03/31/1990
Bank Statement End Date: 04/01/1990		
Ending Balance On Bank Statement		50,000.00
Add: Deposits In Transit		15,000.00
Less: Outstanding Checks		42,769.27
Bank Balance		22,230.73
Reconciling Items		1,000.00
Reconciled Bank Balance		23,230.73
General Ledger Cash Balance		23,230.73
F6 Reset F7 Exit ?		

After the Balancing screen displays, the system requires you to enter the Bank Statement End Date. The information in this field can be modified by using the reset function key (F6). If you want the system to display Help prompts during screen entry, enter a question mark ( ? ) in any field. To exit the Balancing screen, press the F7 key. The system displays one of the following prompts:

- If the data was changed, the following prompt displays:

*Accept this Screen? (Y/N)*

If you enter **N** for No, the system redraws the screen with the original data. If the data was not changed, a delete prompt displays, followed by a prompt to confirm your action:

*Delete this Bank Reconciliation? (Y/N) [N]--*

*Are you sure? YES/N--*

**NOTE:** If you enter **YES** to the confirmation prompt, the system deletes the data and returns to the entity prompt. This deletes current deposits, reconciling items, and the balancing screen, and restores any checks that have been marked as Returned to Outstanding.

- If the GL Balance equals the reconciled balance, the following prompt displays:

*Do You Wish to Close this Bank Reconciliation Period? (Y/N)--*

If you enter **Y** for Yes, the message Period Closed! displays. The system clears the detail data for deposits, returned checks and adjustments/reconciling items, writes the Balancing screen to a history file for historical lookup, and returns you to the entity prompt.

If you enter **N** for No, the system saves the data on the Balancing screen and returns to the Online Bank Reconciliation menu.

If you choose a closed Bank Reconciliation period, you can either view the data on the Balancing screen or print it. To print a closed reconciliation period, press **F7** to exit the screen, then enter **Y** for Yes at the following prompt:

*Print Balancing Report? (Y/N)[Y]--*

## Field Explanations

### ENTITY: CODE AND DESCRIPTION (DISPLAY ONLY)

The Entity Code is entered at the prompt. The Entity name displays after the code is entered.

#### 1. CHECK CODE (DISPLAY ONLY)

This field is the Check Code assigned by the Entity to access the checking account information. This code identifies the associated Bank and Checking Account for the Entity.

#### 2. DESCRIPTION (DISPLAY ONLY)

This field contains the description associated with the Check Code. The description displays when the Check Code is entered.

**3. CHECKING ACCOUNT NUMBER (DISPLAY ONLY)**

This field contains the checking account number assigned by the bank. The account number displays when the code is entered.

**4. BANK (DISPLAY ONLY)**

This field contains the bank associated with this Check Code. The bank name displays when the code is entered.

**5. CHECK RECONCILIATION DATE (DISPLAY ONLY)**

This is the cut-off date the system uses for the reconciliation of outstanding checks, returned checks, and the deposits in transit. When running the outstanding listing of checks, payroll checks issued after this date are not included in the listing.

When entering returned checks, the system does not allow a check number to be entered with a check date greater than the check reconciliation date.

The system uses this date to edit the deposits in transit at the time of data entry. This date can be user-defined, or it can be the GL Fiscal Period ending date, which is also the GL Cash Balance date.

**BANK STATEMENT DATE (8-N-R)**

This date field is the user-entered ending date of the Bank Statement received for the Check Code Checking Account from the bank.

**ENDING BALANCE ON THE BANK STATEMENT (12-N-R)**

This field is the user-entered dollar amount of the Ending Balance from the bank statement for the Check Code Checking Account. The amount displays in the format \$99,999,999.99.

**ADD DEPOSITS IN TRANSIT (DISPLAY ONLY)**

This field is the system-maintained total dollar accumulation of the user-entered Deposits in Transit Process, using the Deposits in Transit Screen. As each deposit is entered in that process, the \$ Total Amount of Deposits is changed to reflect the total amount. The amount displays in the format \$99,999,999.99.

**LESS OUTSTANDING CHECKS (DISPLAY ONLY)**

This field is the total dollar amount of Outstanding Checks (checks written but not returned from the bank or voided) for the Current Bank Reconciliation. It is automatically updated with the amount each time the Returned Checks Screen is saved. These are the Outstanding Checks up to and including the Bank Reconciliation date. Any outstanding checks with a check date later than the Bank Reconciliation date are not included on this list. The amount displays in the format \$99,999,999.99.

**BANK BALANCE (DISPLAY ONLY)**

This system-calculated field is the total of the dollar amount entered for the Ending Balance on the Bank Statement, plus the dollar amounts of Add Deposits in Transit, and Less Outstanding Checks. The amount displays in the format \$99,999,999.99.



**RECONCILING ITEMS (DISPLAY ONLY)**

This field is the system maintained dollar accumulation of the user-entered Adjustments and Reconciling Items Process. As each item is entered, the \$ Total Amount Adjustments/Reconciling items is updated to reflect the new amount. This field also changes if you edit, delete or change the dollar amount entry. This field can contain a negative or positive value, depending on the total of the individual entries. It is automatically updated with the amount each time the Adjustment/Reconciling screen is saved. The amount displays in the format \$99,999,999.99.

**RECONCILED BANK BALANCE (DISPLAY ONLY)**

This field is the system-calculated end result dollar amount, which is the sum total of the dollar amounts in the Total Balance and the Reconciling Items fields. The Reconciling Items entry can be a positive or negative dollar amount value. You should compare this balance to the General Ledger Cash Balance below. The amount displays in the format \$99,999,999.99.

**GENERAL LEDGER CASH BALANCE (14-N-R)**

This field is the user-entered cash balance recorded in the General Ledger account as of the reconciling date for this check code and checking account. You should compare this balance to the Reconciled Bank Balance above. The amount displays in the format \$99,999,999.99.

## Returned Checks

The Returned Checks process enables you to key in the checks that have been returned as cancelled by the bank, and to make corrections to a current outstanding reconciliation.

After keying the check number into the system, the status of the checks is changed to R for Returned. The system allows you to change the R status or delete an incorrect entry of a check number through the edit process. The status in the Employee Check History file is updated to reflect whether it is R for Returned or blank (Outstanding). It is recommended that an outstanding check list be printed before and after the Returned Checks process.

A check number entered incorrectly will not display in the Returned Check file or print on the Returned Check Listing.

Choose **Returned Checks** from the submenu of Online Bank Reconciliation options. The system will verify a reconciliation period has been opened. If a period has not been opened, the following error is displayed:

*Error: Bank Reconciliation Period is not open.*

The Deposits In Transit, Adjustments/Reconciling Items, or Balancing screen must be accessed and saved to open the reconciliation period.

After verifying that a reconciliation period has been opened, the system displays the following prompt:

*Enter (R)eturned checks, or (E)dit (R/E) [R]--*

If you enter **R**, any checks entered are deleted from the Outstanding Check List and added to the Returned Checks List. If you enter **E**, any checks entered are deleted from the Returned Checks list and added to the Outstanding Check List Report. After you respond to this prompt, the system displays the following Returned Checks screen.

**NOTE:** When a check or range of checks has been entered, the system will verify the check date(s) are not greater than the reconciliation period date. If any of the selected check dates are greater than the reconciliation date, the system does not allow the check(s) to be returned and the following error displays:

*Error: Check(s) have a check date outside the Reconciliation period*

No checks can be entered with a check date greater than the reconciliation period date.

General Hospital Online Bank Reconciliation Processor					
Wed Sep 26, 1990 09:20 am					
Ent : GENERAL HOSPITAL					
1. Check Code		2. Description		3. Checking Account Number	
02		Executive		22-056789	
4. Bank					
11 SUMMIT TRUST COMPANY					
Returned Checks		Returned Checks		Returned Checks	
Beg Ck #	End Ck #	Beg Ck #	End Ck #	Beg Ck #	End Ck #
1234567890	1234567900				
1234567905	1234567915				
9999995555	9999995555				
F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?					

If you choose to exit the screen by pressing F7, the system displays the following prompt:

*Do you wish to print a list of returned checks? Y/N (Y)--*

If you enter **Y** for Yes, the system prints a list of returned checks and returns you to the Bank Reconciliation main menu. If you enter **N** for No, the system returns you to the Bank Reconciliation main menu.

If you delete Bank Reconciliation after returned checks are entered, the system resets the Reconciliation Indicator in the Employee Check History File from Returned to Outstanding.

## Field Explanations

### **ENTITY: CODE AND DESCRIPTION (DISPLAY ONLY)**

The Entity Code is entered at the prompt. The Entity name displays when the code is entered at the prompt.

#### **1. CHECK CODE (DISPLAY ONLY)**

This field contains the Check Code assigned by the Entity to access the checking account information. This code identifies the associated Bank and Checking Account for the Entity.

#### **2. DESCRIPTION (DISPLAY ONLY)**

This field contains the description associated with the Check Code. The description displays when the Check Code is entered.

#### **3. CHECKING ACCOUNT NUMBER (DISPLAY ONLY)**

This field contains the checking account number assigned by the bank. The account number displays when the code is entered.

#### **4. BANK (DISPLAY ONLY)**

This field contains the bank associated with this Check Code. The bank name displays when the code is entered.

## Returned Checks Fields

The following fields are used for entering checks returned by the bank. These can be entered either from the bank statement or from the actual returned checks. You can enter a single check number or a range of numbers. If a range of numbers is entered, the system automatically flags these checks R for Returned (see **NOTE** below for exceptions).

### **BEGINNING CHECK NUMBERS (10-N-R)**

This field is the beginning check number entered in the Returned Checks field. The numbers can be taken directly from the bank statement or directly from the returned checks. If you are using a range of numbers, this will be the first number of the range. If you do not enter an ending number, the system defaults this number as the ending number.

### **ENDING CHECK NUMBERS (10-N-R)**

This field is the ending check number entered in the Returned Checks field. The numbers can be taken directly from the bank statement or directly from the returned checks. If you are using a range of numbers, this will be the last number of the range. If this is not a range, you can press ENTER and the field will default to the value entered as the Beginning Check number.

**NOTE:** When a check or range of checks has been entered, the system will verify the check date(s) are not greater than the reconciliation period date. If any of the selected check dates are greater than the reconciliation date, the system does not allow the check(s) to be returned and the following error displays:

*Error: Check(s) have a check date outside the Reconciliation period*

No checks can be entered with a check date greater than the reconciliation period date.

## Balancing Report (HPRBRB)

The Bank Balancing Report provides you with a printed copy of the Online Bank Balancing screen.

Choose **Balancing Report (HPRBRB)** from the submenu of Online Bank Reconciliation options. The report prints on demand. Selection criteria are:

- Entity - one per request
- Check Code - one per request
- Bank Reconciliation Date

A grand total prints by Entity Code, by Bank Reconciliation Date.

After you enter the option number of the report you want to print, the system displays

*Print?*

to verify the choice. After you enter **Y** for Yes, the system prints the report specified.

Figure 5.1 Bank Reconciliation Balancing Report (HPRBRB)

Date: 10/11/90	GENERAL HOSPITAL	Page : 1
Time: 09:40	Bank Reconciliation	Report: HPRBRBDP
	Balancing Report	
Check Code: 02 Executive	Account Number: 22-056789	
Bank: 11 SUMMIT TRUST COMPANY	Reconciliation Date: 03/31/1990	
-----		
Bank Statement End Date: 04/01/1990		
Ending Balance On Bank Statement		50,000.00
Add: Deposit In Transit		15,000.00
Less: Outstanding Checks		42,769.27
		-----
Bank Balance		22,230.73
Reconciling Items		1,000.00
		-----
Reconciled Bank Balance		23,230.73
		=====
General Ledger Cash Balance		23,230.73
		=====
End of Report		

## Bank Reconciliation/Deposits In Transit Report (HPRBRD)

The Deposits in Transit report provides a printed copy of the Online Bank Balancing Deposits entered. This report is generated when you enter **Yes** at the prompt,

*Do you wish to print a list of deposits?*

A grand total prints by Entity Code by Bank Reconciliation Date.

Figure 5.2 Bank Reconciliation/Deposits In Transit Report (HPRBRD)

Date: 10/11/90	GENERAL HOSPITAL	Page : 1
Time: 09:13	Bank Reconciliation	Report: HPRBRDDP
	Deposits in Transit	
Check Code: 02 Executive	Account Number: 22-056789	
Bank: 11 SUMMIT TRUST COMPANY	Reconciliation Date: 03/31/1990	
Date of Deposit		\$ Amount of Deposit
-----		-----
03/28/1990		5,000.00
03/29/1990		5,000.00
03/30/1990		5,000.00
\$ Total Amount of Deposits		15,000.00
End of Report		

## Outstanding Check List Report (HPRBRC)

This report provides a listing of all checks outstanding for the current bank reconciliation. It is used to audit the outstanding checks. This report subtotals the outstanding checks by Fiscal Periods, which allows for a quick reference of outdated checks. When the check clears the bank and you have verified it, the system marks it as R for Returned. The check does not appear on this report unless it is outstanding.

Choose **Outstanding Check List (HPRBRC)** from the submenu of Online Bank Reconciliation options. The report prints on demand and is sorted by check number within Fiscal Period (determined by Check Reconciliation Date). This report includes the Check Date, Check Number, Check Amount, Employee Number and Name.

Selection criteria are:

- Entity - one per report request.
- Check Code - one per report request for the current Bank Reconciliation Date
- Bank Reconciliation date.

A grand total is printed by Entity Code by all Fiscal Periods within the Bank Reconciliation Date.

Figure 5.3 Bank Reconciliation Outstanding Check List (HPRBRC)

Date: 10/11/90	GENERAL HOSPITAL			Page : 1	
Time: 09:44	Bank Reconciliation			Report: HPRBRCDP	
Outstanding Check List					
Check Code: 02 Executive					
Account Number: 22-056789					
Bank: 11 SUMMIT TRUST COMPANY					
Reconciliation Date: 03/31/1990					
Fiscal					
Period/Year	Check Number	Check Date	\$ Check Amount	Employee Nbr	Employee Name
-----					
4 1990	105	01/31/1990	4,575.50	153366455	Metzner, Diane E
	106	01/31/1990	6,875.37	154564200	Abatemann, Carla
	107	01/31/1990	5,041.11	157265757	Robyns, Dixie Lee
Number of Outstanding Checks:			3		
Total Dollar Amount Outstanding:			16,491.98		
5 1990	208	02/28/1990	2,710.57	145146635	Shadrach, Elaine
	209	02/28/1990	1,859.61	151402581	Henry, Thomas
Number of Outstanding Checks:			2		
Total Dollar Amount Outstanding:			4,570.18		
6 1990	304	03/31/1990	10,256.24	579260208	Taylor, Mahlon C.
	305	03/31/1990	4,575.50	153366455	Metzner, Diane E
	306	03/31/1990	6,875.37	154564200	Abatemann, Carla
Number of Outstanding Checks:			3		
Total Dollar Amount Outstanding:			21,707.11		
Grand Total of Outstanding Checks:			8		
Grand Total of Dollar Amount Outstanding:			42,769.27		
			End of Report		

## Bank Reconciliation/Adjustments/Reconciling Items Report (HPRBRA)

The Adjustments/Reconciling Items provides you with a printed copy of the Online Bank Adjustments and Reconciling Items.

This report is generated when you enter **Yes** at the prompt,

*Do you wish to print a list of adjustments?*

A grand total is printed by Entity Code by Bank Reconciliation Date.

Figure 5.4 Bank Reconciliation Adjustments/Reconciling Items (HPRBRA)

Date: 10/11/90	GENERAL HOSPITAL	Page : 1
Time: 09:14	Bank Reconciliation	Report: HPRBRADP
	Adjustments/Reconciling Items	
Check Code: 02 Executive	Account Number: 22-056789	
Bank: 11 SUMMIT TRUST COMPANY	Reconciliation Date: 03/31/1990	
Description	Dr/Cr	\$ Amount of Adj/Rec Items
BANK ERROR	D	1500.00
CODING ERROR	C	500.00-
\$ Total Amount of Adjustments/Reconciling Items		1,000.00
End of Report		

## Bank Reconciliation/Returned Check List Report (HPRBRR)

This report lists all checks returned by the bank for the current Bank Reconciliation. The report is used to audit the returned checks and balance to the bank statement. When the check clears the bank, and you have verified it, the system posts an R (Returned) in the Employee TCE control record, along with the Bank Reconciliation date.

The report prints when you enter **Yes** at the prompt,

*Do you wish to print a list of returned checks?*

A grand total prints by Entity Code, by Number and Dollar Amount of Returned Checks.



Figure 5.5 Bank Reconciliation Returned Check List (HPRBRR)

Date: 06/21/2000

Time: 05:02pm

GENERAL HOSPITAL OF GEORGIA

Bank Reconciliation For 06/21/2000

Returned Check List

Page : 1

Report: HPRBRR01

Check Code: 01 Payroll Account

Bank: 987 THE 17.1 TEST BANK

Account Number: 56913247

Reconciliation Date: 02/27/2000

Check Date	Check Number	\$ Amount	Check Date	Check Number	\$ Amount	Check Date	Check Number	\$ Amount
01/20/2000	100	646.59	01/20/2000	101	1,345.50	01/20/2000	102	679.47
01/20/2000	103	640.37	01/20/2000	104	789.04	01/20/2000	105	466.51
01/20/2000	106	937.87	01/20/2000	107	219.53	01/20/2000	108	166.80
01/20/2000	109	517.56	01/20/2000	110	542.90	01/20/2000	111	934.39
01/20/2000	112	865.80	01/20/2000	113	1,091.96	01/20/2000	114	521.37
01/20/2000	115	530.00	01/20/2000	116	5,606.50	01/20/2000	117	992.56
01/20/2000	118	1,070.20	01/20/2000	119	1,665.45	01/20/2000	120	1,905.91
01/20/2000	121	1,044.70	01/20/2000	122	508.64	01/20/2000	123	572.39
01/20/2000	124	2,219.00	01/20/2000	125	1,527.69	01/20/2000	126	845.52
01/20/2000	127	410.38	01/20/2000	128	626.12	01/20/2000	129	1,322.89
01/20/2000	130	512.05	01/20/2000	131	968.09	01/20/2000	132	1,322.89
01/20/2000	133	660.82	01/20/2000	134	973.78	02/03/2000	135	758.92
02/03/2000	136	79.43	02/03/2000	137	1,195.88	02/03/2000	138	558.96
02/03/2000	139	564.78	02/03/2000	140	508.73	02/03/2000	141	632.13
02/03/2000	142	644.09	02/03/2000	143	1,300.62	02/03/2000	144	674.47
02/03/2000	145	635.37	02/03/2000	146	784.04	02/03/2000	147	461.51
02/03/2000	148	932.87	02/03/2000	149	215.01	02/03/2000	150	166.80
02/03/2000	151	512.56	02/03/2000	152	537.90	02/03/2000	153	929.39
02/03/2000	154	860.80	02/03/2000	155	1,086.96	02/03/2000	156	516.37
02/03/2000	157	525.00	02/03/2000	158	5,917.20	02/03/2000	159	977.56
02/03/2000	160	1,065.20	02/03/2000	161	1,660.45	02/03/2000	162	1,900.91
02/03/2000	163	1,039.70	02/03/2000	164	503.64	02/03/2000	165	567.39
02/03/2000	166	2,264.00	02/03/2000	167	1,522.69	02/03/2000	168	840.52
02/03/2000	169	407.88	02/03/2000	170	621.12	02/03/2000	171	1,317.89
02/03/2000	172	507.05	02/03/2000	173	963.09	02/03/2000	174	1,317.89
02/03/2000	175	796.05	02/03/2000	176	968.78	02/17/2000	177	1,698.62
02/17/2000	178	84.43	02/17/2000	179	1,200.88	02/17/2000	180	563.96
02/17/2000	181	569.78	02/17/2000	182	513.73	02/17/2000	183	637.13
02/17/2000	184	646.59	02/17/2000	185	1,265.17	02/17/2000	186	679.47
02/17/2000	187	640.37	02/17/2000	188	789.04	02/17/2000	189	466.51
02/17/2000	190	937.87	02/17/2000	191	219.53	02/17/2000	192	166.80
02/17/2000	193	517.56	02/17/2000	194	542.90	02/17/2000	195	934.39
02/17/2000	196	865.80	02/17/2000	197	1,091.96	02/17/2000	198	521.37
02/17/2000	199	530.00	02/17/2000	200	6,275.35	02/17/2000	201	992.56
02/17/2000	202	1,070.20	02/17/2000	203	1,665.45	02/17/2000	204	1,905.91
02/17/2000	205	1,044.70						
Grand Total Number of Returned Checks:			106					
Grand Total of Dollar Amount Returned:			104,930.87					
End of Report								

## BUILD/EDIT OB BANK RECONCILIATION FILE FORMAT

The Build/Edit OB Bank Reconciliation File Format process is used to define the layout of the bank reconciliation file that is downloaded to your PC or UNIX file system and can be sent to your banking institution. A file layout must be specified for each bank associated with an entity and check code that must be reported.

**NOTE:** You must work with your banking institution to create a file layout that meets the bank's file format specifications.

Use "OB BANK RECONCILIATION FILE DOWNLOAD/RPT (HPROBR)" on page 5-29 to download the bank reconciliation file.

From the Payroll Processes menu, select Bank Reconciliation Processes and then Build/Edit OB Bank Reconciliation File Format. A screen is displayed that allows you to indicate which of fifteen standard data fields you want to include on your Outbound Bank Reconciliation File. Associated characteristics include:

- whether the field is part of a detail record, trailer record, or header record
- the starting position of the field
- the length of the field
- how the field is justified, if it is not the maximum number of characters
- how the field is filled/padded, if it is not the maximum number of characters
- the date format, if applicable

In addition to the predetermined data fields, you may add literal fields that you want included in the file. File delimiter and decimal preferences also reside on this parameter screen. The format is entity and check code specific.

After you select Build/Edit OB Bank Reconciliation File Format from the Bank Reconciliation Processes screen, the following prompts are displayed:

*Enter entity code or '-' for list --*

Enter the code or a hyphen (-) to display a list of valid entity codes.

*Enter Check Code, or '-' --*

Enter the code or a hyphen (-) to display a list of valid check codes.

Next, the Bld/Edt OB Bank Recon File Fmt Processor is displayed for you to enter information about the data fields that are to be included on your Outbound Bank Reconciliation File.

The following sample screen defines a header record, detail records and a trailer record.

```

General Hospital Bld/Edt OB Bank Recon File Fmt Processor
                                Fri May 25, 2007 03:30 pm
Ent : MODEL HOSP - ENT 02
1 Check Code/Description          2 Rcd Delim   3 Spcl Delim   4 Download Dest
01-Payroll Account                CR/LF                      PC
5 UNIX/PC Filename -- Note: UNIX defaults to directory /hbo/tmp/
c:\temp\bankrec
6 Check Amount Decimal Ind        7 Void Status Ind      8 Non-Void Status Ind
Include                            V
9 Edit By                        10 Edit Date
Adams,Susan S                     02/15/2007 02:14pm
Field
11 Type  Field Desc/Literal Value/MUMPS Code      Rcd Beg Fld Fld Fld Date
Ltrl Payroll Bank File              H1    1  17  L  Blk  N/A
F001 Check Account Number            H1   18  12  L  Blk  N/A
F009 Date File Created                H1   30  10  L  Blk  M/D/y
F015 Detail Record Sequence Number    D    1   6  R  Zero  N/A
F004 Check Date                      D    7   8  L  Zero  Y-M-D
F002 Check Number                    D   15  10  R  Zero  N/A
F003 Check Amount                    D   25  10  R  Blk  N/A
F005 Check Void Flag                  D   35   1  L  Blk  N/A
F006 Total Number of Checks            T1    1  10  R  Blk  N/A
Enter field number or '/' starting field number--

```

## Field Explanations

### 1. CHECK CODE/DESCRIPTION (DISPLAY ONLY)

This field contains the Check Code and associated description associated with the Entity to access the checking account information. The code identifies the associated Bank and Checking Account for the Entity.

### 2. RCD DELIM (1-N-R)

This field designates a special character or punctuation mark that is used to terminate a given record. The following prompt indicates available options.

*Enter new record delimiter (0=None,1=CR,2=LF,3=CR/LF,4=Other)[3]-*

Options are:

- 0 None
- 1 CR (Carriage Return)
- 2 LF (Line Feed)
- 3 CR/LF (combination delimiter, default)
- 4 Other (If you select Other, the Special Delimiter field is required.)

**3. SPCL DELIM (1-C-C)**

This field designates a special character or punctuation mark that is used to terminate a given record instead of a Carriage Return or a Line Feed. For example, a bank may ask that a tilde (~) be used as the end of record delimiter. This field is required if the Record Delimiter field is set to Other. Otherwise, this field is not accessible. Colon and semi-colon are not acceptable characters for a special delimiter. The characters available for selection are listed in the following prompt:

*Enter special record delimiter (!\$%&\*+<=>@[ ]^\_{ }~) --*

**4. DOWNLOAD DEST (1-A-R)**

This field specifies the location to which the file will be downloaded (either PC or UNIX file system). Options are:

U UNIX file system

P PC (default)

**5. UNIX/PC FILENAME (76-SPECIAL FORMAT-R)**

If you select **P** (PC) in the Download Dest field, you must enter the full file pathname including drive and sub-directories in this field. If you select **U** (UNIX file system) in the Download Dest field, enter only the filename in this field, since the sub-directory defaults to /hbo/tmp/. The following prompt indicates what to enter in each case:

*Enter download file name (f/UNIX->filename only, f/PC->full path)--*

Acceptable entries are a space, hyphen (-), underscore (\_), period (.), backward slash (\), forward slash (/), lowercase and uppercase letters, and numbers from 0 to 9.

One of the following error messages is displayed if the filename does not match the required format:

*Error: PC filename must include drive and sub-directories!*

*Error: UNIX filename can only contain a-z, A-Z, 0-9, '\_' or '.'*

**6. CHECK AMOUNT DECIMAL IND (1-A-R)**

This field designates whether decimals should be included in the file as part of the check amount field. Options are:

Y Yes. Include decimal in check amount fields.

N No (default). Do not include decimal in check amount fields.

**7. VOID STATUS IND (15-AN-O)**

This field is used only if the detail record layout includes the pre-defined field F005-Check Void Flag, which causes void checks to be included in the file. When void checks are included in the file, the Void Check Flag field, by default, displays a value

of V for voided checks. If you do not want this field to display a value of V for voided checks, enter an alternate value in this field.

When you access this field, the following prompt is displayed:

*Enter void check status indicator value [V]--*

#### **8. NON-VOID STATUS IND (15-AN-O)**

This field is used only if the detail record layout includes the pre-defined field F005-Check Void Flag, which causes void checks to be included in the file. When void checks are included in the file, the Void Check Flag field, by default, displays a value of " " for non-voided checks. If you do not want this field to display a value of " " for non-voided checks, enter an alternate value in this field.

When you access this field, the following prompt is displayed:

*Enter non-void check status indicator value [Blank]-*

#### **9. EDIT BY (DISPLAY ONLY)**

This field contains the name of the user who last modified the record.

#### **10. EDIT DATE (DISPLAY ONLY)**

This field contains the date and time on which the record was last modified.

### **File Format Characteristics**

**NOTE:** Enter a question mark while in these fields to view your entry choices.

#### **11. FIELD TYPE (1-C-R)**

Select one of the following to define what type of field is being entered.

