PeopleSoft®

EnterpriseOne 8.10
Payroll for Canada
PeopleBook

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About These EnterpriseOne PeopleBooks Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Payroll Overview

Processing payroll in-house allows your organization to eliminate costly service bureau charges and to gain complete control of your payroll functions. The PeopleSoft EnterpriseOne Payroll system offers simple yet complete solutions for your entire payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of your organization, even as your business grows and your requirements change.

Payroll: The Competitive Advantage

Processing and tracking payroll information can be challenging. The following table presents typical problems that are associated with processing payroll information. The table also includes the PeopleSoft solution for each problem, and the return on investment from using the PeopleSoft EnterpriseOne Payroll system.

Submitting paper timecards is time-consuming and prone to error. Ensuring employee compliance with timecard deadlines is difficult.	Employee Self-Service allows employees to complete timecards and submit them electronically. These electronic timecards are stored in a temporary workfile, pending review or approval, before they are posted to the payroll system for processing. Employees and supervisors can review previous timecards for reference. The system relieves HR and payroll representatives of the tasks of manually compiling and entering timecards.
Companies often need to provide employees with copies of previous paystubs to verify income.	Employee Self-Service allows you to view previous paystubs online. Employees can then print the paystubs for their own reference or forward copies to their loan processor. Using online paychecks results in cost savings. Time and material costs are saved when employees can view and print the information that they need through Self-Service instead of using HR and payroll representatives to copy and mail the paystub.
When consolidating payroll systems, most companies want to convert payroll to a new system.	When you implement the PeopleSoft EnterpriseOne Payroll system, you can import historical payroll information from your legacy system. You can then use the interim payment feature to convert this historical information into the appropriate format for the payroll history tables. You typically need this information to process year-end forms for employees. The system creates journal entries and merges the journal entry information into payroll history when you complete the next payroll cycle. Because data entry of payroll history is eliminated, the electronic conversion ensures greater accuracy. Cost savings result from eliminating the need for employees to spend valuable time entering this data.

Employees in the current workforce have diverse skill sets and frequently work multiple jobs with different shifts and different types of equipment. These diverse aspects require different rates of pay.	PeopleSoft EnterpriseOne time entry programs enable you to pay employees different pay rates based on the type of equipment that they use during a pay period. You can use shift differentials to assign the appropriate shift and associated pay rate to each employee. Additionally, you can use any of the time entry programs to override the employee's rate with a new rate. You can use this feature if a rate increase was not entered in time or if a rate table is incorrect. The Payroll system increases the accuracy of payroll processing and reduces time and effort spent correcting errors.
Your company provides services to outside clients and needs to account for the difference between the billing rate and the hourly rate of the employee who worked with the outside client.	Service Billing allows you to track each hour that is coded to a specific client or project based on both the hourly rate, which is used to calculate the employee's payroll, and the distribution rate, which is used to invoice the client. The PeopleSoft EnterpriseOne Payroll system saves time and improves the accuracy of the amounts that are paid to third-party providers.
Your company does business with organizations from different countries, and needs to track monetary values for each of the different countries in which it does business.	Using multicurrency time and labor tracking features, you can set up billing and recharge rates that will allow you to accurately and easily account for currency differences between countries.

System Integration

To streamline data entry between payroll and human resources users, you enter much payroll-related information into the PeopleSoft EnterpriseOne Human Capital Management Foundation system. This system contains the central database for all of the information that human resources and payroll users typically share. For example, when a human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

- Eliminates redundant data entry

- Maintains current and accurate information across all of your business operations

- Improves communication among departments

You use the EnterpriseOne Human Capital Management Foundation system to track the following:

- Complete employee information

- Job information

- Pay type, deduction, benefit, and accrual (PDBA) information

- Time and labor information

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

Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security so that users can access only the information that they need for their jobs. Typically, your system administrator sets up system security during system implementation. The system administrator can set up security for an entire form or for specific fields on a form.

The following graphic shows how the Human Capital Management Foundation system supports human resources, benefits administration, and payroll:

Human Capital Management System Integration

Human Capital Management System Integration	Benefits	Human Resources	Payroll
• Quick Hire		X	
• Pay Types, Deductions, Benefits and Accrual Setup	X		X
• Time Entry			X
• Automatic Accounting Instructions			X
• Job Information	X	X	X
• Employee Information	X	X	X
• Employee Self-Service	X	X	X
• Employee History and Turnover Tracking		X	

Benefits
- Benefits Administration
- Benefits Setup
- Employee Self-Service

Human Resources
- Application Information
- Position Control
- Requisitions

Payroll

To simplify your processes and facilitate communication within your organization, the Payroll system also integrates with the following EnterpriseOne systems:

Address Book	The EnterpriseOne Address Book system stores employee names and addresses.
General Accounting	You can integrate Payroll with the General Accounting system so that the Payroll system automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and run a summary of your liabilities and cash accounts.

Accounts Payable	You can integrate Payroll with the Accounts Payable system so that the Payroll system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third parties. Accounts Payable integration automates the tasks of calculating the payments due to each third party and of generating the associated accounts payable vouchers.

System Features

The Payroll system includes many features that you can adapt to meet the unique payroll needs of your organization. The following table lists some of the features that you can use to meet your payroll processing needs:

Define your payroll environment

You can use your Payroll system to perform the following tasks, which allow you to define your payroll environment:

- Track information for an unlimited number of companies within your organization
- Keep your payroll journal entries in balance when employees work in multiple companies
- Set up default values for commonly used information and override default values if necessary
- Set up master pay cycles that define your organization's pay periods and corresponding payment dates
- Define up to 9000 employee and employer payroll deductions, benefits, and accruals
- Restrict access to confidential information
- Process your payroll in a union environment

Simplify tax calculations

You can use your Payroll system to simplify tax calculations in the following ways:

- Identify all valid federal, state, and local taxing entities.
- Use the payroll tax program that integrates with the Payroll system. This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, provincial, and local taxes for employees in the United States and Canada. For employees in Mexico, Australia, and New Zealand, you set up payroll tax calculations in the Payroll system.
- Calculate taxes for employees who work in more than one state or province during a single pay period.
- Calculate taxes for employees who receive multiple payments during a single pay period.
- Calculate taxes for part-time or contract employees with special taxing circumstances.

Provide various payment options to employees

You can set up employees to receive their payments by cash, check, automatic deposit, or a combination of these forms of payment.

Process payroll cycles efficiently	When you process payroll cycles, you can do any of the following tasks:

- Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.
- Create multiple versions of selected payroll processing steps to increase system efficiency and decrease processing time.
- Review employee payroll information and make any necessary changes before you print payments. You can review and, if necessary, rerun the steps in the payroll cycle.
- Manage the sequencing of employee payments to simplify the task of distributing payments.
- Print time entry, pay, summary, and tax reports during a payroll processing cycle.
- Create journal entries automatically each time that you process a payroll cycle. When you integrate EnterpriseOne Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger during the payroll cycle.

Review payroll history	You can review payroll history for pay types, deductions, benefits, accruals, timecards, payments, taxes, and insurance. You can review historical information online or you can print history reports.

Process payments outside of the payroll cycle	You can use the interim payment feature when you need to process payments outside of the payroll cycle. Use this feature for special circumstances, such as terminations, pay advances, bonuses, gross-up payments, and advance vacation pay.

Payroll System Flow

The payroll cycle is a process that you complete every time that you need to pay your employees. In addition to processing payroll cycles, you need to perform regular maintenance tasks, such as entering and updating employee information and entering timecards.

The following graphic shows the relationship between your regular maintenance tasks and the payroll cycle. The top line indicates the flow of your regular work processes. The circle represents a payroll cycle.

Payroll Cycle
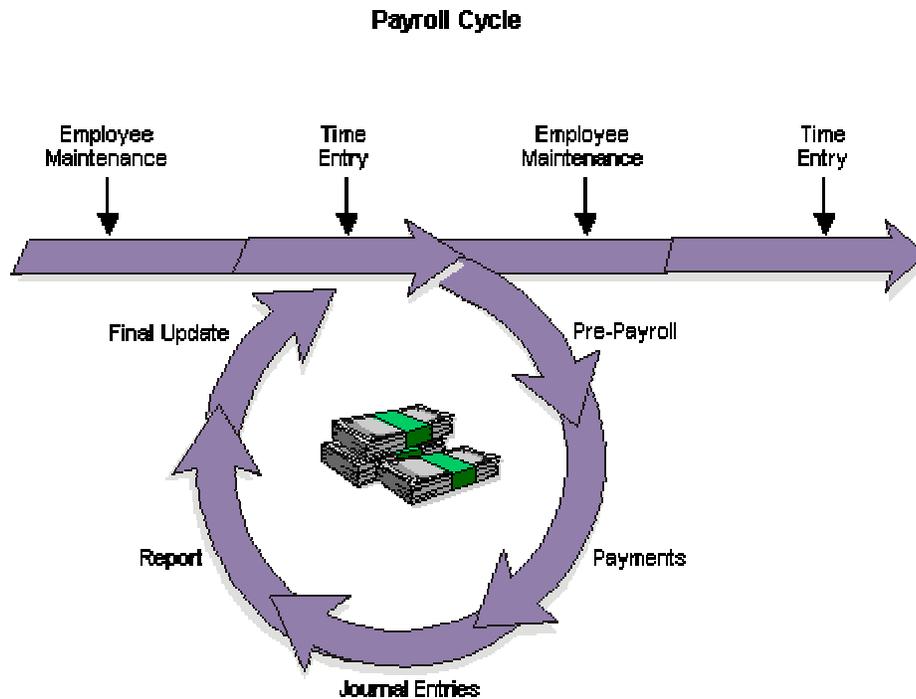
Employee Maintenance

Employee maintenance requires entering and updating employee master information. Employee master information is the standard information that the PeopleSoft EnterpriseOne Payroll system requires before you can pay an employee, such as the employee's tax ID number, pay rate, and tax information. You perform employee maintenance in the Human Capital Management Foundation system.

Time Entry

Time entry involves entering and processing timecards. During payroll cycle processing, the system uses time entry records to create payments for employees. For salaried employees, the system automatically generates time entry records for regular pay. You enter time entry records in the Human Capital Management Foundation system.

Pre-Payroll

Pre-payroll processing creates the workfiles that the system needs to produce payments and reports. You use pre-payroll processing to do the following:

- Choose the employees to include in a payroll cycle
- Generate timecards for employees whose timecards are not entered manually
- Process timecards that are entered manually for the pay period
- Calculate gross-to-net pay for employees
- Calculate job step progression information
- Print reports that list deductions, benefits, and accruals (DBAs); taxes withheld; and any unique overrides used in the calculations

Payments

Payments are the cash, checks, or advice slips that employees receive in return for their labor. You can print paychecks, automatic-deposit advice slips, and additional attachments.

Journal Entries

During payroll processing, the system creates journal entries that must be posted to your general ledger. If your Payroll system is integrated with the J.D. Edwards General Accounting system, you can automatically post the journal entries to the general ledger.

Reports

To verify that the payroll information is accurate, you can print and review reports after you process pre-payroll, print payments, or process journal entries.

Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables and prepares the system for the next payroll cycle.

System Setup

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

Setting Up User Defined Codes

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

Caution

User defined codes are central to PeopleSoft systems. You should be thoroughly familiar with user defined codes before you change them.

User Defined Codes for Payroll

The following user defined code tables are used to track and process information in the payroll system.

Batch Source Type Codes (18/BS)

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

Employee Group Select Table Codes (18/ST)

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

Employee Group Type Codes (18/EG)

You use employee group type codes to identify a group of employees to include in time management processing. Examples include Combo Group and Select Group.

Field/Function Usage Codes (18/UC)

You use field/function usage codes to specify where a definition can be used in the time management module. For example, you would not want to use the Home State field when defining a rate formula; however, you might use that field when defining employee groups for time management processing. Therefore, you might use code ESG (Employee Select Groups) to specify that the Home State field can be used when creating employee groups. Using Field/Function Usage codes, you can specify where each field or function can be used in the system.

Field Definition Table Codes (18/FT)

You use field definition table codes to identify the tables from which you can choose fields to include in formulas that you use in the time management module. For example, if you want to use the fields from the Employee Master Information table (F060116) when you create a formula, you can set up a Field Definition Table Code for that table. When creating the formula, you enter that Field Definition Table code to gain access to the fields from that table.

Holiday Codes (06/HC)

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

Insured Basis Table Codes (06/IP)

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

Master Status Codes (18/MS)

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

Pay Cycle Codes (07/PY)

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

Pay Cycle Group Codes (07/PG)

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

Processing Quarter (07/QU)

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

User Defined Codes for Canada

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

Caution

User defined codes are central to PeopleSoft systems. You should be thoroughly familiar with user defined codes before you change them.

To process payroll and ROEs in Canada, set up Canada-specific user defined codes, in addition to the user defined codes for the Payroll system and the user defined codes for the Human Capital Management system.

National Occupational Classification Codes (05/NC)

You use National Occupational Classification (NOC) codes to identify jobs and employees. The Canadian government defines NOC codes.

See Also

❑ `http://www23.hrdc-drhc.gc.ca` for more information about NOC codes

Workers Compensation Basis Table Codes (06/IP)

Workers Compensation Basis Table codes define the names of the insured pay tables. These pay tables are used for ROE (Record of Employment) statutory holiday pay; vacation pay; sick, maternity, and paternity leave pay; and wage loss indemnity pay, in addition to worker's compensation.

ROE Work Stoppage Reason (06/RT)

Work Stoppage Reason codes identify the reason why an employee is no longer working. This code is used on ROEs (Records of Employment). Do not change these codes.

Recall Expectation (07/RE)

Recall Expectation codes are used to identify the likelihood that a terminated employee will be recalled. This code is used on ROEs (Records of Employment).

See Also

❑ *Customizing User Defined Codes* in the *Foundation Guide* for complete instructions for setting up user defined codes

❑ *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide* for a list of additional user defined codes that apply to human resources

Setting Up Payroll Cycle Information

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

Setting Up Master Pay Cycles

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

Master pay cycles allow you to define the following information:

- Pay period ending dates
- Identifiers for the pay period
- Payment dates for each pay period
- Withholding period indicators to determine the calculation of DBAs
- Integrity period numbers for storing payroll history
- Standard hours per pay period for autopay

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

Caution

Do not set up additional pay periods at the end of a master pay cycle to use for year-end adjustments. Quantum tax calculations are based on the number of pay periods in the master pay cycle. Adding additional pay periods can cause tax amounts for the entire year to calculate incorrectly.

For example, a semi-monthly master pay cycle should contain only 24 pay periods. If you must run additional payroll cycles at the end of the year, you can reuse pay period 24 as many times as necessary.

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

Prerequisite

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

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

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

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

PeopleSoft. Sign Out

Master Pay Cycles - Pay Period Constants Revisions

OK   Find   Delete   Cancel   Row   Tools

| Pay Cycle Code | BW | Biweekly |
| Year | 05 | |

Records 1 - 10   Customize Grid

	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O	Weekly Std Hrs.	Biweekly Std Hrs.	Semi Std Hrs.
	001	01	January	01/08/05	01/14/05		1						80.00	
	002	01	January	01/22/05	01/28/05		2						80.00	
	003	02	February	02/05/05	02/11/05		1						80.00	
	004	02	February	02/19/05	02/25/05		2						80.00	
	005	03	March	03/05/05	03/11/05		1						80.00	
	006	03	March	03/19/05	03/25/05		2						80.00	
	007	04	April	04/02/05	04/08/05		1						80.00	
	008	04	April	04/16/05	04/22/05		2						80.00	
	009	05	May	04/30/05	05/06/05		1						80.00	
	010	05	May	05/14/05	05/20/05		2						80.00	

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

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

3. Complete one of the following fields:

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

4. To set up standard hours for autopay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:

- Weekly Std Hrs.
- Biweekly Std Hrs.
- Semi Std Hrs.
- Monthly Std Hrs.
- Annual Std Hrs.
- Other Std Hrs.

5. Repeat steps 2 through 4 for as many pay periods as you need to set up, and then click OK.

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

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

7. Click OK.

► **To set up a master pay cycle for the next year**

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

1. On Work With Pay Period Constants Revisions, to locate a pay cycle for the current year that you want to duplicate for next year, complete the following field and click Find:

   • Pay Cycle Code

2. Choose a record in the detail area and click Copy.

3. On Duplicate Pay Cycle, complete the following fields:

   • Pay Cycle Code (New)
   • Year(New)
   • Align Date

4. Click OK.

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

Setting Up Payroll Cycle Control Parameters

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

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

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

► **To set up payroll cycle control parameters**

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

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

   • Payroll ID

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

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

   - Pre Payroll

4. Complete the following field for each user whom you want to grant authority to print payments:

   - Print Payments

5. Complete the following field for each user whom you want to grant authority to process payroll journal entries:

   - Create J.E. 's

6. Complete the following field for each user whom you want to grant authority to print payroll cycle reports:

   - Reports Only

7. Complete the following field for each user whom you want to grant authority to process final update:

   - Final Update

8. Complete any of the following fields for each user whom you want to grant authority to perform a reset for a step that was initiated by another user:

   - Payroll ID
   - Payroll Parameters
   - Payment

9. Click OK.

Setting Up Payroll Cycle Reports

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

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

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

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

Prerequisite

❑ Create the payroll ID for which you are setting up reports. See Creating a New Payroll ID in the Payroll Guide.

❑ Create a version of each report that you intend to set up. See Creating a Batch Version in the Foundation Guide.

► **To set up payroll cycle reports**

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

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

   • Payroll ID

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

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

   • Step Code
   • Report ID
   • Report Version

4. To choose reports from a reports model, complete steps 5 through 7.

5. Choose a blank row in the detail area.

6. Choose Reports Model from the Form menu.

7. On Reports Model, choose a report in the detail area and then click Select.

   The system displays the Reports Setup form. The report that you chose appears in the detail area.

Pay Cycle Workbench - Reports Setup

Payroll ID: BI-WEEKLY

Records 1 - 11   Customize Grid

		Step Code	Step Description	Report ID	Report Version	Report Description
☐		1	Pre-Payroll	R073012	XJDE0001	Payroll Register
☐		1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
☐		2	Print Payment	R07238	XJDE0001	Payroll Check Register
☐		3	Journals	R073601	XJDE0001	Workers Compensation Register
☐		3	Journals	R073651	XJDE0001	General Liability Insurance Re
☐		4	Reports Only	R073062	XJDE0001	D/B/A Register Report
☐		4	Reports Only	R07493	XJDE0001	DBAs - Detail Payroll Voucher
☐		4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register wi
☐		5	Final Update	R077021	XJDE0001	PDBA Integrity Report
☐		5	Final Update	R077011	XJDE0001	Tax History Integrity Report
☐						

8. To save your report setup, click OK.

See Also

❑ *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for information about the reports that you can set up to run during the payroll cycle

Setting Up Payment Types

Before you print payments for the first time, you must indicate which programs and versions the system uses to create each type of payment. You can use the standard programs and versions that are included with the system or any custom programs that you have created.

You use the Payment Setup form to set up payment types only. You cannot print payments from this form.

Prerequisite

❑ Create the payroll ID for which you are setting up payment types. See Creating a New Payroll ID in the Payroll Guide.

❑ Create a version of each program that you intend to use to produce payments. See Creating a Batch Version in the Foundation Guide.

► **To set up payment types**

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

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

   - Payroll ID

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

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

   - Print Program
   - Version
   - Stub Lines

4. Complete the following optional fields for checks:

   - Attachment Program
   - Version

5. If your organization offers automatic deposits to employees, complete the following fields in the Auto Deposits area of the form:

   - Advice Program
   - Version
   - Stub Lines

- Bank File Program

- Version

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

- Attachment Program
- Version

Processing Options for Print Checks (R07231)

Print Options Tab

These processing options determine what information prints on payroll checks.

1. Translation Code

X00500 = US Dollar
X00500CH = Chinese
X00500FR = French Franc
X00500S1 = Spanish Female 2 Decimal
X00500S2 = Spanish Male 2 Decimal
X00500S3 = Spanish Female 0 Decimal
X00500S4 = Spanish Male 0 Decimal

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

X00500   Translate US dollar amounts

X00500CH   Translate Chinese RMB amounts

X00500FR   Translate French franc amounts

X00500S1   Translate Spanish peso amounts (female)

X00500S2   Translate Spanish peso amounts (male)

Blank   Do not translate amounts

2. Company Name and Address

1 = OMIT printing
2 = Company name only
3 = Company name and address
Blank = OMIT printing

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

1   Do not print company name and address

2   Print company name only

3   Print company name and address

Blank Do not print company name and address

3. Company Number

Blank = Employee's Home Company

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

4. Employee Identification Number

2 = Social Security Number
3 = Third Employee Number
Blank = Address Book Number

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

2   Tax ID number

3	Third employee number

Blank Address book number

Processing Options for Print Autodeposit Advices (R07233)

Print Options Tab

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

1. Company Name and Address

1 = OMIT printing
2 = Company name only
3 = Company name and address
Blank = OMIT printing

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

1	Do not print company name and address

2	Print company name only

3	Print company name and address

Blank Do not print company name and address

2. Company Number

Blank = Employee's home company

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

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

the name and address of the employee's home company.

3. Employee Identification Number

2 = Social Security Number
3 = Third Employee Number
Blank = Address Book Number

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

2   Tax ID number

3   Third employee number

Blank Address book number

Processing Options for the Create Auto Deposit Tape File Program (R07235)

Company Options Tab

These processing options enable you to specify company-specific information that is required by the banking institution.

1. Enter Effective Deposit Date

Use this processing option to specify the date on which funds are to be deposited into an employee's bank account. If you leave this option blank, the system date is used.

Note: If you enter an offset number in the Offset Effective Deposit Date processing option, the system adds the number of days that you enter in that processing option to the date that you enter in this field to determine the effective deposit date. If you leave this field blank and enter an offset number, the system adds the number of days tat you enter in that processing option to the system date to determine the effective deposit date.

2. Off Set Effective Deposit Date

Use this processing option with the offset formula to determine the date on which funds should be deposited into an employee's bank account. If you enter a number in this field, the system adds that number of days to the date in the Effective Deposit Date processing option to determine the deposit date for the funds. If that processing option is left blank, the offset days are added to the system date to determine the deposit date. For example, if

you enter 1 in this field and you leave the Enter Effective Deposit Date processing option blank, the deposit date that the system uses is the system date + 1. If you leave this option blank or enter 0, the date that you enter in the Enter Effective Deposit Date processing option is used.

Note: This feature works only if the date in the Enter Effective Deposit Date processing option is entered using MMDDYY format, as required by the clearning house facility.

3. Enter Trace Number (7 pos.)

Use this processing option to specify the trace number, which is assigned by the ODFI, and is used for the creation of automatic deposit and pre-note transaction records. This number, which can be up to 15 characters in length, is used in conjunction with the batch number, transmission date, and file ID modifier to identify records within a file.

Optional Items Tab

These processing options enable you to specify additional information to include in the auto deposit tape file.

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

Use this processing option to identify the name of the ACH operator or sender. Typically, this is the name of your company or the entity for which you are creating an automatic deposit or pre-note transaction file.

2. Descriptive Date

Use this processing option to specify the date description that you want to appear to the receiver of the automatic deposit or pre-note transaction file. This 6-character code is used for descriptive purposes only and does not control the timing of fund deposits. Examples of possible entries for this processing option are 011305, 01 05, JAN 13, or JAN 05.

Note: If you are using the Offset Descriptive Days processing option, you must enter this date using the MMDDYY format.

3. Off Set Descriptive Date

Use this optional processing option if you want the offset date formula to determine the date for the descriptive date. If you enter a number in this field, the system adds this number to the date that is entered in the Descriptive Date processing option. For example, if you enter 2 in this field, the actual descriptive date that is used in the pre-note transaction file is the date that is entered in the Descriptive Date processing option + 2. If

you leave this option blank or if you enter 0, the date in the Descriptive Date processing option is used.

Note: To use this feature, the date in the Descriptive Date processing option must be entered using the MMDDYY format.

4. Reference Code for Auto Deposits

Use this processing option to identify user-defined information that is specific to your organization. This processing option is optional.

5. Company Entry Description (10 pos.)

Use this processing option to specify a 10-character description of the purpose of the file that you are sending. This code is used for information purposes only and does not affect the processing or calculation of automatic deposit or pre-note transaction records. Examples of codes that you might use are REG SALARY, BONUS PAY, or HOLIDAY.

6. Enter if Pre-Note is to be run in update or proof mode.

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

Use this processing option to determine the mode of processing when running the pre-note transaction program. When you run this process in proof mode, the system creates a report to display the changes that will be made. When you run this process in update mode, the system updates the F060116 and F065016 tables, changing the Pre-Note flag and adding the Auto Deposit Start Date. Valid values are:

0

Proof Mode

1

Update Mode

What You Should Know About Processing Options

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

Using Canadian Payment Types

PeopleSoft supplies the following Canadian-specific payment programs:

- R77231 - Print Cheques - Canadian
- R77233 - Print Auto Deposit Advices Can
- R77235 - Create Auto Deposit Tape File

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

See Also

- ❑ *Setting Up Payment Types* in the *Payroll Guide* for information about setting up payment programs

Processing Options for Print Cheques – Canadian (R77231)

Print Options Tab

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

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1. Translation Code

X00500 = US Dollar
X00500CH = Chinese
X00500FR = French Franc
X00500S1 = Spanish Female 2 Decimal
X00500S2 = Spanish Male 2 Decimal
X00500S3 = Spanish Female 0 Decimal
X00500S4 = Spanish Male 0 Decimal

Use this processing option to specify whether to translate the amounts on the checks from numbers to words. Valid values are:

X00500 = Translate US dollar amounts

X00500CH = Translate Chinese RMB amounts

X00500FR = Translate French franc amounts

X00500S1 = Translate Spanish peso amounts (female)

X00500S2 = Translate Spanish peso amounts (male)

2. Company Name and Address

1 = OMIT printing
2 = Company name only
3 = Company name and address
Blank = OMIT printing

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

1   Do not print company name and address

2   Print company name only

3   Print company name and address

Blank Do not print company name and address

3. Company Number

Blank = Employee's Home Company

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

4. Employee Identification Number

2 = Social Insurance Number

3 = Third Employee Number
Blank = Address Book Number

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

2   Tax ID number

3   Third employee number

Blank Address book number

Processing Options for Print Auto Deposit Advices Can (R77233)

Print Options Tab

Use these processing options to specify how certain information appears on auto deposit advice slips.

1. Company Name and Address

1 = OMIT printing
2 = Print company name only
3 = Print company name and address
Blank = OMIT printing

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

1   Do not print company name and address

2   Print company name only

3   Print company name and address

Blank Do not print company name and address

2. Company Number

Blank = Employee's home company

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

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

3. Employee Identification Number

2 = Social Insurance Number
3 = Third Employee Number
Blank = Address Book Number

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

2   Tax ID number

3   Third employee number

Blank Address book number

Processing Options for Create Auto Deposit Tape File (R77235)

Company Options Tab

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

1. Payroll ID

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

2. Bank Data Centre Number

Use this processing option to specify the transit number of the Bank Data Centre that is

processing these transactions. This field can contain as many as 5 characters.

3. Company Bank Number

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

4. Company Branch Number

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

5. Company Customer Number

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

6. Company Bank Account Number

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

Versions

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

7. Direct Deposit Register Version Number

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

Setting Up Debit Account Information for Automatic Deposits

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

You must enter information into the system for each debit account that your organization uses for payroll payments. This information is included in the bank files that are created for pre-note transactions, which banks use to verify account information before actual automatic deposits are made, and for automatic deposit payments.

If your organization uses a single debit account for all payroll payments, you can enter the information for that bank account as the default account. To do so, set up default debit account information for home company 00000 only, without specifying a Home Business Unit. This ensures that all pre-note and automatic deposit transaction files are created using the same debit account information.

If your organization uses a separate debit account for each company, you must set up debit account information for each home company, without specifying a home business unit. If only certain companies use a separate debit account, you can set up default account information for home company 00000, and then enter account information only for the companies that have separate accounts. If no information is set up for a specified company, the system uses the account information that you set up for Company 00000.

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

Note

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

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

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

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

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

- Company – Home
- Home Business Unit

Note

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

---

3. Complete the following fields and then click OK:

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

Setting Up a Holiday Table

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

You do not need to create a new holiday table each year unless the dates covered in the table no longer apply. You can use the same holiday table information for all ROEs.