M Mumps Code

L Literal

Hyphen (-) pre-defined list

Most frequently, you will enter either a hyphen (-) for a pre-defined list of fields or an L to enter a literal value. When you enter a hyphen (-), the following look-up options are displayed:

Page:01		Outbound Bank Reconciliation Field Codes	
( 1 ) F001-Check Account Number	( 9 ) F010-Filler	(10) F014-Remittance Name	(11) F008-Sum of Non-Void Check Amount
( 2 ) F003-Check Amount	(10) F014-Remittance Name	(12) F011-Sum of Void Check Amounts	(13) F006-Total Number of Checks
( 3 ) F004-Check Date	(11) F008-Sum of Non-Void Check Amount	(14) F007-Total Number of Records	(15) F012-Transit Routing Number
( 4 ) F002-Check Number	(12) F011-Sum of Void Check Amounts		
( 5 ) F005-Check Void Flag	(13) F006-Total Number of Checks		
( 6 ) F009-Date File Created	(14) F007-Total Number of Records		
( 7 ) F015-Detail Record Sequence Numbe	(15) F012-Transit Routing Number		
( 8 ) F013-Employee ID			
Enter choice-			

The M (Mumps Code) option is reserved for situations where 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 Outbound Bank Reconciliation Report Fields table. If you need to use option M, call STAR Support for assistance in entering the MUMPS code.

#### FIELD DESC/LITERAL VALUE/MUMPS CODE (1-A-C)

This field is required if you enter L or M in the Field Type field. Enter either the literal to print in the field or the MUMPS code that was provided by McKesson. If you selected a pre-defined field (hyphen look-up option) in the Field Type field, the associated description is shown in this field as DISPLAY ONLY.

**NOTE:** A maximum of 42 characters can be entered into a literal field. If a longer literal is necessary, you can always split it on the next line of the scrolling screen and make the starting position immediately following the end of your first literal field.

#### RCD TYPE (3-AN-R)

This field identifies the record in which the data should be placed. Your entry choices for record type are Header (H1/H2/H3), (D)etail, and Trailer (T1/T2/T3). D (Detail) is the default. Except for the first record on the screen, this field defaults to the value of the previous record. For most banks that have only one record type, select **D**. If your bank wants a header or trailer record on the file, use the H and T options to accommodate the request.

#### BEG COL (3-N-R)

This field defines where the field data should be placed within the record layout. Enter a number from 1 to 999. Enter the beginning position on the file where you want this piece of data to start. When adding the second and subsequent lines to the file format, the Beg Col field defaults to the sum of the Beg Col field value and the field length of the previous line added. If you change the Rec Type field, be sure to adjust the Beg Col field value(s) of the current and subsequent lines, if necessary.

**FLD LEN (3-N-R)**

This field defines the field length. Enter a number from 1 to 999. When you enter **Y** (Yes) to accept the screen, validation occurs to verify that this beginning position does not overlap with a position that has already been assigned to another field.

If the Field Type field contains an **L**, the Fld Len is automatically populated with the length of the literal value entered in the Field Desc/Literal Value/MUMPS Code field. This value can be changed, but if the length of the literal is greater than the value entered in the Fld Len field, the following error message is displayed:

*Error: Field length less than literal length*

**FLD JST (1-A-R)**

Enter **R** (Right) or **L** (Left) to indicate how you want this field justified if the data does not fill the entire length. Left is the default.

**FILL TYPE (1-A-R)**

Enter **B** (Blank) or **Z** (Zero) to indicate how you want this field filled if the data does not fill the entire length. Blank is the default.

**DATE FORMAT (5-SPECIAL FORMAT-R )**

Enter combinations of the following to specify your date format preference in the file:

- **M** = 2-digit month
- **D** = 2-digit day
- **Y** = 2-digit year
- **y** = 4-digit year
- **-** = substitute a hyphen (-) where indicated
- **/** = substitute a slash (/) where indicated
- **N/A** = Not Applicable (used for literal fields and non-date fields)

For example,

MM/DD/YYYY would be entered as M/D/y

YYYY-MM-DD would be entered as y-M-D

MM-DD-YY would be entered as M-D-Y

YYYYMMDD would be entered as yMD

Validation occurs to verify that the field length assigned is not shorter than the length of the date format chosen.

Press **F7** to save the screen. A final validation occurs to make sure that no positions within the same record are being used more than once indicating overlaps (for example, a field should not start in position 7 if the previous field was assigned to start in position 1 and assigned a field length of 8). The stored screen will define the placement of each field on the outbound bank reconciliation file at the time it is created.

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 in which nothing is mapped, error messages similar to the following are displayed.

*[Rcd H1] No fields mapped to columns: 21*

*[Rcd D] Multiple fields mapped to columns: 12*

*[Rcd D] No fields mapped to columns: 24*

*[Rcd T1] No fields mapped to columns: 15*

Press ENTER to return to the scrolling screen and correct the errors. Once the errors are corrected, the screen can be saved.



## OB BANK RECONCILIATION FILE DOWNLOAD/RPT (HPROBR)

The OB Bank Reconciliation File Download/Rpt (HPROBR) process is used to create a bank reconciliation download file that can be sent to your banking institution and to create a dump report for reviewing the file layout.

**NOTE:** Before using this process, you must define the layout of the bank reconciliation file using “**BUILD/EDIT OB BANK RECONCILIATION FILE FORMAT**” on page 5-22.

From the Payroll Processes menu, select Bank Reconciliation Processes and then OB Bank Reconciliation File Download/Rpt (HPROBR). The following prompts are displayed:

*Enter entity code or '-' for list --*

Enter the code or a hyphen (-) to display a list of valid entity codes.

*Enter check code description(-) or check code--*

Enter the code or a hyphen (-) to display a list of valid check codes.

**NOTE:** If the entity and check code combination has not been defined using “**BUILD/EDIT OB BANK RECONCILIATION FILE FORMAT**” on page 5-22, the following error message is displayed:

*Error: OB Bank Recon download file format not defined for this check code*

If this condition exists, you must exit the process and define the file format before trying this option again.

If the file format has been defined, the following prompt is displayed:

*Select (C)checks not yet downloaded or (P)reviously downloaded checks? [C]--*

If you enter **C**, only unprocessed checks that have not been previously downloaded are included. If no unprocessed checks exist to process, the following error message is displayed and you are prompted to select current checks or a previous run:

*Error: No checks to process!*

If you enter **P**, a screen similar to the following is displayed for you to select the file creation download dates to be included.

```
General Hospital OB Bank Recon File Creation Processor
Thu Feb 23, 2006 10:56 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA

Check Code: 01 Payroll Account
Page:01 Previous File Download Dates
( 1) 02/04/2006
( 2) 02/18/2006
( 3) 02/19/2006
( 4) 02/20/2006

Enter choice--

end select(NL)
```

This option can be used to recreate a file if the bank indicates that the original file was unreadable or was not received. Only the checks that were downloaded previously on the date selected are included in the file.

Once a selection is made, the following message is displayed if the file is being downloaded to a PC and it already exists:

*File already exists - overlay? (Y/N)[N]--*

If you enter **N**, the system returns to the Bank Reconciliation Processes menu. If you enter **Y**, the file is overlayed and the following prompt is displayed:

*Print column hash marks [|] between records? (Y/N)[N]--*

If you enter **Y**, the hash mark character (|) prints every ten spaces between the records to help with verifying data alignment within the record layout. If you enter **N**, the alignment marks print only at the top of every page. The following prompt is displayed next:

*Proceed with file creation as specified above? (Y/N) [Y]--*

If you enter **Y**, the following messages are displayed:

*Compiling and Printing in Foreground!*

*Processing Check Number: XXXX*

*Downloading Outbound Bank Reconciliation Media File ...*

*Outbound Bank Reconciliation Media Download Completed*

## Outbound Bank Reconciliation File Dump Report (HPROBR)

Once the download is complete, you can review the Outbound Bank Reconciliation File Dump Report (HPROBR) in the spooler or print it. The data is listed by record and is divided into 100 character segments 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 the data is formatted correctly, you can send or transmit the file to the bank.

The following example shows the first 50 columns of a dump report that does not include the hash marks for each line.

Figure 5.6 Outbound Bank Reconciliation File Dump Report (HPROBR)

Date: 02/24/2006		HBOC MODEL HOSPITAL			
		Outbound Bank Reconciliation File Do			
		Selection Criteria: Checks previously downlo			
-----					
Record#	Columns	10	20	30	40
1	001 - 031	File Creation Date = 20060224			
2	001 - 047	00005691324700000000000100000001000120060218			
3	001 - 047	00005691324700000000000200000001000220060219			
4	001 - 047	00005691324700000000000300000001000320060220			
5	001 - 026	Tot No Rcds = 0000000007			
6	001 - 026	Tot No Chks = 0000000003			
7	001 - 030	Tot Sum of Chks = 0000030006			
End of Report					

## OB BANK RECONCILIATION FILE INDEX PURGE

Once the file is transmitted and accepted by the bank, you can purge the check file from the system using the OB Bank Reconciliation File Index Purge process.

From the Payroll Processes menu, select Bank Reconciliation Processes and then OB Bank Reconciliation File Index Purge. The following prompts are displayed:

*Enter entity code or '-' for list --*

Enter the code or a hyphen (-) to display a list of valid entity codes.

*Enter check code description(-) or check code--*

Enter the code or a hyphen (-) to display a list of valid check codes.

The system displays dates for which the check file has already been created and downloaded. Select the date for which you would like to remove the outbound check reconciliation index entries.

**NOTE:** Once a download date has been purged, the purged data is no longer displayed and cannot be generated.

## Chapter 6 - FISCAL YEAR END PROCESSING

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COPY POSITION CONTROL MASTER .....	6-8



## INTRODUCTION

Before you begin this process, the General Ledger Chart of Accounts must already be established for the new fiscal year. This must be done before proceeding with the Fiscal Year End Processing.

The system provides an audit trail with the Fiscal Year End Process of who last performed the copy process, when the process was performed, and the year which was copied.

After you select the **Fiscal Year End Processing** function from the Processes menu, the following submenu displays:

General Hospital Fiscal Year End Process Processor	
Fiscal Year End Process Input Options	
Option No.	Option
1	Copy G/L Parameters
2	Copy Position Control Master

Enter option number--

Following is a discussion of each of these options.

## COPY GENERAL LEDGER PARAMETERS

This function is used to copy the Payroll/Human Resources Parameters that have General Ledger Department and Subaccounts stored by fiscal year. This function copies from one Fiscal Year to another. After this function has been run, the Parameters can be modified for the new year. Therefore, it is recommended that you run the Copy function prior to the Fiscal Year End.

The following Parameters have General Ledger Accounts stored by Fiscal Year:

- Check Code Master
- General Ledger Parameters
  - G/L Related Federal Parameters
  - G/L Related State Parameters
  - G/L Related Local Parameters
  - G/L Related General Parameters
  - G/L Related Job Class/Pay Type Parameters
  - G/L Related Local Code/Dept Mapping Parameters

After selecting the Copy G/L Parameters option from the Fiscal Year End Process submenu, the system prompts you to enter this information:

*Enter entity code or '-' to list--*

Enter the code at the prompt, or use the hyphen (-) key to display and select from a list of valid Entity Codes (Entity Parameters).



After you enter an entity code, the system displays the audit information:

General Hospital Copy G/L Parameters Processor	
Mon Jul 26, 1993 04:08 pm	
Ent : MODEL HOSP - ENT 01	
Last fiscal year copy performed by: Killian, Frances M	
on: 07/21/93 08:58am	
Fiscal Yr: 1992 was copied to Fiscal Yr: 1993	
Copy Fiscal Yr:	to Fiscal Yr:
Fiscal Year to Copy From	
Enter fiscal year, '-' for list or '=' for current year--	

The Payroll Process checks this information before beginning a new process. If the last fiscal year copied to is not greater than or equal to the current fiscal year being processed, the system notifies you to perform the Fiscal Year End Process.

Next, the system prompts you to enter the Copy From fiscal year, or you can enter an equals sign (=) to default to the current year. A hyphen (-) can be entered to display a list of valid Fiscal Years.

*Fiscal Year to Copy From*

*Enter fiscal year, '-' for list or '=' for current year--*

After the From fiscal year is entered, the system prompts you to enter the Copy to fiscal year.

General Ledger Copy G/L Parameters Processor	
Wed Jul 28, 1993 01:42 pm	
Ent : MODEL HOSP - ENT 01	
Last fiscal year copy performed by: Killian, Frances M	
on: 07/21/93 08:58am	
Fiscal Yr: 1992 was copied to Fiscal Yr: 1993	
Copy Fiscal Yr: 1990 to Fiscal Yr:	
Fiscal Year to Copy To	
Enter fiscal year, '-' for list or '=' for current year--	

The system then verifies that the To fiscal year is a valid fiscal year in the General Ledger Subsystem. If the fiscal year is not valid, the system issues the following error message:

*Error: Fiscal year does not exist!--*

and returns you to the Copy to Fiscal Year prompt.

If the To fiscal year is valid, the system verifies that a chart of accounts for this fiscal year has been defined in the General Ledger subsystem. If not, the system issues the following error message:

*Chart of Accounts must be defined!--*

and returns you to the Copy to Fiscal Year prompt.

The system then verifies that the fiscal year information does not already exist for the To fiscal year. If the information does exist, the system issues a warning message:

*Overlay any existing data for new fiscal year (YES/N) [N]--*

If you enter **YES**, the system overlays any departments and subaccounts already present on the To fiscal year GL Parameters with the departments and subaccounts on the From fiscal year GL Parameters. The system displays the message:

*Existing data will be overlaid*

If you enter **N** for No, none of the existing departments and subaccounts are overlaid when the copy process is run. The system displays the message:

*Existing data will not be overlayed*

If the To fiscal year is valid, and the Chart of Accounts has been defined for that To fiscal year, the system copies the General Ledger Department and Subaccount numbers stored on the above-listed parameters from the From fiscal year to the To fiscal year. The system displays a prompt to verify this action:

*Are you sure? (YES/N) [N]--*

If you enter **YES**, the system continues the copy procedure; if you enter **N** for No, the system returns you to the submenu.

## COPY POSITION CONTROL MASTER

This function is used to copy the Position Control Master budgeted information from one Fiscal Year to another. The Position Control Master can be modified for the new year. The actual assigned statistics are copied to the new fiscal year Position Control Master during Midnight Processing on the last day of the previous Fiscal Year.

After you select the **Copy Position Control Master** option from the Fiscal Year End submenu, the system prompts you to enter this information:

*Enter entity code or '-' to list--*

Enter the code at the prompt, or use the hyphen (-) key to display and select from a list of valid Payroll/Human Resources Entity Codes (Entity Parameters).

After you enter an entity code, the system displays the audit information:

General Hospital Copy Position Control Master Processor		Mon Jul 26, 1993 04:21 pm
Ent : MODEL HOSP - ENT 01		
Last fiscal year copy performed by: Lee, Dorinda		
on: 07/15/93 06:06pm		
Fiscal Yr:	was copied to Fiscal Yr: 1993	
Copy Fiscal Yr:	to Fiscal Yr:	
Fiscal Year to Copy From		
Enter fiscal year, '-' for list or '=' for current year--		

The Payroll Process checks this information before beginning a new process. If the last fiscal year copied to is not greater than or equal to the current fiscal year being processed, the system notifies you to perform the Fiscal Year End Process.

Next, the system prompts you to enter the Copy From fiscal year, or you can enter an equals sign (=) to default to the current year. A hyphen (-) can be entered to display a list of valid Fiscal Years.

*Fiscal Year to Copy From*

*Enter fiscal year, '-' for list or '=' for current year--*

After the From fiscal year is entered, the system prompts you to enter the Copy to fiscal year.

```

      General Ledger Copy Position Control Master Processor
                                Wed Jul 28, 1993 01:44 pm
Ent : MODEL HOSP - ENT 01

      Last fiscal year copy performed by: Lee,Dorinda
                                on: 07/15/93 06:06pm
Fiscal Yr:      was copied to Fiscal Yr: 1993

                                Copy Fiscal Yr: 1991 to Fiscal Yr: 1993

Fiscal Year to Copy From
Enter fiscal year, '-' for list or '=' for current year--  |

```

The system then verifies that the To fiscal year is a valid fiscal year in the General Ledger Subsystem. If the fiscal year is not valid, the system issues the following error message:

*Error: Fiscal year does not exist!--*

and returns you to the Fiscal Year to Copy to prompt.

If the To fiscal year is valid, the system verifies that a chart of accounts for this fiscal year has been defined in the General Ledger subsystem. If not, the system issues the following error message:

*Chart of Accounts must be defined!--*

and returns you to the Fiscal Year to Copy to prompt.

The system then verifies that the Fiscal Year information does not already exist for the To fiscal year. If the information does exist, the system issues a warning message:

*Overlay any existing data for new fiscal year (YES/N) [N]--*

If you enter **YES**, the system overlays any budgeted information already present on the To fiscal year Position Control Master with the budgeted information on the From fiscal year position. The system displays the message:

*Existing data will be overlayed*

If you enter **N** for No, none of the existing budgeted information is overlayed when the copy process is run. The system displays the message:

*Existing data will not be overlayed*

The system prompts you to include the Inactive and Flagged as Deleted positions in the copy process.

*Include inactive positions and positions flagged as deleted (YES/N) [N]--*

If you enter **YES**, the system copies all the Inactive positions and all the positions flagged as deleted.

If you enter **N** for No, the system copies only those positions that are Active.

If the To fiscal year is valid, and the Chart of Accounts has been defined for that To fiscal year, the system copies the budgeted information stored on the Position Control Master for the From fiscal year to the To fiscal year. The system displays a prompt to verify this action:

*Are you sure? (YES/N) [N]--*

If you enter **YES**, the system continues the copy procedure; if you enter **N** for No, the system returns you to the submenu.

The system copies the following fields on the Position Control Master, with the exception of the assigned fields. The assigned fields are:

- FTEs Assigned
- Hours PP - Assigned
- Hours YTD - Assigned

These assigned fields are updated during Midnight Processing on the last day of the just-concluded Fiscal Year.

An example of the Position Control Master screen is shown below. Fields 18 through 25 are stored by Fiscal Year on the Position Control Master. Explanations of these fields follows.

General Hospital Position Control Master Processor									
Ent : MODEL HOSP - ENT 01					Fiscal Yr: 1997		Thu Jun 26, 1997 11:35 am		
1 GL Dept		2 Job Class			3 Position Nbr				
1.011 GENERAL FUND ACCOUNTS		5160 Billing Clerk			002				
4 Division Code		5 Facility Code			6 Status				
->									
7 Position Type Code		8 Pay Cycle			9 Pay Grade				
					50C Clerical				
10 Effect Date/From		11 Effect Date/To		12 Vacant Date		13 Last Shift Rt Cd			
				06/26/97					
14 Workers Comp Risk Code		15 Edit By			16 Edit Date				
1100CL Clerical									
17 Overstaff		18 Fiscal Year		19 FTEs Budgeted		20 FTEs Assigned		21 Rate Budgeted	
		1997							
Hours PP		Dollars PP		Annual Hours		Annual Dollars			
22 Budg Assgn		23 Budg		24 Budg Assgn		25 Budg			
Enter division code--									

#### 18. FISCAL YEAR (DISPLAY ONLY)

This display field contains the fiscal year to which the pay period and year-to-date hours and dollars are assigned. The year is entered at the prompt, validated against the GL Fiscal Year Definition screen, and displayed here.

#### 19. FTEs BUDGETED (9-N-O)

This field allows for the definition of how many Full-Time Equivalents are budgeted for this position. This field displays in the format 9,999.9999. When the FTE is entered, the system uses the Hours in Pay Period from the Pay Cycle Master multiplied by these FTEs to obtain the Hours PP Budgeted.

#### 20. FTEs ASSIGNED (DISPLAY ONLY)

This field displays the number of Full-Time Equivalents currently assigned to this position. When an employee is added to this position through the employee position definition, the entered Employee FTE Ratio updates this field.

**NOTE:** This field will be blank when the new Fiscal year is copied over.

#### 21. RATE BUDGETED (8-N-O)

This field contains the hourly rate used to calculate the pay period and dollar amount fields for budgeting. You can enter an actual hourly rate if the position is not shared by more than one employee. If the position is to be a shared position, you can manually calculate an average hourly rate and enter the value. This field can also be left blank, in which case the Pay Period and Year-to-Date Dollars Budgeted fields are not to be calculated. This field displays in the format 999.9999.

**22. HOURS PP - BUDGETED (7-N-O)**

This system-generated field is calculated by multiplying the FTEs Budgeted by the Hours In Pay Period from the Pay Cycle Master. You can override the contents of this field. When this field is entered, the system calculates the dollars as Hours Budgeted less PP times Rate Budgeted equals Dollars PP Budgeted. This field displays in the format 9,999.99.

**HOURS PP - ASSIGNED (DISPLAY ONLY)**

Use this field to review the scheduled hours assigned to this position within a pay period. When an employee is added to this position through the employee position definition, the assigned hours from that record updates this field. This field displays in the format 9,999.99.

**NOTE:** This field will be blank when the new Fiscal Year is copied over.

**23. DOLLARS PP - BUDGETED (9-N-O)**

This calculated field defines the budgeted dollars for this position within a pay period. If no hourly rate was entered in the Rate Budgeted field, there is no calculation for this field. You can override the contents of this field, even if the system calculated the value. This field displays in the format 999,999.99.

**24. ANNUAL HOURS - BUDGETED (9-N-O)**

This system-generated field is calculated by multiplying Hours Budgeted - P by the Number of Pay Periods within the Pay Cycle Calendar Year from the Pay Cycle Master. You can override the contents of this field. When this field is entered the system calculates the dollars as Hours Budgeted - YTD X Rate Budgeted = Dollars YTD Budgeted. This field displays in the format 999,999.99.

**ANNUAL HOURS - ASSIGNED (DISPLAY ONLY)**

Use this field to review the scheduled hours assigned to this position within the specified fiscal year. When an employee is added to this position through the employee position definition, the assigned hours at that entry will update this field. This field displays in the format 999,999.99.

**NOTE:** This field will be blank when the new Fiscal year is copied over.

**25. ANNUAL DOLLARS - BUDGETED (11-N-O)**

This system-generated field is calculated by multiplying the Dollars Budgeted-PP by the number of Pay Periods within the Pay Cycle Calendar Year from the Pay Cycle Master. It defines the budgeted dollars for this position within the specified fiscal year. If no hourly rate was entered in the Rate Budgeted field, there is no calculation for this field. You can override the contents of this field, even if the system calculated the value. This field displays in the format 99,999,999.99.



## Chapter 7 - NACHA TAPE/PC DOWNLOAD

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## INTRODUCTION

The NACHA (National Automated Clearing House Association) Tape/PC Download process assembles and formats the Automated Clearing House file for direct deposit of employee's earnings or submission of child support payments to the State Child Support Disbursement Unit.

Direct deposit is an electronic transmittal of earnings directly from the employer to the employee, using the ACH network. The employee's deduction information defines the parameters, bank, bank account and type of account to which those deposits are made.

Employee earnings defined for direct deposit are those payroll deductions with a Deduction Classification of Bank Services (Class F) and a Deduction Class Type of ACH Tape (Type 1). As indicated, the Employee Deduction Information record for direct deposit indicates the employee's bank and account information as well as amount of the direct deposit. The direct deposit deduction can be established for a flat amount or a percentage of wages.

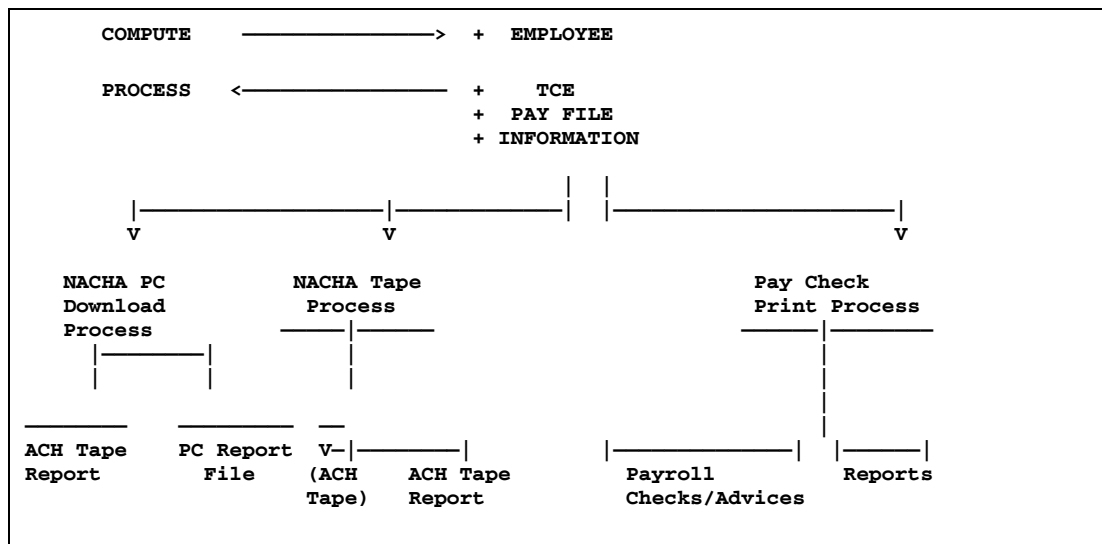
Employee deductions defined for child support payment are those payroll deductions with a Deduction Classification of Special Calculation (Class A) and a Deduction Class Type of Child Support (Type 2). The FIPS code and the Case/File number defined on the employees deduction screen are also used in the file download.

An ACH tape can be created for multiple state disbursement units in the child support ACH tape/file creation process. After you select the entity code, a table is displayed showing the active state Disbursement Unit Receiving Banks set up in the ACH Parameters. Select the SDU Receiving Bank for which the child support download file should be created. Only employees with child support deductions that match this SDU Receiving Bank are included in the file.

To create either the direct deposit file or the child support payments file, the NACHA Tape/PC Download Process accesses the Employee TCE Pay File Information directly. The process can be run immediately following a successful and complete Payroll Compute Process, or after payroll checks/advices have been printed. The tape or PC download file can be produced prior to printing the employee paychecks, since the data comes from the TCE Pay file itself.

The illustration below shows the flow of the NACHA Tape/PC Download Process, along with the representation of the Compute Process and the Employee Pay Check Print Process. The process itself generates the tape or PC download file and the appropriate ACH Report. A description and sample of the appropriate reports follows.

## Processing Overview



To access the NACHA Tape/PC Download Process, choose this option from the Miscellaneous section of the Payroll Processes submenu. After you enter the corresponding number, the system displays a series of prompts:

*Generate (P)ay check ACH file or (C)hild support ACH file [P]-- |*

### Paycheck

If you select **P**, you are directed to the normal direct deposit download process for paychecks. The following series of prompts are displayed:

*Enter entity code or '-' for list--*

**NOTE:** After you enter an entity code, the system performs several checks. If the ACH Parameters for the entity are not defined or active, or if the ACH receiving bank entered in the ACH Parameters is not defined or active, you receive one of the following messages:

*ACH direct deposit parameters not defined!*

*ACH direct deposit parameters not active!"*

*ACH receiving bank XX not defined!*

*ACH receiving bank XX not active!*

If one of these conditions occurs, you are prompted to re-enter an entity code. You can either go back to the main menu to correct the problem or select another entity.

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

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

*Enter Pay Period--*

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

Enter the code for each of the previous prompts. If a code is unknown, you can enter a hyphen (-) to display a selection list.

**NOTE:** The Cycle Type prompt displays all cycle types that have been processed through Compute for the selected pay cycle, calendar year and pay period.

Enter the Check Code, or if the code is unknown, press the hyphen (-) key to display a list of codes.