Prerequisite

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

► To set up a holiday table

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

1. On Work with Holidays, click Add.

2. On Revise Holiday Table, complete the following field:

   - Home Company

3. Complete the following optional fields:

- Business Unit
- Group Plan
- Job Type
- Job Step

4. Complete the following fields for each holiday:

- Code
- Date
- Hours
- Pay

5. Complete the following optional field:

- Amount

6. Click OK.

Setting Up Multiple Version Processing

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

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

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

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

Note

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

Prerequisite

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

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

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

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:

   • Payroll ID

2. Choose a record, and then choose Reports Setup from the Row menu.

3. On Reports Setup, choose a record in the detail area.

4. To assign a version of pre-payroll to the payroll ID, type P in the following field:

   • Step Code

5. Type R07200 in the following field:

   • Report ID

6. Enter the name of the version that you created for pre-payroll processing in the following field:

   • Report Version

7. Click an empty row in the detail area.

8. Complete steps 4 through 7 until you have entered all versions for the pre-payroll step of the pay cycle.

9. To assign a version of changes only to the payroll ID, type C in the following field:

   • Step Code

10. Type R07200C in the following field:

    • Report ID

11. Enter the name of the version that you created for changes only processing in the following field:

    • Report Version

12. Click an empty row in the detail area.

13. Complete steps 9 through 12 until you have entered all versions for the changes only step of the payroll cycle.

14. To assign a version of interims only to the payroll ID, type M in the following field:

   - Step Code

15. Type R07200I in the following field:

   - Report ID

16. Enter the name of the version that you created for interim only processing in the following field:

   - Report Version

17. Click an empty row in the detail area.

18. Complete steps 14 through 17 until you have entered all versions for the interims only step of the pay cycle.

19. To assign a version of journal entries to the payroll ID, type J in the following field:

   - Step Code

20. Type R072902 in the following field:

   - Report ID

21. Enter the name of the version that you created for journal entries in the following field:

   - Report Version

22. Click an empty row in the detail area.

23. Complete steps 19 through 22 until you have entered all versions for the journal entries step of the pay cycle.

24. To assign a version of final update to the payroll ID, type F in the following field:

   - Step Code

25. Type R07250 in the following field:

   - Report ID

26. Enter the name of the version that you created for final update in the following field:

   - Report Version

27. Click an empty row in the detail area.

28. Complete steps 24 through 27 until you have entered all versions for the final update step of the pay cycle.

29. Review the information in the detail area, and then click OK.

Pay Cycle Workbench - Reports Setup

		Step Code	Step Description	Report ID	Report Version	Report Description
		1	Pre-Payroll	R073012	XJDE0001	Payroll Register
		1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
		2	Print Payment	R07238	XJDE0001	Payroll Check Register
		3	Journals	R073601	XJDE0001	Workers Compensation Register
		3	Journals	R073651	XJDE0001	General Liability Insurance Re
		4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register wi
		4	Reports Only	R073062	XJDE0001	D/B/A Register Report
		4	Reports Only	R07493	XJDE0001	DBAs - Detail Payroll Voucher
		5	Final Update	R077011	XJDE0001	Tax History Integrity Report
		5	Final Update	R077021	XJDE0001	PDBA Integrity Report
		C	Changes Only - Multiple	R07200C	MULTI1	
		C	Changes Only - Multiple	R07200C	MULTI2	
		F	Final Update - Multiple	R07250	MULTI1	
		F	Final Update - Multiple	R07250	MULTI2	
		J	Journal Entries - Multiple	R072902	MULTI1	
		J	Journal Entries - Multiple	R072902	MULTI2	
		M	Merge Only - Multiple	R07200I	MULTI1	
		M	Merge Only - Multiple	R07200I	MULTI2	
		P	Pre-Payroll - Multiple	R07200	MULTI1	
		P	Pre-Payroll - Multiple	R07200	MULTI2	

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

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

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

    *   Payroll ID

2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Pre-Payroll from the Row menu.
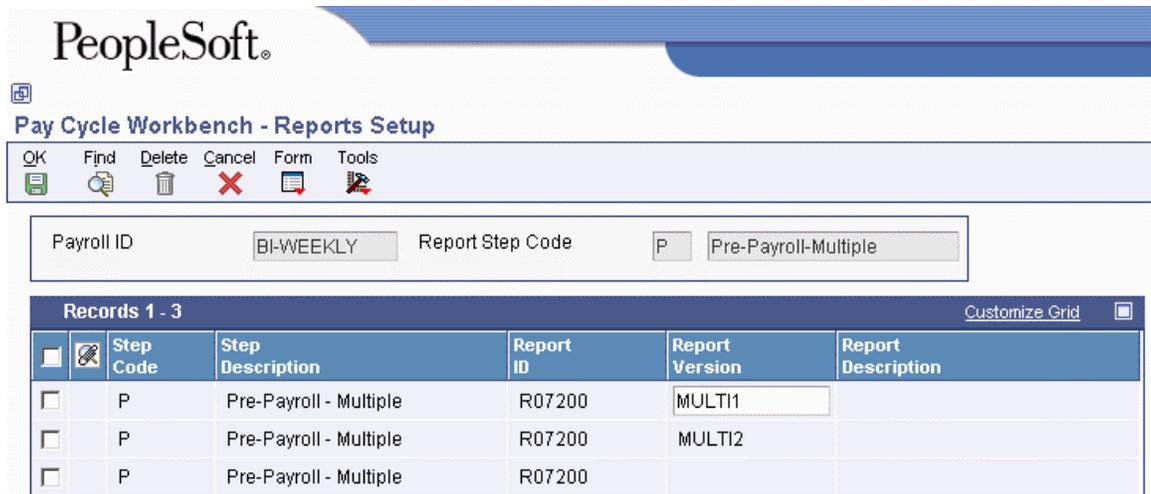
3. On Reports Setup, complete the following field in the detail area for each version of pre-payroll processing that you created:

- Report Version

4. Click OK.

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

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

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and click Find:

- Payroll ID

2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Interims Only from the Row menu.

3. On Reports Setup, complete the following field in the detail area for each version of interims only processing that you created:

- Report Version

4. Click OK.
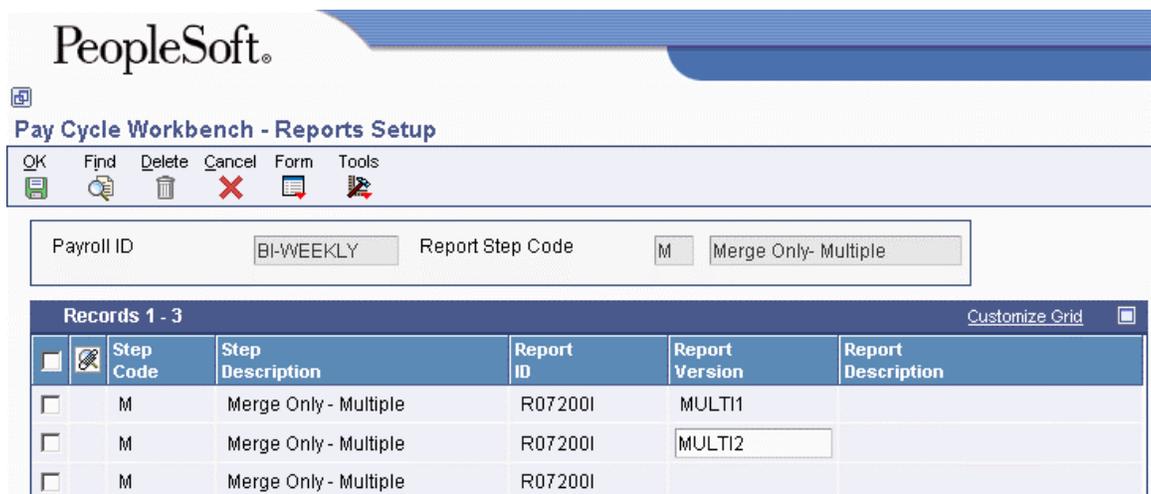
► **To assign multiple versions of changes only to a payroll ID**

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

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

   * Payroll ID

2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Changes Only from the Row menu.

3. On Reports Setup, complete the following field in the detail area for each version of changes only processing that you created:

   * Report Version

4. Click OK.

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

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

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

   * Payroll ID

2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Journal Entries from the Row menu.

3. On Reports Setup, complete the following field in the detail area for each version of journal entries that you created:

   * Report Version

4. Click OK.

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

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

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

    • Payroll ID

2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Final Update from the Row menu.

3. On Reports Setup, complete the following field in the detail area for each version of final update that you created:

    • Report Version

4. Click OK.

► **To verify multiple version information**

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

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:

   • Payroll ID

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

3. On Reports Setup, review the information in the following fields, and then click OK:

   • Step Code
   • Step Description
   • Report ID
   • Report Version
   • Report Description

Setting Up Payroll Tax Information

Before you process payroll for employees, you must set up tax information that the system uses to accurately calculate employee taxes.

Setting Up Company Options

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

Typically, you first set up options for the default company, Company 0 (zero). You can also set up company options for each company within your organization. If you do not set up company options for a company within your organization, the system uses the default company options when processing information for that company.

If you set up company options for each company within your organization, you can override some of the default company options. For example, you can enter standard hours per year for a particular company that vary from the standard hours per year that you entered for the default company.

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

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

- How the system retrieves PDBA history

- Whether the system overrides home company information on timecards

- Whether each company and business unit use the same debit account for automatic deposit processing

- How the system determines payment dates during payroll processing

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

Note

If you use the EnterpriseOne General Accounting system, you must set up separate company options for that system.

Prerequisite

❑ Verify that the companies within your organization have been set up in the General Accounting system. Typically, the Accounting Department is responsible for setting up companies. See *Organization Setup* in the *General Accounting Guide* for instructions.

► **To set up company options**

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

1. On Work With Company Option, click Add.

2. On Company Options, complete the following field:

   - Company

3. To define standard working times, on the Options tab, complete any of the following fields:

   - Hrs/Day
   - Days/Wk
   - Wks/Yr
   - Hrs/Yr

4. To define a country code for the default company, or to use a country code for this company that varies from the country code at the default company level, complete the following field:

   - Country Code

5. To define payroll information, complete the following fields:

   - SUI Calculation Switch
   - 125 Cash Option
   - Fiscal Year(Beginning Month)
   - Annual Leave Hours

6. Click the Address tab and complete the following fields that are not already provided by default information:

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

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

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

8. Click OK.

See Also

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

- *Setting Up Debit Account Information for Automatic Deposits* in the *Payroll Guide* for more information about creating automatic deposit bank files

Setting Up Tax Area Information

In the PeopleSoft Payroll system, federal and provincial tax amounts are calculated by a third-party software package called Quantum for Payroll Tax. Quantum for Payroll Tax is a Vertex, Inc. product. The PeopleSoft Payroll system passes information such as taxing authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax.

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

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

Tax area code	The tax area code is an identifying number that Vertex, Inc. assigns to all taxing authorities in Canada. The system contains all federal and provincial income tax area codes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYYZZZZ) and consists of three distinct parts. In Canada, the first two numbers identify the country (70) and the next three numbers identify the province (YYY). The last four numbers do not apply.
Tax type code	The tax type code represents the type of tax that you are defining. These codes are predefined by PeopleSoft. In Canada, some examples are CA for federal income tax and CC for employee-paid employment insurance premiums.

In addition, PeopleSoft provides two-digit statutory codes for provincial and federal income taxes.

Tax Area Codes for Canada

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

The following examples illustrate the tax area structure:

700030000	British Columbia
700190000	Quebec
CFEDU01	Canadian federal employment insurance taxes
Federal	All federal taxes

Caution

Tax area CFEDU01 for tax type CD is required for employment insurance. Tax area 700190000 for tax type CF is required for Quebec taxes. If your company has two EI rates, you must set up a record for each EI rate (for example, CFEDU01 and CFEDU02).

Prerequisites

❑ Install Quantum for Payroll Tax.

❑ Set up statutory codes in user defined code list 06/SC. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide*.

► To set up tax area information

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

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

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

    - Tax Area
    - Description 1
    - Tax Type
    - Description 2
    - Co/Empl Paid
    - Method of Printing

3. If the tax area is a province or local, complete the following field:

    - Statutory Code

4. If you are integrating Payroll with Accounts Payable and you intend to create vouchers for this tax type, complete the following field:

- A/P Voucher (Y,N)

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

- Provider/Trustee

Note

The following fields are not used in Canada:

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

See Also

❑ *Setting Up the GeoCoder* in the *Human Capital Management Foundation Guide* for instructions on choosing states that Quantum for Payroll Taxes software uses for payroll tax calculations

❑ *Running the Update Tax Area Table Report* in the *Human Capital Management Foundation Guide*

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

Setting Up Corporate Tax IDs

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

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

You must set up a tax ID record for each province for which you process workers compensation. The record must consist of the correct tax area for the province, tax type W, and the appropriate tax number. For example, if you process workers compensation for employees in Alberta and employees in Saskatchewan, you add lines in the detail area of the Corporate Tax ID Revisions form for each of these two provinces as follows:

Province	Work Tax Area (TARA)	Tax Type (PTAX)	Tax ID (TAXX)
Alberta	700010000	W	Valid tax number
Saskatchewan	700210000	W	Valid tax number

Note

If you have records in the Workers Compensation Summary History table (F0627) that are incorrect because they were created before the tax IDs for workers compensation were set up, you can use the Fix TAXX and CA TARA conversion program (R890627) to correct these records. You must set up the tax IDs for workers compensation on the Corporate Tax ID Revisions form before you run the conversion program.

Caution

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

► **To set up corporate tax IDs**

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

1. On Work With Corporate Tax ID's, click Add.

2. On Corporate Tax ID Revisions, complete the following field:

   - Company

3. Complete the following fields in the detail area:

- Work Tax Area
- T T
- Tax ID

4. Complete the following optional field:

- Parent Co Name

5. Click OK.

Setting Up Employment Insurance Rates

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

Prerequisites

❑ Define information about each company within your organization. See *Setting Up Company Options* in the *Human Capital Management Foundation Guide*.

❑ Define a valid tax-type code for each tax authority number (tax area) that you use. See *Setting Up Tax Area Information* in the *Payroll for Canada Guide*.

► **To set up employment insurance rates**

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

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

PeopleSoft

Unemployment Insurance Rates - Unemployment Insurance Rate Revisions

OK Find Delete Cancel Row Tools

Company	00077	Canadian Company
Tax Type	CD	
Effective Dates Of Rates- From :	01/01/05	Thru :	12/31/05

Records 1 - 3   Customize Grid

		Tax Authority	Rate	Annual Earn Limit	Minimum Hours	Minimum Amount	Exc. Prm.	Tax Authority Description
☐		CFEDU01	0.012390	39000.00			N	EI Reduced Company Rate
☐		CFEDU02	0.014000	39000.00			N	EI Employer Secondary Rate
☐								

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

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

3. Complete the following fields in the detail area:

- Tax Authority
- Rate
- Annual Earn Limit
- Exc. Prm.

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

4. Repeat the previous step for each tax authority that applies to the tax type, and then click OK.

Setting Up Workers Compensation Insurance-Basis Tables

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

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

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

Prerequisite

❑ Define the names of the workers-compensation insurance-basis tables in UDC 06/IP. See *User Defined Codes for Payroll* in the *Payroll Guide*.

❑ Define the valid values for workers compensation codes in UDC 00/W. See *User Defined Codes for Payroll* in the *Payroll Guide*.

▶ **To set up workers compensation insurance-basis tables**

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

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

PeopleSoft.

Workers Compensation Ins. Basis Tables - Workers Compensation Insurance Basis Table Revisions

| OK | Find | Delete | Cancel | Form | Tools |

Insured Pay Table No.   CO   *Colorado*

Records 1 - 2					Customize Grid ■
☐ ✎	PDBA From	PDBA From Description	PDBA Thru	PDBA Thru Description	Exclude Premiums
☐	1	Regular	999	Net Pay Adj.	N
☐					

2. On Workers Compensation Insurance Basis Table Revisions, complete the following fields and click OK:

- Insured Pay Table No.
- PDBA From
- PDBA Thru
- Exclude Premiums

Setting Up Workers Compensation Insurance Rates

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

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

Note

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

- Enter W on the Tax Exemptions form when you set up the DBA. See *Setting Up Deductions, Benefits, and Accruals* in the *Human Capital Management Foundation Guide*.

- Enter the DBA code on the Workers Compensation Insurance Basis Tables form. See *Setting Up Workers Compensation Insurance-Basis Tables* in the *Payroll Guide*.

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

Prerequisites

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

❑ Verify that all of the Workers' Compensation codes that are associated with your organization are included in UDC 00/W. See *User Defined Codes* in the *Foundation Guide* for information about adding codes to a UDC table.

► **To set up workers compensation insurance rates**

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

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

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

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

3. Complete the following fields in the detail area:

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

4. Complete the following optional fields:

- Job (Opt)
- WCI SubClass

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

6. Click OK.

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

Reporting Workers Compensation with a Tax ID

Some Canadian provinces require that employers report and submit workers compensation premiums on the same schedule that payroll taxes are submitted (for example, weekly or biweekly) and that the employer report the premium under a 15-digit Canada Customs and Revenue Agency (CCRA) tax ID.

To meet these requirements, complete the following steps:

1. Add new tax type codes for workers compensation in UDC 06/TX. The codes are two characters long, and the first character must be a W (because the W is hard-coded in other applications). The second character can be any character--for example, W1.

2. Change UDC 00/W to display the Description 2 field.

3. Add workers compensation insurance codes to UDC 00/W for each tax type code that you created in step 1, entering the corresponding tax type code from UDC 06/TX in the Description 2 field.

For example:

Code	NS1
Description 1	Nova Scotia
Description 2	W1
Hard Coded	N

4. Add a new tax area for each tax type code you created in step 1.

For example:

Tax Area	700130000
Description 1	Nova Scotia
Description 2	Workers Comp
Tax Type	W1
Statutory Code	NS
Co/Empl Paid	C
Method of Printing	Y

Note

Turning on vouchering does *not* automatically create a voucher for workers compensation during the payroll process.

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5. Add a tax ID number for each tax area/tax type combination.

    For example:

Work Tax Area	700130000
TT	W1
Description	Nova Scotia
CP	N
Tax ID	BINxxxxxxxxxxxx

6. For each affected employee, specify a workers compensation insurance code that you created in step 3 in the Worker's Comp field (WCMP) on the National and Fiscal Data - Canada form.

7. Set up workers compensation rates for the workers compensation insurances codes that you created in step 3. Specify these codes in the WCI Code field (WCMP) on the Workers Compensation Insurance Revisions form.

8. Because vouchers are not automatically created for workers compensation, run the Print Workers Compensation Register report (R773601) during either the Journals or Reports Only step of the payroll cycle to find the premium amount, and then manually enter a voucher to pay the premium amount.

Note

If any employee has multiple workers compensation codes within a pay period, you must create a separate cheque for each workers compensation code to pay the correct premium.

See Also

❑ *Changing a User Defined Code Type* in the *Foundation Guide* for information about displaying the Description 2 field

See the following topics in the *Payroll for Canada Guide*:

❑ *Setting Up Tax Area Information* for information about adding a new tax area

❑ *Entering Country-Specific Information for an Employee* for information about the National and Fiscal Data - Canada form

❑ *Setting Up Workers Compensation Insurance Rates*

Running the Populate Vertex Filing Status Process Program

When you install Vertex enhancements that affect pretax deductions, fringe benefits, or alternate calculation codes, you need to run the Populate Vertex Filing Status Process program (R0701730). This program saves taxable fringe benefit and other information in the Populate Vertex Filing Status table (F0701730). When you run this UBE, you can set processing options to delete all records from the table before saving new information or just save new information.

Processing Options for Populate Vertex Filing Status Process (R0701730)

Default
1. Delete all records from F0701730 before running?
   1 = Yes, delete all records.
   0, blank = No, don't delete records.

Setting Up Pay Types, Deductions, Benefits, and Accruals

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

If you use the HR Benefits module, you must also set up DBAs before you can enroll employees in benefit plans. You must set up at least one DBA for each benefit plan.

Setting Up a Pay Type

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

When you set up pay types you can:

- Specify how different pay types are used when computing employee pay.

- Assign automatic pay methods for autopay employees.

- Specify whether a pay type is tax exempt.

- Define information to be printed on T4 forms for the associated pay type for payroll.

- Specify, for each pay type, whether hours, currency amounts, or both should be passed to the general ledger.

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

Note

To ensure accurate year-end reporting, you should set up separate pay types for pensioners and separate pay types for nonresident workers.

Supplementary Pay Types

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

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

See Also

- ❑ *Working with Media Objects* in the *Foundation Guide* for more information about media objects

► **To set up a pay type**

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

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

2. On Pay Type Revisions, complete the following fields:

- Pay Type
- Paystub Text
- Print Method
- French CDN. Paystub Text
- Pay Type Category
- Effect on GL

3. To specify how the system calculates the pay type, complete the following fields:

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

4. To override the hourly rate, complete the following field:

- Amount or Rate

5. To define how the pay type affects an employee's pay, complete the following fields:

- Effect on Gross Pay
- Effect on Net Pay

6. Click OK.

7. Click Cancel.

8. On Work With PDBAs, locate the pay type you just added, and then click Select.

9. On Pay Type Revisions, for tax-exempt pay types, choose Tax Exemptions from the Form menu.

10. On Tax Exemptions, specify the tax types that should not be computed for the pay type.

11. To specify that the pay type is exempt from all taxes, enter * in the following field:

   • Tax Type 01

12. Click OK to return to Pay Type Revisions.

13. On Pay Type Revisions, to assign a category code to a pay type, choose Category Codes from the Form menu.

14. On Category Code Revisions, assign as many category codes as necessary by entering Y in the appropriate category code fields.

15. Click OK to return to Pay Type Revisions.

16. To designate the pay type as a lump sum, an irregular commission payment, or a bonus, choose Canadian Legislative/Regulatory from the Form menu.
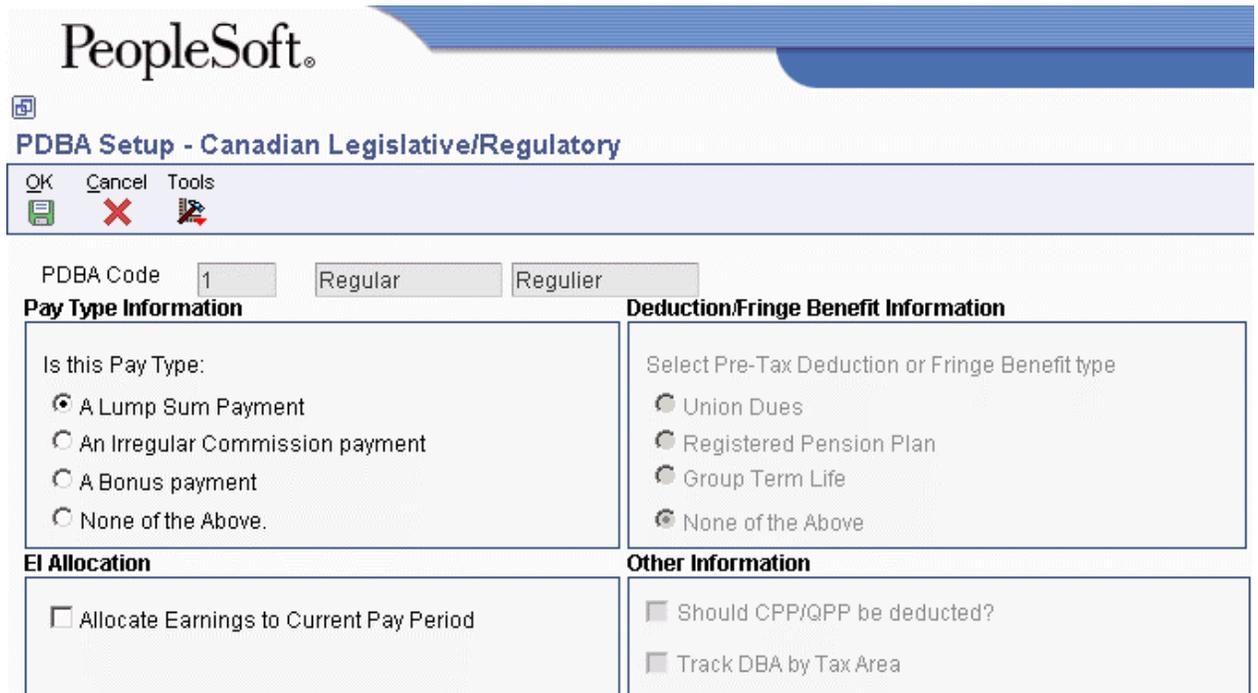
17. On Canadian Legislative/Regulatory, click one of the following options to select the appropriate type of payment:

   • A Lump Sum Payment
   • An Irregular Commission payment
   • A Bonus payment
   • None of the Above.

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

- Allocate Earnings to Current Pay Period

Leave this option unchecked to allocate earnings to the pay period earned rather than to the pay period paid.

19. Click OK.

Setting Up Essential DBA Information

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

Monetary amount	You set up a monetary amount to subtract a specific amount of money from the pay for the designated pay periods.
	For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 USD each pay period. You might also set up a deduction for union dues.
Percentage rate	You set up a percentage rate DBA to calculate a percentage of gross pay.
	For example, the DBA might designate that 1 percent of gross pay should be deducted for United Way or another charitable fund.
Calculation tables	You set up calculation tables for DBAs that are calculated by a formula. The calculation table defines the parameters that the system uses to calculate the DBAs.

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

- Define the actual amount or rate to calculate.
- Omit the actual amount or rate to calculate.

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

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

Determining the Basis of Calculation for a DBA

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

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

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

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).

- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.

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

► **To set up basic DBA information**

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

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

2. On Basic DBA Information, click the Search button in the following field to review a deduction, benefit, or accrual before setting one up:

- DBA Code

3. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.

4. On DBA Recap, review the DBA information and then click Cancel.

5. On PDBA Search & Select, click Close.

   The system displays the Basic DBA Information form again.

6. To define pay stub text and whether DBA information prints on pay stubs, complete the following fields:

- Paystub Text
- French CDN. Paystub Text
- Print Method
- Print Method Category

7. To define calculation rules and limits, complete the following fields:

- Source of Calculation
- Method of Calculation

8. Choose the following option, if applicable:

- Calculate Even If No Gross

9. To designate the effect of a benefit on the employee's income, complete the following field:

- Effect on Gross/Net Pay

10. To designate the effect of a deduction on the employee's disposable wages, complete the following field:

- Effect on Disposable Wage

11. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:

- Amount Rate 1

12. To assign a maximum amount to withhold or accrue in a year, complete the following field:

- Annual Limit 1

13. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:

- Amount Rate 2
- Annual Limit 2

14. To specify how the system retrieves PDBA history, complete the following field:

- History Retrieval Flag

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

- Pay Period of the Month:
- Calculate Only During 1st Period Worked of Month
- Calculate Only Once Per Pay Period
- Beginning Effective Date
- Ending Effective Date

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

► **To set up general accounting and arrearage information**

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

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

1. On Work With PDBAs, locate the record for which you want to set up general accounting and arrearage information; and then click Select.

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

3. On General Accounting/Arrearage Information, complete the following field:

   - Effect on GL

4. To enter arrearage information for deductions, complete the following fields:

   - Arrearage Method
   - When To Adjust Ded
   - Order To Adjust Ded

5. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, choose the following option:

- Generate A/P Voucher

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

- Payee

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

7. Click OK.

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

► **To set up the basis of calculation**

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

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

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

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

  - From PDBA
  - Thru PDBA

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

3. Click OK.

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

► **To add text to a DBA**

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

1. On Work With PDBAs, choose the DBA.

2. From the Row menu, choose Attachments.

3. On Media Object Viewer, click Text.

4. Enter the text and then click Save.

See Also

❑ *Media Object Attachments* in the *Foundation Guide*

Setting Up Group Plan DBAs

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

Business unit	The plan applies only for work performed at a particular business unit or job location.
Job type	The plan applies only to employees working in a certain job type.
Job step	The plan applies only to employees in a certain job step within a job type.
Date range	The plan applies if the pay period dates fall within the date range that you define. For example, you could use this criterion to establish plans with built-in rate increases that you base on effective dates.

Prerequisite

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

► **To set up group plan DBAs**

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

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

2. On Revise Single Group Plan DBA Setup, complete the following fields:

   - Union Code
   - Beginning Effective Date
   - Ending Effective Date
   - PDBA Code

3. Complete the following optional fields:

   - Job Typ
   - Job Step
   - Business Unit
   - M C
   - Explanation Alpha Name

4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this group plan, complete the following field:

   - Gen Vch

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

- Provider Trustee

6. Click OK.

Processing Options for Group Plan DBA Setup (P059101)

Default Tab

Use this processing option to specify whether you want the system to access the Revise Single Group Plan DBA Setup form or the Revision Multiple Group Plan DBA Setup form. The default value (1) is the multiple revisions form.

---

1. Choose Revisions Form
Blank = Default to Single Revisions form
1 = Default to Multiple Revisions form

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

Blank Single Revisions form

1   Multiple Revisions form

Setting Up Tax Status for a Deduction

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

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

Caution

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

See Also

❑ *Setting Up DBAs for Year-End Processing* in the *United States Payroll Year-End Processing Guide* for the current year to review important considerations for DBAs during year-end processing

► **To set up tax status for a deduction**

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

1. On Work With PDBAs, click Deduction and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

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

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

4. On Tax Exemptions, complete one or more of the following fields; and click OK:

   - Tax Type 01

     through

   - Tax Type 15

Setting Up Tax Status for a Benefit

You set up tax information for a benefit so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the benefit. In some cases, you might need to identify a benefit, such as a company-paid life insurance policy, as a taxable cash benefit.

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

Nontaxable cash benefit	You set up a nontaxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a nontaxable cash benefit is a moving allowance below the taxable minimum.
Nontaxable non-cash benefit	You set up nontaxable non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.
Taxable cash benefit	You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable cash benefit is a reimbursement for moving expenses.
Taxable non-cash benefit	You set up a taxable non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferable to cash. The benefit is added to an employee's gross pay, but it has no impact on the employee's net pay other than the tax withheld. An example of a taxable non-cash benefit is the use of a company car.

Caution

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

► **To set up tax status for a benefit**

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

1. On Work With PDBAs, click Benefit and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. To specify the tax status for the benefit, complete the following field:

   - Effect on Gross/Net Pay

4. Choose the following option and click OK.

   - Calculate Even If No Gross

Setting Up Tax-Deferred Compensation Deductions

You set up a tax-deferred compensation deduction to deduct an amount from an employee's pay for compensation programs that defer taxes until the funds are distributed or until the funds are removed from the plan. A Registered Retirement Savings Plan (RRSP) is an example of a tax-deferred compensation deduction. A tax-deferred compensation deduction is generally based on a percentage of employee gross pay. For example, an employee might contribute 10 percent of gross pay to an RRSP.

Caution

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

Prerequisite

❑ Review the steps for setting up DBA information. See *Setting Up Essential DBA Information* in the *Payroll for Canada Guide*.

▶ **To set up a tax-deferred compensation deduction for Canada**

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

1. On Work with PDBAs, click the Deduction option in the PDBA Type area; and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information and click OK.

3. Click Cancel to close the Basic DBA Information form.

4. On Work With PDBAs, locate the deduction that you just added; and then click Select.

5. On Basic DBA Information, choose Canadian Leg/Reg from the Form menu.

6. On Canadian Legislative/Regulatory, click one of the following options:

   - Union Dues
   - Registered Pension Plan
   - Group Term Life
   - None of the Above

7. To indicate that the current pay-period amount of employee-paid CPP or QPP contributions should be used to reduce the current pay-period Registered Pension Plan deduction, click the following option and then click OK:

   - Should CPP/QPP be deducted?

▶ **To set up limits for a tax-deferred compensation deduction**

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

1. On Work with PDBAs, click the following option, and then click Find:

   - Deduction

2. Choose a record in the detail area and then click Select.

3. On Basic DBA Information, choose Advanced DBA Info. from the Form menu.

4. On Advanced DBA Information, complete any of the following fields to set up limit rules:

   - Limit on Pay Period Dollars
   - Limit on Monthly Dollars
   - Limit on Quarterly Dollars
   - DBA For Prior Limit
   - Group Limit Code
   - Limit Method
   - Calendar Month Method

5. To set up minimum and maximum rules, complete any of the following fields and click OK:

- Limit on Pay Period Percent - Minimum
- Limit on Pay Period Percent - Maximum
- Minimum Hours
- Maximum Hours

Setting Up a Taxable Fringe Benefit for Canada

You set up a taxable fringe benefit DBA when you want Quantum for Payroll Tax to calculate appropriate taxes for a benefit such as Group Term Life Insurance. For example, the taxable fringe benefit function in your PeopleSoft software provides Group Term Life Insurance amounts to Quantum for Payroll Tax, and then retrieves the taxable or subject amounts for each tax. Subject amounts are wages that are included in the subject gross but are not included in the adjusted current gross.

You can use the PDBA Setup program (P059116) to create a new DBA for a taxable fringe benefit. After you create the DBA, you choose the Group Term Life option (GTL) on the Canadian Legislative/Regulatory form that is available from the Row menu. For the United States and Canada, GTL represents the fringe benefit for Group Term Life. In the following example, gross pay equals 1000 and the fringe benefit for Group Term Life equals 20:

Tax	The Rule	Taxable Gross	Subject Gross	Adjusted Current gross
Federal Withholding	Withholding not required but must be reported	1000	1020	1020
Social Security/Medicare	Must be withheld	1020	1020	1020
FUTA	Exempt	1000	1000	1000

Subject amounts are wages that are included in the subject gross but not in the adjusted current gross. Taxable amounts are wages that are included in the subject gross and in the adjusted current gross. Exempt amounts are wages that are not included in the subject gross or the adjusted current gross.

The Quantum for Payroll Tax system calculates tax only on amounts that are taxable. Only taxable amounts are included in adjusted current gross.