*Enter check code description(-) or check code--*

The system displays a prompt to confirm your action:

*Are you sure check code is [72]? (YES/N) [N]--*

Enter **YES** if the code is correct. The system begins printing the NACHA Tape report.

*Are you sure check code is [72]? (YES/N) [N]-- YES*

*Compiling and Printing!*

If you are transmitting ACH data by tape, the system then displays a list of available tape units for mounting the NACHA tape (if multiple tape drives are available).

General Hospital NACHA Tape Process Processor	
Mon Nov 05, 1990 02:49 pm	
Page:01	Available Tape Units
( 1) Magnetic Tape Drive 0	
( 2) Magnetic Tape Drive 1	
Enter choice--	

Enter the number of the appropriate tape unit.

The system prompts you to mount the tape:

Please mount NACHA tape. Enter 'READY' when mounted--

Check to make sure that the tape has a write ring. After the tape is mounted, make sure that the tape drive is online, then respond to the prompt by entering **READY**. The system notifies you that the tape is completed:

*NACHA tape completed - press 'NL'--*

The NACHA tape is now ready to be sent to your bank. The system returns you to the Payroll Processes main menu.

## Child Support

If you select **C**, you are taken to the Child Support ACH process and the following prompt is displayed:

Produce ZERO amount ACH test file (Y/N) [N]--

If you select **Y**, all payment amounts in the NACHA file are set to zero and the CCD Entry Detail records are all built with a transaction code of 24.

If you select **N**, all payments amounts are sent as the actual amounts and the CCD Entry Detail records are all built with a transaction code of 22.

The following series of prompts are displayed next:

Enter entity code or '-' for list--

After you select the entity code, a table is displayed showing the active state Disbursement Unit Receiving Banks set up in the ACH Parameters:

```

General Hospital NACHA Tape/PC Download Process Processor
                                Wed Jul 02, 2003 11:54 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA
Page:01                        SDU Receiving Banks
( 1) 4-OAK BROOK BANK

Enter choice--

```

Select the SDU Receiving Bank for which the child support download file should be created. Only employees with child support deductions that match this SDU Receiving Bank are included in the file.

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

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

*Enter Pay Period--*

The system prompts with the available cycle types for the pay period which have been processed through Compute.

```
General Hospital NACHA Tape/PC Download Process Processor
                                Tue Jul 17, 2001 10:56 am
Ent : HAPPY HOSPITAL 01
Page:01                      Available Cycle Type Codes
( 1) D01-Demand 1
( 2) R-Regular
( 3) S-Supplemental

Enter choice--
```

**NOTE:** The cycle type prompt only lets you enter cycle types for the specified entity, pay cycle, calendar year and pay period that have been processed through Compute.

Enter the Check Code, or if the code is unknown, press the hyphen (-) key to display a list of codes.

*Enter check code description(-) or check code-*

The system displays a prompt to confirm your action:

*Are you sure check code is [72]? (YES/N) [N]--*

Enter YES if the code is correct. The process runs in the foreground, and when it is complete, the system prompts you to *Press NL--*. At this point, you can review the ACH Child Supports Reports (HPRSDU and HPRSDD) in the spooler.

## PC DOWNLOAD

If you are using PC Download transmittal (ACH Transmission Method field on Entity Parameters is set to PC Download), two messages are displayed after Compiling and Printing:

*ACH Tape Data Downloading Please Wait! Mon Jun 29, 1992 09:32 am*

This message notifies you the download is being built. When it is complete, the next message is displayed:

*ACH Tape data Downloaded! Mon Jun 29, 1992 09:35 am*

**NOTE:** If the Receiving Bank that you have selected in the ACH Parameter is Inactive, the following error message is displayed:

*ACH Receiving Bank (XX, X represents bank code) not active!*

The PC Download Report, HPRACD, will contain the same data as report HPRACH, but in a different format. This is the file that will be downloaded to the PC for transmittal to the ACH Receiving Bank. The download function is handled by your PC Coordinator. McKesson does not handle the actual electronic transmission of the downloaded file to the clearing house bank. This process must be determined by your institution and the bank.



## NACHA AUDIT REPORT (HPRACH)

The NACHA Audit Report is a detail listing of all records on the NACHA Tape or PC download file. The list supports the file prepared by the system for delivery to the hospital's bank. Deposits to multiple banks are handled through a clearing house for direct deposit tapes by the bank.

This is a Payroll Processes report. Sort criteria are:

- Pay Cycle
- Pay Period
- Cycle Type

A subtotal is printed by transaction code, number of records and dollars. A grand total is printed by federal transit debit records and dollars.

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## ACH CHILD SUPPORT DOWNLOAD REPORT (HPRSDD)

The ACH Child Support Download Report is in the NACHA standard format and can be downloaded from the spooler to a file, and then transmitted to the State Disbursement Unit's bank for Child Support Electronic Funds Transfer (EFT) processing. This report is created during the NACHA Tape / PC Download Process along with the ACH Child Support Report (HPRSDDU).

[illegible]

## ACH CHILD SUPPORT REPORT (HPRSDU)

The ACH Child Support Report is a detail listing of all records on the PC download file. The list supports the file prepared by the system for delivery to the State Disbursement Unit bank.

This is a Payroll Processes report. Sort criteria are:

- Pay Cycle
- Pay Period
- Cycle Type

A grand total is printed for the disbursements including the number of records and amounts.

Figure 7.3 ACH Child Support Report (HPRSDU)

Date: 09/07/2001		HAPPY HOSPITAL 01		Page : 1	
Time: 9:09		ACH Child Support Report For 09/07/2001		Report: HPRSDU01	
Pay Cycle:B CY:2001 PP:18 CT:R Check Date 08/30/2001					
Check Code: 01 Discretionary Data: Test File					
Receiving Bank Name: OAK BROOK BANK					
Bank Routing Number: 071923310					
Bank Account Number: 156884422					
Trans.			Employee		
Code	Case/ID Number	\$ Amount	Soc Sec No	Employee Name	Trace FIPS
					Number Code
22	1547YUQ5	50.00	114-89-0252	Abbott,Lac	012333550000001 1700100
			Number of	Amounts	
			Records		
	Grand Total of Disbursements		1	\$ 50.00	
			End of Report		

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## INTRODUCTION

The TRENDSTAR Interface Tape Process assembles and formats information for transfer to the Hospital System Library (HSL) file.

The method used to transfer data to TRENDSTAR is determined by the Entity Parameter (part of the STAR Payroll module). The media field on the Entity Parameter screen specifies whether the transfer will take place by CPU, Tape, NFS, or ASCII. The NFS and ASCII selections are for the UNIX/VMS operating systems only. See Chapter 2: Entity Parameters of the *Payroll/Human Resources Tables, Masters, and Parameters Volume* for additional information.

The TRENDSTAR Interface Process includes these options:

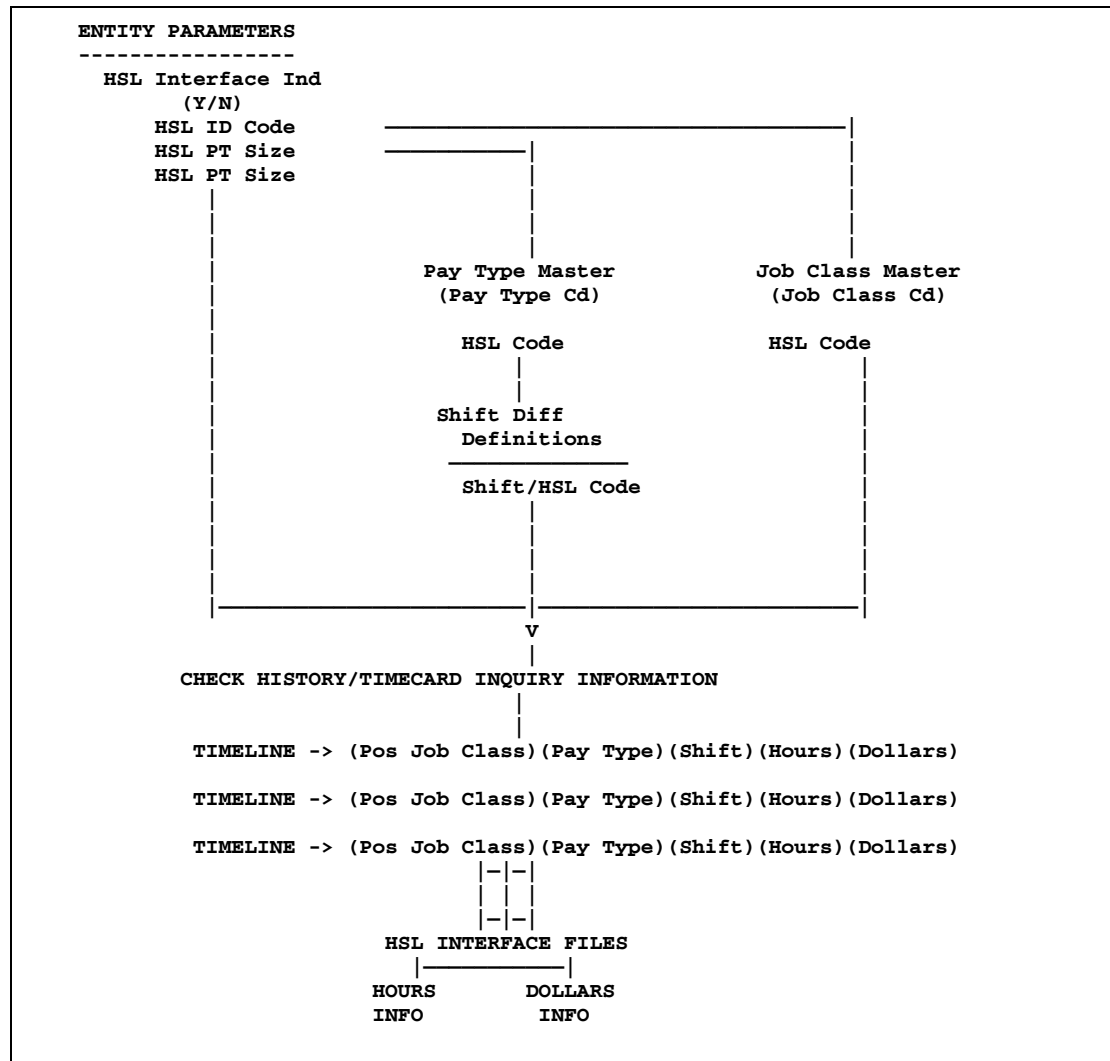
General Hospital TRENDSTAR Interface Processor	
TRENDSTAR Interface Input Options	
Option No.	Option
1	Build HSL Interface File
2	Create HSL Interface Tape
3	Delete HSL Interface File
4	TCP/IP NFS Manual Transfer

Enter option number--

The Payroll/Human Resources system's Job Class Master and Pay Type Master store the HSL Codes. The General Ledger Posting Department, Job Class, and Pay Type from the Check History TCE detail, are mapped to the TRENDSTAR HSL System. This process generates the Hours Transaction Listing Report and the Dollars Transaction Listing Report, along with exception reports. These reports are automatically produced when the HSL file is first built. Examples of these reports are included at the end of this section.

A single HSL Pay Period can have multiple Pay Cycles with unique pay periods. The HSL standard pay period number can be from 1 to 26, which is a bi-weekly cycle. Only the pay periods that have been run through the Complete Pay Period process can be selected for transmission.

The following illustration shows the flow of HSL Tape Process from TCE Check History and the reports these processes generate.



---

## BUILD HSL INTERFACE FILE

To access this function, select **Processes** from the main menu, then choose **TRENDSTAR Interface Process** from the Payroll Processes menu. Select the **Build HSL Interface File** option. The system displays the following prompt:

*View a list of existing files (Y/N) [N]--*

If you enter **Y** for Yes, the system displays all the existing files in the system, regardless of Entity. This screen is for informational purposes only; no selection is allowed. The files display by Entity, HSL Period, Type (Man-Hours or Dollars), Date and Time the file was created, and Status.

If you enter **N** for No, the system returns you to the Entity prompt.

Status is Sent or To Be Deleted. These statuses refer only to the CPU transfer.

The Sent status is used only if the file has been selected and transmitted to HSL using the CPU transfer.

The To Be Deleted status is used only when the files have been flagged for deletion on the HSL System.

If you enter **Y** for Yes, the system displays the file list. This screen is for informational purposes only; no selection is allowed.

After viewing the display, you must select and enter the processing Entity code. If the code is unknown, you can enter a hyphen (-) to display a list of valid entities. Only those entities that were established in the Payroll/Human Resources Entity Master are considered valid. The system displays the following prompt:

*Enter entity code or '-' for list--*

After you enter a valid Entity Code, the system prompts you to enter a valid HSL Pay Period:

*Enter the HSL Period ( 1 - 26 ) --*

**NOTE:** The HSL periods for a bi-weekly cycle are 1-26. In the calendar year where 27 valid pay periods exist, the following two procedures are available for processing hours and dollars to TRENDSTAR.

- 1 Process pay period 26 and pay period 27 separately.
  - a Pay Period 26 - enter HSL period 26, create the file for pay period 26, and then upload the data into TRENDSTAR.

- b Pay Period 27 - enter HSL period 26, create the file for pay period 27, and then upload the data into TRENDSTAR.
- 2 Process pay period 26 and pay period 27 together.
  - a Process pay period 26 and 27 through the Complete Process - enter HSL period 26, enter 26 and 27 into the Pay Period field, and create the file. Upload the combined numbers to TRENDSTAR.

After you enter a valid Entity Code and HSL Period, the system displays the Build HSL Interface screen for data entry.

General Hospital Build HSL Interface file Processor		
Fri Jul 06, 1990 2:01 pm		
Ent : GENERAL HOSPITAL		
1 Pay Cycle	Calendar Year	Pay Period(s)
xx	9999	01,02,03,04
xx	9999	04
Accept this screen? (Y/N) [Y]--		

After you complete all Build file information, the system prompts you to accept the screen, as shown in the prompt on the example above.

If you accept the screen, the system displays the following prompt:

*(D)ollars, (M)anhours, or (B)oth? [B]--*

Enter **D** to build the payroll file in Dollars only, **M** for Man-Hours only, or **B** for Both dollars and man-hours.

After you enter a choice, the system displays the following prompt:

*Enter comments to store with the transmission file--*

You can enter a description of up to thirty characters in the comment line. The comment line displays on the selection Directory listing on the HSL system. After you enter comments, the system displays the following message:

*Generating HSL Interface file!*

The system creates the HSL files and generates reports.

The file name is created using the following naming conventions:

**payMMDDEEX.pPP**

where:

**pay** = pay constant

**MM** = file creation month

**DD** = file creation day

**EE** = entity code

**X** = M for Manhours, D for dollars

**p** = pay constant

**PP** = HSL period

The file is located on the Payroll box in /hbo/tmp if ASCII is entered or in /trendstar/data if NFS is entered.

## Field Explanations

### **PAY CYCLE (2-AN-R)**

This field identifies the Pay Cycle (Executive or Nursing) and Pay Frequency (weekly, bi-weekly, semi-monthly, monthly) in which the employee's pay records are processed. The Payroll/Human Resources system accommodates multiple pay frequencies within each Entity. After the Build HSL Interface File screen displays, the system prompts you to enter the desired Pay Cycle. If the code is unknown, you can enter a hyphen (-) to display a list of valid Pay Cycle Codes. Only those pay cycles that were established in the Pay Cycle Master are considered valid.

**NOTE:** If the Pay Cycle, Calendar Year, and pay period selected have not been completed, the Pay Period entry is not valid, and the system issues the message: Invalid Pay Period. Since the Payroll/Human Resources System allows for Multiple Cycle Types within the Pay Period, the Pay Period must be completed to be processed for the HSL Tape. The Build HSL Interface file includes all the Cycle Types for the pay period.

The system does not edit for Pay Periods previously entered to another tape. Use extreme caution; otherwise, duplicate data can be transmitted to the HSL System.

### **CALENDAR YEAR PAY CYCLE (4-N-R)**

This field controls the access to the pay period information. All pay periods must be defined within the calendar year. If the calendar year is not known, you can enter a

hyphen (-) to display a list of valid Calendar Years for the Pay Cycle entered. This field displays in the format 9999.

**PAY PERIOD (2-N-R)**

This field identifies the specific pay period within the calendar year for which the employees are paid. The maximum value of pay periods is defined for each calendar year per Pay Cycle on the Pay Cycle Master. You can enter a hyphen (-) to display a list of valid pay periods within the Calendar Year for the Pay Cycle entered. You can select one pay period or a range of pay periods. This field displays in the format 99.

**NOTE:** Only the Pay Periods that have been through the Complete Pay Period process can be selected for transmission. The system allows multiple cycle type payroll runs within a pay period. The Complete Pay Period process actually closes the Pay Period, to begin processing the new pay period.

## CREATE HSL INTERFACE TAPE

To access this function, select the **Processes** function from the main menu. Choose **TRENDSTAR Interface Process** from the Payroll Processes menu, then the **Create HSL Interface Tape** option.

The system displays all the existing files in the system, regardless of Entity. The files display by Entity, HSL Period, Type (Man-Hours or Dollars), Date and Time the file was created, and Status.

After you choose an existing file, the system displays a list of available tape units for mounting the HSL tape (if multiple tape drives are available).

If a tape file has already been created, the system displays the message:

*Tape previously created, are you sure you want to include? (YES/N)--*

Enter **YES** to continue.

<b>General Hospital Create HSL Interface Tape Processor</b>	
<b>Fri Sep 25, 1992 02:49 pm</b>	
<b>Page:01</b>	<b>Available Tape Units</b>
( 1) 6250 BPI tape drive 0	
( 2) 6250 BPI take drive 1	
<b>Enter choice--</b>	

Enter the number of the appropriate tape unit.

The system prompts you to choose low or high tape density, then to mount the tape:

*'L'ow or 'H'igh (1600/6250 bpi) density? (L/H) [L]--*

After selecting the tape density, the system displays the following prompt:

*Please mount the HSL Interface tape.*

*Enter tape ready(R) or bypass(B)*

If you enter **R** for Ready, the system displays the message:

*Processing HSL Interface Tape*

If you enter **B** for Bypass, the system returns you to the TRENDSTAR Interface Input option screen.



---

## DELETE HSL INTERFACE FILE

Select the **Processes** function from the main menu. Choose the **TRENDSTAR Interface Process** from the Payroll Processes menu, then the **Delete HSL Interface File** function. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--*

*end selection(NL)*

The system displays all the existing files in the system, regardless of Entity. The files display by Entity, HSL Period, Type (Man-Hours or Dollars), Date and Time the file was created, and Status.

Multiple selections are allowed on this screen. Once you have entered a selection, the system displays the following two prompts:

*Are you sure you wish to delete:*

*Entity, HSL Period, Type (Man-Hours or Dollars), Creation Date, Time the file was created.  
(Yes/N) [N]*

If you enter **Yes**, the system deletes that file and continues to display additional files to be deleted.

If you enter **N** for No, the system returns to the selection screen.

## HSL Interface Hours Transaction Listing Report (HPRHSL)

The Hospital System Library (HSL) Hours Transaction Report is a detail listing of hours information from the Financial Payroll/Human Resources System Pay Type Master and Job Class Master to the HSL Department, Pay Type and Job Code. You can also use this report to balance the hours from one system to the other. The end of the report reflects the totals accepted and produces an exception listing.

This is a Payroll/HSL Interface report and sorts by Department, within Pay Type, within Job Class, within department. The report is automatically generated for the pay period defined.

Figure 8.1 HSL Interface Hours Transaction Listing (HPRHSL) - Page 1

Date: 08/14/90				COUNTY GENERAL			Page : 1
Time: 08:07				HSL Interface Hours Transaction Listing			Report:HPRHSLDP
HSL Payroll Period: 7							
Entity	Star Financial Payroll System			HSL Reporting System			
Code	Department	Pay Type	Job Class	Department	Pay Type	Job Code	Hours
-----							
DP	000000/6000	10A	6800	000000/6000	01	1	.00
DP	000000/7170	10A	832	000000/7170	01	21	10.00
DP	000000/8050	10A	802	000000/8050	01	17	40.00
DP	000000/8076	10A	831	000000/8076	01	16	40.00
DP	000000/8076	10A	832	000000/8076	01	21	40.00
DP	000000/8090	10A	824	000000/8090	01	18	40.00
Entity Total Hours							170.00

Figure 8.2 HSL Interface Hours Transaction Listing (HPRHSL) - Page 2

Date: 08/14/90				COUNTY GENERAL				Page : 2	
Time: 08:07				HSL Interface Hours Transaction Listing				Report: HPRHSLDP	
HSL Payroll Period: 7									
Exceptions									
Star Financial Payroll System				HSL Reporting System					
Entity Code	Department	Pay Type	Job Class	Department	Pay Type	Job Code	Hours		
-----									
DP	000000/6000	10K	832	000000/6000		21	40.00		
DP	000000/6000	10S	802	000000/6000		17	8.00		
Entity Total Exception							Hours		
							48.00		

## **HSL Interface Dollars Transaction Listing Report (HPRHSL)**

The Hospital System Library (HSL) Dollars Transaction Report is a detail listing of the dollars information from the Payroll/Human Resources system Pay Type Master and Job Class Master to the HSL Department, Pay Type and Job Code. You can also use this report to balance the dollars from one system to the other. The end of the report reflects the totals accepted and produces an exception listing.

This is a Payroll/HSL Interface report. The report sorts by Department, within Pay Type, within Job Class, within department.

The report is automatically generated for the pay period defined. A grand total is printed by Entity Code.

Figure 8.3 HLS Interface Dollars Transaction Listing (HPRHSL) - Page 1

Date: 08/14/90		COUNTY GENERAL				Page : 1	
Time: 08:07		HSL Interface Dollars Transaction Listing				Report:HPRHSLDP	
HSL Payroll Period: 7							
Star Financial Payroll System				HSL Reporting System			
Entity Code	Department	Pay Type	Job Class	Department	Pay Type	Job Code	Dollars
-----							
DP	000000/6000	10A	6800	000000/6000	01	1	.00
DP	000000/7170	10A	832	000000/7170	01	21	325.00
DP	000000/8050	10A	802	000000/8050	01	17	441.98
DP	000000/8076	10A	831	000000/8076	01	16	190.00
DP	000000/8076	10A	832	000000/8076	01	21	1,300.00
DP	000000/8090	10A	824	000000/8090	01	18	290.00
Entity Total Dollars							2,546.98

Figure 8.4 HLS Interface Dollars Transaction Listing (HPRHSL) - Page 2

Date: 08/14/90		COUNTY GENERAL				Page : 2	
Time: 08:07		HSL Interface Dollars Transaction Listing				Report: HPRHSLDP	
HSL Payroll Period: 7							
Exceptions							
Star Financial Payroll System				HSL Reporting System			
Entity Code	Department	Pay Type	Job Class	Department	Pay Type	Job Code	Dollars
-----							
DP	000000/6000	10I	802	000000/6000		17	50.00
DP	000000/6000	10J	832	000000/6000		21	100.00
DP	000000/6000	10K	832	000000/6000		21	75.00
DP	000000/6000	100	832	000000/6000		21	50.00
DP	000000/6000	10S	802	000000/6000		17	88.40
Entity Total Exception Dollars							363.40
End of Report							

## TCP/IP NFS MANUAL TRANSFER

The TCP/IP NFS Manual Transfer is used to transfer files that were not successfully transferred during the file creation process.

The NFS (Network File Server) transfer option is used to send TCP/IP files from STAR General Ledger, STAR Payroll/Human Resources and STAR Patient Accounting to HSL via a file server. This feature is available only if your system is operating under the UNIX operating system. The interface file is written to the HBONFS directory on TRENDSTAR after the file is created. The standard naming conventions for these files is the same as the ASCII media type.

If the file transfer is in progress or was not completed successfully, the file name in the HBONFS: directory on TRENDSTAR will have TEMP appended to it. The file will be transferred to the HBONFS: directory on TRENDSTAR using the standard naming conventions. The date on the file will be the date you are transferring the file, not the date the file was created on STAR.

When you choose this option from the Interface Functions menu, the system displays a list of files and the date they were created. Enter the number of the file you want to retransmit. The system prompts you to confirm that you want to retransmit the file.

General Hospital TCP/IP NFS Manual Transfer Processor	
Wed Dec 21, 1994 10:33 am	
1)	"GENERAL HOSP - ENT 01 FY=94 FP=01 BUDGET 11/30/94 02 25 P"
2)	"GENERAL HOSP - ENT 01 FY=94 FP=01 ACTUAL 11/30/94 02 34 P"
3)	"GENERAL HOSP - ENT 01 FY=94 FP=01 ACTUAL 11/30/94 02 49 P"
4)	"GENERAL HOSP - ENT 01 FY=94 FP=01 BUDGET 11/30/94 03 32 P"
5)	"GENERAL HOSP - ENT 01 FY=94 FP=01 ACTUAL 11/30/94 03 37 P"
Enter choices (e.g. 1,7,5-9) or '--'choices to remove--	
-> Search: _____	
[350K] _____	

The General Ledger Entity Master contains a Media parameter that identifies the output media type for HSL interface files. If NFS is selected for this parameter, the file is written directly onto the TRENDSTAR system. See Entity Master in Chapter 2: Master Files of the *General Ledger Volume* for more information on this parameter.

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## INTRODUCTION

The Wage Changes Impact Analysis function is used to analyze the financial impact on the Payroll/Controlling Entity if employee salaries change across the board by gaming either Pay Grade or Job Class. Another option on the Parameter Screen allows updating of the Employee and Master Tables after you have viewed the impact and approved the changes.

To access the gaming function, choose the Wage Changes Impact Analysis option from the Processes menu.

The system displays the following prompt:

*Enter entity code or '-' for list--*

If the entity code is unknown, a hyphen (-) can be entered to display a list of valid entities. The entities established in the Payroll/Human Resources Entity Parameters are considered valid.

After entering an entity, the system prompts you to enter the Gaming Type:

*Enter Gaming Type ('P'=Pay Grade Matrix, 'J'=Job Class,Across-the-Board)--*

Pay Grade Gaming (Wage and Salary Matrix) enables you to:

- Establish multiple models to simulate the bottom-line financial impact for the Wage and Matrix within the Payroll/Controlling Entity
- Maintain the Wage and Salary Matrix
- Update employee positions according to Pay Grade and Pay Step.

The process allows for alterations to be based on a percentage or flat dollar increase or decrease by each Pay Grade with Pay Step variations. To analyze the net effects of the change, a target hour-factor is provided for reference control. Actual impact of the change on employees can also be reported prior to the change's occurrence. The output is the Pay Grade Gaming Matrix Report. The proposed changes can be made effective from the Update step; the Wage and Salary Matrix is updated immediately from this configuration. The Employee Position's Next Rate Information is updated using the Effective Date.

Using the simulation process, you can select the Job Class Gaming criteria (Departments, Job Classes, Employee Status, Work Status, Pay Status, Scheduled Hours, Performance Ratings, and Union Codes) to isolate the exact simulation group.

Using the selection process, you can indicate whether this process is to produce only the Job Class Gaming Report, or to produce the report and place the proposed changes into effect at the Employee Position Level. The output is the Job Class

Gaming Report. Using the Update option, the proposed changes can be made effective for the time you designate (at a future date).

## PAY GRADE GAMING

After you enter an entity code and Pay Grade Matrix Gaming Type, the system prompts you to enter the Gaming Option:

*Enter Gaming Option (`C`=Copy, `R`=Report, `U`=Update, `M`=Add/Mod/Del) [M]--*

The Gaming Option determines the actual processing that occurs for this user session. The various Gaming Options are:

Option	Value	Description
C	Copy	Used to create a new Gaming Model based upon an existing, defined model.
R	Report	All models and defined elements selected will have the proposed wage changes reported, but no updates of the permanent data will actually occur. The Report function for Pay Grade Gaming enables you to designate the detail level to be displayed. The Factor level uses the Hours Factor field; the Employee level uses the actual employees and their assigned hours. This process must be run prior to the Update step.
U	Update	All models and associated defined elements selected will have the proposed changes made effective. This step cannot be executed prior to the Report step.
M	Modify	Used to add new models, modify existing models, or delete an existing model. The Delete request deletes the model from the system. The default selection is Modify (M).

If you choose the Copy option, the system prompts you to enter the Gaming Type, then the model description:

*Enter Gaming Type (`P`=Pay Grade Matrix, `J`=Job Class, Across-the-Board)--*

*Enter Model description(-) or Model--*

Next, the system displays a prompt to copy the new model and enter the description of the new model:

*DP Patient Care Services*

*Copy DP to ?--*

*DP Patient Care Services*

*Enter new description--*

If you choose any of the other Gaming Options, the system displays the chosen option, and then prompts you to enter the desired model.

*Enter Model description(-) or Model--*

The six-character, alphanumeric Model Code identifies the specific gaming program you want to establish. If you enter a new code to maintain, the system prompts you to choose whether to add it. The system displays a Pay Grade Gaming screen to enter the gaming information. If you are editing an existing model, the system displays the information pertaining to the model.

**NOTE:** When the Gaming Option is Update, all pay steps within the selected pay grades in the Payroll/Controlling Entity's Wage and Salary Matrix are affected by the change in value.

There are two screens within the Pay Grade Gaming function. The Model Parameters Screen is used to define the specific gaming parameters and display the pay grades to be affected within this model. The Detail Pay Grade Screen is used to define the parameters for each individual pay grade and for individual pay steps within the pay grade.

## Model Parameters Screen

After you enter or select the Model Code, the system displays the following screen. A prompt displays to accept the screen once it is complete.

General Hospital Wage Changes Impact Analysis Processor									
Wage Changes Impact Analysis					Thu Sep 26, 1991 10:26 am				
Ent : COUNTY GENERAL									
Gaming Option : Add/Mod/Del									
1 Model	2 Model Description								
MAR90	ANNUAL ACROSS BOARD - MARCH '90								
3 Gaming Status	4 Salary Change Type				5 Salary Change Eff Date				
Modfd-06/13/91									
6 Multi-Ent Ind	7 Rounding	8 Direction	9 Gaming Type	10 Amt/Pct					
	4	+ Increase	F Flat	1.2341					
11 Hours Factor	12 Edit By		13 Edit Date						
2080.00	Williams,Carolyn R		06/13/91 10:52am						
Pay Grade	Direction		Gaming Type	Amt/Pct					
Edit above information (A) or pay grades (P)--									

## Field Explanations

### ENTITY CODE (DISPLAY ONLY)

This field identifies the entity name associated with this Gaming Model.

**1. MODEL CODE (DISPLAY ONLY)**

This field identifies the Pay Grade Gaming Code associated with this record. This code is entered at the previous prompt.

**2. MODEL DESCRIPTION (50-AN-R)**

This field contains the description associated with the entered Model Code. This description is used for identification and reporting purposes.

**3. GAMING STATUS (DISPLAY ONLY)**

This field identifies the current processing status and numeric processing date of the model. This field is system-maintained. Display values are:

Status	Displays as	Description
Created	(Cretd-99/99/99)	This value is set when the model is established and modified.
Reported	(Reptd-99/99/99)	This value is set when the Report Gaming Option is executed for this model. The Report option must be run prior to the Update option.
Updated	(Updtd-99/99/99)	This value is set when the Update Gaming Option is executed for this model. The Report option must be run prior to the Update option.

**4. SALARY CHANGE TYPE (2-AN-R)**

This field contains the Salary Change Code and description for this Gaming Process. All entries are validated against the Salary Change Type Code Table. A hyphen (-) can be entered to display a help list of valid codes. After you enter a code, the description displays.

During the Update process, this Salary Change Type code is used to indicate the type of change on the Employee Position Next Rate Information.

**5. SALARY CHANGE EFFECTIVE DATE (6-N-R)**

This field contains the date proposed for the salary changes in this Gaming Model. This Effective Date is used to track specific Calendar Year/Pay Period processing, using the Pay Cycle Master, for the salary change to become effective. If the Gaming Option equals Update, this date becomes the Next Rate Effective Date in the Employee Position Information. The information in this field is also used to load the Effective Calendar Year and Pay Period into the Employee Position Next Pay Information screen for the Prepare Process.

**NOTE:** Because gaming covers several different pay cycles, it is critical that the Pay Cycle Master be updated to coincide with any gaming action. If the selected Salary Change Effective Date does not map to an existing Pay Cycle Calendar Year and Pay Period, employees with that pay cycle will not be updated with a new hourly rate in the Update option. The PC Indicator in the employee information portion of the Pay Grade Gaming Matrix report reflects this condition.

The Gaming Process does not affect any employee position marked Inactive. The process also does not affect any Active positions with an Entry Date that is later than the Salary Change Effective Date. Similarly, if the employee position has an Inactive Date that is earlier than the Salary Change Effective Date, that position is bypassed.

#### 6. MULTI-ENTITY INDICATOR (1-N-R)

This field indicates whether the proposed salary changes cross entity boundaries to locate and affect employees assigned to positions in this model entity. With Multi-Entity Processing, an employee from one entity can be assigned to positions defined in entities other than their home entity.

For Pay Grade Gaming, the system locates the associated employees from the Position Control Master in the model entity, using Pay Grade and Pay Step. Values are:

Value	Description
Y	Yes. Include all employees assigned to positions defined for this model entity and selected pay grades and pay steps. These employees may be hired in entities other than the model entity. Effective dates are associated with the employees' home entity Pay Cycle Master.
N	No. Include only those employees whose home entity is the same as the model entity. (The system does not reflect all assigned positions within the model entity).

There is no default.

#### 7. ROUNDING DECIMAL PLACE OPTION (1-N-R)

This field contains the Rounding Decimal Place option proposed for these wage changes represented by the model. You can specify from zero (0) to four (4) decimal positions (to the right of the decimal place) to be selected for the new calculated rates. The default is four decimal positions.

#### 8. GAMING DIRECTION OPTION (1-C-R)

This field indicates the direction (up or down) of the change in the Wage and Salary Matrix. This field is effective for all pay grades and pay steps selected in this gaming session. Values are:

Value	Description
+	Increase (default). The adjustments are to increase (raise) the value of the minimum and maximum rates to be reflected in the new rates.
-	Decrease. The adjustments are to decrease (lower) the value of the minimum and maximum rates to be reflected in the new rates.

**9. GAMING TYPE OPTION (1-C-R)**

This field indicates the Gaming Type (Percentage or Flat Amount) of the change in the Wage and Salary Matrix. This field is effective for all Pay Grades and Pay Steps selected in this model. Values are:

Value	Description
F	Flat (default). The adjustments reflected in the Gaming Amount/Percent field are Flat Dollar Amount. According to the Gaming Direction, the flat amount will be either added to or subtracted from the minimum/maximum rates to arrive at the new rates.
P	Percent. The adjustments reflected in the Gaming Amount/Percent field are a Percentage Amount. The percentage will be multiplied against the minimum/maximum rates, and according to the Gaming Direction, the result will be either added to or subtracted from the minimum/maximum rates to arrive at the new rates.

**10. GAMING AMOUNT/PERCENT (8-N-R)**

This field gives the specific amount of change that should be applied to the various pay grades and pay steps selected. This value can be entered as either a Percentage or a Flat Amount, depending on the Gaming Type. This value is either added to or subtracted from the minimum/maximum rates in the selected Pay Grades, according to the Gaming Direction.

Display format for Percentage is 999.9999; for Flat Amount, 999.9999.

**11. HOURS FACTOR (8-N-R)**

This field indicates the designated hours that are multiplied by both the minimum and maximum (current and new) Hourly Rates for each pay step and each pay grade. This field allows for comparison by standard hours for statistical reporting.

Display format is 99999.99.

**12. EDIT BY (DISPLAY ONLY)**

This field contains the name of the user who last modified this record.

**13. EDIT DATE/TIME (DISPLAY ONLY)**

This field contains the date and time on which this record was last modified.

### Pay Grade Detail Information

**14. GAMING PAY GRADES (MULTIPLE SELECTIONS-R)**

The fields on the scrolling portion of the screen indicate the actual pay grades selected using the Gaming Model. The system allows selection of all pay grades, an individual pay grade, or multiple pay grades. When the screen displays, all previously selected pay grades are listed.

When this field is accessed, the system displays the following prompt:

*Select option, add(A) or 'ALL'--*

To modify an existing Pay GradeGaming Option, enter the associated Option Code to display the detail Pay Grade Screen. For each pay grade, enter the specific Gaming direction, Gaming Type, and Amount/Percent of the change to affect that pay grade. Individual pay steps within the pay grade can also be changed by varying Amounts/ Percents.

**NOTE:** If the current pay grade selection is ALL, any attempt to add a new individual pay grade will result in the system's deleting the ALL condition and replacing it with the individual pay grade.

If no changes are made to an existing individual pay grade from the Detail Pay Grade screen, the system provides the option to delete the pay grade from this Gaming Model.

If you enter **A** to add, the system prompts you to add the Wage and Salary Matrix pay grade to the Gaming Model:

*Enter pay grade description(-) or pay grade code--*

Entries are verified against the Wage and Salary Matrix. A hyphen (-) can be entered to display a help list containing valid codes. Following selection of a new pay grade, the system displays the Detail Pay Grade screen. This screen enables you to enter the specific Gaming Direction, Gaming Type, and amount/percent of the change to affect that pay grade. Individual pay steps within the pay grade can also receive varying amounts/percent changes.

If you enter **ALL** for all Pay Grades, all pay grades defined in the Payroll/Human Resources System for the defined entity are gamed within this model. In this instance, all pay grades and all pay steps are gamed identically according to the Gaming Direction, Gaming Type, and amount/percent defined on the Model Parameters Screen.

Since the selection of ALL uses the Model Parameters Screen for gaming definition, this selection supersedes all individual pay grade selections. If any pay grades are already defined for this Gaming Model, entry of ALL indicates that the current definitions are to be purged. At this point, the system prompts you to continue:

*Selection of ALL pay grades will delete existing entries, Continue (Y/N) [N]--*

If the response is N for No, the system ignores the ALL selection and returns to the standard field option selection, with no changes made to the pay grade selections. If the response is Y for Yes, the system displays a prompt to confirm your action:

*Are you sure that you want to delete entries for "ALL"? (N/YES)--*

To initiate the delete process, you must enter **YES** (not Y).



If you accept the ALL condition, the Pay Grade Code will display as ALL, with the default Gaming Direction, Type, and Amount/Percent in the Pay Grade fields on the Model Parameters Screen.

#### **GAMING DIRECTION OPTION (DISPLAY ONLY)**

This field displays the direction (up or down) of the change for the pay grade in the Wage and Salary Matrix and the Employee Position Next Rate information. The value displays from the Detail Pay Grade Screen. Values are:

Value	Description
+	Increase. The adjustments are to increase (raise) the value of the minimum and maximum rates to be reflected in the new rates.
-	Decrease. The adjustments are to decrease (lower) the value of the minimum and maximum rates to be reflected in the new rates.

#### **GAMING TYPE OPTION (DISPLAY ONLY)**

This field displays the Gaming Type (Percentage or Flat Amount) of the change for the pay grade in the Wage and Salary Matrix and the Employee Position Next Rate information. The value displays from the Detail Pay Grade Screen. Display values are:

Value	Description
F	Flat. The adjustments reflected in the Gaming Amount/Percent field are Flat Dollar Amount. According to the Gaming Direction, the flat amount will either be added to or subtracted from the minimum/maximum rates to arrive at the new rates.
P	Percent. The adjustments reflected in the Gaming Amount/Percent field are a Percentage amount. The percentage will be multiplied against the minimum/maximum rates, and according to the Gaming Direction, the result will be either added to or subtracted from the minimum/maximum rates to arrive at the new rates.

#### **GAMING AMOUNT/PERCENT (DISPLAY ONLY)**

This field displays the amount of change that should be applied for the pay grade in the Wage and Salary Matrix and the Employee Position Next Rate information. The value displays from the entry on the Detail Pay Grade Screen. This value is either as a Percentage or a Flat Amount, depending on the Gaming Type.

Display format for Percentage is 999.9999; for Flat Amount, 999.9999.

## **Detail Pay Grade Screen**

To modify an existing Gaming Pay Grade, or for entry of a new Gaming Pay Grade, the system displays the following screen. After all data has been entered, a prompt displays to accept the screen. The pay grade values display on the Model Parameters screen.

The Detail Pay Grade screen contains the Pay Grade Information, Range Minimum, Range Maximum, and the Pay Step Information associated with the pay grade. If you are adding this pay grade to the Gaming Model, the screen displays the Direction, Gaming Type, and Amount/Percent from the Model Parameters screen. You can override these values and the system will store the new values for the specific pay grade.

In addition to providing pay grade differentiation for the pay steps within the pay grade, this process enables you to vary each paystep's individual Amount/Percent of change.

```

General Hospital Wage Changes Impact Analysis Processor
Wage Changes Impact Analysis          Thu Sep 26, 1991 02:49 pm
Ent : COUNTY GENERAL
Gaming Option : Add/Mod/Del
 1 Model      2 Model Description          3 Gaming Stat
MAR90        ANNUAL ACROSS BOARD - MARCH '90      Modfd-06/13
 4 Pay Grd    5 Pay Grade Description      6 Direction   7 Gaming Type  8 Amt/Pct
30           1ST YR RESIDENT              + Increase   F Flat      10.0000
 9 Range Min 10 Range Max 11 Amt/Pct      12 New Range Min 13 New Range Max
0.00         999.99          10.0000        10.0000      1009.9999
14 Pay Step
  MIN Minimum          18.0000 21.0000 10.0000 28.0000 31.0000
  MID Mid Point        21.7500 25.5000 10.0000 31.7500 35.5000
  MAX Maximum          26.2500 30.0000 10.0000 36.2500 40.0000

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

```

## Field Explanations

### ENTITY NAME (DISPLAY ONLY)

This field identifies the entity name associated with this Gaming Model.

### 1. MODEL CODE (DISPLAY ONLY)

This field identifies the Pay Grade Gaming Code associated with this record. The code is entered from the prompt.

### 2. MODEL DESCRIPTION (DISPLAY ONLY)

This field contains the description associated with the entered Model Code. This description is used for identification and reporting purposes.

### 3. GAMING STATUS (DISPLAY ONLY)

This field identifies an abbreviation of the current processing status (without the processing date) of the model. This field is system-maintained. Display values are:

Value	Description
Cretd (Created)	This value is set when the model is established and modified.

Value	Description
Reptd (Reported)	This value is set when the Report Gaming Option is executed for this model. The Report option must be run prior to the Update option.
Updtd (Updated)	This value is set when the Update Gaming Option is executed for this model. The Report option must be run prior to the Update option.

**4. PAY GRADE CODE (DISPLAY ONLY)**

This field identifies the specific Pay Grade Code to be included in the Gaming Model.

**5. PAY GRADE DESCRIPTION (DISPLAY ONLY)**

This field identifies the specific Pay Grade Description associated with the Pay Grade Code. The description is extracted from the Wage and Salary Matrix.

**6. GAMING DIRECTION OPTION (1-C-R)**

This field is used to define and store the individual Gaming Direction for this pay grade. The value entered indicates the Gaming Direction (up or down) of the change for this specific pay grade in the Wage and Salary Matrix and the Employee Position Next Rate information. Initially, this field is set equal to the Gaming Direction Option from the Model Parameters Screen. Valid values are:

Value	Description
+	Increase. The adjustments are to increase (raise) the value of the minimum/maximum rates or the employee position current hourly rate, as reflected in the new rates.
-	Decrease. The adjustments are to decrease (lower) the value of the minimum/maximum rates or the employee position current hourly rate, as reflected in the new rates.

Any changes to this field generate an automatic re-calculation of the new hourly rate values which display in the following field. When you accept the screen, this Gaming Direction option is saved for the pay grade.

**7. GAMING TYPE OPTION (1-C-R)**

This field is used to select and store the individual Pay Grade Gaming Type. The value entered indicates the Gaming Type (percentage or flat amount) of the change for this specific pay grade in the Wage and Salary Matrix and the Employee Position Next Rate Information. Initially, this field is set equal to the Gaming Type Option from the Model Parameters screen. Values are:

Value	Description
F	Flat. The adjustments reflected in the Gaming Amount/Percent field are Flat Dollar Amount. According to the Gaming Direction, the flat amount will be either added to or subtracted from the Pay Grade Minimum/Maximum Rates, and/or the Employee Current Hourly Rate, to arrive at the next rate.

Value	Description
P	Percent. The adjustments reflected in the Gaming Amount/Percent field are a Percentage Amount. The percentage for the pay grade will be multiplied against the minimum/maximum rates, and according to the Gaming Direction, will be added to or subtracted from the minimum/maximum rates to arrive at the new rates. For the Employee Position, the percentage will be multiplied against the Employee Position Current Hourly Rate, and according to the Gaming Direction, will be added to or subtracted from the current hourly rate to arrive at the next rate.

Any changes to this field will generate an automatic re-calculation of the new Hourly Rate values displayed in the following field. When you accept the screen, this Gaming Direction option is saved for the pay grade.

#### 8. GAMING AMOUNT/PERCENT (8-N-R)

This field gives the amount of change that should be applied to the pay grade and pay steps and to the employee position rate information. You can vary the Gaming Amount by individual pay grade and/or pay step. This value can be entered as a Percentage or a Flat Amount, depending on the pay grade Gaming Type. This value is either added to or subtracted from the minimum/maximum rates or the Employee Position Rate Information, according to the Gaming Direction.

Display format for Percentage is 999.9999; for Flat Amount, 999.9999.

If this field's value is modified, the system re-calculates the new range minimum/maximum values and prompts you to reflect the change to the individual pay steps:

*Do you wish to replace individual pay step amt/pct values? (Y/N)--*

If you enter **Y** for Yes, the system will replace the pay grade's pay step Amt/Pct values with this value (overlying any prior values). The system also re-calculates the new minimum/maximum display for the pay steps.

If you enter **N** for No, the system retains any existing individual pay step values.

**NOTE:** For Pay Grade Gaming on the individual employee position rate information, the individual pay step values are used on the employee hourly rate.

#### 9. RANGE MIN HOURLY RATE (DISPLAY ONLY)

This field displays the Effective Hourly Rate defined as the minimum for this pay grade. Along with the Range Max Hourly Rate, this field defines the lower boundaries for the pay step rate ranges. This field is displayed from the Wage and Salary Matrix.

#### 10. RANGE MAX HOURLY RATE (DISPLAY ONLY)

This field displays the Effective Hourly Rate defined as the maximum for this pay grade. Along with the Range Min Hourly Rate, this field defines the upper boundaries for the pay step rate ranges. This field is displayed from the Wage and Salary Matrix.

**11. RANGE GAMING AMOUNT/PERCENT (8-N-R)**

This field gives the amount of change to be applied to the pay grade's Range Min/Max Hourly Rate fields. The default amount/percent is the value contained in the Gaming Amount/Percent field. The value can be modified.

If this field's value is modified, the system re-calculates the new range minimum/maximum values and prompts you to reflect the change to the individual pay steps:

*Do you wish to replace individual pay step amt/pct values? (Y/N)--*

This value can be entered as a Percentage or a Flat Amount, depending on the pay grade Gaming Type. This value is either added to or subtracted from the minimum/maximum rates, according to the Gaming Direction.

Display format for Percentage is 999.9999; for Flat Amount, 999.9999.

If this field value is modified, the system re-calculates the new range minimum/maximum values.

**NOTE:** See explanation under the Amt/Pct field for field overrides when field is revised.

**12. NEW RANGE MIN HOURLY RATE (DISPLAY ONLY)**

This field displays the projected hourly rate defined as the minimum for this pay grade. This field is calculated (by the screen process) based on the Range Minimum Hourly Rate and the Range Amt/Pct value.

Along with the New Range Max Hourly Rate, this field defines the projected lower boundaries for the pay step rate ranges. All new pay step amounts must be within the projected range before the screen can be accepted.

**13. NEW RANGE MAX HOURLY RATE (DISPLAY ONLY)**

This field displays the projected Hourly Rate defined as the maximum for this pay grade. This field is calculated based on the Range Max Hourly Rate field and the Range Amt/Pct field.

Along with the New Range Min Hourly Rate, this field defines the projected upper boundaries for the pay step rate ranges. All new pay step amounts must be within the projected range before the screen can be accepted.

**NOTE:** The new fields are re-calculated with any change to the Range Amt/Pct field.

### **Pay Step Detail Information**

The fields on the scrolling portion of the screen are used to vary the Amount/Percent changes for each pay step within the pay grade. The system automatically displays all the defined pay steps (from the Wage and Salary Matrix) with the associated minimum/maximum step amounts. Along with the pay step Amt/Pct values, the screen displays the new minimum/maximum hourly rates. As defined in the Wage and Salary Matrix,

each individual pay step's Minimum Hourly Rate can be equal to or less than the Maximum Hourly Rate. Also, each ascending minimum hourly rate must exceed the maximum hourly rate of the lower level (the system edits for continuation of this process during the gaming development).

The following fields reflect the PayStep Codes, in ascending range order based on the Minimum Hourly Rate.

**NOTE:** The Step Amount/Percent is the value the system uses to update the Employee Position Next Hourly Rate field during the Gaming Process (unless gaming is for ALL pay grades, in which case the Model Parameters Screen defines the Gaming Options).

**PAY STEP CODE (DISPLAY ONLY)**

This field identifies the specific Pay Step Codes, defined for the pay grade selected in the Gaming Model. The steps are displayed from the Wage and Salary Matrix.

**PAY STEP DESCRIPTION (DISPLAY ONLY)**

This field identifies the specific pay step description associated with the Pay Step Code.

**STEP MINIMUM HOURLY RATE (DISPLAY ONLY)**

This field displays the effective Hourly Rate defined as the minimum for this pay step. Along with the Step Max Hourly Rate, this field defines the lower boundaries for this pay step's Hourly Rates. This field is displayed from the Wage and Salary Matrix.

**STEP MAXIMUM HOURLY RATE (DISPLAY ONLY)**

This field displays the effective Hourly Rate defined as the maximum for this pay step. Along with the Step Min Hourly Rate, this field defines the upper boundaries for this pay step's Hourly Rates. This field is displayed from the Wage and Salary Matrix.

**STEP GAMING AMOUNT/PERCENT (8-N-R)**

This field gives the amount of change that should be applied to the pay step's Min/Max Hourly Rate fields. The field is initially set to the pay grades Amt/Pct value. The Gaming Amount for the individual step values can also be varied. This value can be entered as either a Percentage or a Flat Amount, depending on the PayGrade Gaming Type. This value is either added to or subtracted from the minimum/maximum rates, according to the Gaming Direction.

Display format for Percentage is 999.9999; for Flat Amount, 999.9999.

If this value is modified, the system re-calculates the new Step Minimum/Maximum values. If the re-calculation of the rates result in rates that exceed that of a higher pay step, the system displays an error message and prompts you to re-enter the Step Gaming Amount/Percent.

**NOTE:** This Step Amount/Percent is the value the system uses to update the Employee Position Next Hourly Rate field during the Gaming Process (unless

the gaming is for ALL pay grades, in which case the Model Parameters Screen defines the Gaming Options).

See the Amt/Pct field for field overrides when the field is revised.

**NEW STEP MIN HOURLY RATE (DISPLAY ONLY)**

This field displays the projected Hourly Rate defined as the minimum for this pay step. This field is calculated based on the Step Minimum Hourly Rate and the Step Amt/Pct value.

Along with the new Range Maximum Hourly Rate, this field defines the projected lower boundaries for the pay step rate ranges. All new pay step amounts must be within the projected range before the screen can be accepted.

**NEW STEP MAX HOURLY RATE (DISPLAY ONLY)**

This field displays the projected hourly rate defined as the maximum for this pay step. This field is calculated based on the Step Max Hourly Rate and the Step Amt/Pct value.

Along with the new Range Min Hourly Rate, this field defines the projected upper boundaries for the pay step rate ranges. All new pay step amounts must be within the projected range before the screen can be accepted.

**NOTE:** The new fields are re-calculated with any change to the Step Amt/Pct.

---

## WAGE CHANGES IMPACT ANALYSIS (GAMING) REPORTS

To generate a Gaming Report, select **Wage Changes Impact Analysis** from the Processes menu. The entity prompt displays. After you enter the entity, the system displays the following prompt:

*Enter Gaming Type (`P`=Pay Grade Matrix, `J`=Job Class, Across-the-Board)--*

Enter **P** (Pay Grade Matrix) at this prompt. The next prompt requests the option:

*Enter Gaming Option (`C`=Copy, `R`=Report, `U`=Update, `M`=Add/Mod/Del) [M]--*

Enter **R** (Report). Next, the system displays a prompt requesting the Gaming Model:

*Enter Model description(-) or Model--*

Enter the model, or if the model is unknown, use the hyphen (-) key to display a list of descriptions.

Next, the system prompts for the report detail level:

*Enter Model reporting detail level, (F)actor, (E)mployee [E]--*

If the detail level is Factor, the system projects the wage and salary costs based on the Hours Factor value from the Model Parameters Screen. No employee reporting or detail is included on a report with this level.

If the detail level is Employee, all wage and salary cost reporting is based on actual Employee Position information - Hours Assigned, Next Hourly Rate, etc.

Also within the Employee detail level, you can include actual employees on the report. The prompt for this choice is:

*Detail employees to be reported? (Y/N) [Y]--*

If you enter **N** for No, only the Wage and Salary Matrix information is reported. If you enter **Y** for Yes, the employee detail is reported along with the Wage and Salary Matrix projections.

After you have responded to all prompts, the system generates the report for the model specified.

The following text gives the report description followed by a report example.

### Pay Grade Gaming Matrix Report (HPRGMP)

The Pay Grade Gaming Report provides a list of the model selected for Pay Grade Gaming in this gaming session and the affected employees.



Selection of the Pay Grade is based on the Shift Rate Code (from the Employee Position Information, if the Pay Grade exists for the code), or the Job Class Code.

This report displays the effects of changes on the Wage and Salary Matrix, and the resulting costs to the organization. These costs are based on a consistent hours factor.

This report is a Pay Grade Gaming Process and sorts by Pay Step within Pay Grade. Only those pay grades selected for gaming in this session are reported.

The report is subtotaled by Pay Step within Pay Grade for total costs.

Grand totals are printed by entity for total costs.