Federal Withholding and FUTA display the gross pay. To account for the fringe benefit for Group Term Life, the Quantum for Payroll Tax system adjusts gross pay to 1020 for Social Security and Medicare. A taxable gross of 1020 is stored in the PeopleSoft system.

Note

Depending on your organizational requirements, when you use the GTL function, you might need to add the GTL benefit amounts back for year-end processing. For State, Local, SCI, and County taxes, you need to determine whether Vertex classifies GTL as Subject. You can then set up the DBA to track by tax area and refer to the year-end special handling instructions to add back to wages for W2 reporting.

See Also

❑ *Running the Populate Vertex Filing Status Process Program* in the *Human Capital Management Foundation Guide* for information about setting up information that is related to software updates from Vertex, Quantum for Payroll Tax.

❑ *Running the Update Tax Area Table Report* in the *Human Capital Management Foundation Guide* for information about setting up information that is related to software updates from Vertex, Quantum for Payroll Tax

▶ **To set up a taxable fringe benefit for Canada**

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

1. On Work With PDBAs, click the Benefit option and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. Enter 2 in the following field:

   - Effect on Gross/Net Pay

   A value of 2 indicates a taxable cash benefit.

4. After you complete the steps for adding the benefit DBA, choose Canadian Leg/Reg from the Form menu.

5. On Canadian Legislative/Regulatory, click the following option and then click OK:

   - Group Term Life

Setting Up Rollover Information for DBAs

For most types of DBAs, such as retirement plan benefits and medical plan deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

For some DBAs, such as those that track vacation and sick time, employees can earn or hold balances that the system must calculate before it can roll over the balance from one year to the next. When you set up these DBAs, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have any of the following:

- Remaining balances

- Remaining periods

- An inception-to-date limit

- An annual carryover limit

- Deduction amounts due

- Arrearages

You also enter rollover information to specify the table in which the system stores history for the DBA, either the Fiscal and Anniversary Year History table (F06147) or the Employee Transaction History Summary table (F06146).

You can set up vacation and sick DBAs in either of the following ways:

- When an employee accrues time that becomes available at a later date, you set up two DBAs. The first DBA accrues the time. The second DBA tracks the amount of that accrued time that is available to the employee.

- When an employee may take time as it is earned, you set up a single DBA to track accrued, or available, time.

Either of these scenarios might also involve a limit to the number of hours or days that an employee can carry forward into the following year. When you set up a rollover calculation table to use with DBAs, you can specify a table method of either hours (VR) or days (DR). When you specify DR as the table method, the system calculates vacation or sick accruals in days worked instead of hours worked. You might use this approach when the number of standard hours per week varies based on job types or other criteria.

The system also calculates time accrued and time taken in a pay period in which the employee rollover occurs. Time accrued or taken can be rolled over immediately if the time occurred prior to the employee's anniversary date in a payroll that includes the employee's anniversary date.

See Also

- ❏ *Rollovers* in the *Payroll Guide* for information about how to use the rollover programs

Example: Limits on Vacation or Sick-Leave Rollover

Your vacation or sick-leave policy might state that employees can carry forward no more than 80 hours from one year to the next.

To administer this policy, you set up a rollover calculation table that allows only 80 hours to roll over into the following year.

The upper and lower limits in the rollover calculation table represent an employee's months of service. To include all employees in this table, use 0.00 as the lower limit and 999999.99 as the upper limit.

The table also specifies any limit to the amount of vacation time that the employee can carry over into the next year. This example allows 80 hours to be carried over to the next year. If your organization applies different limits based on the length of service of the employee, you can enter multiple rows in the rollover calculation table to administer this policy.

Note

To calculate vacation or sick-leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

When you use two DBAs to track sick or vacation time, the rollover calculation table is associated with the DBA that tracks available time. The amount of available time might include a beginning balance from a prior year. The system compares the total amount to the limit that is entered in the table. Any amount that is over the limit is not rolled over into the new year.

Alternatively, your organization's vacation or sick-leave policy might state that employees cannot carry forward hours or days from one year to the next. To administer this policy, you use a processing option for the Leave Balance Rollover program (R073910) to specify that the program roll over only the current accrual.

Example: Vacation Rollover for Time Not Immediately Available

Your vacation policy might state the following:

- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.

- Employees may take vacation time in the calendar year following the year in which it was earned.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee takes.

- An accrual (such as 8015, Vacation) that tracks the vacation time that an employee earns. The accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over.

PeopleSoft.

PDBA Setup - Basic DBA Information

Work With PDBAs | Basic DBA Information

OK　Cancel　Form　Previous　Next　Tools

| DBA Code | 8015 | DBA Type | A |

Paystub Information

| Paystub Text | Vac Accrual | Print Method | I |
| French CDN. Paystub Text | | Print Method Category | |

Calculation Rules Limits

| Source of Calculation | G | Method of Calculation | 2 |
| Table Code | 08015 | Vacation | |

☑ Calculate During Pre-Payroll

Effect on Gross/Net Pay

☐ Calculate Even If No Gross

Effect on Disposable Wage | 1 |

| Amount Rate 1 | 1.0000 | Annual Limit 1 | |
| Amount Rate 2 | | Annual Limit 2 | |

Scheduling the Calculation

Pay Period of the Month:　(1) Y　(2) Y　(3) Y　(4) Y　(5) Y

☐ Calculate Only During 1st Period Worked of Month　　Beginning Effective Date

☐ Calculate Only Once Per Pay Period　　Ending Effective Date

- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. You can use the accrual rollover table associated with this second accrual to establish the limit on the number of hours that can roll over into the following year.

When you set up accrual 8016, Vacation Available, you would enter the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).

- In the Rollover Table field, enter the table code of the rollover table that you just created so that only the specified amount rolls over.

Note

If you specify a limit in the ITD Limit field, the system ignores any table code that you might have entered in the Rollover Table field. When you specify a limit in the ITD Limit field, the system assumes that you roll over amounts only up to the maximum hours that you specified. For more information about using the ITD Limit field, see *Example: Vacation Rollover with an Inception-To-Date Limit* in the *Human Capital Management Foundation Guide*.

- In the Related PDBA field, enter the number of the pay type used for vacation pay.

- In the next Related PDBA field, enter the DBA number of the accrual that represents accrued but not yet available hours.

When you run the rollover program, the system calculates the balance to roll over by adding the accumulated accrual amount and available balances, subtracting the vacation time that has been taken, and limiting the carryover amount, if you entered a rollover table, so that it does not exceed the amount entered in the rollover calculation table.

You cannot enter any information on the Rollover Setup Window for accrual 8015. The Rollover Setup Window is only maintained for the available accrual, 8016.

Example: Vacation Rollover for Time Immediately Available

Your vacation policy might state the following:

- Employees may take vacation time as it is earned.
- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees cannot roll over more than 80 hours to the next year.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 801, Vacation Pay) that tracks the vacation time that an employee takes
- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns

When you set up accrual 8011, you would set up the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the rollover table that you just created so that only the specified amount rolls over.

Note

If you specify a limit in the ITD Limit field, the system ignores any table code that you might have entered in the Rollover Table field. When you specify a limit in the ITD Limit field, the system assumes that you roll over amounts only up to the maximum hours that you specified. For more information about using the ITD Limit field, see *Example: Vacation Rollover with an Inception-To-Date Limit* in the *Human Capital Management Foundation Guide*.

- In the Related PDBA field, enter the number of the pay type used for vacation pay (801).
- In the next Related PDBA field, enter pay type 801 as the pay type that the system uses to calculate the balance for accrual 8011.

When you run the rollover program, the system calculates the balance to roll over by subtracting the vacation time that has been taken from the vacation time earned, and limiting the carryover amount so that it does not exceed the amount entered in the rollover calculation table.

Example: Vacation Rollover with an Inception-To-Date Limit

Your vacation policy might state the following:

- Employees can take vacation time as it is earned.

- Employees accrue vacation time at the rate of six hours per pay period, and your organization processes semi-monthly payrolls.

- The Inception-To-Date (ITD) limit is 80 hours, that is, employees cannot have more than 80 hours available at any given time.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 821, Vacation) that tracks the vacation time that an employee takes

- An accrual (such as 8510, Vac Accrual) with an ITD limit of 80 that tracks both the vacation time that an employee earns and the vacation time that the employee has available

When you set up DBA 8510, you would set up the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).

- In the ITD Limit field, enter 80.

- In the Related PDBA field, enter the number of the pay type used for vacation pay (821).

When you process a payroll cycle, the DBA calculation program in pre-payroll uses the associated pay type code to calculate the net balance, that is, the employee's accrued hours for the year minus the taken amount. When the system calculates the employee's accrual for the pay period, it knows that the employee cannot have a balance greater than the ITD Limit (80 hours in this example), so it adds only enough hours to reach that limit. You do not need to run the rollover program, because the ITD limit ensures that the employee never has more available hours than the limit amount that you specified.

For example, suppose that, in the middle of the year, an employee has a balance of 78 hours of vacation. The next time you process payroll, the system calculates the employee's regular six-hour accrual. Because the employee has an ITD limit of 80 hours, the program adds only two hours to DBA 8500 (80 – 78 = 2). The remaining 4 hours are lost.

Suppose that this same employee took a vacation before you processed the payroll and charged 30 hours of vacation time to pay type 821. When you process the payroll, the system calculates the vacation time balance (78 – 30 = 48) and the employee's regular six-hour accrual, and then adds the accrual to the balance for a new balance of 54 hours. Every time that you process payroll, the system continues to calculate the full amount of the accrual and add it to the balance up to, but not exceeding the 80-hour ITD limit.

Note

You use the ITD limit in a single-DBA situation, that is, when you set up one DBA that tracks both time earned and time available. You typically do not use the ITD limit in a dual-DBA situation, that is, when you set up both an accrual DBA code and an available DBA code.

Prerequisite

❑ Set up the pay types that you will use to calculate balances for DBAs that require rollover information.

▶ **To create rollover calculation tables for DBAs**

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

1. On Work With Calculation Tables, click Add.

2. On Calculation Table, enter R in the following field:

- Table Type

3. Complete the following field:

- Table Code

4. To calculate rollover data based on hours worked, enter VR in the following field:

- Table Method

To calculate rollover data based on days worked, enter DR.

5. Enter the number of months of service from the original hire date in the following fields:

- Lower Limit
- Upper Limit

6. Complete the following field to specify the carryover limit and click OK:

- Amt./Rate

See Also

❑ *Setting Up Calculation-Table Information* in the *Human Capital Management Foundation Guide*

► **To set up rollover information for DBAs**

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

1. On Work With PDBAs, complete the steps for setting up basic DBA information for an accrual.

Note

When you set up a lost DBA on Basic PDBA Information, you should set up the DBA as a flat amount and set all of the Pay Period of the Month fields to N so that the DBA does not calculate. Because lost DBAs should never be used for any calculations, we recommend that you use the numeric transaction codes 9001-9999 to define your lost DBAs.

2. On Work With PDBAs, choose Advanced DBA Info from the Row menu.

3. On Advanced DBA Information, complete the following field:

- Leave Balance Rollover Date Code

4. Complete the steps for setting up advanced DBA information.

5. On Work With PDBAs, choose Rollover Setup from the Row menu.

6. On Rollover Setup Window, enter the table code for the rollover calculation table that you created to define carryover limits.

7. Complete the following fields and click OK:

    - Benefit/Accrual Type
    - Rollover Table
    - ITD Limit
    - Related PDBA

    If you complete both the Rollover Table field and the ITD Limit field, the system can only apply one of those limits. A value in the ITD limit overrides any limit defined via the rollover table.

Note

On Rollover Setup Window, you cannot relate more than one accrual code to a single available DBA code. But you can relate more than one taken pay type to a single available DBA code.

You do not need to enter additional rollover information for a wage-attachment DBA. Wage-attachment balances are inception-to-date and do not need to be rolled over.

See Also

See the following topics in the *Human Capital Management Foundation Guide*:

❑ *To set up basic DBA information* for more information about setting up DBAs

❑ *Setting Up Advanced DBAs* for more information about setting up advanced DBAs

Setting Up Limits for Tax-Deferred Compensation Deductions

You set up a tax-deferred compensation deduction when you are deducting an amount from the employee's pay for a compensation program that defers taxes until the funds are distributed or until the funds are removed from the plan. In many cases, the government imposes limits on contributions to tax-deferred compensation plans. Your organization might also impose a limit on contributions to these plans. To simplify the process of administering a tax-deferred compensation plan, you can set up the deduction for the plan so that the system stops taking the deduction as soon as a limit is reached.

Prerequisite

❑ Set up a tax-deferred compensation deduction. See the global solutions guide for your country for instructions.

▶ **To set up limits for a tax-deferred compensation deduction**

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

1. On Work With PDBAs, click the following option and then click Find:

   • Deduction

2. Choose a record in the detail area and then click Select.

3. On Basic DBA Information, choose Advanced DBA Info. from the Form menu.

PeopleSoft.

PDBA Setup - Advanced DBA Information

OK   Cancel   Tools

PDBA Code   7000   401(k)

Limit Rules

Limit on Pay Period Dollars		DBA For Prior Limit	
Limit on Monthly Dollars		Group Limit Code	A
Limit on Quarterly Dollars		Limit Method	
Annual Limit 1	10,000.00	Calendar Month Method	
Annual Limit 2		Leave Balance Rollover Date Code	

Minimum/Maximum Rules

Limit on Pay Period Percent - Minimum		Minimum Hours	
Limit on Pay Period Percent - Maximum		Maximum Hours	

Additional DBA Rules

☐ Calculate for all Emp

Pay Class(H/S/P)

Home Company

Tax Area (Work)

☐ Declining Balance   Amount Due
☐ Number of Periods   No. of Deductions
☐ Include in Union Plan
Investment Group Codes
Spending Account Type

4. On Advanced DBA Information, complete any of the following fields to set up limit rules:

- Limit on Pay Period Dollars
- Limit on Monthly Dollars
- Limit on Quarterly Dollars
- DBA For Prior Limit
- Group Limit Code
- Limit Method
- Calendar Month Method

5. To set up minimum and maximum rules, complete any of the following fields and click OK:

- Limit on Pay Period Percent - Maximum
- Limit on Pay Period Percent - Minimum
- Minimum Hours
- Maximum Hours

Setting Up Category Codes for DBAs

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

See Also

❑ *Defining Category Codes* in the *Human Capital Management Foundation Guide*

❑ *To set up basic DBA information* in the *Human Capital Management Foundation Guide* for instructions for setting up essential DBA information

▶ **To set up category codes for DBAs**

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

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.

2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

3. Choose Category Codes from the Form menu.

   On Category Codes Revisions, you can enter up to ten different category codes.

4. Complete one or more of the Category Code fields and click OK.

Setting Up a DBA Based on Another DBA

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

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

▶ **To set up a DBA based on another DBA**

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

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. Choose Basis of Calc. from the Form menu.

4. On Basis of Calculation, complete the following fields with the DBA code that the DBA is based on:

- From PDBA

- Thru PDBA

5. Click OK.

Setting Up Pay Tables for ROE Reporting

You can set up pay tables to calculate amounts that are reported on an ROE (Record of Employment) for vacation or statutory holiday pay. You set up these pay tables in the Workers Compensation Insurance Basis Table program (P079071). Similar to workers compensation tables, pay tables for ROE reporting refer to a range of PDBA codes.

To set up pay tables, follow the steps for setting up workers compensation insurance-basis tables.

Note

You do not need to complete the Exclude Premiums field when you are setting up pay tables for ROE reporting.

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

See Also

❑   *Setting Up Workers Compensation Insurance-Basis Tables* in the *Payroll for Canada Guide* for the steps for setting up pay tables

Additional Information

Additional information about setup issues, technical considerations, and using the system is available.

Translation Considerations for Multilingual Environments

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

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

You might want to translate the following common software elements if you use the software in a multinational environment:

Business Unit Descriptions	You can translate the descriptions of the business units that you set up for your system. The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D). Print the Business Unit Translation Report (R00067) to review the description translations in the base language, and one or all of the additional languages that your business uses.
Account Descriptions	You can translate the descriptions of your accounts into languages other than the base language. After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language, and one or all of the additional languages that your business uses.
Automatic Accounting Instruction (AAI) Descriptions	You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.
UDC Descriptions	You can translate the descriptions of the UDCs that you set up for your system.
Delinquency Notice Text	Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.) The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.

The translations that you set up for your system also work with the language that is specified in the user profile for each person who uses the system. For example, when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French, rather than in the base language.

- *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for information about translating user defined codes

- *Translating Business Units* in the *General Accounting Guide* for information about translating business units

- *Translating Accounts* in the *General Accounting Guide* for information about translating accounts

- *Setting Up Letter Text for Delinquency Notices and Statements* in the *Accounts Receivable Guide*

PeopleSoft EnterpriseOne Multicurrency Solution Summary

Companies that do business internationally often have additional accounting needs. These needs arise from doing business in different currencies, and following different reporting and accounting requirements for each country in which they do business. To process and report on transactions in multiple currencies, a company that operates internationally can:

- Convert foreign currencies into the local currency

- Convert different local currencies into one currency for reporting and comparisons

- Adhere to regulations that are defined in the countries where the company operates

- Revaluate currencies due to changes in exchange rates

EnterpriseOne performs the following multicurrency functions throughout most base applications:

- Converts from one currency to another

- Restates multiple currencies to consolidate into one currency

- Revaluates currencies due to changes in exchange rates

EnterpriseOne stores each currency in a different ledger, as illustrated in the following table:

AA ledger	Domestic transactions are posted to the AA ledger.
CA ledger	Foreign transactions are posted to the CA ledger.
XA ledger	Alternate currency transactions, if used, are posted to the XA ledger.

You can designate a specific currency for the following:

- Company

- Account

- Address book record

Data Entry in Foreign or Domestic Currency

You can enter all transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions. For foreign entries, the system automatically converts foreign amounts to domestic amounts.

Setting Up Daily Transaction Rates

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

Default exchange rates	When you enter a transaction, the system supplies the exchange rate from table F0015.
Exchange rates for individual contracts	You can specify exchange rates for individual customers and suppliers.
Spot rates	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from tableF0015.

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

Realized gains and losses	Entries that represent realized gains and losses for exchange rates are automatically created at the time of cash receipt or entry.
Unrealized gains and losses	You can print a report to analyze open receivables and payables to book unrealized gains and losses at the end of the month. Optionally, you can set up your system to create these entries automatically.

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

❑ *Multicurrency Overview* in the *Multicurrency Guide* for more information about multiple currencies

Employee Information

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

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

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

Hiring Employees

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

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

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

Adding employee records one at a time	This method displays a series of forms that you need to complete to hire an employee. This method is preferable if you hire individuals with very diverse employee information so that hiring in groups is not applicable.
	You can add new employee and terminated employee (rehire) records to table F060116.
Adding multiple employee records	This method uses the Employee Quick Hire program (P060116Q). It saves data entry time because you add records in groups based on similar job information.
	You can add new employee, terminated employee (rehire), and applicant records to table F060116.

Country-Specific Employee Information for Canada

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

Country Code

When you create the employee record for a Canadian employee, you enter the country code for Canada (CA).

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

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

To process payroll correctly for Canadian employees, you must complete these forms.

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

Employee Language Preference

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

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

See Also

- ❑ *Adding Employee Records Using Employee Quick Hire* in the *Human Capital Management Foundation Guide*

See the following topics in the *Payroll for Canada Guide*:

- ❑ *Entering Basic Employee Information*
- ❑ *Entering Employee Personal Information*

Adding Employee Records One at a Time

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

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

Note

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

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

Prerequisite

❑ Review the processing options for each program in this series of tasks. They define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table (F08001) supplies default job information when you add or change employee information.

❑ In the Address Book system, review the processing options for the Fixed Asset Constants program (P001012) to ensure that the tax ID is set to appear.

Entering Basic Employee Information

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

► **To enter basic employee information**

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

1. On Work With Employee Information, click Add.

2. On Employee, complete any of the following employee identification fields that are not already supplied by the system:

   • Security Business Unit
   • Home Company
   • Pay Frequency
   • Pay Status
   • Original Hire Date
   • Date Started
   • Country

3. To enter benefits information, complete any of the following fields that are not already supplied by the system:

   • Employee Benefit Status
   • Benefit Group
   • Participation Date

4. To include additional employee identification information, complete the following optional fields:

   • Alternate Employee No
   • Check Route Code

5. Complete the following fields if the system displays them for your country of preference:

   • Data Protection Code
   • Data Protection Date

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

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Employee Information - Employee

Cancel Con't Form Tools

Employee Number	12346
Employee Tax ID	

Alternate Employee No		
Security Business Unit	1	Financial/Distribution Company
Home Company	00001	Financial/Distribution Company
Check Route Code		Default value
Pay Frequency	S	Semi-Monthly
Pay Status	0	Active
Employee Benefit Status	A	Active
Benefit Group	SALARY	Salary Employee Benefit Participation Date

Original Hire Date	01/03/05	Date Started	
Leave Begin Date		Leave End Date	
Expected Recall Date		Termination Date	
Date Pay Starts		Date Pay Stops	

Data Protection Standards

Data Protection Code
Data Protection Date

Upon Termination

☐ Move to Applicant Pool

Country of Employment

Country   USA

6. Click Con't (Continue).

> The Address Book Revision form appears.

After you enter basic employee information, you must enter address book information.

Entering Address Book Information

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

Address book information includes information such as the employee's name, address, tax identification number, and phone number. Entering address book information creates a record for the employee in the Address Book Master table (F0101). After you enter address book information for an employee, you can use that information to locate the employee in the database when you do not know the employee number.

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

Note

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

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

See Also

❑ *Entering Address Book and Mailing Information* in the *Address Book Guide* for instructions for completing the Address Book Revision form

Entering Employee Personal Information

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

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

When you need to update employee personal information that has already been entered, you can use the Employee Information program (P0801) on the Employee Management menu (G05BE1) to choose an employee, choose Personal from the Row menu, and enter changes. If your organization uses PeopleSoft self-service software, employees can also enter their own changes.

► **To enter employee personal information**

After you enter basic employee information, you must enter personal information. The system displays the appropriate form automatically.

1. On Personal, complete the following fields:

   • Ethnic Code

   Note

   The system does not display the Ethnic Code field for Canadian employees.

   • Gender
   • Date of Birth

2. Complete any of the following optional fields:

   • Preferred Name
   • Birth Name
   • Name - Employee
   • Additional Name
   • Salutation
   • Suffix
   • Marital Status

- Life Ins. (Annual Salary 1)
- Life Ins. (Annual Salary 2)

3. Complete the following fields if the system displays them for your country of preference (these fields might not appear, depending on the employee's country code):

- Country Of Birth
- Alien Reg. No
- Currency Code
- Employee Age (As of Jan 1st)
- Language
- 1st Nationality-Citizenship
- 2nd Nationality
- 3rd Nationality

4. Click Continue.

Continue the current process by completing the next form. If you need to return to employee personal information, click Back.

Entering Organizational Assignment Information

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

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, home business unit, performance appraisal types and dates, and employee competency levels.

When you want to review job history for values on this form, first place your cursor in the desired field and then choose the Job Hist. Tracking menu option. To review history for other values on this form that you might be tracking, place your cursor in the desired field and then choose the History Tracking menu option. To track historical information, you must first set up the values that you want to track.

Performance Appraisals and Organizational Information

If you are using the Performance Appraisal module in the Human Resources system to create employee appraisals, the system automatically updates the Last Review Type and Last Review Date fields on the Organizational Assignment form when an appraisal is completed. You can then review the employee's appraisal directly from the Organizational Assignment form using the Performance Appraisal menu option.

For example, if a dispute arose about the level of an employee's salary, a human resource administrator could easily review the employee's record, and also access the employee's performance appraisal directly, to ensure that all necessary information is taken into account.

If no appraisals have been created for the employee, the Performance Appraisal option is disabled.

You can also review current and historical performance appraisals that were completed by a specified supervisor. On the Work With Organizational Assignments form, you choose an employee who is assigned to the specified supervisor, and then choose the Performance Appraisal menu option. You can choose any employee who is associated with that supervisor, regardless of whether that employee has a completed performance appraisal.

For example, human resource administrators might need to verify whether a supervisor has completed all of the performance appraisals for the department. Using this option, you can review all completed appraisals, or all appraisals that have not yet been completed by a specified supervisor.

► **To enter organizational assignment information**

After you enter employee personal information, you must enter organizational assignment information. The system displays the appropriate form automatically.

1. On Organizational Assignment, complete any of the following fields that are not already completed by the system:

   - Supervisor
   - Home Business Unit
   - Mentor
   - Team
   - Position ID
   - Job Type/Step

- Locality
- EEO Job Category
- Employment Status
- Date Pay Starts

2. To enter job competency information, complete the following fields:

   - Organizational Business Unit
   - % Competency Achieved
   - Last Competency Review Date

3. To enter performance appraisal control information, complete the following fields:

   - Perf. Appraisal Level
   - Last Review Type
   - Last Review Date
   - Next Review Type
   - Next Review Date

4. Complete the following optional fields:

   - Job Title
   - Union Code
   - Shift Code
   - Date Pay Stops

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Employee Information - Organizational Assignment

Cancel   Back   Con't   Form   Tools

| Employee No. | 12436 |
| Date Started | 01/03/05 |

Supervisor	7500	McDougle, Cathy
Home Business Unit	9	Corporate Administration
Mentor		
Team		Default

Position ID		Date in Current Position	01/03/05
Job Type/Step	1M-1	MIS Manager	Date in Current Job	
Job Title	MIS Manager-North America	
Union Code		.	Locality	
EEO Job Category	002	Professionals	Shift Code	

| Employment Status | |
| Date Pay Starts | 01/03/05 | Date Pay Stops | |

Job Competency

| Organizational Business Unit | |
| % Competency Achieved | 0.00 | Last Competency Review Date | |

Performance Appraisal

Perf. Appraisal Level	0.000
Last Review Type		Last Review Date	
Next Review Type		Next Review Date	

5. Click Continue.

    If you set the processing options for the Employee Organizational Assignment program (P0801ORG) to use default job information from the Job Information table (F08001), the system displays Job Default Window.

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

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

See Also

❑   *Assigning Competencies to Employees* in the *Human Resources Guide* for additional information about employee competencies

❑   *Performance Appraisals* in the *Human Resources Guide* for additional information about creating and reviewing employee performance appraisals

❑   *Employee History and Turnover* in the *Human Capital Management Foundation Guide* for additional information about setting up fields for history tracking

Processing Options for Employee Organizational Assignments (P0801ORG)

Defaults Tab

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

The program uses default information from the Job Information table (F08001) and the Business Unit / Job ID. X-Ref table (F08005), depending on which combination of processing options is set.

The Job Information Add and Job Type Change processing options use data in the F08001 table unless the Business Unit/Job ID Information processing options are set to 1 (default). When the Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options are set to 1 and there is a matching business unit / job type record in the F08005 table, the union code, benefit group, and workers compensation information comes from the F08005 table. All other data comes from the F08001 table. If there is no matching business unit/job type record in the F08005 table, all data comes from the F08001 table.

The Job Category Add and Job Category Change processing options use data in the F08001 table if a matching job type/step record exists in that table. If no matching record exists, no data is used and no data is retrieved for the Job Information Add and Job Type Change processing options.

The Job Default Window processing options specify the setting that the system uses to automatically provide information from the F08001 table for the Job Default Window (P08JD). The system displays the Job Default Window only when you are entering a new employee into the system.

The Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options use data in the F08005 table. If the Job Information Add and Job Type Change processing options are set to 1 and a matching record does not exist in the F08005 table, the system uses data from the F08001 table.

---

1. **Job Information Add**

   0 = Do not use default data.

   1 = Use default data.

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

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

0

Do not use default data.

1

Use default data.

2. Job Information Change
0 = Do not use default data.
1 = Use default data.

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

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

0

Do not use default data.

1

Use default data.

3. Job Default Window
0 = Always Use Default Job Information
1 = Only Use Defaults to Overwrite Blanks

Use this processing option to specify which of the radio buttons, in the job Default Window, will be selected when first entering the window. Valid values are:

0

To specify the button "Always use default job information"

1

To specify the button "Only use defaults to overwrite blank values'"

4. Job Category Add

   0 = Do not use default data.

   1 = Use default data.

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

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

0

Do not use default data.

1

Use default data.

5. Job Category Change

   0 = Do not use default data.

   1 = Use default data.

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

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

0

Do not use default data.

1

Use default data.

6. Business Unit/Job ID Information

Add

0 = Do not use default data.

1 = Use default data.

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

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

  0 Do not use default data.

  1 Use default data.

7. **Business Unit/Job ID Information**

   Change

   0 = Do not use default data.

   1 = Use default data.

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

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

0

Do not use default data.

1

Use default data.

Versions Tab

Use these processing options to specify the program version that the system uses for Resource Competency Information (P05100), Competencies Gap Analysis (P08008), and Employee Performance Appraisals (P087712). If a custom version does not exist and you do not enter the version number, the system uses the default version of each program.

1. Resource Competency Information Version

Blank = ZJDE0002
A valid version

Use this processing option to specify the version of the Resource Competency Information program (P05100) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Resource Competency Information program, you can use a processing option to specify the Competency Update Event Code.

2. Gap Analysis Version

Blank = ZJDE0003
A valid version

Use this processing option to specify the version of the Competencies Gap Analysis program (P08008) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0003.

A program version is a set of user-defined specifications. When you define a version of the Competencies Gap Analysis program, you can set processing options to specify the audience and a default version of the Job Competencies In An Organization program (P08006).

3. Performance Appraisal Version

Blank = ZJDE0006
A valid version

Use this processing option to specify the version of the Employee Performance Appraisals program (P087712) that the system uses. If you leave this processing option blank, the

system uses the default version, ZJDE0006.

A program version is a set of user-defined specifications. When you define a program version of the Employee Performance Appraisals program, you can set processing options that control various aspects of the program.

Entering Basic Compensation Information

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

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

When you want to update compensation information that has already been entered, you can choose the Basic Compensation program (P0801CMP) from the Employee Management menu (G05BE1), locate the employee whose record you need to change, and then choose Basic Compensation from the Row menu.

When you want to review job history for values on this form, first place your cursor in the desired field and then choose the Job Hist. Tracking menu option. To review history for other values on this form that you might be tracking, place your cursor in the desired field and then choose the History Tracking menu option. To track historical information, you must first set up the values that you want to track.

► **To enter basic compensation information**

After you enter organizational assignment information, you must enter compensation information. The system displays the appropriate form automatically.

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

1. On Basic Compensation, if the employee is in the salaried pay class, complete the following field:

    *   Salary

2. If the employee is in the hourly pay class, complete the following field:

    *   Hourly Rate

3. Complete the following fields:

    *   Std Hrs/Day
    *   Pay on Std Hours
    *   Std Hrs/Year
    *   Std Days/Year
    *   Default Auto Pay Type
    *   FTE

4. Complete the following fields if your processing options are not set up to use the default job information:

- Pay Class
- Pay Grade/Step
- Overtime Exempt

5. If you want to review pay history information, click in one of the following fields and then choose Pay Hist. Tracking from the Form menu:

- Pay Grade
- Grad Step

Choosing the Pay Hist. Tracking option displays the Pay History Window form. Pay History Window uses information from the Employee Master Information table (F060116) and the Employee Jobs History File table (F060119).

6. If you want to review HR history information, click in any field except Job Type/Step and then choose History Tracking from the Form menu.