Figure 9.1 Pay Grade Gaming Matrix Report (HPRGMP) - Page 1

Date: 02/12/92  
Time: 02:34pm  
Model : APR90 APRIL 1990 W/S MODEL  
Gaming Option : Report  
Salary Chg Type: C Cost of Living  
Game Direction : + Increase  
Pay Grade

COUNTY GENERAL  
Pay Grade Gaming Matrix Report  
Sal Chg Eff Date : 02/05/1991  
Mod Amt/Pct: 1.5000  
Dir Type Amt/Pct Range Min Range Max Range A/P New Range Min New Range Max

Page : 1  
Report: HPRGMPFW  
Detail Level : Employee  
Multi-Ent Ind : Yes  
Rounding Opt : 4  
Hours Factor : 99999.90

20 ADMIN-0  
Pay Step  
TRN Training  
PAY STEP TOTALS: TRN  
Empl Cnt:

+ Pcnt  
1.5000  
1.5000  
1.5000  
PP Costs: Curr:  
YTD Costs:

0.0000 999.9999 1.5000 0.0000 1014.9999  
\*\* Minimum Curr/Proj Cost  
Curr/Proj Variance  
3.6250 0.00 4.1875 0.00  
3.6794 0.00 4.2503 0.00  
0.00  
0.00 Proj: 0.00 Var: 0.00 Percent: 0.0000  
0.00 0.00 0.0000

Amt/Pct Curr/Proj Variance Curr/Proj Variance FTE Count Hrs-PP Hrs-YTD  
1.5000 3.6250 0.00 4.1875 0.00 0.00 0.00  
3.6794 0.00 4.2503 0.00 0.00 0.00  
0.00  
0.00

MIN Minimum  
PAY STEP TOTALS: MIN  
Empl Cnt:

1.5000  
1.5000  
1.5000  
PP Costs: Curr:  
YTD Costs:

4.2063 0.00 4.6563 0.00  
4.2694 0.00 4.7261 0.00  
0.00  
0.00 Proj: 0.00 Var: 0.00 Percent: 0.0000  
0.00 0.00 0.0000

Amt/Pct Curr/Proj Variance Curr/Proj Variance FTE Count Hrs-PP Hrs-YTD  
1.5000 4.2063 0.00 4.6563 0.00 0.00 0.00  
4.2694 0.00 4.7261 0.00 0.00 0.00  
0.00  
0.00

MID Mid Point  
Employee Name  
HEC Empl Nbr ES WS Home Dept Sh FTEs Year/PP PayCycle Curr Rt PP-Hrs Proj Rt YTD-Hrs Curr Cost Indicators----

1.5000  
1.5000  
1.5000  
PP Costs: Curr:  
YTD Costs:

4.6750 9,724.00 5.1250 10,660.00 1 40.00  
4.7451 9,869.81 5.2019 10,819.95 1.00 2080.00  
145.81 159.95  
145.81 159.95

Amt/Pct Curr/Proj Variance Curr/Proj Variance FTE Count Hrs-PP Hrs-YTD  
1.5000 4.6750 9,724.00 5.1250 10,660.00 1 40.00  
4.7451 9,869.81 5.2019 10,819.95 1.00 2080.00  
145.81 159.95  
145.81 159.95

JINGLE-HEIMER, JOHN JACOB  
FW 2011  
POS: 000000/6028 200/001 SRC: 01  
PAY STEP TOTALS: MID  
Empl Cnt: 1

D F 000000/9314 01 1.000 1991/04 W2 13.5000 40.00 13.7025 2080.00 28080.00  
28501.20 X  
540.00 548.10 28501.20  
28,080.00 28,501.20 421.20 1.5000

Amt/Pct Curr/Proj Variance Curr/Proj Variance FTE Count Hrs-PP Hrs-YTD  
1.5000 5.1625 0.00 5.7813 0.00 0.00 0.00  
5.2399 0.00 5.8680 0.00 0.00 0.00  
0.00  
0.00

MAX Maximum

Figure 9.2 Pay Grade Gaming Matrix Report (HPRGMP) - Page 2

Date: 02/12/92

Time: 02:34pm

COUNTY GENERAL

Pay Grade Gaming Matrix Report

Page : 2

Report: HPRGMPPFW

Model : APR90 APRIL 1990 W/S MODEL

Gaming Option : Report

Salary Chg Type: C Cost of Living

Game Direction : + Increase

Sal Chg Eff Date : 02/05/1991

Mod Amt/Pct: 1.5000

Detail Level : Employee

Multi-Ent Ind : Yes

Rounding Opt : 4

Hours Factor : 99999.90

Pay Step	Amt/Pct	** Minimum Curr/Proj Cost	** Maximum Curr/Proj Cost	Emp Count	Hrs-PP
		Curr/Proj	Curr/Proj	FTE Count	Hrs-YTD
-----					
HIR Hire Step	1.5000	10.0000	10.0000		0.00
		10.1500	10.1500	0.00	0.00
		0.00	0.00		
PAY STEP TOTALS: HIR	PP Costs: Curr:	0.00	Proj:	0.00	Var: 0.00
Empl Cnt:	YTD Costs:	0.00		0.00	Percent: 0.0000
Pay Step	Amt/Pct	** Minimum Curr/Proj Cost	** Maximum Curr/Proj Cost	Emp Count	Hrs-PP
		Curr/Proj	Curr/Proj	FTE Count	Hrs-YTD
-----					
MAX Maximum	1.5000	10.5000	11.0000	1	80.00
		10.6575	11.1650	1.00	2080.00
		21,840.00	22,880.00		
		22,167.60	23,223.20		
		327.60	343.20		
Employee Name	PayCycle	Curr Rt	PP-Hrs	Proj Rt	YTD-Hrs
HEC Empl Nbr ES WS Home Dept Sh FTEs Year/PP PP-Cost Proj Cost Proj Cost					
-----					
Mitchell-Williams, Franklin	W1	5.0000	80.00	5.0750	2080.00
FW 2000		400.00		406.00	
POS: 000000/8050 801/001	SRC: 1234				
PAY STEP TOTALS: MAX	PP Costs: Curr:	400.00	Proj:	406.00	Var: 6.00
Empl Cnt: 1	YTD Costs:	10,400.00		10,556.00	Percent: 1.5000
PAY GRADE TOTALS: 90	PP Costs: Curr:	400.00	Proj:	406.00	Var: 6.00
Empl Cnt: 1	YTD Costs:	10,400.00		10,556.00	Percent: 1.5000

Indicators----

PC Pend Step

X

Figure 9.3 Pay Grade Gaming Matrix Report (HPRGMP) - Page 3

Date: 02/12/92		COUNTY GENERAL				Page : 3				
Time: 02:34pm		Pay Grade Gaming Matrix Report				Report: HPRGMPFW				
Model : APR90 APRIL 1990 W/S MODEL						Detail Level : Employee				
Gaming Option : Report						Multi-Ent Ind : Yes				
Salary Chg Type: C Cost of Living				Sal Chg Eff Date : 02/05/1991		Rounding Opt : 4				
Game Direction : + Increase		Gaming Type : Percent		Mod Amt/Pct: 1.5000		Hours Factor : 99999.90				
ENTITY TOTALS : FW		PP Costs: Curr:		20,544.99	Proj:	20,853.21	Var:	308.22	Percent:	1.5002
Empl Cnt: 27		YTD Costs:		630,619.39		640,080.14		9,460.75		1.5002
End of Report										

## PAY GRADE GAMING - UPDATE PROCESS

When the Pay Grade Gaming Option equals Update, the system prompts you to select a specific model. Only one model at a time can be processed. Only a model with a processing status of Reported can be selected for Update.

After you select the Update option, the system displays a series of prompts for you to enter the report criteria:

*Exclude inactive Pay Grades (Y/N) [Y]--*

Enter **N** for No if you wish to include inactive pay grades.

After you select the model to be updated, the system prompts for the detail level of the Update process:

*Update W&S Matrix(M), Empl Positions(E), Both(B) [B]--*

If you choose W&S Matrix, the system updates only the specified pay grades and pay steps using the Gaming Options in this process. The Employee Positions are unaffected by this step.

If you choose Employee Positions, the system updates only the employee positions corresponding to the specified model pay grades and pay steps in this process. The Wage and Salary Matrix are unaffected by this step.

If you choose Both (the default entry), the Update process affects both the Wage and Salary Matrix and the Employee Position Information, as indicated by the defined pay grades and pay steps in the model.

The Update Process produces the Pay Grade Gaming Report. This is the same report that is generated from the Report process. The report is generated again in the event that any changes to the Wage and Salary Matrix or to employees might have occurred during the last report execution.

*Enter Model reporting detail level, (F)actor, (E)mployee [E]--*

This prompt displays only if you chose to update at the W&S Matrix level. Otherwise, the report will automatically use Employee as the model reporting detail level.

For the Factor model reporting detail level, the system uses the value in the Hours Factor field on the Model Parameters screen to calculate costs. For the Employee level, the system uses the value in the YTD Hours field on the Employee Position Information.

If you select the Employee model reporting detail level, the system prompts you to include employee detail on the report:

*Detail employees to be reported? (Y/N) [Y]--*

If you enter **Y**, a prompt displays to indicate the report sort order:

*Sort by (E)mployee Name, (N)umber, or (D)escending New Hourly Rate--*

---

## WAGE AND SALARY MATRIX UPDATE

When the Update process is run for the Wage and Salary Matrix, all selected pay grades and pay steps within the model are affected.

If the Pay Grade selection equals ALL, the Model Parameters screen values are applied to all pay grades and pay steps uniformly. Using the model's Rounding Decimal Place option, Gaming Direction option, Gaming Type option, and Gaming Amount/Percent, each pay grade's range (minimum/maximum) and each pay step's minimum/maximum Hourly Rate will be either increased or decreased.

If individual pay grades are defined for the model, each pay grade and pay step is affected according to the specific options defined.

The Pay Grade Gaming direction, Pay Grade Gaming Type, and Range Gaming Amount/Percent fields are used to calculate the new range minimum/maximum hourly rates for the Pay Grade.

The Pay Grade Gaming Direction, Pay Grade Gaming Type, and individual Pay Step Gaming Amount/Percent fields are used to calculate the new range minimum/maximum hourly rates for the separate pay steps within the pay grade.

## Employee Position Update

The system calculates and posts the proposed salary change to the Employee Position Information in the Next Pay Information section by Employee Position. When the system processes the corresponding payroll for this pay period (the Salary Change Effective Date maps to a Calendar Year-Pay Period by individual pay cycle within each Home Entity Code), the Next Rates are moved to Current Rates, making the salary change effective.

The Job Class Gaming Update Process is executed only for those employee positions selected in the Model Selection function and the corresponding Pay Grade and Pay Step Criteria. If an employee position already has a Next Rate pending, the system does not process any gaming change for this employee. The Pending Indicator on the Pay Grade Gaming Report reflects this condition.

Because the Gaming Process includes several different pay cycles, it is critical that the Pay Cycle Master be updated to coincide with any gaming action. If the selected Salary Change Effective Date does not map to an existing Pay Cycle Calendar Year and Pay Period, employees with that pay cycle will not be updated with a new Hourly Rate in the Update option. The PC Indicator on the Pay Grade Gaming Report reflects this condition. The employee's hourly rate will be updated regardless of an out of step condition.

If, as a reporting function of Pay Grade Gaming, an employee's Hourly Rate does not fall within the Pay Step Hourly Rate boundaries (minimum/maximum rates), the Step Indicator on the Pay Grade Gaming Report reflects this condition.

The Gaming Process does not affect any Employee Position marked as Inactive. The process also does not affect any Active positions that have an Entry Date later than the Salary Change Effective Date. Similarly, if the Employee Position has an Inactive Date earlier than the Salary Change Effective Date, gaming bypasses that position.

The Pay Grade Gaming Update Process affects only the Position Hourly Rate. Should changes be necessary, all other rates must be adjusted after the Update Process has occurred.

## EMPLOYEE POSITION INFORMATION - AFFECTED DATA FIELDS

### Next Pay Information

#### **NEXT RATE EFFECTIVE - CALENDAR YEAR**

This field contains the Calendar Year in which the rate change becomes effective. The value is the same as the Change Effective Year from the Pay Grade Gaming Report (Employee Detail) for this Employee Position.

#### **NEXT RATE EFFECTIVE - PP**

This field contains the Calendar Pay Period in which the rate change becomes effective. The value is the same as the Change Effective Pay Period from the Pay Grade Gaming Report (Employee Detail) for this Employee Position.

#### **NEXT RATE EFFECTIVE DATE**

This field contains the Salary Change Effective Date when the rate change becomes effective. The value is the same as the Salary Change Effective Date from the Pay Grade Gaming Report for this Employee Position.

#### **NEXT HOURLY RATE**

This field contains the employee's projected pay Rate Per Hour for this position. This rate is based on the employee's current rate with the Gaming Amount/Percent applied. The value is the same as the Projected (new) Hourly Rate from the Pay Grade Gaming Report (Employee Detail) for this Employee Position.

The Pay Step Amt/Pct value and the Pay Grade Gaming Options are used to calculate the new Employee Hourly Rate.

#### **NEXT SALARY CHANGE TYPE**

This field contains the Salary Change Type Code for this rate change. The value is the same as the Salary Change Type from the Pay Grade Gaming Report.

**NOTE:** Based on the value of the Update Hours Indicator for this Salary Change Type (from the code table), the Hours Include - Since Last Increase field, in the Employee Position Information can be reset to zero (0) when the salary change becomes effective.

The Employee Position's other Next Rate Information fields (Pay Grade, Pay Step, On-Call Rate, Charge Rate, Float Rate, Supplemental Rate, Additive



Rates, etc.) receive their Next Rate directly from the Current Rate information; the respective values are carried forward unchanged during the Gaming Process.

## Job Class Gaming

The Job Class Gaming function allows across-the-board gaming based on the following criteria:

- Position Entities (other than Payroll/Controlling Entity)
- Department
- Job Class
- Employee Type
- Employee Status
- Work Status
- Pay Status
- Assigned Pay Period Hours
- Performance Rating, and/or
- Union Codes

Within each user-defined Gaming Model, the system allows for definition and combination of these elements.

After you select an Entity and a Job Class Gaming Type (Across-the-Board), the system prompts you to enter the Gaming Option:

*Enter Gaming Option ('C'=Copy, 'R'=Report, 'U'=Update, 'M'=Add/Mod/Del) [M]--*

The Gaming Option determines the actual processing to occur for this user session. The various Gaming Options are:

Option	Value	Description
C	Copy	Creates a new Gaming Model based on an existing, defined model.
R	Report	All models (and defined elements) selected will have the proposed wage changes reported, but no updates of the permanent data will actually occur. This process must be run prior to the Update step.

Option	Value	Description
U	Update	All models (and associated defined elements) selected will have the proposed changes made effective. This step cannot be executed prior to the Report step.
M	Modify	Use this function to add new models, modify existing models, or delete an existing model. The delete request fully deletes the model from the system. The M selection is the default selection of the Gaming Option.

If you choose the Copy option, the system prompts you to enter the Gaming Type, then the model description:

*Enter Gaming Type (`P`=Pay Grade Matrix, `J`=Job Class, Across-the-Board)--*

*Enter Model description(-) or Model--*

Next, the system displays a prompt to copy the new model and enter the description of the new model:

*DP Patient Care Services*

*Copy DP to ?--*

*DP Patient Care Services*

*Enter new description--*

If you choose any of the other Gaming Options, the system displays the chosen option, and then prompts you to enter the desired Model.

*Enter Model description(-) or Model--*

The Model Code identifies the specific Job Class Gaming program that you want to establish. Several programs can be defined, with the code defined as a six-character alphanumeric field. If a new code is entered to maintain, the system prompts you to choose whether to add it. The system displays a Job Class Gaming screen to enter the gaming information. If you are editing an existing model, the system displays the information pertaining to the model.

After you have entered all the data, the system prompts you to accept the screen.

```

General Hospital Wage Changes Impact Analysis Processor
Wage Changes Impact Analysis                               Fri May 03, 1991 11:22 am
Ent : GENERAL HOSPITAL
 1 Model                      2 Model Description
  RN                          Patient Care Services Division
 3 Gaming Status              4 Salary Change Type          5 Salary Change Eff Date
  Reptd-03/11/91             C Cost of Living              05/31/1990
 6 Rounding Decimal          7 Direction      8 Gaming Type      9 Gaming Amt/Pct
  4                          + Increase      P Percent          10.0000
***** Job Class Selection Criteria *****
10 Pos Entities              11 Departments
  BA                          0000006010,0000006013,0000006020,0000006022,0000 & More
12 Job Classes
  6630,6668,6660,6800,6685,6620,6625,6600,6670,6610
13 Employee Type            14 Employee Status      15 Work Status      16 Pay Status
  Hospital                  ALL                          All              All
17 Assigned PP Hrs          18 Performance Rating      19 Union Codes
  0.00                      ALL                          ALL
20 Edit By                  21 Edit Date
  Potter,Diane M            05/21/90 17:01

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

```

## Field Explanations

### ENTITY CODE (DISPLAY ONLY)

This field identifies the Payroll/Controlling Entity name associated with this Gaming Model. For Job Class Gaming, this code identifies the Entity to which the employees belong and which is scanned for Gaming Process inclusion.

### 1. MODEL CODE (DISPLAY ONLY)

This field identifies the Job Class Gaming Code associated with this record. This is the six character, alphanumeric code entered at the previous prompt. A hyphen (-) can be entered to display a help list containing valid codes.

### 2. MODEL DESCRIPTION (50-AN-R)

This field contains the literal description associated with the entered model code. This description is used for identification and reporting purposes.

### 3. GAMING STATUS (DISPLAY ONLY)

This field identifies by abbreviation the current processing status and numeric processing date of the model. This field is system-maintained. Display values are:

Value	Description
Created	This value is set when the model is established and modified. Displays as Cretd-99/99/99.
Reported	This value is set when the Report Gaming Option is executed for this model. The Report option must be run prior to the Update option. Displays as Reptd-99/99/99.

Value	Description
Updated	This value is set when the Update Gaming Option is executed for this model. The Report option must be run prior to the Update option. Displays as Updtd-99/99/99.

#### 4. SALARY CHANGE TYPE (2-AN-R)

This field contains the Salary Change Code and description for this Gaming Process. All entries are validated against the Salary Change Type Code Table. A hyphen (-) can be entered to display a help list of valid codes. After you enter a valid code, the description is displayed along with the code.

#### 5. SALARY CHANGE EFFECTIVE DATE (6-N-R)

This field contains the date proposed for the salary changes in this Gaming Model. This effective date is used to map specific Calendar Year/Pay Period processing using the Pay Cycle Master, for the salary change to become effective. This date, if the Gaming Option equals Update, becomes the Next Rate Effective Date in the Employee Position Information. This field also loads the Effective Calendar Year and Pay Period into the Employee Position Next Pay Information screen for the Prepare Process.

**NOTE:** Because gaming cuts across Pay Cycles, it is critical that the Pay Cycle Master be updated to coincide with any gaming action. If the selected Salary Change Effective Date does not map to an existing Pay Cycle Calendar Year and Pay Period, then employees with that Pay Cycle will not be updated with a new hourly rate in the Update option.

The Gaming Process does not affect any employee position marked as Inactive. The process also does not affect any Active positions that have an Entry Date greater than this Salary Change Effective Date. Similarly, if the employee position has an Inactive Date that is earlier than the Salary Change Effective Date, then gaming bypasses that position.

#### 6. ROUNDING DECIMAL PLACE OPTION (1-N-R)

This field contains the calculation rounding decimal place option proposed for these wage changes represented by the model. You can specify from 0 (zero) to 4 decimal positions (to the right of the decimal place) to be selected for the new calculated rates. The default is four decimal positions.

#### 7. GAMING DIRECTION OPTION (1-C-R)

This field indicates the direction (up or down) of the change in the Employee Position Information Hourly Rate (from the Current Pay Information to the Next Pay Information). This field is effective for all selection defined via the Selection Criteria. Values are:

Value	Description
+	Increase (default). The adjustments are to increase (raise) the value of the hourly rate.
-	Decrease. The adjustments are to decrease (lower) the value of the hourly rate.

**8. GAMING TYPE OPTION (1-C-R)**

This field indicates the Gaming Type (Percentage or Flat Amount) of the change in the Current Hourly Rate in the Employee Position Information, to arrive at the Next Hourly Rate. Values are:

Value	Description
F	Flat (default). The adjustments reflected in the Gaming Amount/Percent field are Flat Dollar Amount. According to the Gaming Direction, the Flat Amount will either be added to or subtracted from the Hourly Rate (Current Pay) to arrive at the new rates.
P	Percent. The adjustments reflected in the Gaming Amount/Percent field are a percentage amount. The percentage is multiplied against the Minimum/Maximum rates, and according to the Gaming Direction, the result is either added to or subtracted from the Minimum/Maximum rates to arrive at the new rates.

**9. GAMING AMOUNT/PERCENT (8-N-R)**

This field gives the specific amount of change that should be applied to the various employee positions selected using the criteria below. This value can be entered either as a Percentage or a Flat Amount, depending on the Gaming Type. This value is either added to or subtracted from the appropriate Hourly Rates, according to the Gaming Direction. The display format for Percentage is 999.9999; for Flat Amt = 999.9999.

**Job Class Selection Criteria**

The following fields indicate the actual conditions that must exist for employee positions to be affected by the Gaming Process.

After you indicate all the selection criteria, the conditions must be accepted.

**NOTE:** Only those employee positions marked Active are eligible for Job Class Gaming. Employee positions not currently active are not processed.

**10. POSITION ENTITY (OTHER) SELECTIONS (MULTIPLE SELECTIONS-O)**

The following fields indicate all of the Position Entities (other than the Entity defined as the Model Entity, or Payroll/Controlling Entity) selected from which positions can be affected by this Gaming Model. The system allows selection of a single Entity, multiple Entities, or ALL Entities. It is not necessary to indicate the Model Entity, as the system automatically selects the Payroll/Controlling Entity during the Gaming Process.

When you access this field, the system displays the following prompt:

*Enter codes for other position entities, 'ALL' or leading char '-' --*

When you enter a selection, the system displays the chosen entities or ALL.

If you enter **ALL** for all defined Payroll Entities, the system will consider any employee positions for gaming, within the scope of the other criteria for this model.

If you select a single Entity, the entry is validated against the Payroll/Human Resources Entity Parameters. As noted, the Payroll/Controlling Entity for the model is always included in the Gaming Process.

If you wish to include Multiple Position Entities in the model, you can enter a hyphen (-) to display the Payroll/Human Resources Entity Parameters. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple Entities can be selected simultaneously. If more entities are selected than will fit on the screen, the message & More displays to indicate code continuation.

#### **11. DEPARTMENT SELECTIONS (MULTIPLE SELECTIONS-R)**

These fields indicate the actual position departments (not home departments) selected from the Payroll/Controlling Entity to be affected by the Gaming Model. The system allows for ALL position departments, an individual department, or multiple departments to be selected. The system displays the following prompt:

*Enter department code, 'ALL' or leading char'-' --*

Following selection, the system displays the chosen departments or ALL.

If you enter **ALL** for all position departments, all employee positions defined in the Payroll/Human Resources System for the defined Payroll/Controlling Entity will be gamed, within the scope of the other criteria, within this model.

If you select a single department, the department is validated against the Payroll/Controlling Entity's GL Department Master.

If you want to include multiple departments in the model, you can enter a hyphen

(-) to display the GL Department Master. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple departments can be selected simultaneously. If more departments are selected than can be displayed than will fit on the screen, the message & More displays to indicate code continuation.

**NOTE:** The department display format is defined via the GL Fiscal Year Definition screen.

In a Multi-Entity environment, if departments from different Entities share common coding conventions, both departments will be considered. The

selection of employees, however, is based exclusively on the Payroll/Controlling Entity.

## 12. JOB CLASS SELECTIONS (MULTIPLE SELECTIONS-R)

These fields indicate the actual position Job Classes selected to be affected by the Gaming Model. The system allows selection of All Position Job Classes, an Individual Job Class, or Multiple Job Classes. The system displays the following prompt:

*Enter 'ALL' to select all  
Enter job class description(-) or job class code--*

Following selection, the system displays the chosen Job Classes or ALL.

If you enter **ALL** for all position Job Classes, then all employee positions defined in the Payroll/Human Resources System for the defined entity will be gamed, within the scope of the other criteria, within this model.

If you select a single Job Class, entry of Job Class is validated against the Job Class Master.

If you want to include multiple Job Classes in the model, entry of a hyphen (-) displays the Job Class Master. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple Job Classes can be selected simultaneously. If more Job Classes are selected than can be displayed than will fit on the screen, the message & More displays to indicate code continuation.

## 13. EMPLOYEE TYPE SELECTION (1-A-R)

This field contains the selection for the employees identified as hospital employee or non-hospital employees within this GamingModel, within the other criteria. Values are:

Value	Description
A	All (default). All employees are considered as eligible within this Gaming Model.
H	Hospital. Only those employees indicated as hospital employees in the Employee Type field in the Employee Demographic Information are to be included in this Gaming Model.
N	Non-Hospital. Only those employees indicated as non-hospital employees in the Employee Type field in the Employee Demographic Information are to be included in this Gaming Model.

## 14. EMPLOYEE STATUS SELECTIONS (MULTIPLE-R)

These fields indicate the actual Employee Statuses selected to be affected by the Gaming Model. The system allows selection of All Employee Statuses, an Individual

Employee Status, or Multiple Employee Statuses. The system displays the following prompt:

*Enter `ALL` to select all  
Enter employee status code--*

Following selection, the system displays the chosen Employee Statuses or ALL.

If you enter **ALL** for all position Employee Statuses, all employee positions defined in the Payroll/Human Resources System for the defined entity will be gamed, within the scope of the other criteria, within this model.

If you select a single Employee Status, entry of Employee Status is validated against the Employee Status Code Table.

If you want to include multiple employee statuses in the model, you can enter a hyphen (-) to display the Employee Status Code Table. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple Employee Statuses can be selected simultaneously.

#### **15. WORK STATUS SELECTIONS (1-A-R)**

This field contains the work status selection based on values defined in the Work Status Code Table. The system prompts you to enter one Work Status code, a multiple, or all from a table. You can enter a hyphen (-) to select from a list of codes.

#### **16. PAY STATUS SELECTIONS (1-A-R)**

This field contains the pay status selection for the employee positions identified as Exempt or Non-Exempt employees in the Pay Status field in the Employee Position Information. Values are:

Value	Description
A	All (default). All employee positions are considered as eligible within this Gaming Model.
E	Exempt. Only those employee positions indicated as Exempt are to be included in this Gaming Model.
N	Non-Exempt. Only those employee positions indicated as non-exempt are to be included in this Gaming Model.

**NOTE:** In a Multi-Entity environment, the Position Entity indicates the location of the Position. This specific position within the Position Entity lends the codes for examination here.



**17. ASSIGNED PAY PERIOD HOURS (6-N-O)**

This field contains the minimum scheduled pay period hours for an employee position to be included in this Gaming Model. If the position, meeting all other criteria, does not meet or exceed this threshold, it is excluded from this process. Format is 999.99.

Default is zero (0.00) hours.

**18. PERFORMANCE RATING SELECTIONS (MULTIPLE-O)**

These fields indicate the actual employee position performance ratings selected to be affected in the Gaming Model. The system allows selection of All Performance Ratings, an Individual rating, or Multiple Performance Ratings to be selected. The system displays the following prompt:

*Enter `ALL` to select all  
Enter performance ratings code--*

After you enter a selection, the system displays the chosen performance ratings or ALL.

If you enter **ALL** for all position performance ratings, all employee positions defined in the Payroll/Human Resources System for the defined entity, regardless of rating, will be gamed, within the scope of the other criteria, within this model.

If you select a single performance ratings, entry of employee status is validated against the Performance Rating Code Table.

If you want to include multiple performance ratings in the model, enter a hyphen (-) to display the Performance Rating Code Table. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple performance ratings can be selected simultaneously.

**19. UNION CODE SELECTIONS (MULTIPLE-O)**

These fields indicate the actual employee Union Membership Codes selected to be affected using the Gaming Model. The system allows for all Union Codes, or an individual union, or multiple Union Codes to be selected. The system displays the following prompt:

*Enter `ALL` to select all  
Enter union membership code--*

After you make a selection, the system displays the chosen Union Codes or ALL.

If you enter **ALL** for all Union Codes, all employees defined in the Payroll/Human Resources system for the defined entity, regardless of Union Code entry, will be gamed, within the scope of the other criteria, within this model.

If you select a single Union Code, the code is validated against the Union Code Table.

If you want to include multiple Union Codes in the model, enter a hyphen (-) to display the Union Code Table. The system displays the following prompt:

*Enter choices (e.g. 1,7,5-9) or '-'choices to remove--  
end selection(NL)*

Multiple Union Codes can be selected simultaneously.

#### **20. EDIT BY (DISPLAY ONLY)**

This field contains the name of the user who last modified this record.

#### **21. EDIT DATE/TIME (DISPLAY ONLY)**

This field contains the date and time on which this record was last modified.

## **Job Class Gaming - Update Process**

When the Job Class Gaming Option is Update, the system prompts for specific model selection. Multiple models can be processed simultaneously, with each model's change and selection criteria controlling the action. Only those models with a processing status of Reported can be selected for Update.

The system calculates and posts the proposed salary change to the Employee Position Information in the Next Pay Information section by employee position. When the system processes the corresponding payroll for this period (the Salary Change Effective Date maps to a Calendar Year - Pay Period), that is when the salary change is made effective (moves Next rates to Current rates).

**NOTE:** The Job Class Gaming Update Process is executed only for those employee positions selected in the Model Selection function and the corresponding Job Class Gaming criteria. If an employee position is selected using multiple models, the first processing model results are used, with subsequent variations ignored. This is because the system does not process any gaming change when an employee position is already pending a salary change.

Because the Gaming Process crosses pay cycles, it is critical that the Pay Cycle Master be updated to coincide with any gaming action. If the selected Salary Change Effective Date does not map to an existing Pay Cycle Calendar Year and Pay Period, employees with that pay cycle will not be updated with a new hourly rate in the Update option.

The Gaming Process does not affect any Active positions that have an Entry Date later than this Salary Change Effective Date. Similarly, if the employee position has an

Inactive Date earlier than the Salary Change Effective Date, gaming bypasses that position.

When reporting or updating a Job Class model, you can exclude inactive pay grades and inactive employee positions. The following prompts display when you choose the Report or Update options:

*Exclude inactive Pay Grades (Y/N) [Y]--*

*Exclude inactive employee positions (Y/N) [Y]--*

If you enter **N** for No, the inactive pay grades and employee positions are included in the process.

The Job Class Gaming Update Process affects only the position Hourly Rate. Should change be necessary, all other rates must be adjusted after the Update Process has occurred.

## **EMPLOYEE POSITION INFORMATION - AFFECTED DATA FIELDS**

### **Next Pay Information**

#### **NEXT RATE EFFECTIVE - CALENDAR YEAR**

This field contains the calendar year in which the rate change becomes effective. This field is the same as the Change Effective Year from the Job Class Gaming Report (Employee Detail) for this employee position.

#### **NEXT RATE EFFECTIVE - PP**

This field contains the calendar pay period in which the rate charge becomes effective. This field is the same as the Change Effective Pay Period from the Job Class Gaming Report (Employee Detail) for this employee position.

#### **NEXT RATE EFFECTIVE DATE**

This field contains the salary change effective date for which the rate change becomes effective. This field is the same as the Salary Change Effective Date from the Job Class Gaming Report (Employee Detail) for this employee position.

#### **NEXT HOURLY RATE**

This field contains the employee's projected pay rate per hour for this position. This rate is based on the employee's current rate with the Gaming Amount/Percent applied. This field is the same as the Projected (new) Hourly Rate from the Job Class Gaming Report (Employee Detail) for this employee position.

#### **NEXT SALARY CHANGE TYPE**

This field contains the salary change type code for this rate change. This field is the same as the Salary Change Type from the Job Class Gaming Report (employee detail) for this employee position.

**NOTE:** Based on the value of the Update Hours Indicator for this Salary Change Type (from the Code Table), the Hours Include-Since Last Increase field in the Employee Position Information can be reset to zero (0) when the salary change becomes effective.

## Job Class Gaming Cost Report (HPRGMC)

The Job Class Gaming Cost Report provides a list of all job classes selected for Job Class Gaming in this gaming session.

This report displays the effects of salary changes at different levels - Employee Detail, Job Class Summary and Entity Summary.

This is a Job Class Gaming Process report and sorts by Position Entity, Position Department, Position Job Class, and by Employee. If Multiple Position Entities are affected, the report page breaks are done by Entity.

Only those Job Classes selected for gaming in this session are reported.

Subtotals are printed by Job Class, by Department; grand totals by Job Class, by Entity.

Figure 9.4 Job Class Cost Gaming Report (HPRGMC) - Page 1

Date: 05/23/90  
 Time: 10:34  
 Model : RN Patient Care Services Division  
 Gaming Option: Update  
 Salary Change Type: Cost of Living  
 Salary Change Effective Date: 05/31/1990  
 Rounding Option: 4

GENERAL HOSPITAL  
 Job Class Cost Gaming Report

Page : 1  
 Report: HPRGMCDP

Employee Name		Position-----		Gaming-----		Pay Period-----		Annual Salary-----		Indicators	
Employee Number	ES WS Nbr St Tenr Sh FTE Grd/Stp Typ D T Amt/Pct	Curr Rate	PP Hr	New Rate	YTD Hours					PC/Pend/Stp	
Pos Entity: GH General Hospital											
Department: 0/0/00/00/6010 NURSING ADMINISTRATION											
Job Class : 6800 RN - Instructor											
Night, F Anne	001 E 184.0 01 1.00 60P/MKT C + P 10.0000	18.5000	80.00	20.3500	2080.00						
609893401	A F PC:C Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	1480.00		1628.00	38480.00	42328.00					
Job Class 6800 Totals: Emp Count: 1 PP Costs: Curr: 1,480.00 Proj: 1,628.00 Var: 148.00 Pct: 10.0000											
Avg Ten: 184.0 FTE Count: 1.00 YTD Costs: 38,480.00 42,328.00 3,848.00 10.0000											
Dept : 0/0/00/00/6010 Emp Count: 1 PP Costs: Curr: 1,480.00 Proj: 1,628.00 Var: 148.00 Pct: 10.0000											
Avg Ten: 184.0 FTE Count: 1.00 YTD Costs: 38,480.00 42,328.00 3,848.00 10.0000											
Pos Entity: GH General Hospital											
Department: 0/0/00/00/6020 SECOND FLOOR MEDICAL											
Job Class : 6600 RN - Register Nurse											
324464376	001 N 22.0 03 1.00 60P/MKT C + P 10.0000	24.5000	80.00	26.9500	2080.00					*	
	A F PC:C Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	1960.00		2156.00	50960.00	56056.00					
Job Class 6600 Totals: Emp Count: 1 PP Costs: Curr: 1,960.00 Proj: 2,156.00 Var: 196.00 Pct: 10.0000											
Avg Ten: 22.0 FTE Count: 1.00 YTD Costs: 50,960.00 56,056.00 5,096.00 10.0000											
Dept : 0/0/00/00/6020 Emp Count: 1 PP Costs: Curr: 1,960.00 Proj: 2,156.00 Var: 196.00 Pct: 10.0000											
Avg Ten: 22.0 FTE Count: 1.00 YTD Costs: 50,960.00 56,056.00 5,096.00 10.0000											
Pos Entity: GH General Hospital											
Department: 0/0/00/00/6022 THIRD FLOOR MEDICAL											
Job Class : 6600 RN - Register Nurse											
Paster, Diane M	001 N 8.0 10 1.00 60P/ C + P 10.0000	0.0000	80.00	0.0000	26.00					*	
375362235	A F PC:B Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	0.00		0.00	0.00	0.00					
Jones, Sally	001 N 40.0 01 1.00 60P/MAX C + P 10.0000	10.0000	80.00	11.0000	2080.00					*	
689784521	A F PC:C Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	800.00		880.00	20800.00	22880.00					
Job Class 6600 Totals: Emp Count: 2 PP Costs: Curr: 800.00 Proj: 880.00 Var: 80.00 Pct: 10.0000											
Avg Ten: 24.0 FTE Count: 2.00 YTD Costs: 20,800.00 22,880.00 2,080.00 10.0000											
Dept : 0/0/00/00/6022 Emp Count: 2 PP Costs: Curr: 800.00 Proj: 880.00 Var: 80.00 Pct: 10.0000											
Avg Ten: 24.0 FTE Count: 2.00 YTD Costs: 20,800.00 22,880.00 2,080.00 10.0000											

Figure 9.5 Job Class Cost Gaming Report (HPRGMC) - Page 2

Date: 05/23/90  
 Time: 10:34  
 Model : RN Patient Care Services Division  
 Gaming Option: Update  
 Salary Change Type: Cost of Living  
 Salary Change Effective Date: 05/31/1990  
 Rounding Option: 4

GENERAL HOSPITAL  
 Job Class Cost Gaming Report

Page : 2  
 Report: HPRGMC DP

Pay Period-----Annual Salary-----															
Employee Name	Position	Gaming	Curr Rate	PP Hr	New Rate	YTD Hours	Indicators								
Employee Number	ES WS Nbr St Tenr Sh FTE	Grd/Stp Typ D T Amt/Pct	Curr Cost	New Cost	Current	Projected	PC/Pend/Stp								
Pos Entity: HH High View Hospital															
Department: 0/0/00/00/6121 INTENSIVE CARE															
Job Class : 6668 RN - Cardiac															
Taylor, Liza	001 N 40.0 02 1.00 60P/MID	C + P 10.0000	23.2500	80.00	25.5750	2080.00								*	
123456789	A F PC:C	Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	1860.00		2046.00	48360.00	53196.00								
Job Class 6668 Totals: Emp Count: 1 PP Costs: Curr: 1,860.00 Proj: 2,046.00 Var: 186.00 Pct: 10.0000															
Avg Ten: 40.0 FTE Count: 1.00 YTD Costs: 48,360.00 53,196.00 4,836.00 10.0000															
Dept : 0/0/00/00/6121 Emp Count: 1 PP Costs: Curr: 1,860.00 Proj: 2,046.00 Var: 186.00 Pct: 10.0000															
Avg Ten: 40.0 FTE Count: 1.00 YTD Costs: 48,360.00 53,196.00 4,836.00 10.0000															
Pos Entity: HH High View Hospital															
Department: 0/0/00/00/6123 SPECIAL CARE UNIT															
Job Class : 6668 RN - Cardiac															
Goble, Clara	001 N 184.0 03 1.00 60P/MID	C + P 10.0000	20.0000	80.00	22.0000	2080.00								*	
455544545	A F PC:C	Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	1600.00		1760.00	41600.00	45760.00								
Baker, Tracy L	001 N 7.0 02 1.00 60P/	C + P 10.0000	0.0000	80.00	0.0000	2080.00								*	
777799999	A PC:B	Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	0.00		0.00	0.00	0.00								
Job Class 6668 Totals: Emp Count: 2 PP Costs: Curr: 1,600.00 Proj: 1,760.00 Var: 160.00 Pct: 10.0000															
Avg Ten: 95.5 FTE Count: 2.00 YTD Costs: 41,600.00 45,760.00 4,160.00 10.0000															
Dept : 0/0/00/00/6123 Emp Count: 2 PP Costs: Curr: 1,600.00 Proj: 1,760.00 Var: 160.00 Pct: 10.0000															
Avg Ten: 95.5 FTE Count: 2.00 YTD Costs: 41,600.00 45,760.00 4,160.00 10.0000															
Pos Entity: HH High View Hospital															
Department: 0/0/00/00/6230 EMERGENCY ROOM															
Job Class : 6610 RN - Weekends															
Night, F Anne	001 N 0.0 00 1.00 60P/MKT	C + P 10.0000	23.5000	80.00	25.8500	2080.00								*	
609893401	A F PC:C	Eff Date: 05/31/1990 Eff Yr/Pd: 1990/12	1880.00		2068.00	48880.00	53768.00								
Job Class 6610 Totals: Emp Count: 1 PP Costs: Curr: 1,880.00 Proj: 2,068.00 Var: 188.00 Pct: 10.0000															
Avg Ten: 0.0 FTE Count: 1.00 YTD Costs: 48,880.00 53,768.00 4,888.00 10.0000															
Dept : 0/0/00/00/6230 Emp Count: 1 PP Costs: Curr: 1,880.00 Proj: 2,068.00 Var: 188.00 Pct: 10.0000															
Avg Ten: 0.0 FTE Count: 1.00 YTD Costs: 48,880.00 53,768.00 4,888.00 10.0000															

Figure 9.6 Job Class Cost Gaming Report (HPRGMC) - Page 3

Date: 05/23/90										GENERAL HOSPITAL										Page : 3																			
Time: 10:34										Job Class Cost Gaming Report																				Report: HPRGMCDP									
Model : RN Patient Care Services Division																																							
Gaming Option: Update																																							
Salary Change Type: Cost of Living																																							
Salary Change Effective Date: 05/31/1990																																							
Rounding Option: 4																																							
Employee Name										Position-----										Gaming-----										Pay Period----- Annual Salary-----									
Employee Number										ES WS Nbr St Tenr Sh FTE Grd/Stp Typ D T Amt/Pct										Curr Rate PP Hr New Rate YTD Hours Indicators										Curr Cost New Cost Current Projected PC/Pend/Stp									
-----																																							
Pos Entity: HH High View Hospital																																							
Entity Totals:										Emp Count: 8 PP Costs: Curr: 9,580.00 Proj: 10,538.00 Var: 958.00 Pct: 10.0000																													
Avg Ten: 60.6										FTE Count: 8.00 YTD Costs: 249,080.00										273,988.00										24,908.00 10.0000									
End of Report																																							

## Job Class Gaming List Report (HPRGML)

The Job Class Gaming List Report provides a list of all employees in Job Classes selected for Job Class Gaming in this gaming session. This report is used to display the effects of salary changes - old hourly rate and new hourly rate - at employee level.

This is a Job Class Gaming Process report and sorts by Position Entity, Position Department, Position Job Class, and by Employee. If Multiple Position Entities are affected, the report page breaks are done by Entity.

Only those employees matching the Job Class Gaming criteria for this session are reported.

The report subtotals print by Job Class, by Department. Grand totals print by Job Class, by Entity.



Figure 9.7 Job Class List Gaming Report (HPRGML) - Page 1

Date: 05/23/90		GENERAL HOSPITAL										Page : 1						
Time: 10:34		Job Class List Gaming Report										Report: HPRGMLDP						
Model : RN Patient Care Services Division																		
Gaming Option: Report																		
Salary Change Type: Cost of Living																		
Salary Change Effective Date: 05/31/1990																		
Rounding Option: 4																		
Employee Name		Employee Number	ES	WS	Nbr	St	PriOrd	Gaming Typ	D	T	Amt/Pct	Change Effective Date	PC	Year	PP	Hourly Rates Current	Hourly Rates Projected	Indicators PC/Pend/Step
-----																		
Pos Entity: GH General Hospital																		
Department: 0/0/00/00/6010 NURSING ADMINISTRATION																		
Job Class : 6800 RN - Instructor																		
Night, F Anne		609893401	A	F	001	E	1	C	+	P	10.0000	05/31/1990	C	1990	12	18.5000	20.3500	
Job Class 6800		Totals : Emp Count:				1	FTE Count:				1.00							
Dept : 0/0/00/00/6010		Totals : Emp Count:				1	FTE Count:				1.00							
Pos Entity: GH General Hospital																		
Department: 0/0/00/00/6020 SECOND FLOOR MEDICAL																		
Job Class : 6600 RN - Register Nurse																		
		324464376	A	F	001	N	1	C	+	P	10.0000	05/31/1990	C	1990	12	24.5000	26.9500	*
Job Class 6600		Totals : Emp Count:				1	FTE Count:				1.00							
Dept : 0/0/00/00/6020		Totals : Emp Count:				1	FTE Count:				1.00							
Pos Entity: GH General Hospital																		
Department: 0/0/00/00/6022 THIRD FLOOR MEDICAL																		
Job Class : 6600 RN - Register Nurse																		
Paster, Diane M		375362235	A	F	001	N	1	C	+	P	10.0000	05/31/1990	B	1990	12	0.0000	0.0000	*
Jones, Sally		689784521	A	F	001	N	1	C	+	P	10.0000	05/31/1990	C	1990	12	10.0000	11.0000	*
Job Class 6600		Totals : Emp Count:				2	FTE Count:				2.00							
Dept : 0/0/00/00/6022		Totals : Emp Count:				2	FTE Count:				2.00							

Figure 9.8 Job Class List Gaming Report (HPRGML) - Page 2

Date: 05/23/90 Time: 10:34		GENERAL HOSPITAL Job Class List Gaming Report										Page : 2 Report: HPRGMLDP						
Model : RN Patient Care Services Division Gaming Option: Report Salary Change Type: Cost of Living Salary Change Effective Date: 05/31/1990 Rounding Option: 4																		
Employee Name		Employee Number	Position-----			Gaming-----			Change Effective-----			Hourly Rates-----		Indicators				
			ES	WS	Nbr St	PriOrd	Typ	D	T	Amt/Pct	Date	PC	Year	PP	Current	Projected	PC/Pend/Step	
-----																		
Pos Entity: HH High View Hospital Department: 0/0/00/00/6121 INTENSIVE CARE Job Class : 6668 RN - Cardiac																		
Taylor, Liza		123456789	A	F	001	N	1	C	+	P	10.0000	05/31/1990	C	1990	12	23.2500	25.5750	*
Job Class 6668		Totals :			Emp Count:		1		FTE Count:			1.00						
Dept : 0/0/00/00/6121		Totals :			Emp Count:		1		FTE Count:			1.00						
Pos Entity: HH High View Hospital Department: 0/0/00/00/6123 SPECIAL CARE UNIT Job Class : 6668 RN - Cardiac																		
Goble, Clara		455544545	A	F	001	N	1	C	+	P	10.0000	05/31/1990	C	1990	12	20.0000	22.0000	*
Baker, Tracy L		777799999	A		001	N	1	C	+	P	10.0000	05/31/1990	B	1990	12	0.0000	0.0000	*
Job Class 6668		Totals :			Emp Count:		2		FTE Count:			2.00						
Dept : 0/0/00/00/6123		Totals :			Emp Count:		2		FTE Count:			2.00						
Pos Entity: HH High View Hospital Department: 0/0/00/00/6230 EMERGENCY ROOM Job Class : 6610 RN - Weekends																		
Night, F Anne		609893401	A	F	001	N	2	C	+	P	10.0000	05/31/1990	C	1990	12	23.5000	23.8500	*
Job Class 6610		Totals :			Emp Count:		1		FTE Count:			1.00						
Dept : 0/0/00/00/6230		Totals :			Emp Count:		1		FTE Count:			1.00						

Figure 9.9 Job Class List Gaming Report (HPRGML) - Page 3

Date: 05/23/90		GENERAL HOSPITAL										Page : 3				
Time: 10:34		Job Class List Gaming Report										Report:HPRGMLDP				
Model : RN Patient Care Services Division																
Gaming Option: Report																
Salary Change Type: Cost of Living																
Salary Change Effective Date: 05/31/1990																
Rounding Option: 4																
Employee		Position-----				Gaming-----			Change Effective-----			Hourly Rates-----		Indicators		
Employee Name	Number	ES	WS	Nbr	St	PriOrd	Typ	D T	Amt/Pct	Date	PC	Year	PP	Current	Projected	PC/Pend/Step
-----																
Pos Entity: HH High View Hospital																
Entity Totals:		Totals : Emp Count:				8	FTE Count:			8.00						
End of Report																



## Chapter 10 - ENTITY TO ENTITY COPY PROCESS

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## INTRODUCTION

The Entity to Entity Copy process enables you to copy specific tables, parameters, and master files from one entity to another. Most entity-specific tables, parameters, and master files are available to be copied from one entity to another entity. The exceptions are the entity parameters, intercompany accounts, UNIX/BSI parameters and employee number assignment, which are not available to be copied.

This process reduces the manual effort required to maintain certain specific tables, parameters, and master files in a multi-entity environment. However, caution should be used when copying to an entity that has defined its values already, since the current version will be deleted.

## Requirements

- If you are establishing a new entity, a work order must be placed with McKesson to set up the System Parameters.
- The copy function cannot be executed when the Copy To entity is identical to the Copy From entity. When this occurs, the message Copy to entity must be different than copy from entity displays.
- The copy function cannot be executed when the Copy To entity's parameters are not defined. When this occurs, the message Entity Parameters must be defined! displays.
- Entity-specific System Parameters which are defined within the McKesson Tables should be created for the Copy To entity before the copy. These parameters control the employee number format. If a copy is performed and the system parameters are not defined, the message Warning! System Parameters have not been defined displays. However, the copy is allowed.
- The message Warning! Entity's Check Form not defined displays if the Copy To entity does not have a check form defined. However, the copy is allowed. If checks are going to be printed from the Copy To entity, a check form must be defined.

## Dependencies

You are required to run the Entity to Entity Copy process in report mode first. This identifies any dependencies that exist between tables, parameters, and master files which may require those files to be copied in the same order as the manual build. Any discrepancies are reported on the Entity to Entity Copy report (HPREEC).

Examples of dependencies for some of the tables, parameters and masters are:

Table	Dependencies
01-Batch Job Code Table	Requires Pay Cycles to be created.
08-Employee Type Table	Requires Employee Number Assignment Table to be created.
21-GL Related Parameters	Require GL Dept/Subaccounts to be created. GL account data must be the same across entities for the data to be valid.
31-Benefit Plan Master	Requires the Benefit Check Prt Priority Table and the GL Dept/Subaccounts to be created. GL account data must be the same across entities for the data to be valid.
33-Check Code Master	Requires the GL Dept/Subaccounts to be created.
34-Deduction Master	Requires the Deduction Check Prt Priority Table, Pay Cycle Master and the GL Dept/Subaccounts to be created. GL account data must be the same across entities for the data to be valid.
35-Pay Type Master	Requires the Pay Type Check Prt Priority Table, Labor Reporting Code Table, Benefit Plan Master and Deduction Master to be created.
36-Pay Cycle Master	Requires the Check Code Master and Pay Type Master to be created. GL account data must be the same across entities for the data to be valid.
37-Job Class Master	Requires the Wage & Salary Matrix Master and the Shift Rate Code Table to be created.
38-Position Control Master	Requires the GL Dept/Subaccount, Division Table, Job Class Master and Pay Cycle Master to be created. GL account data must be the same across entities for the data to be valid.
39-Holiday Master	Requires the Pay Cycle Master and the Benefit Check Prt Priority Table to be created.
ALL	If you select all tables to be copied, GL account data must be the same across entities for the data to be valid.

**NOTE:** Be sure to follow your company-specific procedures for setting up anew entity and copying specific tables, parameters, and master files.



## PROCESSING OVERVIEW

To access the **Entity to Entity Copy** process, choose this option from the Miscellaneous section of the **Payroll Processes** submenu. After you enter the number corresponding to this process, the system displays the following series of prompts. For each of these prompts, you can use the hyphen (-) key to display the list of available values and make a selection.

*Entity to Copy From*

*Enter entity code or '-' for list--*

Enter the entity code from which you want to copy. The Copy From entity must be a valid entity with entity parameters defined.

*Entity to Copy To*

*Enter entity code or '-' for list--*

Enter the entity code to which you want to copy. The Copy To entity must be a valid entity with entity parameters defined. The following prompt displays:

*Enter table/param/master code to copy, '-' to list or "ALL"--*

Enter the code of the table, parameter, or master file you want to copy. If you don't know the code, enter '-' to choose from a list similar to the following:

```

General Hospital Entity to Entity Copy Process Processor
                                Thu May 28, 1998 09:03 am
Ent : ENTITY 03

Page:01                      Table/Parameter/Master Codes
( 1) 01-Batch Job Code Table      (17) 32-Wage & Salary Matrix
( 2) 02-Bene Prt Priority Table    (18) 33-Check Code Master
( 3) 04-Ded Ck Prt Priority Table  (19) 34-Deduction Master
( 4) 05-Division Table            (20) 35-Pay Type Master
( 5) 07-Emp Screen Flow Table     (21) 36-Pay Cycle Master
( 6) 08-Employee Type Table       (22) 37-Job Class Master
( 7) 09-Labor Reporting Code Tbl  (23) 38-Position Master
( 8) 10-Pay Type Prt Priority Tbl  (24) 39-Holiday Master
( 9) 11-Shift Rate Code Table
(10) 12-Employee Nbr Assgn Group
(11) 13-Multi-Entity Emp Copy Flo
(12) 20-Fed/State Tax Rpt Params
(13) 21-GL Related Parameters
(14) 22-ACH Direct Dep Parameters
(15) 30-Additive Rates Master
(16) 31-Benefit Plan Master

Enter choice--

```

**NOTE:** If the table, parameter or master being copied already exists in the Copy To entity, the current version will be deleted and replaced with the copy. The Entity to Entity Copy report displays the table, parameter or master that was

defined in the Copy To entity, informs the user of the deletion or overlay, and displays the new table, parameter or master from the Copy From entity.

*'C'opy table/param/master or 'R'eport only (C/R) [R]--*

Enter **R** to run the process in Report Mode. Enter **C** to complete the copy process.

## ENTITY TO ENTITY COPY REPORT (HPREEC)

The Entity to Entity Copy report (HPREEC) displays the item to be copied, the copy-from entity, the copy-to entity and the mode in which the option was executed (report or copy). It is generated automatically when the Entity to Entity Copy option is executed in either report mode or copy mode. The report name contains the copy-from entity code.

The report displays the result of the copy request. Three results are possible, and the wording varies depending on report mode versus copy mode:

Mode	Possible Copy Request Results
Report Mode	Copy Allowed
	Copy Allowed - 'item' Already Defined in Copy-To Entity
	Copy Not Allowed - 'item' Not Defined in Copy-From Entity
Copy Mode	Copied
	Copied - 'item' Already Defined in Copy-To Entity
	Not Copied - 'item' Not Defined in Copy-From Entity

**NOTE:** The word 'item' will be substituted with the actual table, parameter or master selected to be copied.

Items appearing in the Copy-From Entity column are items which will be copied to the target entity. Any dependency requirements missing in the copy-to entity are reported. 'All' displays when parameters are copied since multiple codes are not applicable.

Items appearing in the Copy-To Entity column are target entity items currently defined which will be deleted or overlaid when the copy is executed. 'All' displays when parameters are copied since multiple codes are not applicable.

Error Type W indicates a warning. Error Type D indicates that a dependency has not been met.