Choosing the History Tracking options displays the History Window form. History Window uses information from Employee Master Information table (F060116) and the HR History table (F08042). The data that the system displays, which is based on the menu choices of Job Hist. Tracking and History Tracking, might be different, depending on whether the system option for history tracking is enabled.

7. Click Continue.

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

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

Processing Options for Basic Compensation (P0801CMP)

Process Tab

Use these processing options to specify whether the system sends a Workflow message when a salary change exceeds the specified amount or percentage. When the threshold is exceeded, the system activates the Employee Salary Change Approval process (EEMAST1) in Workflow. The system updates the new salary change only after the Workflow request is approved.

1. Workflow - Salary Threshold

   0 = Default

Use this processing option to specify an amount that, if the salary is increased by the amount entered or increased by more than the amount entered, then the system initiates the Employee Salary Change Approval Process (EEMAST1) workflow. The system sends an approval message to the workflow recipient, and the salary is updated after the change is approved.

2. Workflow - Salary Percent Change Threshold

Use this processing option to specify the percentage of salary increase at which the system starts the Change Approval Workflow Process (EEMAST1). When the salary is increased to or beyond the percent entered, the system starts the workflow process. The system sends an approval message to the workflow recipient and the salary is updated only after the change is approved.

Entering Country-Specific Information for an Employee

After you complete the preceding form, you must enter country-specific information.

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

Note

The following procedure applies to an employee in Canada.

► **To enter country-specific information for an employee**

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

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

1. On National and Fiscal Data - Canada, if the processing options are set to require tax areas, complete the following fields:

    - Tax Area (Residence)
    - Tax Area (Work)

2. To enter additional information, complete the following optional fields:

    - Medical Plan ID
    - National Occ Code
    - Census Metrop Area
    - Sector Industry Code
    - Worker's Comp
    - Disability
    - Ethnic Code

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

Continue the current process by completing the next form. If you need to return to National and Fiscal Data - Canada, click Back.

Entering Employee History Information

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

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

When you need to access the History Window form after the initial hiring process, you can choose the Employee Information program (P0801) from the Employee Management menu (G05BE1), and then choose an employee record. Then, from the Employee form, you can choose History Tracking from the Form menu.

► **To enter employee history information**

After you enter country-specific information, you must enter employee history information. The system displays the appropriate form automatically.

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

- Effective On
- Change Reason

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

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

Entering Additional Tax Information for an Employee

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

Both employees and employers contribute to employment insurance (EI). The employee contribution is a flat percentage of gross insurable earnings. The employee pays EI at a specific rate until the employee's year-to-date salary reaches an annual limit. After earnings reach that limit, both the employee and the employer contributions to EI end for the payroll year.

You specify the employer EI rate for each employee as part of the employee master record. In addition, you can exempt students from all taxes.

Caution

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

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

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

See Also

❑ *Setting Up Employment Insurance Rates* in the *Payroll for Canada Guide* for information about setting up regular and reduced EI rates

▶ **To enter additional tax information for an employee**

After you enter employee history information, you must enter additional tax information.

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

1. On Canadian Tax Info by EE, complete the following fields on the Federal tab:

   - Net Tax Credit
   - Additional Tax
   - Other Tax Credit
   - EI Rate Code

2. If the employee is exempt from certain taxes, click any of the following options:

   - EI Exempt
   - CPP/QPP Exempt
   - EI/CPP/QPP Exempt
   - All Tax Exempt

3. If the employee is a nonresident or a pensioner of Canada, complete the following field:

   - Pensioner/Non-Resident Flag

4. For employees who live or work in a province that collects payroll taxes, click the Provincial tab and complete the following fields:

   - Provincial Net Tax Credit
   - Provincial Additional Tax
   - Provincial Other Tax Credit
   - Provincial Tax Override

5. If the employee has other deductions or tax overrides, click the Other tab and complete the following fields:

- Prescribed Area Deduction
- Child Care, Alimony, Etc
- Federal Tax Override%
- CPP-QPP Tax Override%

6. If the employee receives irregular commissions, click the Irregular Commission tab and complete the following fields:

- Estimated Salary
- Estimated Expenses
- TD1X Filed?

7. Click OK.

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

Updating Position and Requisition Information

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

► **To update position and requisition information**

After you complete the preceding form, you must enter position and requisition information. The system displays the appropriate form automatically.

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

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

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

This task completes the current process.

Processing Options for Employee Master (P0801)

Defaults Tab

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

---

1. Security Business Unit

1 = Updates the Address Book
0 = Does not update the Address Book

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

2. Tax Area

1 = Fields not required
0 = Fields required

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

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

   0   Tax area fields are required. If you are using the PeopleSoft Payroll system, choose this option.

Versions Tab

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

---

1. Organizational Assignment Version

Blank = default version

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

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

2. Basic Compensation Version

Blank = default version

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

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

3. Address Book Version

Blank = ZJDE0002

Use this processing option to specify the version of the Address Book program (P01012) that the system uses when you add or change information on the Address Book Revision form. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Address Book program, you can set processing options that control how the application functions. For example, you can specify whether the form displays the Tax ID field.

Termination Tab

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

1. Candidate Req Status

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

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS)

for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

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

4. Applicant Status

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

Canadian Tax Tab

Use these processing options to specify tax values for various Canadian taxing authorities.

1. Canadian Tax Credit/ADD

Use this processing option to specify whether the system automatically includes the net Canadian federal tax credit and the net Quebec tax credit when you add a new employee. The amounts that the system includes come from the Net Canadian and Quebec Tax Credit forms. Valid values are:

0

The system does not include tax credits.

1

The system Includes tax credits.

2. Canadian Tax Credit/Change

Use this processing option to specify whether the system automatically includes the net Canadian federal tax credit and the net Quebec tax credit when you change an employee record. The amounts that the system includes come from the Net Canadian and Quebec Tax Credit forms. Valid values are:

0

The system does not include tax credits.

1

The system includes tax credits.

3. Net Canadian Federal Tax Credits

Use this processing option to specify the dollar amount that the system automatically includes for area residence tax information. For federal taxes, find the net amount claimed on your TD1 (Personal Tax Credit Return) and enter that value here.

4. Net Canadian Quebec Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

5. Net Canadian Alberta Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For

provincial (Alberta) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

6. Net Canadian British Columbia Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (British Columbia) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

7. Net Canadian Manitoba Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Manitoba) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

8. Net Canadian New Brunswick Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (New Brunswick) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

9. Net Canadian Newfoundland Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Newfoundland) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

10. Net Canadian Northwest Territory Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Northwest Territory) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

11. Net Canadian Nova Scotia Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Nova Scotia) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

12. Net Canadian Ontario Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Ontario) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

13. Net Canadian Prince Edward Island Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Prince Edward Island) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

14. Net Canadian Saskatchewan Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Saskatchewan) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

15. Net Canadian Yukon Territory Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Yukon Territory) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

Payroll Cycle

The payroll cycle is a process that you complete each time that you pay your employees. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle. This information includes pay frequency and employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

The following graphic shows the flow of events (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle.
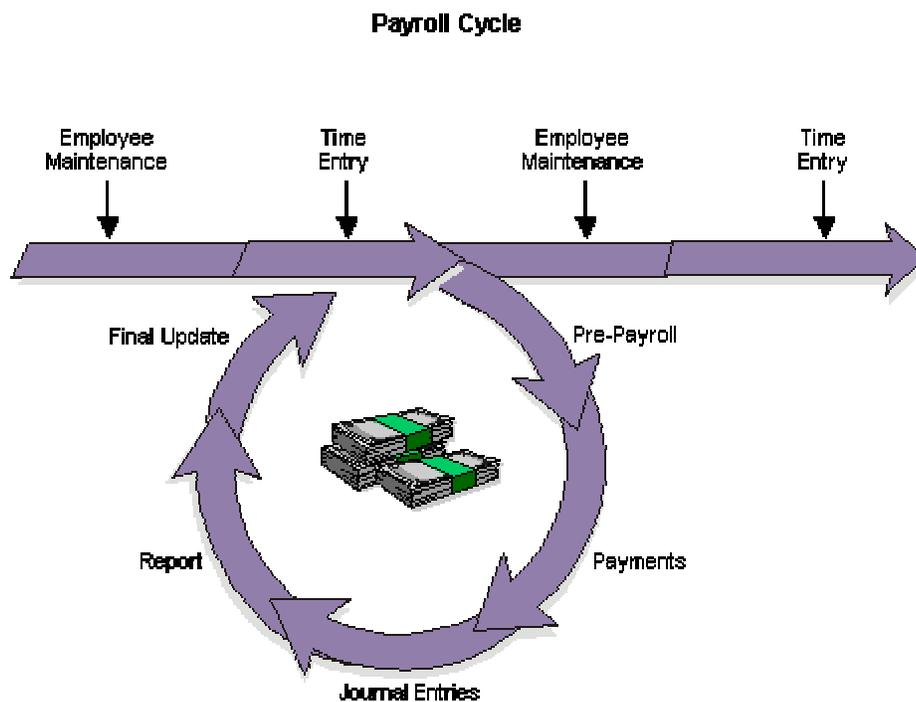
Payroll Cycle

When you process a payroll cycle, you must process pre-payroll first and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it if necessary.

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive cash, automatic-deposit advice slips, and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that the information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

The final update is the last step in the payroll cycle. You use the final update to update transaction, payment history, and tax information for employees, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information that is related to that payroll cycle. The system allows you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to its previous state before you ran the step.

You can also process multiple versions of selected pay cycle steps within a single payroll process. Processing multiple versions can dramatically improve the performance of your system during pay cycle processing. Multiple version processing allows you to run multiple versions of certain pay cycle programs simultaneously. The system consolidates the information from each of the versions that you process to create a single output.

For example, if you process 10 versions of the Pre-Payroll Driver UBE program (R07200) to improve the performance of pre-payroll processing, and you choose to print the Payroll Register during the pre-payroll step of the payroll cycle, the system creates one Payroll Register after all of the versions of the Pre-Payroll Driver UBE are processed.

Payroll Workbench

The payroll workbench is the central location for accessing all of the forms related to payroll cycle processing. For example, you access the payroll workbench to perform the following procedures:

- Review payroll cycle information

- Set up payroll instructions

- Correct errors in a payroll cycle

- Reset payroll cycle steps

The payroll workbench displays information about each payroll ID that you have set up. This workbench simplifies the process of reviewing the status of a payroll cycle and its associated information.

Definition of a Payroll ID

The payroll cycle is controlled by a payroll ID. When you process pre-payroll, you must enter a payroll ID that you use to specify the employees to be paid. You use the same payroll ID for all of the steps of a payroll cycle. You can use different payroll IDs to simultaneously process multiple payroll cycles.

Locked Records

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll. If you locate an employee who is included in a payroll cycle, the system displays a warning message. On some forms, the system displays a locked record in a contrasting color. On other forms, the status box in the upper right corner appears in a contrasting color.

When the system initiates a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

If an employee's record is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is removed. To remove the lock, you must either complete the final update or reset the payroll cycle.

See Also

❑ *Resetting Payroll Cycle Steps* in the *Payroll Guide* for more information about modifying data in a lockout situation

Canadian Payroll Considerations

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

Country Code

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

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Pay Cycle Workbench - Pre-Payroll Processing

OK   Cancel   Form   Tools

Payroll Parameters

☐ Interim Only   ☐ Merge Interims   ☑ AutoPay   ☐ Changes Only   ☐ Leave Balance

Pay Cycle Information

☐ Submit Pre-Payroll

Payroll ID	CANADIANBW	
Pay Cycle Code	BW	*Biweekly*
Country Code	CA	*Canada*
Pay Period End Date	01/08/05	
Version	CANADIANB	Century/Year 2005

Date/Detail Info   Additional Parameters

Dates

From	12/25/04	Thru	01/08/05
Check Date	01/14/05	Auto Deposit Date	01/14/05

Detail Information

	W	B	S	M	O
Period No		1			
Std. Hours		80.00			

Data Selection

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

Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.

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

Payroll Cycle: Pre-Payroll
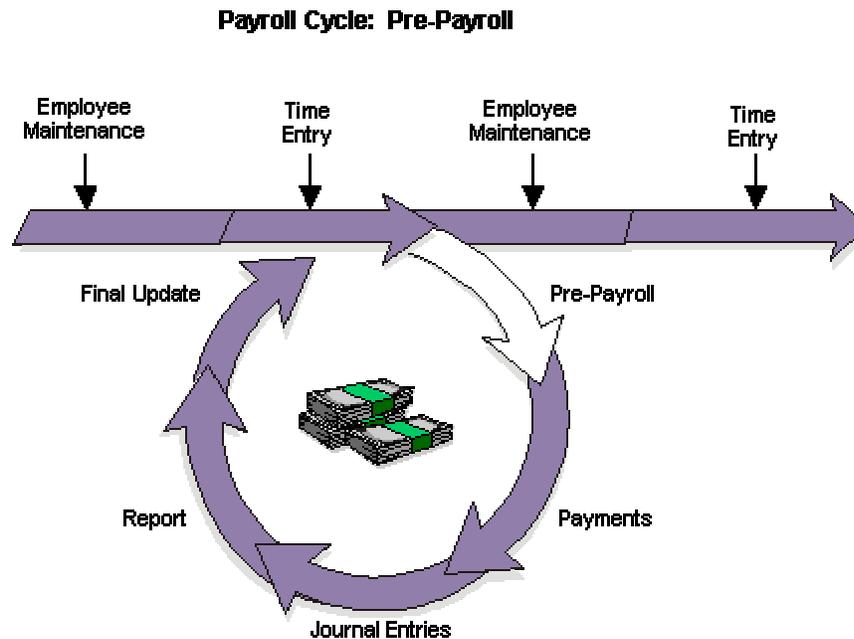
You process pre-payroll to do the following:

- Define the employees to include in a payroll cycle.

- Generate timecards for employees who are set up for autopay. Autopay employees are those for whom you do not need to enter timecards for regular pay.

- Process timecards entered for the pay period.

- Calculate gross-to-net pay for employees.

- Create the workfiles that the system needs to produce payments and reports.

- Print reports that list pay types, deductions, benefits, and accruals (PDBAs); taxes withheld; and any unique overrides used in the calculations.

- Process interim payments.

Pre-payroll processing updates the Pay Cycle Parameters File table (F07210).

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. The payroll ID identifies the program version that you use to choose employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

After you create a payroll ID, you can choose that ID again in subsequent pay periods to process a payroll cycle for that group of employees.

Prerequisites

❑ Enter new and updated employee information such as new-hire information and pay rate increases.

❑ Enter timecards for employees whose timecards are not automatically generated. See *Entering Timecards for Employees* in the *Time and Labor Guide*.

❑ Enter exception timecards and one-time DBA overrides for employees, as necessary. See *Entering Timecards for Employees* in the *Time and Labor Guide*.

❑ Verify any interim payments that you want to include in this payroll cycle. See *Working With Interim Payments* in the *Payroll Guide*.

❑ Print the Employee Roster to review job and pay rate information for current employees. See *Running the Employee Roster Report* in the *Human Capital Management Foundation Guide*.

❑ Set up pay cycle control parameters, payroll cycle reports, and payment types. You typically perform these setup tasks only once and reuse them for each payroll cycle. See *Setting Up Payroll Cycle Information* in the *Payroll Guide*.

❑ Create one or more program versions for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See the following for information about creating versions and processing multiple versions:

❑ *Creating a Batch Version* in the *Foundation Guide*

❑ *Processing Multiple Versions of Pay Cycle Steps* in the *Payroll Guide*

See Also

❑ *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for information about the reports that the system generates during pre-payroll processing

❑ *Pre-Payroll Workfiles and Business Functions* in the *Payroll Guide* for additional information about the pre-payroll process

❑ *Pre-Payroll Troubleshooting* in the *Payroll Guide* for additional information about reviewing and correcting pre-payroll errors

❑ *Troubleshooting Tax and DBA Calculation Problems* in the *Payroll Guide* for additional information about reviewing and correcting tax and DBA calculation errors

Creating a New Payroll ID

You must create a new payroll ID when you process payroll for a selected group of employees for the first time. You can create a new payroll ID for processing regular payments, interim payments, or both. When you create a new payroll ID, you enter the pay period information that the system needs before it can process the payroll cycle.

You must assign a program version to the payroll ID. You use this program version to choose the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.

Note

Verify that the program version that you enter is not already assigned to another payroll ID. Each version should be assigned to only one payroll ID.

Also, if you are using multiple versions of pre-payroll, you can enter any one of the versions that you create for that payroll ID when setting up the payroll ID. However, you must also include this version when setting up processing information for multiple versions.

► **To create a new payroll ID**

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

1. On Work With Pay Cycle Workbench, click Add.

2. On Pre-Payroll Processing, click any of the following options to specify the information to process during the payroll cycle:

   - Interim Only
   - Merge Interims
   - AutoPay
   - Changes Only
   - Leave Balance

   Depending on your choices, the system might disable some options.

3. Complete the following fields:

- Payroll ID
- Pay Cycle Code
- Country Code
- Century/Year

4. Choose Master Pay Cycle from the Form menu.

PeopleSoft.

Pay Cycle Workbench - Pay Period Constants Revisions

OK   Delete   Cancel   Row   Tools

Pay Cycle Code   BW   Biweekly
Year   05

Records 1 - 20

		Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O	Weekly Std Hrs.
☐		001	01	January	01/08/05	01/14/05		1					
☐		002	01	January	01/22/05	01/28/05		2					
☐		003	02	February	02/05/05	02/11/05		1					
☐		004	02	February	02/19/05	02/25/05		2					
☐		005	03	March	03/05/05	03/11/05		1					
☐		006	03	March	03/19/05	03/25/05		2					
☐		007	04	April	04/02/05	04/08/05		1					
☐		008	04	April	04/16/05	04/22/05		2					
☐		009	05	May	04/30/05	05/06/05		1					
☐		010	05	May	05/14/05	05/20/05		2					
☐		011	06	June	05/28/05	06/03/05		1					
☑		012	06	June	06/11/05	06/17/05		2					

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

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

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

    *   Version

    If you need to create a new version, click the visual assist to access the versions list, create the new version, and then enter the version name in this field.

7. Revise the default information in the following fields if necessary:

    *   Pay Period End Date
    *   From
    *   Thru
    *   Payment Date
    *   Auto Deposit Date

8. Verify that the correct value appears in the following fields that correspond to the type of pay cycle code that you are processing:

- W
- B
- S
- M
- O

9. To enter additional parameters, click the Additional Parameters tab and complete any of the following optional fields:

- Company

If you enter a value in this field, the system disregards the data selection that you set up for pre-payroll processing, and processes only those timecards whose company code matches this value.

- Pay Cycle Code/Type
- Step Progression Automation
- Bank Account Number
- Auto Deposit Override
- Group Plan Override
- Minimum Pay Amount
- Calc. Monthly D/B/A's (Y/N)

10. To use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:

- InterCompany Settlements

11. To process pre-payroll using the payroll ID that you just created, click the following option in the Pay Cycle Information section of the form:

- Submit Pre-Payroll

12. Click OK.

Typically, one or more reports have previously been set up to automatically print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information.

If the system encounters any errors when you process pre-payroll, it displays a message to notify you that the process completed with errors.

Data Selection for Pre-Payroll

When you enter the data selection for a version of the pre-payroll process, observe the following guidelines:

- All of the employees that you select must have the same country code.

- When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.

- All employees in the same payroll ID must have the same pay frequency.

- PeopleSoft recommends that you include pay status in your data selection.

- If you are processing multiple versions of pre-payroll for a single payroll ID, make sure that employees are included in only one of the versions. PeopleSoft recommends using ranges of address book numbers to evenly divide employees among the multiple versions that you create.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. During the pre-payroll process, the system selects only those terminated employees whose termination dates are on or after the beginning date of the pay period.

See Also

- ❑ *Creating a Batch Version* in the *Foundation Guide* for information and instructions about creating a version

- ❑ *Working With Multiple Versions of Pre-Payroll* in the *Payroll Guide*

- ❑ *Reviewing Payroll Cycle Reports* in the *Payroll Guide*

- ❑ *Reviewing and Purging Payroll Messages* in the *Payroll Guide*

Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time that you process a payroll cycle. After you create a payroll ID, you can reuse the ID in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, be aware that a program version is already assigned to the ID. You can assign a different program version if necessary. You can also change the parameters for an existing payroll ID. For example, you might change the beginning date of the payroll cycle so that you can include in the payroll cycle any late timecards that should have been processed in the previous payroll cycle.

► **To choose an existing payroll ID**

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

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

- Payroll ID

2. To run pre-payroll without changing any of the pre-payroll parameters, choose a record in the detail area, choose Pre-Payroll from the Row menu, and then choose Pre-Payroll from the Submit menu. Otherwise, skip to step 3

3. If you need to change any of the pre-payroll parameters, click Select.

4. On Pre-Payroll Processing, make any necessary revisions.

5. Click the following option, and then click OK.

- Submit Pre-Payroll

Typically, one or more reports have been previously set up to automatically print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information.

If the system encounters any errors when you process pre-payroll, it displays a message to notify you that the process completed with errors.

Processing Options for Payroll Cycle Workbench (P07210)

Process Tab

Use these processing options to specify how the system processes information during the payroll cycle.

---

1. Reports Setup Model

Use this processing option to specify the name of the Reports Setup Model. A Reports Setup Model is a user defined group of reports that contains all available payroll reports. The default value is MODEL.

2. Premiums

1 = Update units fields with premium
2 = Do not update units field with premium

Use this processing option to define how you want to update the Account Ledger table (F0911) for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Valid values are:

  1   Update labor hours to the Units field for premium labor entries. Choose this option when you want journal type PR to include labor hours in the Units field.

  0   Do not update labor hours to the Units field for premium labor entries. Choose this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the Debit Burden/Premium Labor Distribution table (P069042) is set up in the following way:

   o The journal type PR has been added to the table.

   o The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

3. Overpayment DBA

Use this processing option to specify the PDBA code for overpayments to employees. When an employee's pay is not sufficient to pay all deductions, you can set up the Payroll system to either reduce the deductions or to place the deductions in arrears. When you set up the Payroll system to reduce the deductions, the system uses the PDBA code for overpayments to create a new deduction that the system will deduct from the employee's next paycheck. The default value is 9997.

4. Time Entry Version

Use this processing option to specify the version of the Time Entry Master Business Function (P050002A) that you want the system to use to process timecards that you entered using Line Detail Time Entry (P051131). If you leave this processing option blank, the system uses the default version, ZJDE0001.

5. Process Future Data Revisions

0= Do not run R06394
1= Do run R06394

Use this processing option to specify whether you want to process future data revisions during the final update of the payroll cycle. Valid values are:

  0 Do not process future data revisions. This value is the default.

  1 Process future data revisions.

Processing future data revisions during final update ensures that the revisions take effect at the appropriated times; however, this method can significantly increase the processing time required for final update. If you choose not to process future data revisions during final update, you must process them separately, using the Future Data Employee Master Update program (R06394).

6. Future Data Revisions Version

Use this processing option to specify which version of the Future Data Revision program (R06394) that you want to process during final update. Enter a version in this processing option only if you have indicated that you want to process future data revisions during final update. If you leave this processing option blank, the system uses the default version, ZJDE0001.

7. Job Step Progression

Blank = Do not update pay rate in employee master
1 = Update pay rate in employee master

Use this processing option to determine whether the system updates the pay rate in the Employee Master Information table (F060116) during final update when an employee advances to the next job level using job step progression. You might choose not to update this field automatically if you want to review job advancements before updating the pay rate. If you choose not to update the pay rate during final update, you must manually update the pay rate for the employee before the next payroll is processed. Valid values are:

Blank

Do not update the pay rate

1

Update the pay rate

8. Interim Id Dates

Blank = Do not advance Interim Id dates
1 = Advance Interim Id dates to the next pay period

Use this processing option to determine whether the system automatically advances pay cycle dates for interim payroll IDs that have the same pay cycle code as the payroll ID that the system is processing, and that have payment dates that are less than or equal to the payment date of the payroll ID. The update is done during the final update step of the payroll cycle. This update only occurs if the Merge Interims or Interims Only options are selected for the payroll ID that is processing. If you choose not to use this option, you can roll the dates forward for interim IDs using the Roll Date function from the Interim Payment Workbench.

Note: If you choose to use this option, the system assigns the same pay cycle dates that are used for the payroll ID to all interim IDs for which dates are rolled. Therefore, you should only use this option if you always want payroll ID and interim ID dates to match. Also, the system assigns the user ID of the person that processes the payroll ID to all interim IDs

that are rolled during the period. Valid values are:

Blank

Do not advance interim ID dates. This is the default.

1

Advance interim ID dates

9. Show Historical Tax Information on Payroll Instruments

0 = Do not show historical tax information
1 = Show historical tax information

Use this processing option to specify tax information for which no current amount exists, but a year-to-date (YTD) amount is printed on the payment advice. Valid values are:

0

Advice shows only taxes that have an amount calculated for the current pay period.

1

Advice shows all of the taxes that have a YTD amount, regardless of whether an amount is calculated for the current pay period.

ADP Files Tab

Use these processing options to activate the integration with ADP tax filing and ADP check printing services.

1. Use ADP TaxService Filing

Blank or 0 = Do not use ADP TaxService Filing
1 = Do use ADP TaxService Filing

Use this processing option to specify whether you are using ADP TaxService Filing to submit your taxes. Valid values are:

0

Do not use ADP TaxService

1

Use ADP TaxService

2. Use ADP Check Print Filing

Blank or 0 = Do not use ADP Check Print Filing
1 = Do use ADP Check Print Filing

Use this processing option to specify whether you are using the ADP Check Print Filing service. Valid values are:

Blank or 0

Do not use ADP Check Print Filing

1

Use ADP Check Print Filing

See Also

- ❑ *Reviewing and Purging Payroll Messages* in the *Payroll Guide*
- ❑ *Reviewing Payroll Cycle Reports* in the *Payroll Guide*

Reviewing Payroll Cycle Information Online

After you process pre-payroll, you typically need to verify information about tax, earnings, and deductions, so that you can correct any errors before you print payments. To easily verify payroll cycle information, you can review detail information online.

After you review payment information, you might need to make corrections or perform a reset.

See Also

See the following related topics in the *Payroll Guide*:

- ❑ *Correcting Errors in Pre-Payroll Processing* for information about correcting errors
- ❑ *Resetting Payroll Cycle Steps* for information about resetting steps in the payroll cycle

❑ *Correcting Information When DBAs Were Not Calculated for One Employee* for information about reviewing one-time overrides of DBAs

❑ *Correcting Missing Timecard Information* for information about reviewing detailed information about the timecards included in the payroll cycle

Reviewing the Status of a Payroll Cycle

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

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

- The ID of the user who processed the payroll cycle steps

- The dates associated with the payroll cycle

- The program version associated with the payroll cycle

- The number of employees included in the payroll cycle

- The total net pay, gross pay, and hours for the payroll cycle

▶ **To review the status of a payroll cycle**

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

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

- Payroll ID

2. Review the information in the detail area about the Payroll ID.

See Also

❑ *Reviewing and Purging Payroll Messages* in the *Payroll Guide* for information about reviewing errors that occur during the payroll cycle

Reviewing General Payment Information

After you process pre-payroll, you can review detailed information about payments for individual employees to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

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

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

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

   - Payroll ID

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

3. On Work With Employee Payment Review, verify the information in the following fields:

   - Employee Number
   - Employee Name
   - Hours
   - Gross Pay
   - Net Pay
   - Payment Date
   - Co
   - Home Business Unit
   - Gross to Net Error
   - User ID
   - I S
   - I C

Reviewing Payment Distributions

After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this payroll cycle is the first during which a certain employee is to receive an automatic deposit payment, you might want to review the payment distribution for that employee to ensure that the system correctly processed the automatic deposit.

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

► **To review payment distributions**

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

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

   - Payroll ID

2. Choose a record, and then choose Dist. Review from the Row menu.

3. On Work With Payment Distribution Review, complete the following fields to narrow your search, and then click Find:

   - Check Control No
   - Thru

4. Click one of the following options:

- Auto Deposit Only
- Check Only
- All

5. Review the information in the following fields:

- Address Number
- Employee Name
- P T
- Net Pay
- Payment Number
- Payment Date
- Bank Acct Number
- Sub. Check Control No
- Check Control No
- Payrl ID

See Also

❑ *Resetting Individual Employee Records* in the *Payroll Guide*

Reviewing Tax Information for Payments

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

► **To review tax information for payments**

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

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

- Payroll ID

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

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

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

- All Taxes
- Employee Paid Only
- Company Paid Only

5. Review the following fields in the detail area:

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

Reviewing Paystub Information

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

To easily determine whether the employee's paystub information is correct, you can use options on the Row menu to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

► **To review paystub information**

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

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

- Payroll ID

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

3. From Work With Employee Payment Review, choose a record, and then choose Stub Detail from the Row menu.

4. On Work With Pay Stub Detail, review the information in the following fields:

- Pay Type
- Pay Type Description
- Hours
- Hourly Rate
- Gross Pay
- YTD Gross Amount
- DBA Code
- Current Amount
- YTD Amount

Reviewing and Purging Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays messages in the Employee Work Center to notify you that the error exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

The system generates two general categories of payroll error messages, as follows:

Messages about errors that cause pre-payroll to abort	You must correct DBA Control Table errors and Quantum errors before you can rerun pre-payroll.
Messages that affect only one employee record	These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Pre-Payroll Message Center to review more detailed information about these messages.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

Payroll error messages are stored in the Pre-Payroll Error File table (F07355). Periodically, you can purge the records in this table by using the purge function of the Pre-Payroll Message Center program (P07355). You can specify which records to purge by a Payroll ID, a range of dates, or both.

DBA Control Table Errors

The following DBA Control Table errors cause pre-payroll processing to terminate prematurely:

DBA Control Table (F07901) Not Found	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in creating the Pre-Payroll DBA Calculation Control Table.
DBA Control Table (F07901) Has No Data	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in loading data into the Pre-Payroll DBA Calculation Control Table.

Quantum Errors

The following Quantum errors cause pre-payroll to terminate prematurely:

Quantum Tax Table (F07940) Not Found	The system uses the Set Vertex Tax Table (F07940) during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in creating the Set Vertex Tax Table.
Quantum Tax Table (F07940) Has No Data	The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in loading data into the Set Vertex Tax Table.
Quantum Library Load Failed	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact PeopleSoft Technical Support for assistance.

Quantum Connection Unsuccessful	The system is unable to connect to Quantum for Payroll Tax. Contact PeopleSoft Technical Support for assistance.
Quantum Function Pointer Is Invalid	The system is unable to locate a Quantum for Payroll Tax function. Contact PeopleSoft Technical Support for assistance.

Employee Errors

The following situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections.

Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee.
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record.
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal net wages. Use the Work With Employee Payment Review form or the Payroll Register report (R073012) to review detailed information about the error.
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, insufficient gross wages were available to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions.
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, gross wages were insufficient to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions.
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program (R07280) might have aborted during processing. To process the interim payment, resubmit the interim payment for processing.
Job Does Not Qualify	One of the following conditions occurred: • The pay start date entered for the employee is after the pay period ending date for the payroll cycle. • A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.
Terminated Employee Has Been Paid	One of the employees included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

► **To review payroll messages**

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

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

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

3. To review detailed information about employee-related messages, click the Payroll Message Center button.

4. On Work With Payroll Messages, complete the following field, and then click Find:

   - Payroll ID

5. Choose a record in the detail area, and then click Select.

6. On Review Payroll Messages, review the information in the detail area.

► **To purge payroll messages**

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

1. On Work With Pay Cycle Workbench, click Find, and then choose a record in the detail area.

2. Choose Pre-Payroll from the Row menu, and then choose Review Messages.

3. On Work With Payroll Messages, choose Purge Messages from the Form menu.

4. On Purge Payroll Messages complete the following field to select records by Payroll ID:

   - Payroll ID

   To select records by Payroll ID only, complete this field and proceed to step 6. To select records by date range only, leave this field blank and proceed to step 5. To select records by Payroll ID and date range, complete this field and then proceed to step 5.

5. Complete the following fields in the Dates section of the form to select records by date range:

   - From
   - Thru

6. Click OK.

7. On the Purge Error Records window, review the message to verify that you are purging the correct records, and then click OK.

   The system runs the Purge F07355 Records program (R07355).

See Also

See the following topics in the *Payroll Guide*:

- ❑ *Correcting Missing Timecard Information* if employee autopay timecards are in error
- ❑ *Resetting Individual Employee Records* if an employee is locked to another payroll
- ❑ *Correcting Gross-To-Net Errors* if an employee has gross-to-net errors

❑ *Recalculation of Employee Taxes* if employees have deductions not taken or in arrears

❑ *Pre-Payroll Troubleshooting* for additional information about reviewing and correcting pre-payroll errors

❑ *Processing Interim Payments in a Payroll Cycle* if the employee has unprocessed interim payments

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll information online and in reports, you might discover errors that prevent the system from correctly processing payroll information. For example, you might have inadvertently omitted an employee's record from the data selection for the pre-payroll version. You must correct these errors and rerun pre-payroll for the affected employees before you print payments. To reduce computer-processing time, you can often process pre-payroll for only those employee records that you corrected. This type of pre-payroll processing is called a changes-only pre-payroll.

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. For example, an employee might be omitted from pre-payroll processing because of any of the following reasons:

• The selection criteria for the pre-payroll version did not include the employee.

• The date entered as the employee's pay start date or pay stop date is incorrect.

• No timecard has been entered for the employee.

• The user who submitted pre-payroll does not have security to access the employee's record.

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the error. To ensure that the employee receives a payment for this payroll cycle, complete one of the following procedures:

• Reset the payroll ID, and then process pre-payroll again.

• Issue an interim check for the employee. If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

Prerequisite

❑ Review the employee's record on the Work With Employee Information form. If the employee's record appears in a contrasting color, then the record is locked in pre-payroll, in which case you will need to correct the missing timecard information.

See Also

Correcting Selection Criteria

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

► **To correct selection criteria**

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

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

   - Payroll ID

2. Choose the record, choose Pre-Payroll from the Row menu, and then choose Revise Pre-Payroll.

3. On Pre-Payroll Processing, review the following field:

   - Version

4. To access the versions list, click the Search button for the Version field.

5. On Versions List, choose Add/Revise Version from the Form menu to access Work With Batch Versions – Available Versions.

6. On Work With Batch Versions – Available Versions, choose the version that appeared on Pre-Payroll Processing, and then choose Data Selection from the Row menu.

7. On Data Selection, revise the data selection to include the employee number for the omitted employee record, and then click OK.

Correcting Employee Information

When an employee record is unintentionally omitted from a payroll cycle, review the data selection for the pre-payroll version, or versions that are associated with that payroll ID, and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection. You should also verify the employee's dates of employment and the payroll dates.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle. When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

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

If the employee's information is correct, you might need to revise the payroll data selection to include the employee in the payroll cycle.

Correcting Missing Timecard Information

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

- Entered a timecard for the employee.
- Entered standard hours for the employee. When you enter standard hours, the system automatically generates timecards for the employee.

You can revise the employee's timecard information or, if necessary, enter a new timecard. Alternatively, you can enter standard hours for the employee.

► **To correct missing timecard information**

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

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

   - Payroll ID

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

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

4. On Time Entry Revisions, revise the information if necessary and click OK.

See Also

❑ *Entering Timecards for Employees* in the *Time and Labor Guide*

❑ *Adding Employee Records One at a Time* in the *Human Capital Management Foundation Guide* for information about entering standard hours for the employee

❑ *Revising Employee Information* in the *Human Capital Management Foundation Guide*

Correcting DBA Calculations

Periodically, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This might happen even if the system properly calculated the DBAs during the previous payroll cycle. This condition might affect payments for all employees, some employees, or just one employee.

You can use the D/B/A Transaction Audit Report (R073053) or the D/B/A Register report (R073062), which you can print at any time during the payroll cycle, to determine the number of employees for whom the system did not calculate DBAs.

If the system does not calculate a DBA for one or more employees, you should review the setup information for the DBA and make any necessary corrections. For example, if the system did not calculate the DBA for any of the employee records, you might need to correct the effective dates for the DBA. If the system calculated a DBA (such as a retirement plan deduction) for all but one of the employees, determine whether the affected employee has reached the limit for the DBA.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, you might need to correct the effective dates or withholding period that you set up for the group plan.

If you are not using group DBA plans, or if the employees for whom the system did not calculate the DBA are in different group plans, verify that the employees earned enough to cover their deductions and that the employees' DBA instructions are accurate.

Sometimes, a valid condition exists that prevents the system from calculating a DBA for an employee. For example, you might have entered a one-time override for the DBA when you entered the employee's timecard.

See Also

❑ *Troubleshooting Tax and DBA Calculation Problems* in the *Payroll Guide* for additional information about reviewing and correcting tax and DBA calculation errors

Correcting Information When DBAs Were Not Calculated for Any Employees

If the system does not calculate a DBA for any of the employees in the payroll cycle, you should first review the setup of the DBA and make any necessary corrections. Review the basis of calculation for the DBA and verify whether the following is true:

- The based-on PDBAs were calculated

- The based-on PDBAs are not zero

- The DBA is not based on another DBA that is assigned at a different level (for example, employee, group, or DBA)

Additionally, you should verify that the DBA is set up to be calculated during the current period. After you have determined that the setup for the DBA is correct, you might need to correct the processing parameters that you entered during pre-payroll. For example, you might need to change the period number of the payroll cycle.

► **To correct DBA setup**

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

1. On Work With PDBAs, to correct the DBA that the system did not calculate, complete the following field, and then click Find:

- PDBA Code

2. Choose the PDBA, and then choose Basic DBA Info from the Row menu.

3. On Basic DBA Information, make any necessary corrections to the following fields:

- Pay Period of the Month:
- Beginning Effective Date
- Ending Effective Date

4. Choose Basis of Calc. (Basis of Calculation) from the Form menu.

5. On Basis of Calculation, make any necessary corrections to the following fields.

- From PDBA
- Thru PDBA

6. Click OK to return to Basic DBA Information.

7. If the DBA should have been calculated for all employees, choose Advanced DBA Info. (Advanced DBA Information) from the Form menu.

8. On Advanced DBA Information, verify that the following option is turned on, and then click OK:

   - Calculate for all Emp

9. On Basic DBA Information, click OK to save your changes.

▶ **To correct pre-payroll processing parameters**

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

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

   - Payroll ID

2. Choose a record and click Select.

3. On Pre-Payroll Processing, choose Master Pay Cycle from the Form menu.

4. On Pay Period Constants Revisions, review the information in the following fields, and then click Cancel:

   - Year
   - Pay W
   - Pay B
   - Pay S
   - Pay M

5. On Pre-Payroll Processing, review the information in the following fields:

   - Century/Year
   - W
   - B
   - S
   - M

   The information in these fields must match the corresponding information on the Pay Period Constants Revisions form.

Correcting DBA Setup for Group Plans

You need to verify the group plan setup only if you have assigned employees to *group* plans. If you are using the Human Resources system to enroll employees in benefit plans, you probably are not using group plans. In that case, verify that the employees are enrolled in the proper benefit plans.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, do one of the following to correct the plan setup:

- If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the appropriate plans.

- If you are using the Payroll system to assign DBAs to employees, review the setup for the group plan and make any necessary corrections. For example, you might need to correct the effective dates or the withholding period that you set up for the group plan.

► **To correct DBA setup for group plans**

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

1. On Work With Group Plan DBA Setup, to locate the group plan in which the employees are included, complete any of the following fields and click Find:

   - Union Code
   - Business Unit
   - Job Typ
   - Job Step
   - Beginning Effective Date
   - Ending Effective Date
   - PDBA Code
   - T T

2. Choose a record in the detail area, and then choose Revise Single from the Row menu.

3. On Revise Single Group Plan DBA Setup, verify that the DBA is attached to the group plan, make any necessary corrections in the following field, and then click OK:

   - Ending Effective Date

See Also

- ❑ *Enrolling Employees* in the *Benefits Guide* if you use PeopleSoft EnterpriseOne to enroll employees in benefit plans

Correcting Information When DBAs Were Not Calculated for One Employee

If the system does not calculate a DBA for one employee only, you should verify whether the employee earned enough to cover all deductions. If the employee earned enough to cover all deductions, and the employee belongs to a group DBA plan, review the employee's DBA instructions to ensure that you did not inadvertently omit the employee from the group plan. Then verify that the effective dates for the employee's DBA instructions are within the date parameters of the payroll cycle.

In some cases, the DBA might be assigned to an employee who has not reached the minimum requirements to participate in the DBA. For example, a vacation accrual might be set up so that vacation time does not start accruing until an employee has worked for your organization for three months. To verify the requirements for a DBA, review the calculation tables associated with the DBA.

Sometimes, a valid condition exists that prevents the system from calculating the DBA. For example, you might have entered a one-time override of a DBA when you entered the employee's timecards. A one-time override prevents the system from calculating the DBA during pre-payroll. You should also verify whether the employee received an interim payment. If the DBA is set up to be calculated once per pay period, and the system calculated the DBA during interim payment processing, the system does not calculate the DBA during regular payroll cycle processing.

To correct information when the system does not calculate a DBA for only one employee, you might need to correct the employee's DBA instructions, determine whether a one-time override exists, or verify interm payments.

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

Prerequisite

❑ Verify that the basis of calculation for the DBA is set up correctly. See *Correcting Information When DBAs Were Not Calculated for Any Employees* in the *Payroll Guide*.

▶ To correct DBA instructions

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

1. On Work With Employee DBA Instructions, complete the following field and click Find:

   - Address Number

2. Choose the employee record and click Select.

3. On Employee DBA Instructions, locate the DBA that the system did not calculate.

4. Verify the information in the following fields and make any necessary corrections:

   - Override Flag
   - Pay Start Date
   - Pay Stop Date
   - Group Code
   - Ded Per 5
   - Nbr Per
   - Union Code

5. To determine whether the employee has reached the limit for the DBA that the system did not calculate, review the information in the following fields and compare them with the limits that you set up for the DBA:

   - Limit $ Pay Period
   - Limit Monthly
   - Limit $ Quarterly
   - Limit $ A/L1
   - Limit $ A/L2
   - Limit % Period

See Also

❑ *Setting Up Limits for Tax-Deferred Compensation Deductions* in the *Human Capital Management Foundation Guide* for information about the limits that are set up for the DBA

❑ *Setting Up Essential DBA Information* in the *Human Capital Management Foundation Guide* to review the limits that are set up for the DBA

► **To correct calculation tables**

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

1. On Work With Calculation Tables, complete the following field, and then click Find:

   • Table Code

2. Choose a record in the detail area, and then click Select.

3. On Calculation Table, make any necessary corrections in the following fields, and then click OK:

   • Table Method
   • Lower Limit
   • Upper Limit

   After you review this information, compare it to the employee's information to ensure that the employee is within the limits for the calculation table.

► **To review one-time overrides**

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

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

   • Payroll ID

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

3. On Work With Employee Payment Review, choose a record, and then choose DBA Review from the Row menu.

4. On DBA Review, review the value in the following field to determine whether a one-time override exists for the DBA:

   • Basis

      A value of 1 indicates a one-time override.

5. To review detailed information about the overrides, choose DBA Detail from the Form menu.

6. On One Time Overrides, review the information in the detail area, and then click Cancel.

7. On DBA Review, click Cancel.

8. On Work With Pay Cycle Workbench, click Close.

► **To verify interim payments**

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

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

   • Payroll ID

2. In the detail area, review the following fields to determine whether an interim payment was issued for the employee for this pay period.

   • Payment Date

   • Int Payments Flag

   If the DBA is set up to be calculated once per pay period, and it is included on an interim payment, the system does not calculate it during pre-payroll.

See Also

❑ *Setting Up Essential DBA Information* in the *Human Capital Management Foundation Guide* to determine whether the DBA is set up to be calculated only once per pay period

Correcting Gross-to-Net Errors

A gross-to-net error occurs when the gross wages minus the taxes and deductions that print on an employee's payment do not equal the net wages on the payroll register. The Payroll Register report (R073012) displays GTN or ERR next to each employee who has a gross-to-net error. You typically print the Payroll Register report during the pre-payroll processing step of the payroll cycle.

When a gross-to-net error occurs during pre-payroll, the system does not update the status code in the Pre-Payroll field on Work With Pay Cycle Workbench (the field remains blank). After you correct the gross-to-net errors, you must reset this status code to 1, reset the payroll ID, and then rerun pre-payroll.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which your company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

Typically, gross-to-net errors occur because incomplete or incorrect tax area information has been entered into the system. For example, a gross-to-net error occurs if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax has not been set up in the system. This situation might occur if your organization has recently started doing business in another state, but tax area information for that state has not yet been entered into the system. To correct the gross-to-net error, you must set up the missing tax area information and reprocess pre-payroll.

Gross-to-net errors can also occur if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax is not set up to print on the employee payment. To correct the gross-to-net error, you must change the tax area information so that all taxes that are deducted from the employee's wages are printed on the payment. After you correct the tax area information you must reprocess pre-payroll.

► **To correct gross-to-net errors**

1. Set up a tax area for the new state or locality.

2. Reset the status code for pre-payroll to 1 (Complete).

3. Reset the payroll ID.

4. Rerun a full pre-payroll.

See Also

❑ *Setting Up Company Options* in the *Human Capital Management Foundation Guide* for information about specifying whether gross-to-net errors are hard or soft

❑ *Setting Up Tax Area Information* in the *Human Capital Management Foundation Guide*

❑ *Resetting Status Codes* in the *Payroll Guide*

❑ *Resetting the Payroll ID* in the *Payroll Guide*

❑ *Choosing an Existing Payroll ID* in the *Payroll Guide*

Processing Changes-Only Pre-Payroll

After you complete pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer-processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of the following types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status

- Revise timecard information

- Add, change, or delete an interim payment, based on the date of the interim payment

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of the following information from the time that you processed pre-payroll:

- The selection criteria for the pre-payroll program version

- The setup of a PDBA that affects one or more employees in the payroll cycle

- The labor distribution, automatic deposit, or DBA instructions for an employee

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must do the following:

1. Reset the payment workfile

2. Process the pre-payroll for the changes

3. Print the payments again

4. Rerun the payroll-cycle reports

5. Process the pro forma journal entries

► **To process changes-only pre-payroll**

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

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

   • Payroll ID

2. Choose the record in the detail area and click Select.

3. On Pre-Payroll Processing, click the following option:

   • Changes Only

4. Make any necessary revisions.

5. Click the following option and click OK.

   • Submit Pre-Payroll

See Also

❑ *Resetting the Payroll ID* in the *Payroll Guide*

Recalculation of Employee Taxes

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

See Also

❑ *Troubleshooting Tax and DBA Calculation Problems* in the *Payroll Guide* for additional information about reviewing and correcting tax and DBA calculation errors

Pre-Payroll Calculations

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

1. Places a pretax deduction entirely in arrears or fully reduces it (depending on the arrearage rule) if it cannot be fully deducted. The system does not partially place in arrears or reduce a pretax deduction to avoid negative pay. Two examples are:

   - A pretax deduction has an arrearage rule Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting). If the system cannot take the full amount of the pretax deduction, it uses rule G instead, which places the entire amount in arrears.

   - A pretax deduction has an arrearage rule P (partially or fully reduce the deduction as needed, but do not collect the amount in the future). If the system cannot take the full amount of the pretax deduction, it uses rule F instead, taking none of the deduction. In this case, the system does not place the amount in arrears, nor does it hold the amount over to be collected in the future.

2. Marks the deduction as a one-time override with a zero amount. This prevents the deduction from being calculated for this pay period only.

3. Updates the Pre-Payroll Error File table (F07355). This table lists each employee whose taxes were recalculated and shows which deductions were placed in arrears and which deductions were reduced or omitted.

Reductions to Mandatory Deductions

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

Example: Wages Are Lower Than Total Pretax Deductions

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

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

On the Payroll Register, the record for the employee might look as follows:

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

Processing Payments

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

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

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

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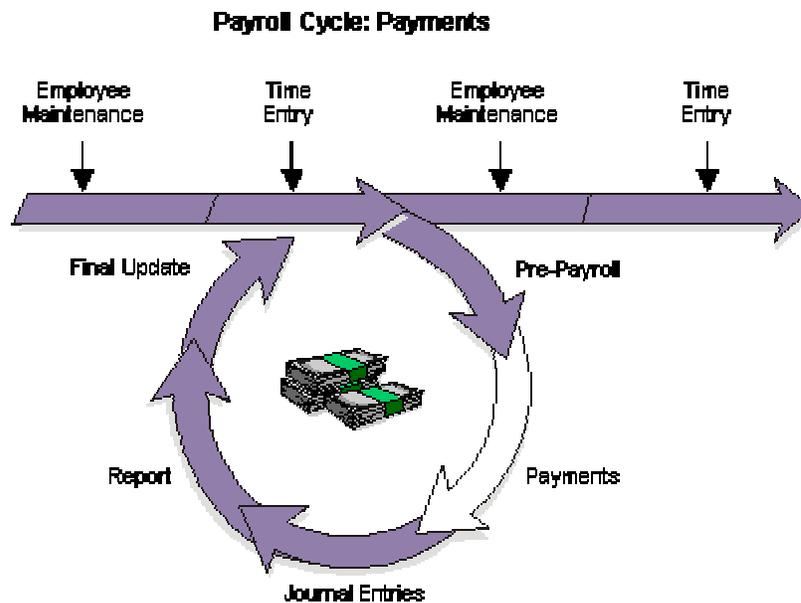
You can set up employees to receive either of the following types of payments:

Check   A written order to a bank to pay the employee a sum from the company's account.

Automatic deposit advice slip   A nonnegotiable form that shows the net pay amount deposited into an employee's bank account. The system prints this form for employees who are set up for automatic deposit.

Prerequisite

❑ Set up payment types for each type of payment that your organization uses. See *Setting Up Payment Types* in the *Payroll Guide* for additional information.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who are set up to receive checks, automatic deposit advice slips, or both.

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

- Run the Print Payments program (P07230) once and print both checks and automatic deposit advice forms.

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

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

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

- The system creates a separate payment for any pay that an employee receives from a pay type or cash benefit that is set up with S (separate payment) in the Print Method field.

- The system creates a separate payment for each Corporate Tax ID in which the employee works during the pay period. The system also generates separate automatic deposit bank files for each Corporate Tax ID that is processed during a payroll cycle.

- The system creates separate payments if the timecards for an employee use different payroll disbursement bank accounts. The system also generates separate automatic deposit bank files for each payroll disbursement bank account that is derived during a payroll cycle. These bank account numbers are derived based on the payroll AAIs and information from the employee's timecards.

► **To print payments**

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

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

   - Payroll ID

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

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

   - Checks
   - Auto Deposit Advice
   - Auto Deposit Bank File

Note

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

Also, note that only the options associated with the types of payments that are included in the payroll cycle are enabled. For example, if all of the employees in the payroll cycle receive all of their earnings via automatic deposit, the Checks option is disabled, as no checks need to be printed for the payroll cycle.

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

   - Next Check Number
   - Check Message

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

   - Next Advice Number
   - Auto Deposit Advice Message

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Pay Cycle Workbench - Print Payments

OK   Cancel   Tools

Payroll ID   BIWEEKLY

☑ Checks   Next Check Number   4356987

Check Message   Open Enrollment Begins September 1st

☑ Auto Deposit Advice   Next Advice Number   8547412

Auto Deposit Advice Message   Open Enrollment Begins September 1st

☑ Auto Deposit Bank File

6. Click OK.

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

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

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

    Note

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

Reprinting Payments

After you print payments or payment advice slips, and before you continue to the next step in payroll cycle processing, you should inspect the payments and advice slips to verify that they printed correctly. If a printer problem, such as a paper jam, prevents one or more payments or advices from printing correctly, you can reprint those specific forms.

Occasionally, you might need to reset the payments before you reprint them. For example, when the payments or advice slips are dated incorrectly, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again. You might also need to reprint all of the payments, but do not need to reset the payroll cycle. For example, if you print the checks using the wrong check stock, you will need to reprint all of the payments; however, none of the information that the system prints needs to be changed. In this case, you would reset and then rerun the print payments step of the payroll process.

Note

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

► **To reprint payments**

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

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

    - Payroll ID

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

3. On Work With Employee Payment Review, choose Restart Print from the Form menu.

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Pay Cycle Workbench - Reprint Payments

OK   Cancel   Tools

Enter From and Thru Checks to be reprinted:

Check Number From   4356987   Check Number Thru   4396854

Enter Beginning Check Number and Message:

Beginning Check Number   4356987

Check Message   Open Enrollment Begins Septe

Enter From and Thru Advices to be reprinted:

Auto Deposit From   Auto Deposit Thru

Enter Beginning Advice Number and Message:

Beginning Advice Number   8547412

Auto Deposit Advice Message

4. On Reprint Payments, complete the following fields to reprint one or more checks:

- Check Number From
- Check Number Thru
- Beginning Check Number

5. Complete the following optional field:

- Check Message

6. To reprint one or more automatic deposit advice slips, complete the following fields:

- Auto Deposit From
- Auto Deposit Thru
- Beginning Advice Number

7. Complete the following optional field:

- Auto Deposit Advice Message

8. Click OK.

Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that require you to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that restores data to its state before you ran the step.

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. When you set up your system, you can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

If you inadvertently include in a payroll cycle an employee who should not get paid in that payroll cycle, you must reset the record for the individual employee. In addition, you must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees

- Omit a group of employees who should have been included in pre-payroll processing

- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset. You can also manually reset status codes when you need to rerun a step that ended abnormally or that has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people attempt to run the step at the same time.

You do not need to perform a reset before rerunning the following steps in the payroll cycle:

- Payroll journal entries

- Payroll-cycle reports

Resetting Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in that payroll cycle. For example, you might use a incorrect selection criteria for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee record at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee except for those that you added to the system, such as timecards.

Note

After you print payments or process pro forma journal entries, you cannot reset an individual employee record. This prevents you from posting incorrect journal entry information to the general ledger, and from sending incorrect information to banks if you create automatic deposits.

► **To reset individual employee records**

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

1. On Work With Pay Cycle Workbench, complete the steps for reviewing general payment information.

2. On Work With Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.

3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.

See Also

❑ *Reviewing General Payment Information* in the *Payroll Guide*

❑ *Printing Payroll Cycle Reports* in the *Payroll Guide*

Resetting the Payroll ID

Resetting the payroll ID restores your data to its previous state before you began payroll-cycle processing. You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees

- Omit a group of employees who should have been included in pre-payroll processing

- Change the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. Do not change the pre-payroll data selection until after you run this reset, or the employees that were incorrectly locked to the payroll will remain locked to that payroll, even after you remove them from the data selection.

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

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

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

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status

- Revise timecard information

- Add, change, or delete an interim payment

If you do any of the actions listed above, you can run a changes-only pre-payroll to process your changes.

When you reset the payroll ID, the system performs the following steps:

1. Identifies all of the employees that are locked to the payroll ID by using data in the Employee Lockout Code File table (F07300).

2. Identifies the check control numbers for all of the employees that are locked to the payroll ID by using data in the Payment File table (F07350).

3. Clears all of the records in the following tables that have check control numbers that are associated with the payroll ID that you reset:

- Payment Distribution File table (F07351)

- Stub Information File table (F07352)

- Tax Detail File table (F07353)

4. Clears all of the time entry records that were created during the payroll process from the Employee Transaction Detail File table (F06116). The system does not clear records that were manually entered using any of the time entry programs.

5. Clears all records from the following DBA tables:

- Deduction/Benefit/Accrual Ledger File table (F0709)

- DBA Period Control File table (F0705)

6. Updates the following tables to reflect the new pay cycle status:

- Pay Cycle Parameters File table (F07210)

- Pay Cycle Parameters table (F072107)

7. Clears all of the records that contain the batch number that is associated with the payroll ID from the following tables if journal entries were processed before you reset the payroll ID:

- WF - Payroll Journal (Detail) table (F05290)

- Payroll Journal (Compressed) File table (F063951)

- Burden Distribution File table (F07241)

- Payroll - Accounts Payable Detail (OneWorld) table (F07490)
- Payroll - Accounts Payable Summary File table (F07491)
- Payroll - Accounts Payable Control File table (F07492)

Note

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

► **To reset the payroll ID**

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

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

   - Payroll ID

2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Reset Payroll.

   The system prompts you to confirm that you want to reset the entire payroll.

3. Click OK.

See Also

❑ *Resetting the Payment Workfile* in the *Payroll Guide* for information about reprinting payments without rerunning pre-payroll

❑ *Processing Changes-Only Pre-Payroll* in the *Payroll Guide* for information about rerunning pre-payroll when you have changed employee personal and salary information

Resetting the Payment Workfile

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

- A machine or power failure causes the print payments step to terminate abnormally.

- You find an error in employee personal or salary information after you have already printed payments.

- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, advice slips only, or both types of payments. Resetting the payment workfile does not create accounting transactions. Therefore, you cannot reset the payment workfile if you have processed the final update for a payroll cycle.

► **To reset the payment workfile**

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

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

   - Payroll ID

2. Choose the record in the detail area, choose Payments from the Row menu, choose Reset, and then choose Reset Checks, Reset Autodeposits, or Reset All.

   The system prompts you to confirm that you want to perform the reset.

3. Click OK.

Resetting Status Codes

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

Note

When you reset status codes, consider the following:

- You cannot change the status code to Complete for print checks or final update. You can change the status code to Complete for pre-payroll, reports only, and journal entries. However, you should verify that the step was actually completed before you change the status to Complete.

- When pre-payroll processing ends abnormally, you must change its status code to Complete (1), reset the payroll ID, and then rerun the pre-payroll processing.

- You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete *and* you have not printed payments.

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

► **To reset status codes**

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

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

   • Payroll ID

2. Choose the record in the detail area, and then choose Payroll Parameters from the Row menu.

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

   • Pre-Payroll Processing

   You must reset the payroll ID before you rerun pre-payroll.

4. To reset journal entries, reports only, or final update, remove the value in one of the following fields that corresponds to the step that ended abnormally:

   • Journal Entries
   • Reports Only
   • Final Update

You cannot change the status code for payments. Instead, you must reset the payment workfile. Click OK.

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

See Also

❑ *Resetting the Payment Workfile* in the *Payroll Guide*

❑ *Resetting the Payroll ID* in the *Payroll Guide*

Working with Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in the Payroll Journal (Compressed) File table (F063951) until you run the final update. You create a workfile based on this table to prepare the journal entries for review and posting. When you create the workfile, the system runs the Payroll Journal Proof/Edit Report (R05229). You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. You can also review detail and summary information online.

To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Payroll Journal Proof/Edit Report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your PeopleSoft EnterpriseOne Payroll system is integrated with the EnterpriseOne General Accounting system.

When you set up your system, you can set a company option that directs the system to post journal entries automatically to the general ledger during the final update step of the payroll cycle. You can also manually post the journal entries to the general ledger after final update is complete. If your EnterpriseOne Payroll system is not integrated with the EnterpriseOne General Accounting system, you must use another method to enter the information from the Payroll Journal Proof/Edit Report into your general ledger.

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

1. Process pre-payroll

2. Create payments

3. Process journal entries

4. Print reports

5. Run the final update

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

Payroll Cycle: Journal Entries
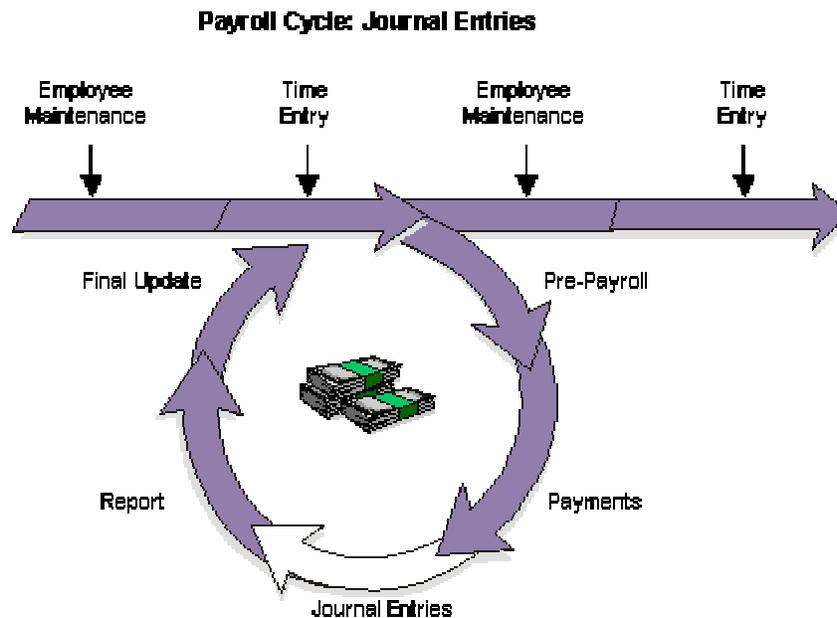
Processing Pro Forma Journal Entries

You process pro forma journal entries so that you can review information before you post the actual journal entries. When you process pro forma journal entries, the Generate Payroll Journal Entries program (R072902) creates a workfile in which the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also does the following:

- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up

- Prints the Pay Period Journal Batch Proof report

- Calculates any outstanding transactions that are associated with the current payroll cycle, including the following:

  - Intercompany settlements

  - Workers compensation

  - Accounts payable vouchers

- Calls the Payroll Voucher Upload program (R07411Z1), which creates pro forma vouchers for DBA and tax transactions (if you integrate EnterpriseOne Payroll with EnterpriseOne Accounts Payable)

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If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can choose an option that allows you to delete previous journal entries without regeneration. When you choose this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Reset Payroll Parameters program (P07216), and does not print a report.

Note

When you enter a timecard, the system enters the home company and the home business unit from the employee master into the timecard. You can override both of these fields on the timecard if necessary. The default journal entry process uses the home company and home business unit from the Employee Master Information table (F060116) when creating journal entries for taxes and DBAs. All other journal entries are created using the home company and the home business unit from the timecard.

You can use a processing option to specify whether the system uses the home company and home business unit from the timecard or the F060116 when creating journal entries associated with taxes and DBAs. All other journal entries use the information from the timecard. This processing option must be set on version ZJDE0001 of the Generate Payroll Journal Entries program.