Figure 10.1 Entity to Entity Copy Report (HPREEC) - Page 1

Date: 05/29/97		MODEL HOSP - ENT 01		Page : 1
Time: 11:12		Entity to Entity Copy Report For 05/29/97		Report: HPREEC01
Report Only				
Request: Copy Deduction Master from Entity 01 to Entity 02				
Result : Copy Allowed - Deduction Master Already Defined in Copy-To Entity				
Copy-From Entity Deduction	Copy-To Entity Deduction	Error Type	Error Description	
430		W	Will Be Copied to Copy-To Entity	
99		W	Will Be Copied to Copy-To Entity	
99		D	Check Print Priority 50 Not Established in Copy-To Entity	
AA	AA	W	Will Be Overlaid in Copy-To Entity	
AB	AB	W	Will Be Overlaid in Copy-To Entity	
AB		D	Check Print Priority 12 Not Established in Copy-To Entity	
AC	AC	W	Will Be Overlaid in Copy-To Entity	
AT	AT	W	Will Be Overlaid in Copy-To Entity	
BD	BD	W	Will Be Overlaid in Copy-To Entity	
BE	BE	W	Will Be Overlaid in Copy-To Entity	
BF	BF	W	Will Be Overlaid in Copy-To Entity	
BFA	BFA	W	Will Be Overlaid in Copy-To Entity	
BFB	BFB	W	Will Be Overlaid in Copy-To Entity	
BG		W	Will Be Copied to Copy-To Entity	
BH	BH	W	Will Be Overlaid in Copy-To Entity	
CA	CA	W	Will Be Overlaid in Copy-To Entity	
CA		D	Pay Cycle X Not Established in Copy-To Entity	
CII		W	Will Be Copied to Copy-To Entity	
CL	CL	W	Will Be Overlaid in Copy-To Entity	
DA	DA	W	Will Be Overlaid in Copy-To Entity	
DAA	DAA	W	Will Be Overlaid in Copy-To Entity	
DD		W	Will Be Copied to Copy-To Entity	
DP	DP	W	Will Be Overlaid in Copy-To Entity	
DT		W	Will Be Copied to Copy-To Entity	
EB	EB	W	Will Be Overlaid in Copy-To Entity	
EC	EC	W	Will Be Overlaid in Copy-To Entity	
FA	FA	W	Will Be Overlaid in Copy-To Entity	
FE	FE	W	Will Be Overlaid in Copy-To Entity	
FS	FS	W	Will Be Overlaid in Copy-To Entity	
FT	FT	W	Will Be Overlaid in Copy-To Entity	
GA	GA	W	Will Be Overlaid in Copy-To Entity	
GD	GD	W	Will Be Overlaid in Copy-To Entity	
GIF		W	Will Be Copied to Copy-To Entity	
KDC		W	Will Be Copied to Copy-To Entity	
KHA		W	Will Be Copied to Copy-To Entity	
KHG		W	Will Be Copied to Copy-To Entity	
KIL		W	Will Be Copied to Copy-To Entity	
KMM		W	Will Be Copied to Copy-To Entity	
KRH		W	Will Be Copied to Copy-To Entity	
MP	MP	W	Will Be Overlaid in Copy-To Entity	
NA	NA	W	Will Be Overlaid in Copy-To Entity	

Figure 10.2 Entity to Entity Copy Report (HPREEC) - Page 2

Date: 05/29/97	GENERAL HOSP - ENT 01	Page : 2
Time: 11:12	Entity to Entity Copy Report For 05/29/97	Report: HPREEC01
	Report Only	
Request: Copy Deduction Master from Entity 01 to Entity 02		
Result : Copy Allowed - Deduction Master Already Defined in Copy-To Entity		
Copy-From Entity Deduction	Copy-To Entity Deduction	Error Type      Error Description
ND	ND	W      Will Be Overlaid in Copy-To Entity
NE	NE	W      Will Be Overlaid in Copy-To Entity
PL	PL	W      Will Be Overlaid in Copy-To Entity
QPC	QPC	W      Will Be Overlaid in Copy-To Entity
SPC	SPC	W      Will Be Overlaid in Copy-To Entity
TD		W      Will Be Copied to Copy-To Entity
THF		W      Will Be Copied to Copy-To Entity
UD	UD	W      Will Be Overlaid in Copy-To Entity
WWC		W      Will Be Copied to Copy-To Entity
ZZ		W      Will Be Copied to Copy-To Entity
End of Report		



# Chapter 11 - MASS UPDATE DEDUCTION PROCESS

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## INTRODUCTION

The Mass Update Deduction process globally updates the employee and/or employer costs of deductions. The process enables you to build modules (called "scenarios") to define which deduction changes to make for a particular pay cycle, work status, calendar year, and pay period. You also have the option of adding a deduction to all employees in an entity that meet the criteria you define in the scenario.

Using scenarios, you can test different versions of a mass update and review the results before implementing the update. You can select an existing scenario or add a new one. You can build two scenarios at a time for the same Pay Cycle and Employee Status code combination during any particular pay period.

The Mass Update Deduction process can be used only with Cycle Type R (Regular). All mass update changes occur during the Prepare process.

The Global Deduction Processor report (HPRGMD) is used to verify the expected results of a mass update. The report displays one of three Update Statuses depending on when it was requested:

R	Report-only Mode	Prints when the report is initially requested after creating or editing the scenario.
A	Accepted Mode	Prints when the report is requested and the scenario is already accepted.
U	Update Mode	Prints when the Prepare process creates the report after processing the scenario.

These reports can be compared to verify that all of the changes for the employees are correct. You can also review the dollar impact of the changes for both the employees and the employer.

## PROCESSING OVERVIEW

To access the Mass Update Deduction process, select the **Processes** option from the initial Payroll/Human Resources Processor menu. Select the **Mass Update Deduction Processor** option from the Miscellaneous section of the Processes submenu. The system displays the following prompt:

*Enter entity code or '-' for list--*

Enter the entity code. If the code is unknown, you can enter a hyphen (-) to display a selection list. Once you enter an entity code, the system displays a list of existing scenarios.

**NOTE:** Your security authorization for the entity code and this function are verified.

General Hospital Mass Update Deduction Processor							
Thu Mar 07, 2002 02:51 pm							
Ent : HBOC MODEL HOSPITAL OF GEORGIA							
Page:01	Entity	Process	Pay	Work	Beg-Pay	Pay	Add
	Code	Status	Cycle	Status	Year	Period	All
( 1)	01	Update	A	F	1996	1	No
( 2)	01	Update	A	F	1996	1	Yes
( 3)	01	Update	A	F	1996	2	No
( 4)	01	Update	A	F	1996	2	Yes
( 5)	01	Update	A	F	1996	7	Yes
( 6)	01	Accept	A	F	1997	7	Yes
( 7)	01	Update	A	P	1996	2	Yes
( 8)	01	Accept	A	R	1997	8	No
( 9)	01	Update	B	ALL	1999	2	Yes
(10)	01	Update	B	ALL	1999	3	No
(11)	01	Update	B	ALL	1999	3	Yes
(12)	01	Report	B	ALL	2001	5	No
(13)	01	Update	B	ALL	2001	16	No
(14)	01	Update	S	ALL	1998	10	Yes
(15)	01	Update	S	F	1994	4	No
(16)	01	Update	S	O	1994	4	No
Enter selection or add(A)--							
next pg(/ or PG DN) Search(TAB)							

## Viewing Existing Scenarios

Choose an existing scenario from the list and enter the number associated with it. The criteria for the scenario displays. Scenarios with a Process Status of Report or Accepted can be modified. Scenarios with a Process Status of Updated can be modified only during the current pay period before checks are printed.

When you select a scenario that can be modified, the following prompt displays:

*Enter 'M'odify,'R'eport,'D'elete [M]---*

You can modify the deduction codes and amounts, run a report that shows the proposed changes, or delete the entire scenario.

## Creating Scenarios

Enter **A** to add a new scenario. The following screen displays.

General Hospital Mass Update Deduction Processor		
Thu Mar 07, 2002 02:51 pm		
Ent : HBOC MODEL HOSPITAL OF GEORGIA		
1 Pay Cycle	2 Process Status	
->	Report	
3 Work Status	4 Beg-Pay Yr	5 Pay Period
6 Add to all employees?	7 Edit By	8 Edit Date
	Dickenson,Della G	03/07/2002 02:52pm
Enter pay cycle description(-) or pay cycle code--		

A scenario is created in two parts. First, enter data in the Pay Cycle, Work Status, Beg-Pay Year, Pay Period, and Add to All Employees? fields. In each of these fields, you can use the hyphen (-) key to display the list of available values and make a selection. If you enter an invalid value, an error message displays.

## Field Explanations

### 1. PAY CYCLE (2-AN-R)

Use this field to enter the pay cycle code for which you want to update deduction records.

### 2. PROCESS STATUS (DISPLAY ONLY)

This field displays the current status of the scenario in reference to the building and the processing of the scenario. Values are:

Report	The status is changed to Report when a new scenario is added or when the scrolling screen has been modified.
Accepted	The status is changed to Accepted only when the entire screen has been saved and a report has been requested of the proposed changes.
Updated	The status is changed to Updated after Prepare is done and the changes are made for the effective calendar year and pay period for the Pay Cycle.

### 3. WORK STATUS (1-AN-R)

Use this field to enter the Employee Status Code for which you want to update deduction records. Values are:

A	All
F	Full-Time
P	Part-Time

**4. BEG-PAY YR (YYYY-N-R)**

Use this field to enter the calendar year for the deduction changes to take effect. If you use the hyphen (-) key to display the list of available calendar years, remember that the Pay Cycle Master for the calendar year must be built already in order for it to be displayed.

**NOTE:** The calendar year selected cannot be less than the calendar year currently being processed for the Pay Cycle. If it is, the message: Year less than current year, current year = to ---! displays.

The calendar year selected cannot be the same as the calendar year and pay period currently being processed when the Prepare process for that calendar year and pay period has already been done. If it is, the message: Calendar Year not valid for this Pay Cycle! displays.

**5. PAY PERIOD (2-N-R)**

Use this field to enter the pay period for the deduction changes to take effect.

**NOTE:** The pay period selected cannot be less than the current calendar year and pay period being processed for the Pay Cycle. If it is, the message: Pay Period less than current, Current pay period = to --! displays.

The pay period selected cannot be the same as the pay period currently being processed if the Prepare process for that pay period has run. If it is, the message: Pay Period not valid for this Pay Cycle! displays.

**6. ADD TO ALL EMPLOYEES? (1-A-O)**

This field indicates whether the mass update process changes the deduction amounts for a select group of the employees defined in the scenario or for all of the employees in the scenario. Values are Yes and No.

When the field is set to Yes, all employees defined in the scenario will have their existing deduction code records updated with the future EE and/or ER deduction code amounts. New deduction codes will be added for employees who did not have the deduction previously.

When the field is set to No, only the employees having existing deduction codes as defined in the scenario with current deduction amounts that are the same as Current EE and/or ER amounts defined in the scenario, will have their deduction records updated.

**7. EDIT BY (DISPLAY ONLY)**

This field displays the name of the user who last updated this screen.

**8. EDIT DATE (DISPLAY ONLY)**

This field displays the date that the screen was last updated.

Once you have completed the first six fields, press ENTER and the following prompt is displayed.

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

When you accept the screen, it redisplay with the Deduction Selection fields that you use to complete the scenario:

General Hospital Mass Update Deduction Processor					
Thu Mar 07, 2002 02:46 pm					
Ent : MODEL HOSPITAL OF GEORGIA					
1 Pay Cycle		2 Process Status			
B All Personnel (bi-weekly)		Report			
3 Work Status		4 Beg-Pay Yr		5 Pay Period	
ALL		2002		01	
6 Add to all employees?		7 Edit By		8 Edit Date	
No		Dickenson,Della G		03/07/2002 02:47pm	
Deduction Selection		Add to Current		Future	
9 Deduction Code		All EE AMT/PCT		ER AMT/PCT	
QPC 125 Cafeter		No \$25.00		\$30.00	
-					
Page:01					
Deductions					
( 1 ) AB--			( 7 ) PA8-403B		
( 2 ) QPC-125 Cafeteria Plans			( 8 ) BH-403B Tax Shelter Annuity		
( 3 ) PA9-401K			( 9 ) BG-457 Deduction		
( 4 ) BF-401K-Profit Sharing			(10) PA7-50LIFE		
( 5 ) BFA-401K-Prudential			(11) THF-7701J THRIFT SAVINGS		
( 6 ) BFB-401K-Stock Purchase Plan			(12) FT-ACH Checking		
Enter choice--					
next pg(/ or PG DN) Search(TAB)					

The second part of creating a scenario is to select the deductions you want to change and define the changes using the Deduction Selection fields.

Enter a hyphen in the Deduction Code field to display a list of all possible deductions. Enter the number of the deduction you want and it displays in the first line of the Deduction Code field. Use the Future EE Amt/Pct and Future ER Amount/Pct fields to define the deduction change.

Enter a hyphen in the second line of the Deduction Code field to select another deduction. You can select as many deductions as necessary for your scenario.

## Field Explanations

### DEDUCTION CODE (3-AN-R)

Use this field to select the deduction codes that will be used to update the employee deduction records.

**NOTE:** The Employee and/or Employer Change Indicators on the Deduction Master must be set to Yes before the deduction code is allowed to be entered. If the indicator is set to No, the message *EE or ER Change Indicator set to No, must change manually!* is displayed. The deduction codes entered can only have a calculation basis of Flat or Percentage. Only deduction codes with Classifications of B, D, N, E can be entered. Classifications of A and F cannot be used. If the deduction code entered has an A or F classification, the message *Class Type cannot be A or F* is displayed.

### ADD TO ALL (1-A-O)

When the Add to All Employees? field (field 6) is set to Yes, this field can be set to Yes or No. Values are:

When this field is set to Yes, the deduction records of every employee in the scenario will have this deduction code either added or updated with the amount defined in the future EE and ER amount fields. The Add to All Employees? field must be set to Yes to allow this field to be set to Yes.

When this field is set to No, only the employees having existing deduction codes as defined in the scenario with current deduction amounts that are the same as Current EE and/or ER amounts defined in the scenario, will have their deduction records updated. When the Add to All Employees? field is set to No, the default for this field is No and cannot be changed.

### CURRENT EE AMT/PCT (8-N-C) or (6-N-C) if %

This field contains the deduction amount the employee has currently. Enter either a flat amount or a percentage, as defined on the Deduction Master File.

**WARNING:** Pay special attention that you do not enter as the current amount the same amount entered as a future amount for the same deduction code previously entered in the same or another scenario effective for the same pay period. The latter entry on the scrolling screen will override the previously entered one. Therefore, causing the previously entered one not to occur.

### FUTURE EE AMT/PCT (8-N-C) or (6-N-C) if %

This field contains the future amount of the employee deduction after the mass update is processed. Enter either a flat amount or a percentage, as defined by the Deduction Master File. If there are maximum amounts for the pay period or YTD defined on the Deduction Master, the future amount cannot exceed them. If the amount entered exceeds any maximums the message: Amount greater than EE Max! displays.

**CURRENT ER AMT/PCT (8-N-C) or (6-N-C) if %**

This field contains the deduction amount the employer has currently. Enter either a flat amount or a percentage, as defined on the Deduction Master File. If you return through this field, the employer amount from the deduction master will default into the field.

**WARNING:** Pay special attention that you do not enter as the current amount the same amount entered as a future amount for the same deduction code previously entered in the same or another scenario effective for the same pay period. The latter entry on the scrolling screen will override the previously entered one. Therefore, causing the previously entered one not to occur.

**FUTURE ER AMT/PCT (8-N-C) or (6-N-C) if %**

This field contains the future amount of the employer deduction after the mass update is processed. Enter either a flat amount or a percentage, as defined on the Deduction Master File. If there are maximum amounts for the pay period or YTD defined on the Deduction Master, the future amount cannot exceed them. If the amount entered exceeds any maximums the message: Amount greater than ER Max! displays.

When you have completed defining the scenario, press F7 - Exit. The following prompt displays:

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

When you accept the screen, the scenario is saved with a Process Status of Report. To request the report, enter **R** at the prompt:

*Enter 'M'odify,'R'eport,'D'elete [M]---*

Once the report is requested, the Process Status changes to Accepted.

During the Prepare process, the employee and/or employer deduction amounts will be updated with the future amounts. The effective calendar year and pay period will be changed on the employee's deduction screen if it is a new deduction for the employee otherwise, it will remain the same. The edit by and the edit date fields will be updated by the user who last made changes to the Mass Update Deduction Processor screen and the date that Prepare was done will be used as the edit date.

A different version of the HPRGMD (Global Deduction Processor Report) will be spooled that will display the actual changes made to the employee's deduction amount during the Prepare process and the difference in the cost to the employee as well as the employer.

## GLOBAL DEDUCTION PROCESSOR REPORT (HPRGMD)

The Global Deduction Processor report lists all employees that will have deduction changes made based on scenarios created on the Mass Deduction Processor screen. The report has two versions. One is created before the Prepare process and one is spooled after Prepare has run.

Before the Prepare process, the report is used to preview the potential results of the mass change defined in a scenario. After Prepare is run, the report is used to verify that all changes shown on the first report were made correctly. These reports can also be used to see what the dollar impact of the changes will be for the employee as well as the employer.

The first report is automatically created when the user saves the Mass Deduction Processor screen and requests a report. The second version of the report is automatically spooled during the Prepare process.

A separate report is created for each scenario and sorted by employee name and employee number. It is divided into sections by deduction code. The report displays whether or not the deduction is new for the employee. After the Prepare process is done for the pay period, the report includes all scenarios that are effective for the calendar year and pay period being Prepared.

Before the Prepare process: The report shows the current and future deduction amounts for the employee and/or employer deduction codes.

After the Prepare process: The report shows the previous and current deduction amounts for the employee and/or employer deduction codes for the pay period.

The report displays the total number of employees affected by the change and what the total change in deduction amount for each deduction will be for the employee as well as the employer.



Figure 11.1 Global Deduction Processor Report (HPRGMD) - Page 1

Date: 06/02/97		MODEL HOSP - ENT 01			Page : 1	
Time: 12:25		Global Deduction Processor Report For 06/02/97			Report: HPRGMD01	
Pay Cycle:S CY:1994 WS:F PP:11 End Date 06/15/94						
Add to All: Yes						
Update Status: A - Accepted Mode						
For Deduction Code DP Dental Plan						
Employee Number	Employee Name	New Ded	Current EE/Amt/Pct	Future EE/Amt/Pct	Current ER/Amt/Pct	Future ER/Amt/Pct
-----						
44	BREWER, STACEY;R	No	\$23.00	\$25.00		
123119930	TEST, GRACE;K	No	\$2.38	\$25.00		
22	Tritt, Travis;M	Yes		\$25.00		
Entity 01 Totals for Deduction Code: DP						
# of Employees Selected:			3			
Total EE Amount Change:			\$49.62			
Total ER Amount Change:			\$0.00			

Figure 11.2 Global Deduction Processor Report (HPRGMD) - Page 2

Date: 06/02/97		MODEL HOSP - ENT 01			Page : 2	
Time: 12:25		Global Deduction Processor Report For 06/02/97			Report: HPRGMD01	
Pay Cycle:S CY:1994 WS:F PP:11 End Date 06/15/94						
Add to All: No						
Update Status: A - Accepted Mode						
For Deduction Code NC Building Fund Drive						
Employee Number	Employee Name	New Ded	Current EE/Amt/Pct	Future EE/Amt/Pct	Current ER/Amt/Pct	Future ER/Amt/Pct
-----						
44	BOWER,TRACEY;R	No	\$3.00	\$5.00		
Entity 01 Totals for Deduction Code: NC						
# of Employees Selected:			1			
Total EE Amount Change:			\$2.00			
End of Report						

## Chapter 12 - RETENTION/PURGE PROCESSES

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## INTRODUCTION

This chapter describes the functions available for retaining and purging data from the system. To access these functions, select the **Retention/Purge Processes** option from the STAR Payroll main menu.

```

General Hospital Initial Menu Processor
                                Fri Aug 06, 1999 10:20 am
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--

```

After selecting the Retention/Purge Processes option, the following screen displays.

```

General Hospital Retention/Purge Processes Processor
                                Fri Aug 06, 1999 10:26 am
Retention/Purge Processes Input Options

Option No.  Option
-----
1          Master Statistics Purge Menu
2          Employee Statistics Purge Menu
3          Employee Purge Menu

Enter option number--

```

Each menu available as an option on the Retention/Purge Processes screen is described in detail in this chapter.

**NOTE:** For security reasons, these menu options are not available with STAR Navigator.

## MASTER STATISTICS PURGE

The Master Statistics Purge Parameters establish the system's frequency for purging previous years' information for Bank Reconciliation, Position Control Statistics, and GL-Related Parameters.

After you select the **Master Statistics Purge Menu** option from the Retention/Purge Processes screen, the system displays the following screen:

```
General Hospital Master Statistics Purge Menu Processor
                                Fri Jul 02, 1999 02:56 pm
Master Statistics Purge Menu Input Options

Option No.  Option
-----
      1      Master Statistics Retention Parameters
      2      Master Statistics Purge

Enter option number--
```

### Master Statistics Retention Parameters

Choose the Master Statistics Retention Parameters function and enter the entity code at the prompt.

Enter a hyphen (-) to display a list of valid codes if the code is unknown.

*Enter entity code or '-' to list--*

After the entity code is entered, the system displays the Master Statistics Retention Parameters Processor screen.

General Hospital Master Statistics Retention Parameters Processor		
		Fri Jul 02, 1999 03:00 pm
Ent : HALEY HOSPITAL 01		
1 Bank Reconciliation (CY)	2 G/L Related Parameters (FY)	
1	2	
3 Pos Cntl Budg (FY) Stats	4 Pos Cntl (CY) Stats	5 Pos Cntl (FY) Stats
2	2	2
6 Edit By	7 Edit Date/Time	
Winston,Dan	12/10/1996 13:02	
Enter field number or '/' starting field number--		

## Field Explanations

### ENTITY (DISPLAY)

This field contains the Entity name that is displayed when the Entity Code is entered.

### 1. BANK RECONCILIATION (CY) (1-N-R)

This field contains the length of time, measured in years, that the system retains prior Bank Reconciliation Balance Summary History information. Valid values are 1 through 9. A zero (0) year value is not valid.

### 2. G/L RELATED PARAMETERS (FY) (1-N-R)

This field is used to determine how long the Fiscal Year General Ledger Related Parameters remain on the system. The entry range for this field is 1 to 9 years. A zero (0) year value is not valid.

The following Parameters' General Ledger Accounts are by Fiscal Year:

- G/L Related Federal Parameters
- G/L Related State Parameters
- G/L Related Local Parameters
- G/L Related General Parameters
- G/L Related Job Class/Pay Type Parameters

**3. POS CNTL BUDG (FY) STATS (1-N-R)**

This field is used to determine how long the Fiscal Year budget statistics (FTEs Budgeted, Rate Budgeted, and Hours/Dollars Budgeted for a given position) from the Position Control Master remain on the system. The entry range for this field is 1 to 9 years. A zero (0) year value is not valid.

**4. POS CNTL (CY) STATS (1-N-R)**

This field is used to determine how long the actual Calendar Year hours and dollars statistics [Productive, Non-Productive, Overtime, Premium Overtime, Total and Shift information (see Shift Statistics)] from the Position Control Master remain on the system. The entry range for this field is 1 to 9 years. A zero (0) year value is not valid.

**5. POS CNTL (FY) STATS (1-N-R)**

This field is used to determine how long the actual Fiscal Year hours and dollars statistics [Productive, Non-Productive, Overtime, Premium Overtime, Total and Shift information (see Shift Statistics)] from the Position Control Master remain on the system. The entry range for this field is 1 to 9 years. A zero (0) year value is not valid.

**6. EDIT BY (DISPLAY)**

This field contains the name of the user who last modified this record.

**7. EDIT DATE/TIME (DISPLAY)**

This field contains the date and time on which this record was last modified.

When the retention years are defined for each of the above fields, the system adds a year to the basis year when deriving the threshold year used to purge data.

For example:

Basis Year	Retain Year	Data Year	Action	Reason
1999	1 year	1996	Delete	1996<1998
		1997	Delete	1997<1998
Result: 1998 as Threshold		1998	Retain	1998=1998
		1999	Retain	1999>1998

**NOTE:** The basis year for fiscal data is the Current Fiscal Year from the Entity Master on the GL System. The basis year for calendar data is the year portion of the system date.



---

## Master Statistics Purge

This function is used to purge:

- Position Control Master budget statistics
- Position Control Master pay period statistics (Fiscal and Calendar)
  - Hours Worked
  - Productive and Non-Productive Hours and Dollars
  - Total Hours and Dollars
  - Overtime
  - Premium Overtime
  - Shift Hours and Dollars
  - Shift Differential
- General Ledger Parameters
  - Federal
  - State
  - Local
  - Job Class / Pay Type
  - Agency
- Bank Reconciliation Balancing Summary History

The purge is based on the retention values entered in the Master Statistics Retention Parameters.

After selecting the Master Statistics Purge Process option, the system prompts you to enter the entity code:

*Enter entity code or '-' to list—*

Enter the code, or enter a hyphen (-) to display and select from a list of valid Payroll/Human Resources Entity Codes (Entity Parameters). The system displays the following screen:

General Hospital Master Statistics Purge Processor			
Fri Jul 02, 1999 03:52 pm			
Ent : HALEY HOSPITAL 01			
Data Definition	Basis Year	Retention Years	Purge data for:
Position Control Budget Statistics	1999	02	1996 and earlier
Position Control Cal Yr Statistics	1999	02	1996 and earlier
Position Control Fis Yr Statistics	1999	02	1996 and earlier
General Ledger Related Parameters	1999	02	1996 and earlier
Bank Reconciliation History	1999	01	1997 and earlier

Delete data as defined above? (Y/N) [N]-- |

## Field Explanations

### DATA DEFINITIONS

This section lists the data that is purged during this process.

### BASIS YEAR

For fiscal year data, the Basis Year is the Current Fiscal Year defined on the General Ledger Entity Master for Fiscal Year data. For calendar year data, the system uses the year portion of the system date to determine the Basis Year.

### RETENTION YEARS

These are the values entered on the Master Statistics Retention Parameters screen for each item described.

### PURGE DATA FOR:

This represents the fiscal/calendar years to be purged based on the threshold year. The system defines the threshold fiscal/calendar year as the Basis Year less the Retention Years. Any fiscal/calendar year less than this threshold year is purged during this process. The following prompt initiates purging of data:

Delete data as defined above? (Y/N) [N]—

If you enter **N** for No, the system bypasses the Purge Process.

If you enter **Y** for Yes, all data described above is deleted from the system for the fiscal/calendar years shown. The system displays a prompt to verify this action:

Are you sure? (YES/N) [N] —

If you enter **YES**, the system continues with the Master Statistics Purge Process. If you enter **N** for No, the Master Statistics Purge Process is bypassed, and the system returns to the submenu.

## EMPLOYEE STATISTICS PURGE

The Employee Statistics Purge Menu allows you to define the parameters to establish the system's frequency for purging previous years' information for employee deductions, earnings history, W2 year end data, pay type history, pension data and holiday history. After the parameters are defined, a Pre-List Report can be requested to review the data that will be purged from the system.

After you select the **Employee Statistics Purge Menu** option from the Retention/Purge Processes screen, the system displays the following screen:

```
General Hospital Employee Statistics Purge Menu Processor
                                     Thu Sep 04, 2003 11:20 pm
Employee Statistics Purge Menu Input Options

Option No.  Option
-----
      1      Employee Statistics Retention Parameters
      2      Purge Employee Statistics Pre-List Report (HPRSPR)
      3      Purge Employee Statistics Process

Enter option number--
```

### Employee Statistics Retention Parameters

Choose the **Employee Statistics Retention Parameters** function and enter the Entity Code at the prompt. Enter a hyphen (-) to display a list of valid codes if the code is unknown.

*Enter entity code or '-' to list--*

After the code is entered, the system displays the Employee Statistics Retention Parameters screen.

```

      General Hospital Employee Statistics Retention Parameters Processor
                                Tue Apr 18, 2000 02:35 pm
Ent : HAPPY HOSPITAL 01
1 Empl Stats Pre-list Report Last Run    2 Empl Stats Delete Process Last Run
  04/18/2000 11:35                        04/04/2000 13:34
***** Employee Statistics Retention Parameters *****
3 Empl Type      Empl Status      Deductions      PT History      Pen      Hol
      H Hospital      CY      FY      EH      W-2      CY      FY      CY      CY
      H Hospital      I Inactive      02      03      04      05      06      07      08      09
      H Hospital      M Medical      01      01      01      01      01      01      02      01

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

```

## Field Explanations

### 1. EMPL STATS PRE-LIST REPORT LAST RUN (DISPLAY)

This field contains the system-maintained date and time identifying when the last Employee Statistics Pre-List Report was run.