Prerequisite

❑ Set up the Payroll Journal Proof/Edit report (R05229) to print during the journal entries step of the payroll cycle. See *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for additional information.

▶ **To process pro forma journal entries**

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

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

   • Payroll ID

2. Choose a record in the detail area, choose Journal Entries from the Row menu, and then choose Revise Journal.

3. On Payroll Journal Entries, complete the following fields:

   • Expense Distribution Code
   • Accrual Factor
   • Override Accounting Date

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Pay Cycle Workbench - Payroll Journal Entries

OK Cancel Tools

| Payroll ID | BI-WEEKLY | Pay Period Ending Date | 06/11/05 |
| Payment Date | 06/17/05 | | |

Pay Period Journals

Expense Distribution Code	3	☐ Delete Previous Journal Without Regeneration.
Accrual Factor		☐ Create All Journal Entries in Full Detail.
Override Accounting Date		☐ Do not create Payroll Journal Details (F05290)

Accounts Payable Integration

| A/P Integration | 0 | *Create vouchers DBA & Taxes* | ☐ Run Accounts Payable Integration Only |
| Wage Attachment Invoice Date | | | ☐ Separate Batch for DBAs and Taxes |

4. To determine the detail level for journal entries, click one of the following options:

- Create All Journal Entries in Full Detail.
- Do not create Payroll Journal Details (F05290)

When you create the journal entries in full detail, the Payroll Journal Proof/Edit Report includes detailed information, such as employee names and earnings. You can review the information before you post the journal entries.

Caution

Processing journal entries in full detail can significantly increase processing time. Also, when you post journal entries that have been created in full detail, all of the detailed information associated with those journal entries is included in the general ledger. For security reasons, and to maintain salary confidentiality, PeopleSoft recommends that you run journal entries in full detail only when researching errors in the payroll. Then, after you correct the errors, you should re-create journal entries without detail before you post them to the general ledger.

5. If you are rerunning the journal entries step for this payroll cycle, click the following option:

- Delete Previous Journal Without Regeneration.

6. If you are integrating Payroll with Accounts Payable, complete any of the following fields:

- A/P Integration
- Wage Attachment Invoice Date

7. If you are integrating Payroll with Accounts Payable, click any of the following options:

- Run Accounts Payable Integration Only
- Separate Batch for DBAs and Taxes

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8. To process the journal entries using the information that you entered, click the following option:

- Submit Journals.

If you click OK without clicking the Submit Journals option, the information that you entered will not be saved.

9. Click OK.

10. Review your messages in the Work Center to determine whether any errors occurred when you processed the journal entries.

11. Review the Pay Period Journal Batch Proof report and correct any errors.

See Also

❑ *Processing Pro Forma Journal Entries for Timecards* in the *Time and Labor Guide*

❑ *Viewing Messages* in the *Foundation Guide* for information about reviewing messages in the Work Center

❑ *Reviewing the Payroll Journal Proof/Edit Report* in the *Time and Labor Guide*

❑ *Setting Up Company Options* in the *Human Capital Management Foundation Guide* for information about integrating Payroll with EnterpriseOne General Accounting

❑ *Setting Up Accounts Payable Integration* in the *Payroll Guide* for more information about integrating Payroll with EnterpriseOne Accounts Payable

Processing Options for the Generate Payroll Journal Entries Program (R072902)

Process Tab

Use this processing option to specify the source of the home company and business unit information during the journal entry process.

---

1. Tax/DBA AAI Source

0 - Use Employee Master for tax and DBA AAIs

1 - Use F07350 for tax AAIs and Employee Master for DBA AAIs

2 - Use Employee Master for tax AAIs and F07350 for DBA AAIs

3 - Use F07350 for tax and DBA AAIs

Use this processing option to indicate which home company and home business unit are used to derive the account numbers for DBA and tax transactions. The system uses these values as part of the search criteria in the AAI grid to find an account number. If the business unit for the derived account number is blank in the AAI table, the business unit that is specified in this processing option is used to complete the account number.

Note: The home company and home business unit are stored in the Employee Master Information table (F060116), but they can be overridden on the timecard. If the Timecard Home Company Flag in the Company Options for Company 00000 is set to 0, timecard overrides are ignored; and the home company and business unit from table F060116 are used to create records in the Payment File table (F07350). If the flag is set to 1, the timecard overrides are used to create F07350 records. The system then derives account numbers for tax and DBA journal entries by using either the home company and business unit from table F07350 or table F060116, depending on the value of this processing option.

Valid values are:

0

Use F060116 for tax and DBA account numbers.

1

Use F07350 for tax account numbers and F060116 for DBA account numbers.

2

Use F060116 for tax account numbers and F07350 for DBA account numbers.

3

Use F07350 for tax and DBA account numbers.

Note: Workers compensation and general liability entries always use the timecard home company and business unit, so they might not appear in the same company as the other tax entries.

Processing Options for the Payroll Voucher Upload Program (R07411Z1)

Process Tab

This processing option enables you to specify the summarization level that they system uses when creating payroll vouchers.

1. **Summarization Level**

    0 = Summarize F07491 Accounts Payable
    Summary records
    (additional summarization)
    1 = Copy F07491 Accounts Payable
    Summary records
    (no additional summarization)

Use this processing option to indicate whether additional summarization is used when moving records from the Accounts Payable Summary table (F07491) to the Accounts Payable Ledger table (F0411). Accounts Payable Details (F07490) records are summarized when they are written to the Accounts Payable Summary table (F07491) using the payee voucher rules that are set up. However, you can summarize the records further when they are moved to the Accounts Payable Ledger table (F0411). Valid values are:

0

Use additional summarization when moving records to the Accounts Payable Ledger table (F0411). When you select this option, the system further summarizes the Accounts Payable Summary table (F07491(records by payee, type code, and voucher control. The system combines the Accounts Payable Summary table (F0791) records with different companies, account numbers, subledgers, or wage attachment numbers-- but with the same payee, type code, and voucher control-- into one record.

1

Do not use additional summarization when moving records to the Accounts Payable Ledger file (F0411). If you choose this option, the system copies the records from the Accounts Payable Summary table (F07491) to the Accounts Payable Ledger file (F0411) with no additional summarization. Tthe number of records in the Accounts Payable Summary table (F07491) and the Accounts Payable Ledger file (F0411) are the same. The system summarizes by payee, type code, voucher control, company, account number, subledger, and wage attachment number.

Reviewing Pro Forma Journal Entries Online

After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, at which point the system creates and posts the actual journal entries.

You can use the review forms to verify the information that the system transfers to the general ledger during the final update; however, these forms do not indicate whether any of the records contain errors. To determine whether the journal entries contain errors, you must review the Pay Period Journal Batch Proof report. If you find any errors in the journal entries, you can correct them and then reprocess the pro forma journal entries.

▶ **To review pro forma journal entries online**

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

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

   • Payroll ID

2. Choose the record in the detail area, and then, from the Row menu, choose Journal Entries, then Journal Review, and then Journal Summary.

3. On Work With Compressed Payroll Journals, review the information in the following fields:

   • Batch Number
   • Co
   • Do Ty
   • Reference 2
   • FY
   • Per No
   • G/L Date
   • Account Number

   • Debit Amount

   • Credit Amount

   • Units
   • Address Number
   • A M
   • Explanation Alpha Name
   • Explanation -Remark-
   • Serial Number
   • Business Unit
   • Obj Acct
   • Sub
   • Subledger
   • Sub Type
   • Pha se
   • Job Typ
   • Job Step
   • Home Business Unit
   • Cur Cod
   • Exchange Rate

- Date Updated
- Doc Co
- Reference 2
- Line Number
- P C
- User ID
- Century
- Program ID
- JE Line Number
- LT

4. To review detailed information about an entry, choose a record in the detail area, and then choose Journal Detail from the Row menu.

5. On Work With Detailed Payroll Journals, review the information in the detail area.

6. Click Close.

See Also

❑ *Reviewing the Payroll Journal Proof/Edit Report* in the *Time and Labor Guide* for more information about using the report to determine whether the journal entries contain any errors

Reviewing Payroll Cycle Reports

During the payroll cycle, you can print reports that help you to verify employee tax, earnings, and timecard information. When you set up reports, you can indicate the step in the payroll cycle at which you want the system to print each report. For example, you might choose to print the Federal Tax Distribution Summary report (R073170) during prepayroll processing. You can also create custom reports and set them up to print during the steps of a payroll cycle.

After you set up reports, they automatically print during the step of the payroll cycle that you indicate. After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step in the cycle. Many reports are most valuable after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reports step, during which you can print any of the payroll cycle reports that are not set up to print during another step of the cycle.

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

Payroll Cycle: Report
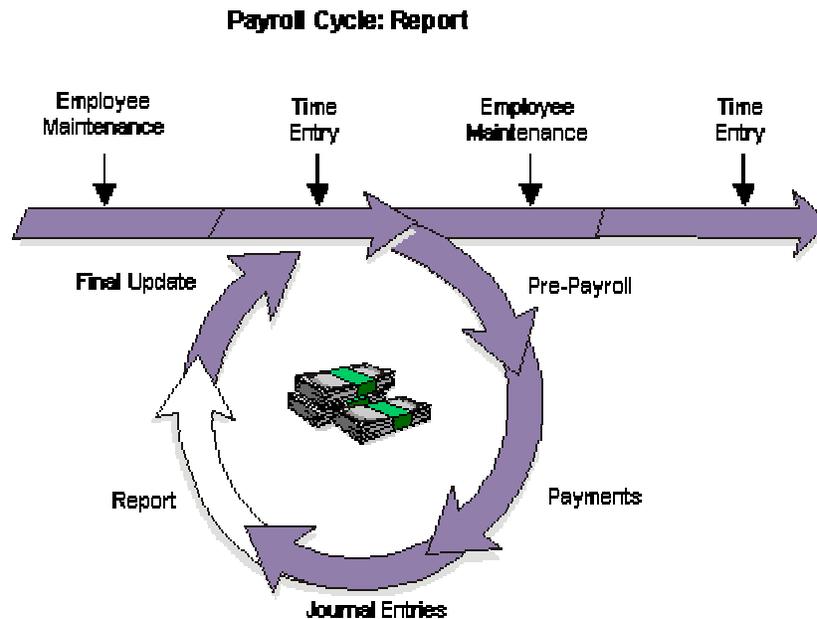
Prerequisite

❑ Set up the payroll-cycle reports that you want to print. See *Setting Up Payroll Cycle Reports* in the *Payroll for Canada Guide.*

Printing Payroll Cycle Reports

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

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

► **To print payroll cycle reports**

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

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

    • Payroll ID

2. Choose the record in the detail area, and then choose Reports from the Row menu.

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Pay Cycle Workbench - Payroll Reports Only

OK Find Cancel Row Form Tools

Payroll ID   BIWEEKLY

◉ Report Only   ○ Interim Report Only   ○ All Reports

Records 1 - 4   Customize Grid

	Step Type	Step Descripton	Report ID	Report Version	Version Description
◉	4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register wi
○	4	Reports Only	R073062	XJDE0001	D/B/A Register Report
○	4	Reports Only	R77323	XJDE0001	Employee Pay & Tax Register
○					

3. On Payroll Reports Only, click one of the following options, and then click Find:

- Report Only
- All Reports

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

4. To print one report only, choose the report that you want to print, and then choose Submit Report from the Row menu.

5. To print all of the reports that are set up to print during the reports step of the payroll cycle, choose Reports Only from the Form menu.

6. Click OK.

Reviewing the Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report (R073012) to verify that the system correctly calculated gross-to-net amounts for employees and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

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

The Payroll Register report also identifies the employees for whom gross-to-net calculations are incorrect and the employees that exceed the maximum net-pay limit that you set up in the processing options. During Payroll system setup, you can specify whether gross-to-net errors are soft or hard. If you specify that the errors are soft, the system allows you to continue with processing. Otherwise, you must correct the errors before continuing.

For each payment that is created, the system assigns a check control number, which appears on the Payroll Register. Check control numbers are unique numbers that you can use to track employee payments. The system also uses check control numbers to track journal entries and to complete all of the necessary account reversals when you void a payment. The check control number is particularly important because the system does not track actual payment numbers. This is because your organization might create payments using several accounts, which can result in duplicate payment numbers.

A warning appears on the report when the total gross amount, after deductions have been subtracted, does not equal the total net amount.

Notes

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

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

Processing Options for Payroll Register (R073012)

Print Options
1) Enter a '1' to print the Employee's address. Default of blank will not print the address.
2) Enter Employee Identification Option: Blank = Address Book and Social Security Number; '2' = Social Security Number only; '3' = Additional Employee Number and Social Secuity Number; '4' = Address Book Only

Reviewing the Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report (R073013) to review gross-to-net earnings for employees. This report includes only one line per payment.

The Summary Payroll Register report indicates the employees for whom gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (which allows you to continue with processing) or hard (which requires that you correct the errors before continuing).

The following list describes some of the columns that appear on the Summary Payroll Register report:

Wages	The total of all pay types and earnings that an employee receives during the current period.
Benefits	The benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report after you have processed pro forma journal entries, the report includes all benefits.
Gross Pay	Earnings plus the benefits that the system added to net pay.

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

MAX	Net pay exceeds the maximum pay specified in the processing options.
GTN	Gross-to-net error.
ERR	Both MAX and GTN errors exist.

Notes

PeopleSoft recommends that you run either a Payroll Register or a Summary Payroll Register report during pre-payroll to help verify payroll information. You should also run one of these reports after you print payments to review the actual payment numbers.

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

Processing Options for Summary Payroll Register (R073013)

Report Options
1. Enter the Employee Number you wish to print on the report:
    1 = Address Book Number
    2 = Social Security Number
    3 = Third Employee Number
2. Enter the Maximum Net Pay. Default is $10,000.

Reviewing the Payroll Exception Report

The Payroll Exception report (R053191) lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also includes warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions exits. Use this report to determine whether you need to correct any time entry records.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form. Also, you need not set this report up to print during the payroll cycle. The system automatically prints this report if exception conditions exist during the payroll cycle.

Processing Options for the Payroll Exception Report (R053191)

Defaults Tab

Use these processing options to specify the parameters that determine which employee records print on the report. The report lists each employee whose hours worked or pay rate is below the minimum or over the maximum value that you specify.

---

1. Minimum Allowable Hours for Weekly Employees.

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

2. Maximum Allowable Hours for Weekly Employees.

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

3. Minimum Allowable Hours for Biweekly Employees.

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

4. Maximum Allowable Hours for Biweekly Employees.

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

5. Minimum Allowable Hours for Semimonthly Employees.

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

6. Maximum Allowable Hours for Semimonthly Employees.

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

7. Minimum Allowable Hours for Monthly Employees.

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

the minimum for the pay period.

8. Maximum Allowable Hours for Monthly Employees.

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

9. Minimum Allowable Pay Rate.

Use this processing option to enter the minimum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate is below the minimum.

10. Maximum Allowable Pay Rate.

Use this processing option to enter the maximum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate exceeds the maximum.

Time Accounting Tab

Use these processing options to enter the date range that you use to select the time entry records that appear on the report. You complete the processing options on this tab only if you are printing the Payroll Exception report outside of a payroll cycle. For example, if you are not using the PeopleSoft EnterpriseOne Payroll system, you might print the Payroll Exception report to verify timecard information before you send it to your payroll service provider.

1. Beginning Date.

Use this processing option to specify the first date in the range of dates.

The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

2. Ending Date.

Use this processing option to specify the last date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

Payroll Tab

Use these processing options to enter the minimum number of sick and vacation hours that your organization requires employees to have in their accrual balances. The report lists each employee whose accrued vacation and sick hours are below the minimum that you specify. You complete the processing options on this tab only if you are printing the Payroll Exception report during a payroll cycle.

1. Minimum Number of Sick Hours.

Use this processing option to enter the minimum number of sick hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose sick hours are below the minimum for the pay period.

2. Minimum Number of Vacation Hours.

Use this processing option to enter the minimum number of vacation hours that must remain available to each employee who is included in the payroll cycle.

The exception report lists those employees whose vacation hours are below the minimum for the pay period.

Display Tab

Use this processing option to specify the format for the employee number that appears on the report.

1. Format for Employee Number.

Blank = Address Book Number
1 = Tax ID number
2 = Additional Employee
      number

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

Blank Address Book number. Blank is the default.

1   Tax ID number

2   Additional employee number

Reviewing the Time and Pay Entry Journal Report

If the payroll cycle that you are processing includes employees who are set up for autopay (employees whose timecards are automatically generated by the system), you can print the Time and Pay Entry Journal report (R073051) to verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report during pre-payroll processing, the report includes timecard information for autopay employees.

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

Processing Options for Time and Pay Entry Journal (R073051)

Print Tab

Use this processing option to specify the information that appears on the report.

---

1. **Print additional Time Card Data. Default value is blank.**

    1 = Print additional Time Card Data.

    Blank = Do NOT print additonal Time Card Data.

Use this processing option to specify whether to print additional timecard data on the report.

Blank Do not print additional timecard data on report. This is the default.

1 Print additional timecard data on report.

Reviewing the Labor and Burden Distribution Register

You use the Labor and Burden Distribution Register program (R053010) to review labor and burden costs for each employee, business unit, and company within your organization. If employees within your organization use labor distribution rules, the costs that are associated with their labor are typically split between several business units. The Labor and Burden Distribution Register displays all of the labor and burden costs, including employer-paid taxes and benefits, according to the business unit to which the labor was actually charged.

The system uses data from the Employee Transaction Detail File table (F06116) and the Burden Distribution File table (F07241) to produce the Labor and Burden Distribution Register. This report allows you to easily determine the actual personnel costs for each business unit—information that can be invaluable for the following:

- Creating budgets for each business unit

- Determining personnel hiring and headcount information

- Verifying the accuracy of past budget information

This report can also be used to track information about labor expenditures that are associated with state or federal grants.

This report allows you to review and analyze your organization's labor and burden costs by employee, business unit, company, or by the grand totals for the entire organization. The report displays details and totals of the following information for each employee, business unit, company, and for the entire report:

- Number of hours worked by pay type

- Amount of earnings by pay type

- Employer- paid taxes by tax type

- Employer-paid benefits by DBA code

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

Note

To include burden information on the report, you must create records in the Burden Distribution File table (F07241). To create these records, you set up burden rules for each business unit that you want to include in the report before you process the payroll cycle. If you do not set up burden rules for a business unit, the report will not include any burden information for that business unit. See *Setting Up Business Unit Burden Rules* in the *Time and Labor Guide* for instructions and additional information about setting up burden rules.

See Also

❑ *Entering Labor Distribution Instructions* in the *Human Capital Management Foundation Guide* for additional information about using labor distribution to split costs between multiple business units

❑ *Reviewing the Historical Labor and Burden Distribution Register* in the *Payroll Guide* for information about generating a report to review historical labor and burden costs

Reviewing the D/B/A-Register Report

The D/B/A-Register report (R073062) lists all of the deductions, benefits, and accruals for the employees that are included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Processing Options for D/B/A Register (R073062)

D/B/A
1. Select the Employee Number to Print.
   1 - Address Book Number
   2 - Social Security Number
   3 - Third Employeee Number

Reviewing the D/B/A Transaction Audit Report

Use the D/B/A Transaction Audit Report (R073053) to review detailed information about the DBAs that are assigned to individual employees. For each employee, you can review all DBA transactions by pay period. The report includes arrearage amounts as well as totals for each employee and DBA.

To compile the report, the system retrieves information from the Benefit/Accrual Detail File table (F0619). You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Reviewing the Federal Tax Distribution Summary Report

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

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

R77317OC

Worldwide Company
Federal Tax Distribution Summary

Date - 3/23/2004
Time - 8:45:09
Page - 1

Period End -

Company . .00077 Canadian Company
Tax ID . . . 987654321RP12345

TT	Tax Description	*** Current Period ***		*** Month-to-Date ***		*** Qtr-To-Date ***		*** Year-To-Date ***	
		Taxable Wages	Tax Amount	Taxable Wages	Tax Amount	Taxable Wages	Tax Amount	Taxable Wages	Tax Amount
CA	Canadian Federal Income Tax	1,100.00-	127.72-	1,100.00-	127.72-	1,100.00-	127.72-	1,100.00-	127.72-
CB	Canadian CPP-Employee								
CC	Canadian EI-Employee	1,100.00-	21.78-	1,100.00-	21.78-	1,100.00-	21.78-	1,100.00-	21.78-
CD	Canadian EI-Company	1,100.00-	.27-	1,100.00-	.27-	1,100.00-	.27-	1,100.00-	.27-
CE	Canadian CPP-Company								
	Total FEDERAL		149.77-		149.77-		149.77-		149.77-

Federal Deposit Information:

Federal Income Tax   127.72-
Canadian CPP - Employee/Employer
Employment Insurance - Employee/Employer   22.05-
Total Deposit Due   149.77-

Number Of Employees: 1

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Reviewing the Provincial Tax Distribution Summary Report

The Provincial Tax Distribution Summary report (R773162) provides current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts that are withheld for Quebec provincial taxes and pension deductions. The Quebec provincial government requires this information.

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

Note

Quebec is the only province that collects a provincial tax.

R773162

Worldwide Company
Provincial Tax Distribution Summary

3/23/2004   8:51:59
Page -   1
Period End-

Company 00077 Canadian Company
Province QC   Quebec

TT	Tax Description	Current Period Taxable Wages	Tax Amount	Month-to-Date Taxable Wages	Tax Amount	Qtr-To-Date Taxable Wages	Tax Amount	Year-To-Date Taxable Wages	Tax Amount
CF	700190000 QC								
	Quebec Provincial	1,100.00-	168.00-	1,100.00-	168.00-	1,100.00-	168.00-	1,100.00-	168.00-
CG	QPP-Employee	1,100.00-	47.23-	1,100.00-	47.23-	1,100.00-	47.23-	1,100.00-	47.23-
CH	QPP-Company	1,100.00-	47.23-	1,100.00-	47.23-	1,100.00-	47.23-	1,100.00-	47.23-
Grand Total			262.46-		262.46-		262.46-		262.46-

Reviewing the Employee Earnings and Tax Register Report

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

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

The system retrieves information for the earnings and tax history reports from the Tax History table (F0713). In addition, the system retrieves information from the Pay Check History Tax Ledger - Canadian DB table (F0716) when you print the Employee Pay and Tax Register report.

Processing Options for Employee Earnings &Tax Register (Canadian) Report (R77323)

Report Options Tab

1. Employee Number Format

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

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

1

Address Book Number (default)

2

Social Insurance Number

3

Third Employee Number

2. Date: Ending Period (MMDDYY)

Blank = Current Date

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

in the format MMYYDD.

3. Type Of History

1 = Quarter-to-Date w/Monthly Totals
2 = Quarter-to-Date Totals Only
3 = Year-to-Date w/Monthly Balances
4 = Year-to-Date w/Quarterly Balances
5 = Year-to-Date Totals Only

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

1

Quarter-to-date with monthly balances

2

Quarter-to-date totals only

3

Year-to-date with monthly balances

4

Year-to-date with quarterly balances

5

Year-to-date totals only

4. Print Detail Transaction

0 = Do NOT print detail transactions
1 = Print detail transactions

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

0

Suppress detail transactions.

1

Print detail transactions.

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

5. Page Breaks

0 = One Employee per Page (default)
1 = Multiple Employees per Page

NOTE: This option only applies when requesting MONTHLY totals.

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

0

Print one employee per page (default)

1

Print multiple employees per page

Reviewing the Employment Insurance Register Report

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

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

Reviewing the Payroll Payment Register Report (R07238)

You can print the Payroll Payment Register report (R07238) to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

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

Reviewing the Automatic Deposits Bank Register Report

When you process the Create Auto Deposit Tape File program (R07235), the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied onto magnetic media for direct deposit. This report requires no setup; the system automatically generates this report when you process automatic deposits.

Reviewing the Workers Compensation Register Report

You can print the Workers Compensation Register report (R773601) to review workers compensation insurance amounts. The report lists the following information:

- Employee listing by company

- Employee hours and gross wages

- Employee job type and job step

- Excludable and overtime wages

- Premium amounts for each employee

- Totals for each province and company

- Grand totals for the report

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

- Detailed report that shows each line of time entry

- Summary report that consolidates the information by employee, company, tax area, workers compensation code, job type, and job step

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

R773601

Worldwide Company
Workers Compensation Register

Page - - - - -   1
Date - - - - -   3/23/2004
From - - - - -
Thru - - - - -

Company - - - - - - - - 001
Province 00077 Canadian Company
          Alberta

Employee Number	Employee Name	WCI Code	S C	PDBA Code	Total Hours	Gross Pay	Benefit Amount	Excludable Amount	O/T Prem. Amount	Reportable Amount	Base Rate	Wkrs Comp Amount
7702	Reed, Donna	AB		710		500.00				.00	0.00000	.00
7702	Reed, Donna	AB		1	80.00	2,871.76				.00	0.00000	.00
Alberta					80.00	3,371.76				0.00		0.00
Province - - - - - - - - - 001 Alberta					80.00	3,371.76				0.00		0.00

Reviewing the Payroll Voucher Journal Summary Report

You use the Payroll Voucher Journal Summary report (R07496) to review summarized information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information on the report is summarized using the voucher rules that were used to create the vouchers. The information that prints on this report is based on the Payroll - Accounts Payable Summary File table (F07491).

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

Reviewing the Payroll Voucher Journal Detail Report

You use the Payroll Voucher Journal Detail report (R07493) to review detailed information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information that appears on this report is based on the Payroll - Accounts Payable Detail table (F07490).

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

Processing the Final Update

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

The following graphic shows where the final update occurs in the payroll cycle:

Payroll Cycle: Final Update
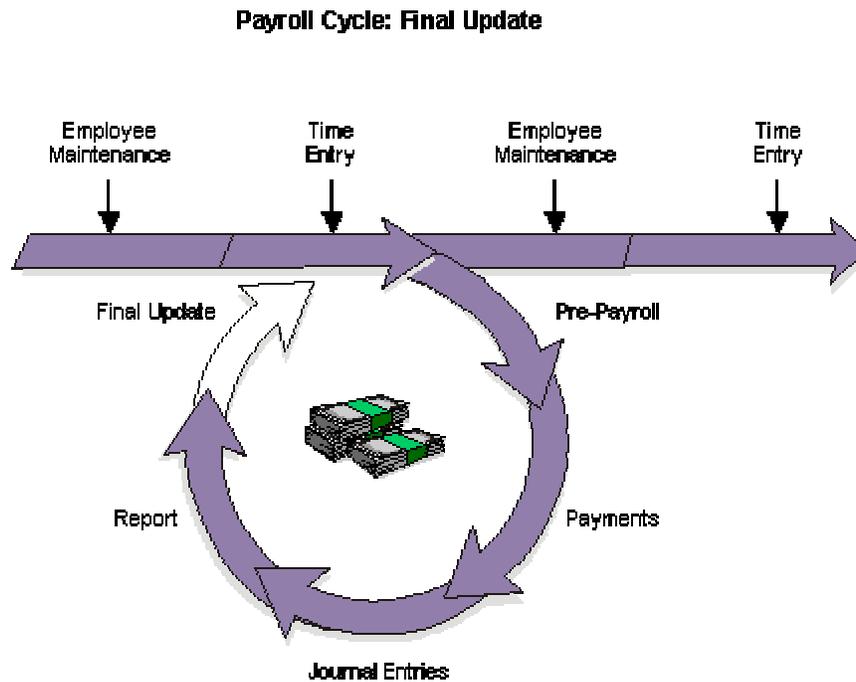
You use the final update to do the following:

- Update employees' transaction, tax, and check history.

- Create actual journal entries using the Generate Payroll Journal Entries program (R072902).

- Post actual journal entries to the general ledger (optional).

- Update the Employee Master Information table (F060116).

- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.

- Process any future data changes that become effective during the dates of the payroll cycle.

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

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

►   To process the final update

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

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

    *   Payroll ID

2. Choose the record in the detail area, and then choose Final Update from the Row menu.

3. On Final Update Confirmation, click OK.

    To verify the accuracy of the payroll information, review any reports that you have set up to print during final update.

Setup Considerations

Integrating Payroll with General Accounting	During system implementation, you define a company option that indicates whether Payroll integrates with the PeopleSoft EnterpriseOne General Accounting system. You use this company option to indicate whether you post payroll journal entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of the following options: • During the final update step of the payroll cycle, the system automatically posts payroll journal entries to the General Ledger. • After you process the final update for a payroll cycle, you manually post payroll journal entries to the General Ledger. If you choose this option, use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post Report program.

See Also

❑   *Resetting Status Codes* in the *Payroll Guide* for information about how to proceed if the final update ended abnormally

❑   *Reviewing Batches of Journal Entries* in the *Time and Labor Guide* for information about reviewing the journal entries that are created during the final update

❑   *Setting Up Company Options* in the *Human Capital Management Foundation Guide*

❑   *The Financial Post Process* in the *General Accounting Guide*

Processing Multiple Versions of Pay Cycle Steps

To decrease the processing time of large payroll cycles, you can process multiple versions of several steps in the payroll cycle. Multiple version processing allows you to submit multiple versions of pay cycle steps simultaneously during a pay cycle. The system combines the output from these versions so that the output is identical to the output that would be created if only one version of a pay cycle step had been processed. You can use multiple version processing to complete any of the following pay cycle steps:

- Pre-payroll

- Changes only

- Interims only

- Submit journals

- Revise journals

- Final update

You can run any or all of the pay cycle steps above using multiple version processing. For example, you might choose to run a single version of pre-payroll, multiple versions of journal entries, and a single version of final update.

When you use multiple version processing, you must set up data selection for each version. Doing so ensures that employees are not included in more than one version. PeopleSoft suggests that you identify ranges of address book numbers that evenly distribute the number of employees across each version of a pay cycle step.

In addition, if you process more than one pay cycle step using multiple version processing, PeopleSoft recommends that you set up the same number of versions for each step, and that you use the same data selection scheme for the versions that are associated with each step.

For example, if you choose to process five versions of pre-payroll using multiple version processing, and you also want to use multiple version processing to submit journal entries and to process final update, you should create five versions for pre-payroll, journal entries, and final update. You might then use specific ranges of address book numbers as the data selection for pre-payroll, journal entries, and final update, as shown in the example below:

Version Number	Range of Address Book Numbers
Version One	1000 through 250000
Version Two	250001 through 500000
Version Three	500001 through 750000
Version Four	750001 through 1000000
Version Five	1000001 through 1250000

Note

Multiple version processing does not affect the order in which you process pay cycle steps. If you process multiple versions of pay cycle steps, you must still complete pre-payroll before you run any other pay cycle steps; and final update must still be the last step in the pay cycle process. For additional information about when to process pay cycle steps, see *Payroll Cycle* in the *Payroll Guide*.

After all of the versions that you set up for a payroll cycle step have completed processing, the system automatically runs the Payroll Report Driver program (R07354). This program identifies any reports that you have set up to process during the specified step of the payroll cycle. The system then processes the reports for that step of the payroll cycle. Therefore, whether you run multiple or single version processing, the system produces a single set of reports for that pay cycle step. The output that the system generates when running a single version of a pay cycle step is no different than that which the system generates when running multiple versions.

Note

To determine the number of versions to use for each pay cycle step, you must first identify the number of processors that your system uses. Contact your system administrator for this information. After you identify the number of processors, multiply that number by three or four to determine how many versions to create for each pay cycle step. For example, if your system uses four processors, PeopleSoft recommends creating between 12 and 16 versions of each pay cycle step to achieve optimal processing time. However, due to the differences in system speeds, you should test different scenarios to determine the number of versions that best suits your business requirements.

Prerequisite

❑ Set up versions for each pay cycle step for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.

❑ Create a payroll ID. See *Creating a New Payroll ID* in the *Payroll Guide*.

❑ Assign each version that you create for multiple version processing to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide*.

Working with Multiple Versions of Pre-Payroll

You can use multiple version processing to process multiple versions of the following types of pre-payroll:

- Full pre-payroll

- Interims only pre-payroll

- Changes only pre-payroll

You can process any or all of the pre-payroll steps above using multiple versions. For example, you might choose to run multiple versions of full pre-payroll processing, but run only a single version of changes only pre-payroll.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Whether you use multiple version processing or single version processing, you must complete pre-payroll as the first step in the pay cycle process.

In addition, if you choose to process multiple versions of the Pre-Payroll Drive UBE program (R07200), you must still enter a valid version of R07200 in the Version field on the Pre-Payroll Processing form when you create your payroll ID. However, if you assign multiple versions of R07200 to that payroll ID, the system does not use the version of the R07200 that you entered on the Pre-Payroll Processing form. See *Creating a New Payroll ID* in the *Payroll Guide* for additional information.

See Also

- ❑ *Processing Pre-Payroll* in the *Payroll Guide*
- ❑ *Resetting Payroll Cycle Steps* in the *Payroll Guide*

Processing Multiple Versions of Pre-Payroll

You can use multiple version processing to decrease the amount of the time that the system takes to complete pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Pre-Payroll Driver UBE program (R07200). As the system processes multiple versions of the Pre-Payroll Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Prerequisite

- ❑ Create multiple versions of the Pre-Payroll UBE program (R07200) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

► **To process multiple versions of pre-payroll**

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

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
   - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Pre-Payroll from the Row menu.
3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Interims Only Pre-Payroll

If you process many interim payments, you can use multiple version processing to significantly decrease the processing time for interims only pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Interims Only Driver UBE program (R07200I). As the system processes multiple versions of the Interims Only Driver UBE program, it updates all of the payroll workfiles with information that is created by each version.

Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Prerequisite

❑ Create multiple versions of the Interim Only Drover UBE program (R07200I) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

▶ **To process multiple versions of interims only pre-payroll**

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

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and then click Find:

    • Payroll ID

2. Choose a record, and then choose Process Multiple, Process, Interims Only from the Row menu.

    Note

    This option is enabled only if you have selected an Interims Only payroll ID.

3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Changes Only

If you typically make changes to large numbers of employees after you have processed pre-payroll, you can greatly reduce processing time by simultaneously processing multiple versions of changes only.

Note

If you process pre-payroll using multiple versions, you do not need to use multiple versions of changes only pre-payroll processing. Regardless of the number of versions that you use to process pre-payroll, you can use either multiple version or single version processing to complete changes only pre-payrolls.

Prerequisite

❑ Create multiple versions of the Pre-Payroll Changes Only program (R07200C) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

▶ **To process multiple versions of changes only**

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

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

    • Payroll ID

2. Choose a record, and then choose Process Multiple, Process, Changes Only from the Row menu.

3. On Multiple Versions Confirmation, click OK.

Working with Multiple Versions of Payroll Journal Entries

Whether you use multiple or single version processing for pre-payroll, you can choose to process multiple versions of payroll journal entries. Due to the large number of calculations that the system performs when it creates journal entries, running a single version of journal entry processing can be time consuming, especially if the payroll is large. By processing multiple versions of the Generate Payroll Journal Entries program (R072902), you can significantly decrease journal entry processing time.

When you use multiple version processing to generate payroll journal entries, the system simultaneously runs each version of the Generate Payroll Journal Entries program that you create. When all versions have completed processing, the system automatically combines the output from each version into a single batch of journal entries. In addition, the system creates a single Payroll Journal Proof/Edit Report (R05229) from the combined information from all of the journal entry versions.

If you process journal entries using multiple versions, and you need to reset journal entries, you must use the multiple version reset function to reset the journal entries step of the payroll cycle.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Journal entries must be created after you process pre-payroll and before you process final update. See *Payroll Cycle* in the *Payroll Guide* for additional information about the order in which you process pay cycle steps.

See Also

❑ *Revising Multiple Versions of Payroll Journal Entries* in the *Payroll Guide* for additional information about using the multiple version reset function to reset the journal entries step of the payroll cycle

❑ *Working with Pro Forma Journal Entries* in the *Payroll Guide* for additional information about payroll journal entries

Processing Multiple Versions of Payroll Journal Entries

To decrease the amount of processing time needed to create pro forma journal entries during the payroll cycle, you can use multiple version processing for journal entries.

Prerequisite

❑ Process the pre-payroll step of the pay cycle. See *Processing Pre-Payroll* in the *Payroll Guide.*

❑ Create multiple versions of the Generate Payroll Journal Entries program (R072902) and assign those versions to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

► **To process multiple versions of payroll journal entries**

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

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

   • Payroll ID

2. Choose a record, and then choose Process Multiple, Process, Submit Journals from the Row menu.

3. On Payroll Journal Entries, complete the following fields:

   • Expense Distribution Code
   • Accrual Factor
   • Override Accounting Date

4. To create all payroll journal entries in full detail mode, click the following option:

   • Create All Journal Entries in Full Detail.

5. To bypass the creation of payroll journal detail records in the Payroll Journal Detail table, click the following option:

   • Do not create Payroll Journal Details (F05290)

   Note

   If you click Create All Journal Entries in Full Detail, the system automatically disables this option. Because you have already chosen to create journal entries in full detail, an additional set of journal detail records in the Payroll Journal Detail table is unnecessary.

6. If you use Accounts Payable Integration, complete the following optional field:

   • Wage Attachment Invoice Date

7. To produce journal entries for accounts payable only, click the following option:

   • Run Accounts Payable Integration Only

8. To create separate batches of journal entries for DBA and tax vouchers, click the following option:

   • Separate Batch for DBAs and Taxes

9. Click OK.

10. On Multiple Versions Confirmation, click OK.

Revising Multiple Versions of Payroll Journal Entries

After you create pro forma journal entries during the payroll cycle, you might need to revise the entries to correct information. If you use multiple version processing to submit journal entries, you must use multiple version processing to revise them.

You do not need to create multiple versions of the journal entry reset function, because the system reprocesses the versions of the Generate Payroll Journal Entries program (R072902) that you have set up for the payroll ID in order to revise journal entries.

▶ **To revise multiple versions of payroll journal entries**

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

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

   - Payroll ID

2. Choose the payroll ID that you want to reset, and then choose Process Multiple, Process, Revise Journals from the Row menu.

3. On Payroll Journal Entries, complete the following fields:

   - Expense Distribution Code

   - Accrual Factor

   - Override Accounting Date

4. To delete the previous batch of journal entries and to prevent the system from creating new journal entries, click the following option:

   - Delete Previous Journal Without Regeneration

   Note

   If you choose this option, the system deletes the previous batch of journal entries and does not create new pro forma journal entries. However, the system can create pro forma voucher journal entries during the revision process if you choose this option.

   If you choose this option, you must recreate pro forma journal entries after you complete the revision process, and before you process the final update step of the payroll cycle.

5. If you choose the Delete Previous Journal Without Regeneration option, proceed to step 8.

6. To create all payroll journal entries in full detail mode, click the following option:

   - Create All Journal Entries in Full Detail

7. To bypass the creation of payroll journal detail records in the WF - Payroll Journal (Detail) table (F05290), click the following option:

   - Do not create Payroll Journal Details (F05290)

   Note

   If you click Create All Journal Entries in Full Detail, this option is disabled.

8. If you use Accounts Payable Integration, complete the following optional field and proceed to step 9. If you do not use Accounts Payable Integration, proceed to step 10.

    - Wage Attachment Invoice Date

9. To produce journal entries for accounts payable only, click the following option:

    - Run Accounts Payable Integration Only

10. To create separate batches of journal entries for DBA and tax vouchers, click the following option:

    - Separate Batch for DBAs and Taxes

11. To submit journal entries for processing, click the following option:

    - Submit Journals

12. Click OK.

13. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Final Update

To decrease the processing time of the final update step of the payroll cycle, you can process multiple versions of final update. When you use multiple version processing for final update, the system simultaneously processes all of the versions of the Final Update Driver UBE program (R07250) that you set up for the specified payroll ID.

The system updates employee history information as each payment that was included in the payroll cycle is processed through a version of final update. After all of the versions of the Final Update Driver UBE program have completed processing, the system updates all employee history information with data from the payroll cycle.

Prerequisite

❑ Process the pre-payroll, payments, journal entries, and reports steps of the pay cycle. See Payroll Cycle in the Payroll Guide for instructions and additional information about each step.

❑ Create multiple versions of the Final Update Driver UBE program (R07250). See Working With Batch Versions in the Foundation Guide for instructions.

► **To process multiple versions of final update**

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

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

    - Payroll ID

2. Choose a record, and then choose Process Multiple, Process, Final Update from the Row menu.

Note

This option is enabled only if you have successfully completed all of the other steps in the payroll cycle.

3. On Multiple Versions Confirmation, click OK.

See Also

❑ *Processing the Final Update* in the *Payroll Guide* for additional information about the final update step of the payroll cycle

Job Step Progression

You use job step progression to advance employees automatically to the next job level after they meet specified requirements for their current job type and step. Using the step progression rules in the timecard automation module or the business functions in the payroll process, the system recognizes when employees meet the requirements for their current job level and move to the next job level during a payroll cycle. To ensure proper time and labor tracking, and to ensure that the employees are paid at the correct rate, new timecards are created to associate the appropriate amount of time with each job level that is worked during the pay period.

You can set up job requirements based on the following methods:

Hourly Employees are moved to the next job level after completing a specified number of hours in their current job.

Daily Employees are moved to the next job level after completing a specified number of days in their current job.

Pieces Employees are moved to the next job level after completing a specified number of pieces in their current job.

Custom Employees are moved to the next job after meeting customized requirements that are defined by your organization.

You can process job step progression information during the payroll cycle, or you can process it as a stand-alone feature outside of the payroll cycle. The type of processing that you choose depends on your business requirements.

You can process job step progression information only for employees whose timecards are entered into the system before pre-payroll is processed. You cannot process job step progression information for employees whose timecards are created during the pre-payroll process.

Note

The system tracks job step progression information for an employee's primary job only. The system uses the job type and job step from the Employee Master Information table (F060116) to identify the primary job of an employee.

Also, job step progression is different from pay grade step progression. Job step progression is based on requirements being met for a particular job level. Pay grade step progression is based on changes in pay grades and requirements being met for a particular pay grade. See *Pay-Grade Step Progression* in the *Human Resources Guide* for more information about the differences between job step progression and pay grade step progression.

Setting Up Job Step Progression Processing

You use job step progression processing to move employees to specified job levels automatically after they meet the requirements of their current job type and step. Before you can use job step progression, you must set up your system to process step progression information.

To process job step progression information, you must set up the following information in the company options for Company 0 (zero):

Step Progression Automation	To specify the method of processing for job step progression information, you must enter A or S in the Step Progression Automation field, located on the Additional Company Options form. To process job step progression using the automatic method, enter A in this field. To process job step progression using the stand-alone method, enter S in this field.
Step Progression Process	To process job step progression information, you must enter 1 or 2 in the Step Progression Process field, located on the Additional Options tab on the Company Options form. To track and update job step progression history using union code, job type, and job step, enter 1 in this field. To track and update job step progression history using union code, job type, job step, and business unit, enter 2 in this field.
	If you do not want to allow any companies in your organization to use job step progression processing, enter N in this field.
	Note
	The value that you enter in this field determines whether the Business Unit field is displayed on the Work With Step Progression Table form.
Pay Rate Source	To process job step progression pay rates correctly, the system must derive employee pay rates using the pay rate tables as the default pay rate source. To do this, you must set up pay rates in pay rate tables, and you must enter a 1 in the Pay Rate Source field, located on the HRM Foundation Position Control Options form.
	Note
	If you use the pieces method to process all job step progression information, you can set up rates in the Item Piece Rate Table or the Union Pay Rate Table. If the system does not find a rate in the Item Piece Rate Table, it will find the rate in the Union Pay Rate Table.

You must also specify, at the individual employee level, which employees to process through step progression.

After you have set up step progression information for the company and for the employee, you must set up job step progression parameters, which contain all of the step progression requirements information for each job type and job step combination. Lastly, if you are using the stand-alone method to process job step progression information, or if you want to process job step progression information using custom rules and functions, you must set up step progression information in the timecard automation module.

Prerequisites

❑ Set the company options for Company 0 (zero) to specify the type of step progression processing that your organization uses. See *Setting Up Company Options* in the *Human Capital Management Foundation Guide*.

❑ Set the system options to use pay rate tables as the default pay rate source. See *Setting Up System Options* in the *Human Capital Management Foundation Guide*.

❑ Set up pay rates for each job type and job step combination in the pay rate tables. See *Setting Up Pay Rate Tables* in the *Human Resources Guide*.

Setting Up Job Step Progression Information for Employees

Before you can process job step progression information, you must identify the employees that are eligible for job step progression processing. The system tracks employee step progression information only after you set up job step progression information for an employee. The system uses this information to determine when the employee has met the requirements of their current job type and job step. After the requirements are met, the employee is moved to the next job level, using step progression processing.

Note

The system does not track job step progression history information until after you set up the employee as a step progression employee. Therefore, any payroll history that employees have accumulated before they were set up as step progression employees is not used to determine when the employees meet the requirements for their current job level.

Prerequisite

❑ Set up each employee for whom you want to use job step progression. See *Employee Information* in the *Human Capital Management Foundation Guide* for more information about entering employees into the system.

► **To set up job step progression information for employees**

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

1. On Work With Employee Information, complete the following field and then click Find:

   • Employee No

2. Select the employee and choose Payroll from the Row menu.

3. On Employee Payroll Revisions, enter S in the following field, and then click OK:

   • Employee Classification Status

PeopleSoft

Employee Information - Employee Payroll Revisions

OK   Cancel   Form   Tools

| Employee Identification | 8446 | Bennett, Jody |

Payroll Processing

Pay Cycle Code	BW	Employee Classification Status	S
Work Schedule		Record Type	1
Pre-Note Code	N	Wage Attachment Payee	
Vacation Factor		Max/Min Net Pay	
Labor Distribution Method	0	Labor Distribution Multiplier	1.0000
Distribution Rate		Pay Cycle Bypass Count	

| Date Of Last Raise | 09/02/98 | Date of Next Raise | |
| Business Unit - Last Worked | M30 | Date of Last Check | 07/01/05 |

Geographic Tax Data

Home State		Federal (and default)
Home City		Default Working City
Work State		Federal (and default)
Work City		Default Working City
Work County		Default Working County

Setting Up Job Step Progression Parameters

You use job step progression to move employees automatically to the next job level after they have completed specified requirements for the current job level. You set up job step progression parameters to identify the following information for each job type and job step combination:

- The number of units that are required to progress to the next job level

- The method that the system uses to track requirements (for example, hours, days, pieces, or custom units)

- The method that the system uses to accumulate the hours from one job level to the next

- The valid pay types that are used to identify time worked toward the required units

- The next job type and job step that the employee progresses to after meeting the specified requirements

Using the Step Progression Parameter Revision program (P071900), you set up parameter tables. You set up parameter tables for each combination of union code and business unit, or you set up tables for each individual union code for which you want to process step progression information. Whether you use business unit depends on how the company options for company 0 are set up. The information that you enter in the parameter tables is stored in the Step Progression Parameters table (F06933).

You set up the job step progression parameters differently depending on the methods that you use to calculate job step progression information. You can create custom methods, or you can use one of the following predefined methods:

Hourly Method

You use the hourly method if you want employees to move to the next job level after they complete a specified number of hours in their current job level. If you use the hourly method, you must create pay tables before you set up job step progression parameters. These pay tables include all of the valid pay types that can be counted towards the step progression requirements. For example, if the regular-time hours (pay type 1) that an employee works can be counted toward the requirements to move to the next job level, you would include pay type 1 in the pay table. If the hours that an employee charges to holiday pay (pay type 800) cannot be counted toward the requirements, you would not include pay type 800 in the pay table. You use the Workers Compensation Insurance Basis Table program (P079071) to enter this information.

In addition to creating pay type tables, you must enter the name of the pay table in the Ins Pay field, and you must enter H in the Method field on the Step Progression Detail form.

Daily Method

You use the daily method if you want employees to move to the next job level after a specified number of days. The system includes all calendar days, including weekends and holidays, when calculating whether the employee meets the requirements to move to the next job level. When you use the daily method, you can use any of the dates that are listed in UDC 06/DT. For example, if you want an employee to move to their next job level 90 days after their start date, you must enter DST (date started) in the Based From field on the Step Progression Detail form. In addition, you must enter D in the Method field.

Pieces Method

You use the pieces method if you want employees to complete a certain number of pieces before they move to the next job level. If you want only certain pieces to be counted towards the requirements for a job level, you must use unique pay types for each piece and set up pay tables with the pay types for each valid piece. For example, you might want an employee to move to the next job level after they complete 50 widgets. However, that employee might complete gadgets as well as widgets during the course of the pay period. If you only want to system to use the number of widgets that the employee completes for job step progression calculations, you must set up a pay type for widgets, and another pay type for gadgets. Then, you must enter the widgets pay type in a pay table.

If you set up pay tables to be used with the pieces method, you must enter the name of the pay table in the Ins Pay field on the Step Progression Detail form. If you do not want the system to differentiate between pieces, you must still set up a pay table; however, you do not need to set up separate pay types for each piece. If you are using the pieces method, you must enter P in the Method field on the Step Progression Detail form.

Custom Method

If the hours, days, and pieces methods do not meet the needs of your organization's business processes, you can create custom step progression methods. For information about creating custom modifications to PeopleSoft EnterpriseOne software, contact your system administrator.

Prerequisite

❑ Set up Workers' Compensation Insurance-Basis Tables for step progression pay types. See *Setting Up Workers Compensation Insurance-Basis Tables* in the *Payroll Guide* for instructions.

► **To set up job step progression parameters**

From the Periodic Processing menu (G07STEP2), choose Job Step Progression Parameters Revision.

1. On Work With Step Progression Parameters, click Add.

2. On Step Progression Detail, complete the following fields and click Find:

   • Business Unit

     Depending on how the company options are set up, the Business Unit field may not be displayed on the form.

   • Union Code
   • Effective Date From
   • Effective Date Thru

3. Complete the following fields:

   • Job Type
   • Job Step
   • A C
   • Based From
   • Ins Pay
   • New Job Step
   • C F

4. To review Union Pay Rate Tables, choose Union Rates Table from the Form menu. Review the table and click Close.

5. To review piece rate information, choose Item Piece Rates from the Form menu. Review the information and click Close.

6. To review Workers' Compensation Basis Tables, choose WC Basis Table from the Form menu. Review the information and click Close.

7. On Step Progression Detail, click OK.

See Also

❑ *Setting Up Occupational Pay Rates* in the *Human Capital Management Foundation Guide*

❑ *Piece Rate Processing* in the *Time and Labor Guide*

❑ *Setting Up Workers Compensation Insurance-Basis Tables* in the *Payroll Guide*

Setting Up Timecard Automation for Stand-Alone Job Step Progression

You use the timecard automation module to process job step progression information using the stand-alone method. First, you must create employee groups that include the employees for which you want to process step progression information.

You also set up timecard automation rule sets to create the appropriate timecards for employees who move to the next job level during the processing period. You can use the following predefined timecard automation rules when you set up rule sets for job step progression processing:

- Hourly

- Daily

- Pieces

You can use these three rule sets if you want to process job step progression requirements based on employees having completed a specified number of hours, days, or pieces before the system moves them to the next job level. If your organization wants to base step progression requirements on measurements other than hours, days, or pieces, you can create custom timecard automation rules.

Note

You need not set up timecard automation for job step progression if you are using the automatic method of processing step progression information. If you use the automatic method, the system determines job step progression information by using business functions that are included in the payroll process.

Creating Employee Groups for Stand-Alone Job Step Progression

To process step progression information for employees using the stand-alone method, you must create employee groups. Each employee group that you create should include employees whose job type step progression requirements are based on the same units of measure. You can create employee groups for employees whose step progression requirements are based either on hours, days, or pieces. You can also create employee groups for employees whose step progression requirements are based on a custom function.

For example, you would have to set up a minimum of two employee groups to process step progression information for the following employees:

- Employee A must work 500 hours to progress to the next job level
- Employee B must work 1000 hours to progress to the next job level
- Employee C must work 90 days to progress to the next job level

You might want to create an employee group based on hourly requirements to process Employees A and B. You might also create an employee group based on daily requirements to process Employee C. However, you cannot include all three employees in the same employee group, as the requirements for them to move to the next job level are based on different units of measure.

► **To create employee groups for stand-alone job step progression**

From the Periodic Processing menu (G07STEP2), choose Job Step Progression Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click one of the following options:
   - List Group
   - Select Group
   - Combo Group
3. Complete the steps for creating employee groups.

See Also

❑ *Working With Employee Groups* in the *Time and Labor Guide* for information about how to create an employee group

Setting Up Rule Sets for Job Step Progression

To ensure proper time and labor tracking and to ensure that employees are paid at the correct rate for all hours worked, the system processes step progression information using timecard automation rules. These rules are used to create new timecards for employees who meet the requirements of their current job level and move to their new job level during the processing period. By creating new timecards, you ensure that employees are paid the correct rate for the hours that they work in their current job level and for the hours that they work after moving to their new job level. The following predefined step progression rules are available:

StepProgressionHoursRule	This rule is used to process employees whose step progression requirements are based on the number of hours worked. The system applies all of the hours that an employee works that are associated with valid step progression pay types towards the requirements for moving to the next job level.
StepProgressionDaysRule	This rule is used to process employees whose step progression requirements are based on the number of calendar days that the employee has been in their current job level. Each day that an employee is assigned to a specified job level, including weekends and holidays, is counted towards the requirements for moving to the next job level.

StepProgressionPiecesRule	This rule is used to process employees whose step progression requirements are based on the number of pieces that the employee completes.

You can also create custom rules to process step progression information using step progression requirements that are specific to your organization.

► **To set up rule sets for job step progression**

From the Periodic Processing menu (G07STEP2), choose Job Step Progression Rules.

1. On Work With Rule Sets, click Add.

2. On Rule Set, complete the following fields:

   - Name
   - Employee Group
   - Starting Work Date
   - Ending Work Date

3. Leave the following field blank for job step progression rule sets:

   - Time Entry MBF Version

4. Click OK.

5. On Work With Rule Sets, choose the rule you just created and click Select.

6. On Rule Set, choose Add Call Custom from the Form menu.

7. On Call Custom Overtime Rule, complete the following field:

   - Overtime Rule Name

8. Complete the following field with the step progression processing rule that you want to use, and then click OK:

   - Function Name

Processing Options for Job Step Progression Rules program (P186401)

Defaults Tab

These processing options determine how the system processes time entry and interim information for step progression rules.

---

1. Time Entry MBF Version

Use this processing option to specify the default version of the Time Entry MBF to be used when timecards are added as this rule set is processed.

2. Process Interims for overtime processing

   N = Do not process Interims (Default)
   Y = Process Interims

Use this processing option to specify whether to include timecards associated with interim payments in the calculation of a rule set. If you choose to include interim payment timecards, you must process those interim payments through a payroll cycle. Valid values are:

Y

Apply overtime rule to interim payment timecards

N

Do not apply overtime rule to interim payment timecards

3. Copy account information
 Y   = Copy new time card account
        information from the original time card
Blank = Get account information from payroll
          AAIs

Use this processing option to specify how the system determines the account information (cost center, object account, and subsidiary) for newly created timecards. This processing option does not affect the account information for modified timecards. Valid values are:

Blank

Retrieve the account information from the payroll AAIs.

Y

Copy the account information from the original timecard to the new time card.

See Also

The following topics in the *Time and Labor Guide* for additional information:

- ❑ *Creating Employee Groups*
- ❑ *Working With Functions*

Processing Job Step Progression Information

After you set up your system and your employee information to enable step progression processing, enter step progression parameters for each job level, and create any necessary employee groups, you can process step progression information, either by using the automatic method or the stand-alone method.

If you process job step progression using the stand-alone method, you create all job step progression timecards before you process payroll. If you use the automatic method, the system creates job step progression timecards during the pre-payroll process. Regardless of the method that you choose, job step progression timecards must be processed through a complete payroll cycle. The system updates job step progression history when the job step progression timecards are processed through the final update step of the payroll cycle. If an employee moves to the next job level during the payroll cycle, the system automatically updates the Job Type and Job Step fields in the employee's Employee Master Information table (F060116) record. You use processing options for the Payroll Cycle Workbench program (P07210) to determine whether the system also updates the Pay Rate field for the employee during final update.

Note

If you use the automatic method to process step progression information, and you want to include interim payments in the step progression calculation, you must check the Merge Interims option when you process the payroll cycle. If you are processing job step progression information using the stand-alone method, you must set the processing options for the Overtime Rules program (P186401) to include interim payments in the step progression calculations.

After you process job step progression information, you can review job step progression history online or in report format. You can also revise this history information if you determine that the information is incorrect.

Note

To ensure that employees are paid the correct overtime rates during job step progression processing, you must create a version of the Time Entry MBF Processing Options program (P050002A) and set up the processing options on the Pay Types tab to identify overtime rates. If you use the automatic method to process job step progression information, you must add this version of the P050002A to the processing options for the Pay Cycle Workbench program (P07210). If you process job step progression using the stand-alone method, you must add this version of the P050002A to the processing options for the Overtime Rules program.

Also, if you use the Timecard Automation module to process overtime timecards, you must determine in which order to process overtime rules and job step progression rules. The order in which you process these rules depends on your business practices, time entry methods, timecard automation rule and function setup, and desired outcome for overtime calculations. If you determine that you want to process job step progression rules before processing overtime rules, you must use the stand-alone method to process job step progression.

Understanding Job Step Progression Processing Order

If your organization uses timecard automation rules to process overtime, you must determine the order in which you process overtime and job step progression information so that you achieve your desired results. Many factors can change the results of overtime and job step progression calculations, including the following:

- The method that you use to enter timecards

- The charge-to methods that you use for timecard automation rules

- Your business practices

- The methods that you use to calculate overtime

- The order in which you process information

Note

Due to the number of factors that can affect the results of job step progression and overtime calculations, you might need to test multiple scenarios to determine the method that your organization should use to achieve the desired outcome. If you determine that you must process job step progression information before you process overtime, you must use the stand-alone method to process job step progression. If you decide to process overtime information first, you must use the automatic method to process job step progression information.

Prerequisites

❑ Set up all step progression information, and verify that your company options are set to the correct processing mode for step progression. See *Setting Up Job Step Progression Processing* in the *Payroll Guide*.

❑ If applicable to your organization, process overtime timecards using timecard automation. See *Timecard Automation* in the *Time and Labor Guide* for more information.

❑ Set up a version of the Time Entry MBF Processing Options program (P050002A) with the appropriate values in the processing options on the Pay Types tab. See *Master Business Functions* in the *Time and Labor Guide* for additional information.

❑ Review the processing options for the Pay Cycle Workbench program (P07210).

Processing Job Step Progression Using the Automatic Method

When you use the automatic method to process job step progression, the system completes all job step progression processing during the payroll cycle. The system automatically determines which step progression rules to use to process step progression information during the pre-payroll step of the payroll cycle. The system uses these rules to create timecards automatically for employees who meet the requirements of their current job level and move to the next job level within the pay period.

For example, if an employee worked 40 hours during the pay period, but only needed 10 hours to meet the requirements to move to the next job level, the step progression function would automatically create new timecards for the employee. The old timecard, which contained 40 hours, would not be processed through the payroll cycle. Instead, the step progression function would create a timecard for 10 hours that is associated with the current job level, and a timecard for 30 hours that is associated with the new job level. This ensures that the employee is paid the correct rate for all of the hours that are worked during the pay period.

After you process job step progression information during pre-payroll, if you reset the payroll, the system allows you to either delete or keep the step progression timecards that were created during pre-payroll processing. If you are resetting the payroll to make changes that do not affect the step progression timecards, you might choose to keep them in order to decrease processing time when you resubmit pre-payroll.

During the final update step of the payroll cycle, the system updates job step progression history for all step progression employees. The system also updates employee information for employees that move to the next job level during the payroll cycle. Using the processing options for the Pay Cycle Workbench program (P07210), you can determine which fields the system automatically updates in the Employee Master Information table (F060116).

You use the automatic method to process job step progression information if the following statements are true:

- You are not concerned about the processing time of your payroll cycle.

  Using the automatic method, the system retrieves job step progression history for each job step progression employee during the pre-payroll step of the payroll cycle. This might significantly increase processing time.

- You do not want to review timecards that are created using timecard automation functions before they are processed through the payroll cycle.

Prerequisites

❑ Create a Payroll ID. See *Creating a New Payroll ID* in the *Payroll Guide* for instructions.

❑ Set up the Reports Model for the Payroll ID to include step progression reports. See the following topics in the *Payroll Guide*:

  ❑ *Setting Up Payroll Cycle Reports*

  ❑ *Reviewing Job Step Progression Information*

❑ Create a version of the Time Entry MBF Processing Options program (P050002A) and complete the Pay Types tab to ensure that overtime is calculated correctly. See *Master Business Functions* in the *Time and Labor Guide*.

❑ Verify that the processing options for the Pay Cycle Workbench program (P07210) include the correct version of the Time Entry MBF Processing Options program (P050002A). See *Processing Options for Payroll Cycle Workbench (P07210)* in the *Payroll Guide*.

► **To process job step progression using the automatic method**

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

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

   • Payroll ID
   • User ID

2. Choose the payroll ID that you want to process and click Select.

3. On Pre-Payroll Processing, click the Additional Parameters tab and review the following field:

   • Step Progression Automation

4. To include interim payments in the payroll cycle, click the following option:

   • Merge Interims

5. Review the remaining fields on the form and click the following option:

- Submit Pre-Payroll

6. Click OK.

7. On Automatic Step Progression Information, click OK.

8. Complete the remaining steps of the payroll cycle.

See Also

❑ *Payroll Cycle* in the *Payroll Guide* for additional information about completing the remaining steps in the payroll cycle

Processing Job Step Progression using the Stand-Alone Method

Using the stand-alone method, you process job step progression information by submitting timecard automation rules. You submit these rules for processing after all timecards have been entered into the system for the current pay period and before you process pre-payroll. The stand-alone method allows you to process job step progression information outside of the payroll cycle to avoid increasing the processing time of the payroll cycle. The stand-alone method also allows you to review and approve timecards that are created by the job step progression rules before they are processed through a payroll cycle. Lastly, the stand-alone method allows you to process job step progression information at one time for employees that are included in different payroll cycles.

For example, you can use the stand-alone method to process job step progression information for employees in Company A at the same time that you process job step progression information for employees in Company B, even if you process separate payroll cycles for each of the companies. After timecards have been entered, but before pre-payroll has been run for either company, you would process step progression information for the employee group, which would include all job step progression employees in Company A and Company B.