### 2. EMPL STATS DELETE PROCESS LAST RUN (DISPLAY)

This field contains the system-maintained date and time identifying when the last Employee Statistics Delete (Purge) process was run.

### 3. EMPLOYEE STATISTICS RETENTION PARAMETERS

The Payroll/Human Resources module allows each entity to define the retention time for specific levels of data (such as Deduction Statistics, Earnings History, Pay Type History, etc.). These values are defined by Employee Type (Hospital, Non-Hospital) and, if further definition is required, by specific employee status(es). The following information is entered on the scrolling portion of the screen:

#### EMPL TYPE (1-A-R)

This field identifies the specific Employee Type for which this employee retention information is being defined. Entries are validated against the Employee Type Code Table. Enter a hyphen (-) to display list containing valid codes.

**NOTE:** The Employee Types **H** and **N** (for Hospital and Non-Hospital employees) must be entered alone, without further employee status clarification. These entries are to be established as defaults, regardless of itemized employee status.

**EMPL STATUS (2-AN-O)**

This field identifies specific employee status codes that are exceptions or further clarifications to the generic Employee Type definitions of **H** and **N**. Entries are validated against the Employee Status Code Table. Enter a hyphen (-) to display a list containing valid codes.

**NOTE:** Entries in this field represent exceptions to the overall hospital and non-hospital employee type parameter definitions. The field is used to differentiate employee retentions based on employee status, and if defined, will override the generic **H** and **N** employee type definitions. For example, you may want to delete Student employees from the system in a shorter amount of time than other types of employees. That employee status should be entered and defined as an exception.

**DEDUCTION RETENTION YEARS - CALENDAR YEARS (2-N-R)**

This field is used to determine how long (in total calendar years) the Employee Deduction statistics remain on the system. All employee deduction calendar year statistics from years earlier than the retention threshold year are deleted from the system. For Calendar Year Basis, the system uses the system date to determine the current calendar year. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 7 years. A value of 99 implies that the Calendar Year Deduction statistics are never to be deleted.

**DEDUCTION RETENTION YEARS - FISCAL YEARS (2-N-R)**

This field is used to determine how long (in total fiscal years) the Employee Deduction statistics remain on the system. All employee deduction fiscal year statistics from years less than the retention threshold year are deleted from the system. For Fiscal Year Basis, the system uses the Current Fiscal Year defined on the General Ledger Entity Master. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. Default is 1 year. A value of 99 implies that the deduction statistics should never be deleted.

**EARNINGS HISTORY YEARS (2-N-R)**

This field is used to determine how long (in total calendar years) Employee Earnings History remains on the system. All employee Earnings History statistics from years earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 7 years. A value of 99 implies that the Earnings History statistics should never be deleted.

**W-2 YEAR END HISTORY YEARS (2-N-R)**

This field is used to determine how long (in total calendar years) the Employee W-2 Year-End Adjustment History remains on the system. All employee W-2 Year End Adjustment History from years earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 7 years. A value of 99 implies that the W-2 Year-End Adjustment History should never be deleted.

**NOTE:** For completeness of employee earnings, it is recommended that the Employee Deduction Calendar Year Statistics, Earnings History and W-2 Year-End Retention fields be set to the same criteria and the same value.

**PAY TYPE HISTORY YEARS - CALENDAR YEARS (2-N-R)**

This field is used to determine how long (in total calendar years) the Employee Pay Type History Calendar Year statistics remain on the system. All employee Pay Type History statistics from years earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 1 year. A value of 99 implies that the Pay Type History Calendar Year statistics should never be deleted.

**PAY TYPE HISTORY YEARS - FISCAL YEARS (2-N-R)**

This field is used to determine how long (in total fiscal years) the Employee Pay Type History Fiscal Year statistics remain on the system. All employee Pay Type History statistics from years earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 1 year. A value of 99 implies that the Pay Type History Fiscal statistics should never be deleted.

**PENSION HISTORY YEARS – CALENDAR YEARS (2-N-R)**

This field is used to determine how long (in total years) the Employee Pension History Calendar Year statistics remain on the system. All Employee Pension History statistics from years that are earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. Default is 99 years. A value of 99 implies that the Pension History statistics should never be deleted.

**HOLIDAY HISTORY YEARS (2-N-R)**

This field is used to determine how long (in total calendar years) the Employee Holiday History (for historical awards) remains on the system. All employee holiday historical data from years earlier than the retention threshold year are deleted from the system. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 1 year. A value of 99 implies that the Holiday History data should never be deleted.

## Employee Statistics Purge Pre-List Report (HPRSPR)

To generate the Employee Statistics Purge Pre-List Report, select the **Purge Employee Statistics Pre-List Report** option from the Employee Statistics Purge menu. The system prompts for the Entity Code. After you enter the Entity code, the report is generated.

The Employee Statistics Purge Pre-List Report lists employees who have data that meet the purge criteria in the Employee Statistics Retention Parameters. The header of each report page contains the defined parameters and the years that will be deleted from the employee database. If an employee has any data that meets the defined criteria, the employee appears on the report. The report contains a column for each

parameter defined. If an employee has data to be purged, **Yes** prints in the column. If there is no data to be purged, **No** prints in the column.

The report page-breaks for each Employee Type and Employee Status defined on the Employee Statistics Retention Parameters if employees match the defined criteria for deletion.

The report prints on demand and is sorted by employee name within entity.

**NOTE:** The **STATS PURGE OVERRIDE IND** field on the Employee Location/Hire screen overrides the purging of calendar or fiscal year statistical data. Entering a value of **Yes** in this field prevents any statistical data from being reported on the Pre-List Report or being deleted upon running the PurgeAudit Report.



Figure 12.1 Employee Statistics Purge Pre-List Report (HPRSPR)

Date: 04/18/2000			HAPPY HOSPITAL 01			Page : 1		
Time: 11:35			Employee Statistics Purge Pre-List Report For 04/18/2000			Report: HPRSPR01		
Employee Type: H-Hospital			Employee Status: M-Medical					
***** CALENDAR PARAMETERS *****			***** FISCAL PARAMETERS *****					
Purge Data	Basis Year	Retention Years	Purge Data for:	Basis Year	Retention Years	Purge Data for:		
Deductions	2000	01	1998 and earlier	2000	01	1998 and earlier		
Earnings History	2000	01	1998 and earlier	N/A	N/A	N/A		
W-2 Information	2000	01	1998 and earlier	N/A	N/A	N/A		
Pay Type History	2000	01	1998 and earlier	2000	01	1998 and earlier		
Pension Statistics	2000	02	1997 and earlier	N/A	N/A	N/A		
Holiday History	2000	01	1998 and earlier	N/A	N/A	N/A		
***** EMPLOYEES *****								
Employee Number	Employee Name	Employee Status	Ded Hist CY FY	Earn Hist CY	W-2 Hist CY	PT Hist CY FY	Pen Hist CY	Hol Hist CY
-----								
-								
0000000210	Beach,Alan C	M-Medical	Yes Yes	Yes	No	Yes Yes	Yes	No
0000000360	Laura,T	M-Medical	Yes Yes	Yes	No	Yes Yes	Yes	No
0000000250	Lindsey,Barry	M-Medical	Yes Yes	No	No	Yes Yes	No	No
End of Report								

## Purge Employee Statistics Process

To purge employee statistics from the system, select the **Purge Employee Statistics Process** option from the Employee Statistics Purge Menu. The system prompts for the Entity Code. After you enter the Entity code, the following screen is displayed:

```
General Hospital Purge Employee Statistics Process Processor
                               Mon Jul 26, 1999 11:00 am
Ent : HAPPY HOSPITAL 01

This process PERMANENTLY DELETES employee statistics data based on the
employee purge statistics parameters established.

Prior to running this process you should run [HPRSPR] Employee Statistics Purge
Pre-List report and review it carefully. In addition, it is suggested that you
generate the following reports for the years that will be purged. These reports
will be your only records of the data purged. KEEP THEM IN A SAFE PLACE!

[HPRSD2] Employee Summary Deduction Register(YTD)
[HPRTBD] Tax Wage and Balancing Report(YTD)
[HPRW2T] W2 Build Totals Report by employee
[HERPTH] Employee Pay Type History(YTD)
[HERPSR] Employee Pension Statistics(YTD)
[HERHLD] Employee Holiday Detail

Continue with employee statistics purge process? (Y/N) [N]-- |
```

When you enter **Y** at the Continue with employee statistics purge process? prompt the system displays the following prompt:

*Are you sure? (YES/N) [N]—*

When you enter **YES**, the system purges the appropriate employee statistics data and generates the Purge Employee Statistics Audit Report (HPRSPR).

**NOTE:** The Purge Employee Statistics Report (HPRSPR) is used for both the Pre-List and Purge Report. The report produced using the Pre-List function has the header Purge Employee Statistics Pre-List Report. The report produced during the Purge function has the header Purge Employee Statistics Audit Report.

## EMPLOYEE PURGE

The Employee Purge Menu allows you to define the parameters that control the automated process of changing the Delete Indicator field for terminated employees to Yes in the system. After the parameters are defined, you can request the Employee Delete Indicator Process in list mode to review the employees who meet the criteria established in the parameters. If you run the report in update mode, the Empl Delete Ind on the Location/Hire screen is changed to Yes for each employee on the report. Next, you can generate a Purge Pre-List Report to review which employees will actually be removed from the system. The final step is to run the Purge Employee Process.

After you select the **Employee Purge Menu** option from the Retention/Purge Processes screen, the system displays the following screen:

General Hospital Employee Purge Menu Processor	
Thu Sep 04, 2003 11:21 pm	
Employee Purge Menu Input Options	
Option No.	Option
1	Terminated Employee Retention Parameters
2	Employee Delete Indicator Process
3	Purge Employee Pre-List Report (HPRPAR)
4	Purge Employee Process

Enter option number--

### Terminated Employee Retention Parameters

The Terminated Employee Retention Parameters option is used to indicate the number of years to compare against the employee termination date to determine if the Employee Delete Indicator should be changed to **Yes** during the Employee Delete Indicator Process.

During the Employee Delete Indicator Process, the system also checks the following prior to any specific field checks:

- Employee has a Termination Date entered in the Location/Hire screen
- Employee Pay Indicator is set to **No** in the Work Status record

- Employee Gross Wages for the current or previous year are zero (0), or W-2 Processing has occurred for the most recently completed calendar year (current or previous) in which gross wages existed.

After you select the **Terminated Employee Retention Parameters** option from the Employee Purge Menu, the system displays the following screen:

```

General Hospital Terminated Employee Retention Parameters Processor
                               Mon Jul 26, 1999 01:47 pm
Ent : MODEL HOSPITAL OF GEORGIA

1 Empl Delete Indicator Report Last Run  2 Empl Purge Process Last Run

3 Term Hosp Empl Retention Yrs          4 Term Non-Hosp Empl Retention Yrs
05                                       05

***** Terminated Employee Retention Exception Parameters *****
5 Employee Type      Employee Status      Terminated Employee Retention Years
H Hospital          R Retired              10

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

```

## Field Explanations

### 1. EMPL DELETE INDICATOR REPORT LAST RUN (DISPLAY)

This field contains the system-maintained date and time identifying when the last Employee Delete Indicator Process was run in Update mode.

### 2. EMPL PURGE PROCESS LAST RUN (DISPLAY)

This field contains the system-maintained date and time identifying when the last Employee Purge Process was run.

### 3. TERM HOSP EMPL RETENTION YRS (2-N-R)

During execution of the Employee Delete Indicator Process, the system reads the Employee Master for all Hospital employees and compares the Termination Date against the appropriate retention threshold date. The appropriate retention threshold date is calculated using the system date less the Employee Retention Years value.

If the employee's Termination Date is earlier than this calculated threshold date, and the Employee Delete Indicator Process is run in Update mode, the system sets the employee's Delete Indicator to **Yes** on the Employee Location/Hire screen. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 99 years. A value of 99 implies that the H (Hospital) Type employees will never have the Delete Indicator changed to **Yes** during the Employee Delete Indicator Process.

**4. TERM NON-HOSP EMPL RETENTION YRS (2-N-R)**

During execution of the Employee Delete Indicator Process, the system reads the Employee Master for all Non-Hospital employees and compares the Termination Date against the appropriate retention threshold date. The appropriate retention threshold date is calculated using the system date less the Employee Retention Years value.

If the employee's Termination Date is earlier than this calculated threshold date and the Employee Delete Indicator Process is run in Update mode, the system sets the employee's Delete Indicator to **Yes** on the Employee Location/Hire screen. The entry range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 99 years. A value of 99 implies that the N (Non-Hospital) type employees will never have the Delete Indicator changed to **Yes** during the Employee Delete Indicator Process.

**5. TERMINATED EMPLOYEE RETENTION EXCEPTION PARAMETERS**

The Terminated Employee Retention Exception Parameters allows the user to define by Employee Type (Hospital, Non-Hospital) and specific employee status(es) retention years different from the default values in fields 3 and 4. The exception retention years act as overrides to the defaults and are used for these employees to compare the termination dates and determine if the Employee Delete Indicator should be changed to **Yes** on the Employee Location/Hire screen. The following information is entered on the scrolling portion of the screen:

**EMPLOYEE TYPE (1-A-R)**

This field identifies the specific Employee Type for which this employee retention information is being defined. Entries are validated against the Employee Type Code Table. Enter a hyphen (-) to display a list of valid codes.

**EMPLOYEE STATUS (2-AN-R)**

This field identifies specific employee status codes that are exceptions or further clarifications to the Employee Type to define the employee retention information. Entries are validated against the Employee Status Code Table. Enter a hyphen (-) to display a list of valid codes.

**NOTE:** Entries in this field represent exceptions to the overall hospital employee type conditions. The field is used to differentiate employee retentions based on employee status. For example, you may want to retain Retired employees in the system differently than other types of employees. That employee status should be entered and defined as an exception.

**TERMINATED EMPLOYEE RETENTION YEARS (2-N-O)**

During execution of the Employee Delete Indicator Process, the system reads the Employee Master for all those employees with the conditions indicated above, and compares the Termination Date against the appropriate retention threshold date. The appropriate retention threshold date is calculated using the system date less the Employee Retention Years value.

If the employee's Termination Date is earlier than this calculated threshold date and the Employee Delete Indicator Process is run in Update mode, the system sets the employee's Delete Indicator to **Yes** on the Employee Location/Hire screen. The entry

range for this field is 1 to 99 years. A zero (0) year value is not valid. The default is 99 years. A value of 99 implies that the indicated Employee Type with the appropriate Employee Status will never have the Delete Indicator changed to **Yes** during the Employee Delete Indicator Process.

## Employee Delete Indicator Process

To run the Employee Delete Indicator Process, choose **Retention/Purge Processes** from the main menu. Select **Employee Purge Menu**, and then select **Employee Delete Indicator Process** from the menu displayed below:

```

General Hospital Employee Purge Menu Processor
Employee Purge Menu Input Options
Thu Sep 04, 2003 11:21 pm

Option No.  Option
-----
1      Terminated Employee Retention Parameters
2      Employee Delete Indicator Process
3      Purge Employee Pre-List Report (HPRPAR)
4      Purge Employee Process

Enter option number--

```

Next, the system displays the Entity prompt. After you enter the entity, the system displays the following prompt:

*Generate Report without updating delete indicator (Y/N) [Y]-*

If you enter **Y** for Yes or **N** for No, the system displays the following message and generates the report.

*Compiling and Printing!*

The Employee Delete Indicator Report (HPRRTP) lists employees who meet all the Terminated Retention Parameters criteria. If you choose to generate the report updating the delete indicator, the indicator is changed to **Yes** on the Employee Location/Hire screen if the criteria on the Parameter screen are met.

**NOTE:** If the Delete Indicator is set to **Yes**, and you do not want to delete an employee from the system, you can manually change the Delete Indicator to **NO** on the Employee Location/Hire screen.

The report prints on demand and is sorted by employee within Entity.

Selection criteria for employees listed on the report are:

- No Gross Wages for the current or previous calendar year, or W-2 Processing has occurred for the most recently completed calendar year in which gross wages existed
- Pay Indicator is set to **N** (No)
- The employee has a valid termination date
- If the previous three conditions are met and the termination date is less than the threshold date, the employee is listed on the report and possibly updated based on the generation criteria.

Figure 12.2 Employee Delete Indicator Report (HPR RTP)

Date: 08/04/1999		MODEL HOSP - ENTITY 01				Page : 1	
Time: 11:28		Employee Delete Indicator Report For 08/04/1999				Report: HPR RTP01	
Employee Number	Employee Name	Employee Type	Employee Status Code Description	Hire Date	Termination Date	Delete Indicator	
288	CLARK, MAURY T	H Hospital	X Terminated	04/03/1992	03/10/1995	Yes	
254	Doyle, Jason	H Hospital	X Terminated	02/13/1992	03/10/1995	Yes	
4	Duncan, David R	H Hospital	X Terminated	01/01/1992	01/20/1994	Yes	
5445414444	Faulkner, Beckey D	H Hospital	TP Temporary	01/01/1995	02/23/1995	Yes	
End of Report							



## Purge Employee Pre-List Report (HPRPAR)

This report provides a complete listing of employees for the selected entity who are marked for deletion because the Empl Delete Ind field (located on the Employee Location/Hire Information screen) is set to **Yes**.

The report is generated from the Employee Purge Menu option.

The selection criteria are:

- Entity, one per report request
- Sort by **E** for Employee or **N** for Number; default is **E**.

A grand total is printed for the total number of employees marked for deletion by entity.

**NOTE:** The system cannot completely delete employees that are shared between multiple entities. The Employee Delete Process deletes only the entity-specific data and the appropriate links between the entity and the common data.

Employees for whom the Empl Delete Ind field on the Location/Hire screen has been manually set to **Yes** will be purged from the system when the Purge Employee Process is run unless the Delete Indicator is changed to **No**. When this report is requested, the system is **only** checking if the Delete Indicator is set to **Yes**. It is not checking if current earnings history exist or if a W2 has been printed.

**CAUTION:** This report should be reviewed very carefully before proceeding with the Purge Employee Process. If employees that you do not want removed from the system display on the report, access the Location/Hire screen and set the Delete Indicator back to **N** (No) for those employees. Then request the report again and review it before proceeding with the Purge Employee Process.

Figure 12.3 Purge Employee Pre-List Report (HPRPAR)

Date: 08/04/1999		MODEL HOSP - ENTITY 01				Page : 1	
Time: 11:31		Purge Employee Pre-List Report For 08/04/1999				Report: HPRPAR01	
Employee Number	Employee Name	Employee Type	Employee Code	Employee Status Description	Hire Date	Termination Date	Delete Indicator
0000000254	Doyle, Jason	H Hospital	X	Terminated	02/13/92	03/10/95	Yes
0000000288	CLARK, MAURY T	H Hospital	X	Terminated	04/03/92	03/10/95	Yes
0000000004	Duncan, David R	H Hospital	X	Terminated	01/01/92	01/20/94	Yes
5445414444	Faulkner, Beckey D	H Hospital	TP	Temporary	01/01/95	02/23/95	Yes
Total employees marked for deletion for this Entity = 4							
End of Report							

## Purge Employee Process

The Purge Employee Process deletes all employee records from the system for those employees whose Delete Indicator (on the Employee Location/Hire screen) is set to **Yes**.

**NOTE:** Employees for whom the Empl Delete Ind field on the Location/Hire screen has been manually set to **Yes** will be purged from the system when the Purge Employee Process is run unless the Delete Indicator is changed to **No**. When this report is requested, the system is **only** checking if the Delete Indicator is set to **Yes**. It is not checking if current earnings history exist or if a W2 has been printed.

After you select the **Purge Employee Process** from the Employee Purge menu, the system prompts you to enter the entity code:

*Enter entity code or '-' to list—*

When you enter the code, the system displays the following prompt:

*Purge employees flagged for deletion? (YES/N) [N]-*

If you enter **YES**, the system prompts to confirm your action:

*Are you sure? (YES/N) [N]-*

You must enter **YES** to both prompts to begin the Purge Process.

A Purge Employee Audit Report (HPRPAR) is generated to indicate which employees were removed from the system.

## Employee Purged Unintentionally

**WARNING:** When you purge employees from your system, all information for the purged employees is permanently deleted and unrecoverable.

McKesson strongly recommends that you observe the following guidelines when purging employees:

1. Verify closely all Employee Retention Parameters on the Retention/Purge Parameters screen. Be sure that you understand all fields and are familiar with the concept of the Threshold Year value. (See information on Threshold Year.)
2. Run the Employee Delete Indicator Process, which generates the Employee Delete Indicator Report (HPRRTP). Verify ALL employees on this report. If there are any employees who should not be listed, access the Location/Hire screen and set the Delete Indicator back to **N** (No) for those employees.

3. Run the Purge Employee Pre-List Report (HPRPAR). Verify all employees on this report. If there are any employees listed who were not listed on the Employee Delete Indicator Report, then these employees had their Delete Indicator set manually on the Location/Hire screen rather than during the Employee Delete Indicator Process. Be sure that you fully intend to purge these employees.
4. Before running the Purge option, obtain the following reports for all employees included on the Purge Employee Pre-List report:
  - Employee Profile Report
  - Employee Earnings History Report (for YTD information)
  - Individual Deduction Register Report (Employee Ded History for YTD information)
  - Employee Benefit Detail Report
  - Employee Holiday Detail Report
  - Employee Pension Report

**NOTE:** The above reports are your only record of statistical data calculated by the system in case you purge an employee unintentionally.

## Appendix A - FILE LAYOUTS

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## TIME AND ATTENDANCE RECORD LAYOUTS

Refer to the following record layouts when setting up the interface.

### STARPAY - General Information Record

There is only one General Information record in the Payroll Interface file. This record is always the first record within the file.

Columns	Type (Size)	Field Name	Comments
1	X (1)	Record Type	Value "A"
2 - 3	X (2)	Home Entity	Value Spaces
4 - 5	X (2)	Pay Cycle Code	Value Spaces
6 - 9	9(4)	Calendar Year	4-digit year of first day of pay period
10 - 11	9(2)	Pay Period	2-digit period code: Right Justified, Zero Filled
12 - 33	X(22)	Filler	Value Spaces
34	X(1)	End-of-Record Flag	Carriage Return; ASCII 13

### STARPAY - Employee Position Record

A new Employee Position Record is written for each employee change (within the T&A File). The Employee Position Record identifies each employee to be processed and comes after the General Information Record and before all associated Employee Timeline Records for the employee.

Columns	Type (Size)	Field Name	Comments
1	X (1)	Record Type	Value "B"
2 - 11	9 (10)	Employee Number	Right Justified, Zero Filled
12 - 21	X (10)	Home Department (Position Department)	Right Justified, Zero Filled
22 - 33	X(12)	Filler	Value spaces
34	X(1)	End-of-Record Flag	Carriage Return; ASCII 13

## STARPAY - Employee Timeline Record

A new Employee Timeline record is written for each new combination of the following fields:

- Pay Type
- Shift Code
- Week Worked
- Position Priority
- Charged Department
- Holiday Code

When not used, numeric fields will be zero-filled, and alphanumeric fields will be filled with spaces.

Columns	Type (Size)	Field Name	Comments
1	X (1)	Record Type	Value "C"
2 - 4	X (3)	Pay Type	Right Justified, Space Filled
5 - 6	9(2)	Shift Code	Right Justified, Zero Filled
7	9(1)	Week Worked	Numeric within pay period
8 - 16	-9(5).99	Hours/Dollars/Units	Signed value. Right Justified, Zero Filled
17 - 18	9(2)	Position Control Priority Number	Right Justified, Zero Filled
19 - 28	X(10)	Charged (Entered) Department	Right Justified, Zero Filled
29-31	X(3)	Holiday Code	Right Justified, Space Filled
32-33	X(2)	Charge Entity	
34	X(1)	End-of-Record Flag	Carriage Return; ASCII 13



## DEDUCTION UPLOAD INTERFACE RECORD LAYOUTS

Refer to the following record layouts when setting up the interface.

### STARDED - Record Type A

There are two record types to be included in the Miscellaneous Deductions Upload interface. Record Type "A" is a header type record containing the same information as included in the Time and Attendance Timeline Upload interface. Record Type "B" is the actual detail Employee Miscellaneous Deductions.

Only one "A" record is expected per execution of the interface. The system verifies that the correct entity and pay period is being processed.

Field	Position	Length	Format	Required/ Optional	Field Description
1	1		1	R A	"A"
2	2	2	AN	R	Processing Entity; if the Entity Code is one character or one digit: Right Justified, Space Filled
3	4	2	AN	R	Pay Cycle Code; if Pay Cycle Code is one character: Right Justified, Space Filled
4	6	4	N	R	Calendar (Cycle) Year; i.e. 2008
5	10	2	N	R	Pay Period; Right Justified, Zero Filled; i.e. 01
6	12	27	AN	R	spaces
7	39	1	AN	R	CR/LF; carriage return / line feed

## STARDED - Record Type B

Multiple "B" records are allowed for each employee, but the employee should have only one "B" record for each deduction code. Each Miscellaneous Deduction to be uploaded from the Time & Attendance system must be a separate "B" type record.

Field	Position	Length	Format	Required/ Optional	Field Description
1	1		1	R A	"B"
2	2	10	N	R	Employee Number; Right Justified, Zero Filled
3	12	4	AN	R	Deduction Code, Left Justified, Blank Filled
4	16	9	N	O	Employee Deduction Amount / Percent; 999999V99 / - 99999V99, Right Justified, Zero Filled
5	25	9	N	O	Employer Deduction Amount / Percent; 999999V99 / - 99999V99, Right Justified, Zero Filled
6	34	5	AN	R	spaces
7	39	1	AN	R	CR/LF; carriage return / line feed

## ADD-ON PAY UPLOAD RECORD LAYOUTS

Refer to the following record layouts when setting up the interface.

### STARAOP - Record Type A

The first record in the STARAOP.xxx file is the header record and identifies what entity, pay cycle, calendar year and pay period the remaining records should be brought into. The record layout is as follows:

Columns	Type (Size)	Field Name	Comments
1	X(1)	Record Type	Value "A"
2 - 3	X(2)	Home Entity	If the Entity Code is one character or one digit; Right Justified, Blank Filled
4 - 5	X(2)	Pay Cycle Code	If the Pay Cycle Code is one character; Right Justified, Blank Filled
6 - 9	9(4)	Calendar Year	4-digit year
10 - 11	9(2)	Pay Period	2-digit period code; Right Justified, Zero Filled
12 - 24	X(13)	Filler	Value Spaces
25	X(1)	End of Record Flag	CR/LF Carriage Return / line feed

### STARAOP - Record Type B

The remaining records should be formatted as follows:

Columns	Type (Size)	Field Name	Comments
1	X(1)	Record Type	Value "B"
2 - 11	9(10)	Employee Number	Employee Number; Right Justified, Zero Filled
12 - 15	X(4)	Pay Type Code	Left Justified, Space Filled
16 - 24	9(9)	Add-On Pay Amount	9999999V99, / -999999V99 Right Justified, Zero Filled - Implied decimal
25	X(1)	End of Record Flag	CR/LF Carriage Return / line feed



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