Before you process pre-payroll you can review the timecards that are created for employees that move to the next job level within the work dates that you are processing. If necessary, you can modify or delete the timecards that are created. Finally, you approve the timecards and process the employees through their respective payroll cycles. To update job step progression history, these timecards must be processed through a complete payroll cycle in order. The system also automatically updates employee information for all employees who move to the next job level during the payroll cycle. Using the processing options for the Pay Cycle Workbench program (P07210), you can specify which fields are automatically updated.

Note

When you process job step progression timecards that were created using the stand-alone method through the payroll cycle, the system generates a message before pre-payroll is processed asking whether step progression timecards have been approved. This message is a reminder to review and approve timecards before processing them through a payroll cycle. If you do not approve step progression timecards, they will not be included in the payroll process.

You use the stand-alone method of processing step progression information if the following statements are true about your organization:

- You do not want to increase the processing time of your payroll cycle.

- You want to review and approve timecards that are created using timecard automation before they are processed through a payroll cycle.

- You want to simultaneously process step progression information for employees that are in different payroll cycles.

Prerequisites

❑ Create employee groups for step progression processing. See *Creating Employee Groups for Stand-Alone Job Step Progression* in the *Payroll Guide*.

❑ Set up job step progression rule sets. See *Setting Up Rule Sets for Job Step Progression* in the *Payroll Guide*.

❑ Enter all timecards into the system. See *Entering Timecards for Employees* in the *Time and Labor Guide*.

❑ If applicable to your organization, process overtime rules. See *Working With Overtime Rule Sets* in the *Time and Labor Guide* for more information.

❑ Create a version of the Time Entry MBF Processing Options program (P050002A) and complete the Pay Types tab to ensure that overtime is calculated correctly.

❑ Verify that the processing options for the Job Step Progression Rules program (P186401) include the correct version of the Time Entry MBF Processing Options program (P050002A).

► **To process job step progression using the stand-alone method**

From the Periodic Processing menu (G07STEP2), choose Job Step Progression Rules.

1. On Work With Rule Sets, choose the rule set that you want to process, and then choose Submit from the Row Menu.

   Note

   The system automatically produces the Overtime Rule Set Batch Review report (R186404), which you can use to review step progression information after you process job step progression rules.

2. Repeat step 1 until you have processed all of the necessary step progression rules.

► **To review, modify, and approve step progression timecards**

From the Daily Processing menu (G07STEP1), choose Reviewing & Approving.

1. On Work With Timecard Automation Batches, enter SPS in the following field, and then click Find:

   • Batch Source Type

2. Choose the batch that you want to review and choose Time Entry Revs from the Row menu.

3. On Speed Time Entry Revisions, review the timecards, make any necessary revisions, and then click OK (or click Cancel if you do not make any changes).

4. On Work With Timecard Automation Batches, to approve the batch, choose Approve Batch from the Row menu.

5. On Confirmation, click Yes.

See Also

❑ *Working with Timecards for Timecard Automation* in the *Time and Labor Guide* for more information about timecards batches

► **To process job step progression timecards through the payroll cycle**

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

1. On Work With Pay Cycle Workbench, click Find.

2. Choose the Payroll ID that you want to process. and then choose Pre-Payroll, Submit, Pre-Payroll from the Row menu.

3. On Manual Step Progression Confirmation, click Yes.

   Note

   This form is used as a reminder to approve job step progression timecards before they are processed through the payroll cycle. If the timecards are not approved and you click Yes, the system will not process the timecards through the payroll cycle. Timecards must be approved to be included in the payroll cycle.

4. Complete the remaining steps to process the payroll cycle.

See Also

❑ *Payroll Cycle* in the *Payroll Guide* for additional information and instructions

Reviewing Job Step Progression Information

After you process job step progression information, you can produce reports and review the information for accuracy. The Step Progression Timecard Review report (R071911) and the Step Progression Status Report (R071912) can be only produced during the payroll cycle when you are using the automatic method. Additionally, you can produce the Step Progression Historical Report (R071913) regardless of whether you are using the stand-alone method or the automatic method to process job step progression. You can also review historical information about job step progression online.

Reviewing the Step Progression Timecard Review Report

You run the Step Progression Timecard Review report (R071911) to review the information that was processed for all step progression employees in the payroll process. The report displays totals for each employee as well as grand totals for all job step progression employees included in the payroll cycle. In addition, the report displays any new timecards that are generated by step progression processing, along with the original timecards that were processed.

This report can only be created if you are using the automatic method of job step progression processing. You must set up this report in the report model that you are using for the payroll process. You might want to set up the report to run during pre-payroll so that you can review the accuracy of the job step progression information before you process additional steps in the payroll cycle. However, you can produce this report during any of the payroll cycle steps except final update.

Reviewing the Step Progression Status Report

You run the Step Progression Status Report (R071912) when you are using the automatic method of step progression processing. To produce the report, you must set up the report to print during the Reports step of the payroll cycle. This report lists the accumulated units, along with the units remaining in a job level for each employee that is processed through job step progression. The report also lists each employee who was moved to the next job level during the payroll cycle.

Note

For employees that move to the next job level during the payroll cycle, the report does not list accumulated hours for the new job level. These hours will be displayed on the report during the next payroll cycle.

Processing Options for the Step Progression Status Report (R071912)

Display Tab

Use this processing option to determine what information is displayed on the report.

Display only promoted employees
Blank = Display all employees
1 = Display only promoted employees

Use this processing option to specify which employees you want to display on the Job Step Progression Status report. You can display step progression information for all step progression employees, or you can display step progression information for only the employees that move to the next job level during the period. Valid values are:

Blank

Display all step progression employees. This is the default.

1

Display only promoted employees.

Reviewing the Step Progression Historical Report

From the Daily Processing menu (G07STEP1), choose Progression Historical Report.

You can use the Step Progression Historical Report (R071913) to review detailed step progression history information for each step progression employee. The report lists units, effective dates, and status information for all of the job levels in which an employee has worked during the period.

You can run this report if you are processing step progression information using the automatic method or the stand-alone method. This report should be set up to print during the final update step of the payroll cycle. Alternatively, you can run this report directly from the Daily Processing menu.

Processing Options for the Step Progression Historical Report (R071913)

Default Tab

These processing options identify the type of information that will appear on the report.

1. Display history records:
Blank = Show all history records
A   = Show active history records only

This processing option specifies the type of information that you display on the Job Step Progression Historical report. Valid values are:

Blank

Display all step progression history. This option will display step progression history

records for all job type and job step combinations in which an employee has worked. This is the default.

1

Display only active records. This option will display step progression history records for the employee's current job type and job step.

Reviewing and Revising Job Step Progression History

After you process step progression information, you can review job step progression history online and revise the information if necessary. Using the Job Step Progression History program (P071901), you can review the step progression information associated with an employee's past or current job levels. All of the historical information that appears on this form is stored in the Change Code History File table (F0625).

You can also use the Job Step Progression History program to revert an employee to a previous job level. For example, if an employee was moved to a new job level, but you determined later that the employee should not have been moved, you can update job step progression history to move the employee back to the previous job level. To do so, you must manually update the employee's record in the Employee Master Information table (F060116) to reflect the previous job type, job step, and rate. You must also change the step progression history record for the previous job level back to make that job level active again.

Caution

If you void a payment that affects job step progression information, you must manually adjust step progression history to avoid discrepancies between payroll history and job step progression history.

You can use attachments to document changes that are made when you revise step progression history using the Job Step Progression History program (P071901); however, this program does not create an audit trail. In addition, any changes that you make to history using this program are not updated to other payroll history tables, which might result in discrepancies between job step progression history and payroll history. This program should be set up with a high level of security.

► **To review and revise job step progression history**

From the Periodic Processing menu (G07STEP2), choose Job Step Progression History.

1. To review information by employee, on Work With Step Progression History, click the By Employee tab and complete the following field:

   • Employee Number

2. To review information by job, click the By Jobs/Union tab and complete the following fields to narrow your search:

- Job Type
- Job Step
- Union Code
- Business Unit

3. Click one of the following options and click Find:

- Historical
- Current

4. Choose the record for which you want to review detail information and click Select.

5. On Step Progression History Revisions, review the following fields:

- Address Number
- Union Code
- Business Unit
- Step Progression Status
- Job Type
- Job Step
- Required
- Remaining
- Last Updated

6. Revise the following fields as necessary:

- Job Type/Step Units
- Job Type Units
- New Job Category
- New Job Step
- Effective Date

7. Click OK.

Payroll History

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it, if necessary.

Payroll history includes detailed and summarized information for the following:

- Earnings and taxes

- Transaction history for pay types, deductions, benefits, and accruals (PDBAs)

- Timecards

- Benefits and accruals, such as vacation time earned, taken, and available

- Individual payment information

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

Understanding Calendar-Month and Payroll-Month History

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

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

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

See Also

- ❑ *Setting Up Deductions, Benefits, and Accruals* in the *Human Capital Management Foundation Guide* for information about how the system maintains calendar-month balances

- ❑ *Interim Payments* in the *Payroll Guide* for information about updating history

- ❑ *Reposting Payroll History* in the *Payroll Guide* for additional information about using repost programs to update history tables

Reviewing Payroll History Information Online

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

See Also

❑ *Working with Payment History* in the *Payroll Guide* for information about reviewing payment history online

❑ *Payroll History Integrity* in the *Payroll Guide* for information about verifying and correcting payroll history

Reviewing PDBA History

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

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

Summary Table	Detail Tables
Employee Transaction History Summary (F06146)	Employee Transaction History (F0618)
	DBA Transaction Detail History (F0719)
Calendar Month DBA Summary History File (F06145)	DBA Transaction Detail History (F0719)
Pay Check History Summary (F06156)	Employee Transaction History (F0618)
	DBA Transaction Detail History (F0719)

You can review a variety of PDBA history information. For example, you can do the following:

- Review PDBA history by payroll month
- Review DBA history by calendar month
- Review detail history for pay types
- Review detail history for DBAs

When you review payroll history, you might discover errors that you need to correct. If you have the necessary security permissions, you can manually revise payroll history to correct the errors.

Caution

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

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.

- The totals in the summary tables do not equal the totals in the detail tables unless you update all tables. If you manually update history tables, you must, at a minimum, update the detail table. After you update the detail tables, you must process all related repost programs to update the changes in the detail tables to the summary tables. If you update the summary tables alone, running a repost will delete all changes to the summary tables. Contact PeopleSoft Technical Support for assistance with manually updating history tables and processing repost programs.

To ensure an audit trail, PeopleSoft recommends revising payroll history using interim payments.

► **To review PDBA history by payroll month**

Use one of the following navigations:

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

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field and click Find:

   - Employee Identification

   Caution

   Each time that you enter a value in this field you must click Find in order to load PDBA history for the specified employee. Until you click the Find button, the system maintains history information from the last employee that you viewed. If you do not click Find, you might incorrectly update history information.

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

   - PDBA Code
   - Company
   - Year

3. Choose a record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.

PeopleSoft.

PDBA History - PDBAs by Payroll Month

Work with DBAs History (Payroll Month) | **PDBAs by Payroll Month**

OK Cancel Form Previous Next Tools

Employee No.	2006	Walters, Annette	Year	5
PDBA Code	1	P	Regular	Tax History Type	
Company	00001	Financial/Distribution Compar	Tax ID	840782700

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,834.66	176.00	
May	2,705.81	168.00	
June	2,834.66	176.00	
July			
August			
September			
October			
November			
December			

YTD Total	8,375.13	520.00	
Beginning Balance			
Prior Year				Arrearage
Remain Bal/Prds.			

4. On PDBAs by Payroll Month, review the information in the following columns:

- Gross Pay

- Hours

- Pieces

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

5. If you revise any information, click OK. To return to Work with DBAs History (Payroll Month), click Close.

6. To review PDBA history for a different employee, complete steps 1 through 5.

► **To review DBA history by calendar month**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Calendar Month DBA's History.

From the Canada History Inquiries menu (G77BCAP14), choose Calendar Month DBA's History.

1. On Work With DBA's History (Calendar Month), complete the following field:

   - Employee Identification

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

   - DBA Code
   - Company
   - Year

3. Choose a record in the detail area, and then choose DBAs by Cal. Month (DBAs by Calendar Month) from the Row menu.

4. On DBAs By Calendar Month, review the information in the following columns:

   - Amount
   - Pay Basis
   - Pieces

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

► **To review detail history for pay types**

Use one of the following navigations:

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

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:

   - Employee Identification

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

   - PDBA Code
   - Company
   - Year

3. Choose a pay type record in the detail area, and then choose Pay Detail from the Row menu.

4. On Pay Detail, review the information in the following fields:

   - Work Date
   - Pay Type
   - Hours Worked
   - Rate
   - Gross Pay
   - Business Unit
   - Job Type

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

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

► **To review detail history for DBAs**

Use one of the following navigations:

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

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:

   - Employee Identification

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

   - PDBA Code
   - Company
   - Year

3. Choose a DBA record in the detail area, and then choose DBA Detail from the Row menu.

4. On DBA Detail, review the information in the following fields:

- Employee Number
- Check Control
- Pay Period End Date
- DBA Code
- DBA Type
- Work Date
- Hours Worked
- Rate
- Gross Pay
- Business Unit
- Union Code
- Job Type
- Job Step
- Payee
- Gen Vch

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

Reviewing Earnings History

To provide information about an employee's payments and deductions in previous pay periods, you can review the earnings history for the employee. You can review information for a past pay period as well as year-to-date amounts. The system retrieves information from the Stub Information History Table (F07186).

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

Caution

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

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

- The system does not create an audit trail of the changes that you enter when you manually revise payroll history.

- The totals in the summary tables do not equal the totals in the detail tables unless you update all tables. If you manually update history tables, you must, at a minimum, update the detail table. After you update the detail tables, you must process all related repost programs to update the changes in the detail tables to the summary tables. If you update the summary tables alone, running a repost will delete all changes to the summary tables. Contact PeopleSoft Technical Support for assistance with manually updating history tables and processing repost programs.

► **To review earnings history**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Pay Stub History.

From the Canada History Inquiries menu (G77BCAP14), choose Pay Stub History.

1. On Work With Pay Stub History, complete the following field:

   - Employee Identification

2. To limit the information that appears in the detail area, complete the following fields, and then click Find:

   - From Check Date

   - Through Check Date

3. Choose a record in the detail area, and then click Select.

4. On Pay Stub History Information, review the information in the following fields:

- Seq.
- Pay Type
- Hours
- Hourly Rate
- Gross Pay
- YTD Amount
- DBA Code
- Current Amount

Reviewing Benefit and Accrual History

You can review information about an employee's benefit and accrual history online. For example, you might want to know how many vacation days an employee has taken in the past year. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

- Time and monetary amounts accrued

- Time accrued but not yet available

- Totals of time taken, accrued, and remaining

The system retrieves information from either the Employee Transaction History Summary table (F06146) or the Fiscal and Anniversary Year History table (F06149), depending on how you set the processing options.

► **To review benefit and accrual history**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Benefit/Accrual Inquiry.

From the Canada History Inquiries menu (G77BCAP14), choose Benefit/Accrual Inquiry.

1. On Work With Benefits/Accruals, complete the following field:

- Employee Identification

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

- Benefit/Accrual Type
- Company - Home
- Available DBA
- Accrued DBA

3. Click one of the following options:

- Hours
- Days
- Dollars
- All

4. Review the information in the following fields:

- Hours Begin Bal
- Hours Additions
- Hours Taken
- Hours Available
- Hours Accrued
- Days Begin Bal
- Days Additions
- Days Taken
- Days Available
- Days Accrued
- Dollars Begin Bal
- Dollars Additions
- Dollars Taken
- Dollars Available
- Dollars Accrued

Processing Options for Benefit/Accrual Inquiry (P070931)

Display Tab

Use these processing options to specify whether accrued information and monetary amounts appear on the form.

1. Display Accrued

0 = No
1 = Yes

Use this processing option to specify whether accrued information appears on the form.

Valid values are:

  0   No

1 Yes

2. Display Dollars

0 = No
1 = Yes

Use this processing option to specify whether monetary amounts appear on the form.

Valid values are:

 0 No

 1 Yes

Process Tab

Use this processing option to specify the type of history that the system retrieves. Use this processing option to specify the table from which the system retrieves history information. Valid values are:Use this processing option to specify the table from which the system retrieves history information. Valid values are:

1. History Source File

0 = Employee Transaction History Summary
1 = Fiscal and Anniversary Year History

Use this processing option to specify the table from which the system retrieves history information. Valid values are:

0 or Blank

Payroll or Calendar Month History tables (F06146 or F06145)

1

Fiscal/Anniversary History table (F06147)

Reviewing the Historical Payroll Register

Use one of the following navigations:

From the U.S. History Reports menu (G07BUSP15), choose U.S. Historical Payroll Register.

From the Canada History Reports menu (G77BCAP15), choose Canadian Historical Payroll Register.

From the Australia/New Zealand Reports menu (G07BUSP17), choose Historical Payroll Register.

The Historical Payroll Register program (R07345) generates a report that lists the accumulated pay, benefit, deduction, accrual, and tax information for a selected group of employees for a selected period of time. The report includes information at the following levels:

- Employee
- Business unit
- Company
- Grand total

You can use the information that is included in the Historical Payroll Register to reconcile and audit payroll history at various times during the year, such as quarter- or year-end.

The system uses data from the following history tables to produce the Historical Payroll Register:

- Employee Transaction History (F0618)
- DBA Transaction Detail History (F0719)
- Pay Check History Tax Ledger (F06166)
- Pay Check History Tax Ledger - Canadian DB (F0716)

You can use processing options to specify the following information:

- Whether employer-paid benefits appear in the report
- Whether employer-paid taxes appear in the report
- Whether the report includes employee year-to-date totals by employee, regardless of whether the employee worked in multiple business units during the specified time period
- How the system subtotals information on the report
- Whether the system sorts employees by name, employee tax ID, or address book number
- Whether employee tax IDs appear on the report

> **Note**
>
> If you are processing this report for employees in Australia or New Zealand, the system does not include employee tax ID numbers on the report, regardless of how this option is set. Also, you cannot sort employees in Australia or New Zealand by tax ID number. If you choose to sort Australian or New Zealand employees by tax ID number, the system sorts them by address book number, because displaying employee tax IDs is against privacy regulations in these countries.

Processing Options for the Historical Payroll Register (R07345)

Process Tab

Use these processing options to specify how you want the system to process historical payroll data.

1. Payroll Type

Blank = U.S. Payroll
1 = Canadian Payroll
2 = Australian Payroll
3 = New Zealand Payroll

Use this processing option to specify the type of payroll history that the Historical Payroll Register processes.   Valid values are:

Blank

U.S. payroll history

1

Canadian payroll history

2

Australian payroll history

3

New Zealand payroll history

2. Summary Mode

0 = Detail by Check Control Number

1 = Summary per Pay Period End Date

2 = Summary per Month

3 = Summary per Quarter

4 = Summary per Year

5 = Summary per Check Date

Use this processing option to specify the level of detail to print on the Historical Payroll Register report (R07345).

Note: If you choose to summarize by pay period end date, the report totals might be different than the report totals that you receive when you use any of the other summary modes because the pay period end date might occur in a different month than the check date. Valid values are:

0

Detail by check control number

1

Summary per pay period end date

2

Summary per month

3

Summary per quarter

4

Summary per year

5

Summary per check date

Note: The summary per pay period end date might not balance correctly with the other five summary modes because the pay period end date might occur in a different month than the

check date.

3. Payroll Tax Year

Use this processing option to specify the payroll tax year that you want to use to process employee history for an entire year. When you enter a value in this processing option, the system disregards any values in the Date From and Date Thru processing options. To use those options to specify a partial year, you must leave this processing option blank. When you leave all three of these processing options blank, the report does not produce any output.

OR

4. Partial Year Date From

Use this processing option to specify the beginning date of a valid range of dates to print. Use this processing option in conjunction with the Date Thru processing option to process employee history for a partial year. You cannot specify a date range that is greater than one payroll tax year. If you do not specify a partial year using this processing option and the Date Thru processing option, you must enter a value in the Payroll Tax Year processing option, or the report does not produce any output.

5. Partial Year Date Thru

Use this processing option to specify the ending date of a valid range of dates to print. Use this option in conjunction with the Date From processing option to process employee history for a partial year. You cannot specify a date range that is greater than one payroll tax year. If you do not specify a partial year using this processing option and the Date From processing option, you must enter a value in the Payroll Tax Year processing option, or the report does not produce any output.

Print Tab

Use these processing options to specify the information that you want to appear on the report.

1. Print Employee Tax ID on Report

Blank = Yes (Default)
1 = No

Use this processing option to specify whether the employee's tax ID appears on the report. Valid values are:

Blank

Yes

1

No

2. Print Employer Paid DBAs and Taxes

Blank = No (Default)
1 = Print DBAs and Taxes
2 = Print DBAs Only
3 = Print Taxes Only

Use this processing option to specify whether the system prints employer-paid DBAs and taxes on the report. Valid values are:

Blank

No, do not print DBAs or taxes

1

Print DBAs and taxes

2

Print DBAs only

3

Print taxes only

3. Print YTD Totals by Employee or HMCU/HMCO

Blank = By HMCU and HMCO (Default)
1 = By Employee

Use this processing option to specify how the report displays an employee's year-to-date history totals. Valid values are:

Blank

By HMCU and HMCO

1

By Employee

4. Sort Employees By

Blank = Address Number (Default)
1 = Employee Tax ID
2 = Alpha Name

Use this processing option to specify the order that the system uses to print employee records on the report.

For Australian or New Zealand employees, the employee's address number is stored in the Employee Tax ID field in the Employee Master Information table (F060116). Therefore, option 1 will print Australian and New Zealand employees by address number, not employee tax ID. Valid values are:

Blank

Address Number

1

Employee Tax ID

2

Alpha Name

5. Print Employee History by BIN Number/Employer Tax ID

Blank = No (Default)

1 = Yes

Use this processing option to specify whether employee DBAs and taxes appear separately by business identification number (BIN) or employer tax ID. If you do not choose to print information separately, employee DBA and tax information is grouped together, regardless of the company in which the employee worked. Valid values are:

Blank

No, do not print DBAs and taxes separately.

1

Yes, print DBAs and taxes separately.

Reviewing the Historical Labor and Burden Distribution Register

From the U.S. History Reports menu (G07BUSP15), choose Historical Labor and Burden Distribution Register.

You use the Historical Labor and Burden Distribution Register program (R053011) to review labor and burden costs for each employee, business unit, and company within your organization. For example, if employees within your organization use labor distribution rules, the costs that are associated with their labor are typically divided among several business units. The Historical Labor and Burden Distribution Register displays all of the labor and burden costs for a specified period, including employer-paid taxes and benefits, by the business units to which the labor was actually charged.

The system uses data from the Employee Transaction History table (F0618) and the Burden Distribution File table (F0724) to produce the Historical Labor and Burden Distribution Register. This report allows you to easily determine the actual personnel costs that have been incurred for a specified time period for each business unit. This information can be especially useful when you need to create budgets for each business unit, determine personnel hiring and headcount information, and verify the accuracy of past budget information. This report can also be used to track information about labor expenditures that are associated with state or federal grants.

This report allows you to review and analyze your organization's labor and burden costs by employee, business unit, company, or by the grand totals for the entire organization. The report displays details and totals of the following information for each employee, business unit, company, and for the entire report:

- Number of hours worked by pay type
- Amount of earnings by pay type

- Employer-paid taxes by tax type
- Employer-paid benefits by DBA code

Note

To include burden information on the report, you must have created records in the Burden Distribution File table (F0724). To create these records, you set up burden rules for each business unit that you want to include in the report. When you process payroll, the system creates these records based on the burden rules that you set up. If you do not set up burden rules for a business unit, the report will not include any burden information for that business unit.

Additionally, the system includes burden information on the report only for the time periods during which you were creating burden records. For example, if you set up burden rules on January 1, 2005, the system will not include burden information for any records that were processed through a payroll cycle before this date.

See *Setting Up Business Unit Burden Rules* in the *Time and Labor Guide* for instructions and additional information about setting up burden rules.

See Also

❑ *Entering Labor Distribution Instructions* in the *Human Capital Management Foundation Guide* for additional information about using labor distribution to split costs between multiple business units

❑ *Reviewing the Labor and Burden Distribution Register* in the *Payroll Guide* for information about producing a report during the payroll cycle to review labor and burden costs for the current pay period

Processing Options for the Historical Labor and Burden Distribution Register (R053011)

General
1. Dates
Pay Period Ending Date

OR

Beginning Date Range (From)
Ending Date Range (Thru)

Reviewing the Employee Pay & Tax Register

From the U.S. History Reports menu (G07BUSP15), choose Employee Pay & Tax Register.

Use the Employee Pay & Tax Register report (R073231) to review individual employees' taxes, and the pay amounts on which those taxes were based. The report includes gross pay, excludable wages, taxable wages, excess pay, and actual tax amounts for each tax type for the specified period.

The system retrieves information from the Tax History table (F06136) and the Paycheck History Tax Ledger table (F06166) to produce this report. You can run the report with or without detailed transaction information. You can also choose which employee number appears on the report. In addition, you can choose which of the following types of employee history you want to include on the report:

- Month-to-date history (default)
- Quarter-to-date history with monthly totals
- Quarter-to-date history with grand totals only
- Year-to-date history with monthly totals
- Year-to-date history with quarterly totals
- Year-to-date history with grand totals only

You can use the Employee Pay & Tax Register to balance and verify information that appears on your employee year-end tax reports and forms.

Processing Options for the Employee Pay & Tax Register (R073231)

Defaults Tab

These processing options enable you to specify the default information that the system uses to create the report.

1. Employee Number

Blank = Address Number
1 = Tax ID
2 = Alternate Address Number

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

Blank   Address Book number

1   Tax ID number

2   Third employee number

2. Period End Date

Use this processing option to indicate the period end date. You must enter a date in this processing option.

3. History Type

Blank = Month-to-Date
1 = Quarter-to-Date with Monthly Balances
2 = Quarter-to-Date Totals Only
3 = Year-to-Date with Monthly Balances
4 = Year-to-Date with Quarterly Balances
5 = Year-to-Date Totals Only

Use this processing option to indicate the type of history information that appears on the report. Valid values are:

Blank Month-to-date

1   Quarter-to-date with monthly balances

2   Quarter-to-date totals only

3   Year-to-date with monthly balances

4   Year-to-date with quarterly balances

5   Year-to-date totals only

4. Detailed Transactions

Blank = No
1 = Yes

Use this processing option to indicate whether the report displays the detailed transactions associated with each balance. Valid values are:

Blank No, do not display detailed transactions.

1   Yes, display detailed transactions.

Working with Payment History

You can review detailed payment history for an employee to verify that the information is correct. If you discover an error, you can void a payment and issue a replacement for it.

Reviewing Payment History Information

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detailed information regarding the employee's earnings, taxes, and deductions. If you discover an error in the employee's payment history, you can void a payment and issue a replacement.

► **To review payment history information**

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

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

   - Employee Identification
   - Payment/Item Number
   - Start Effective Date
   - Home Business Unit
   - Ending Effective Date
   - G/L Bank Account

2. Double-click a record in the detail area, and then choose Review Payment from the Row menu.

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Payment History - Payment Review and Void

OK   Find   Cancel   Form   Tools

Employee No.	7704	Jacques Rivard	Cheque Control No	9654
Cheque Date	02/15/05		Cheque Number	1

...........Cheque Summary............

Gross Pay	1,848.44	Hours	80.00
Total Deductions	5.00	Benefits	
Taxes Withheld	320.21	Taxes Paid	0.50
Net Pay	1,523.23		

Earning Detail   DBA Detail   Tax Detail

○ All Taxes   ○ Employee Paid only   ○ Company Paid only

Records 1 - 4

	Pieces	Work Tax Area	Tax Type	Stat. Code	C/E	Taxable GrossPay	Excludable Gross Pay	Excess Wages	Tax
○		700190000	CF	QC	E	1,848.44			279.54
○		FEDERAL	CC		E	1,848.44			40.67
○		FEDERAL	CD		C	1,848.44			0.50
●		TOTAL							320.71

3. On Payment Review and Void, click the Tax Detail bar to review detailed information about the taxes that are associated with the payment.

4. Choose one of the following options:

    -   All Taxes
    -   Employee Paid only
    -   Company Paid only

5. Review the information in the detail area.

6. To review detailed information about the DBAs that are associated with the payment, click the DBA Detail bar.

7. Review the information in the detail area.

8. To review detailed information about the pay types that are associated with the payment, click the Earnings Detail bar.

9. Review the information in the detail area.

10. Click OK.

Voiding Payments

Occasionally, you might need to void a payment and issue a replacement payment for it. For example, during the process of printing the reports for a payroll cycle, you might discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all of the associated transactions in the payroll history, including employee- and employer-associated transactions. The check date is the general ledger date for reversing entries that are associated with the disbursement, such as the credit to cash and tax liabilities. The time entry date is the general ledger date for reversing entries that are associated with timecards, such as labor distribution. The time entry date is also the work date on the reversing timecard.

When you void a check, you can choose to reissue (reprint) the check. You should choose the reissue option only if the replacement check contains the same information as the original check. For example, if an employee fails to receive a check in the mail or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and the current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled. When you void an automatic deposit, the system does *not* do the following:

- It does not update the automatic deposit tape.

- It does not create an accounts receivable entry for the employee.

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

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

► **To void a payment**

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

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

- Employee Identification
- Payment/Item Number
- Start Effective Date
- Home Business Unit
- Ending Effective Date
- G/L Bank Account

2. Double-click the payments that you need to void, and choose Void and Reissue from the Form menu.

3. If you receive the Void of auto deposit form, review the message and then click Void.

4. On Void Cheque window, complete the following fields:

   - Payroll ID
   - Cheque Date
   - T/E Date

5. To reissue checks with the same information as the voided checks, click the following option:

   - Reissue?

   Choose the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information (except the check numbers and check dates) as the voided checks.

6. Click OK.

   After you void the payment, the system updates the following fields on the Work With Payment History form:

   - I S
   - I C
   - Cheque Replaced
   - Vd/Re Date

   After you complete the steps to void a payment, the system creates an interim payment for the void. To process the void, process interim payments.

Related Tasks

Restoring a voided payment   If you inadvertently void a payment that should not be voided, you can choose Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information in the following fields on the Work with Payment History form:

   - IC
   - Check Replaced
   - Vd/ReDate

Voiding part of a payment   You might occasionally need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called a manual void. To enter a manual void, use the Interim Entry form. You cannot use the Void Checque window to enter a manual void.

See Also

❑ *Entering Interim Payments* in the *Payroll for Canada Guide*

Reviewing the PDBA History By Company Report

From the U.S. History Reports menu (G07BUSP15), choose PDBA History by Company.

You print the PDBA History By Company report to review a monthly list of pay types, deductions, benefits, and accruals (PDBAs) for each company in your organization. You can review monetary amounts and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or by company.

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

Reviewing Tax History

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

- Gross pay

- Excludable pay (pay that is not taxable)

- Pay that is in excess of the tax limit

- Tax amount

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

► **To review tax history**

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

1. On Work with Pay and Taxes By Month, complete the following field and click Find:

- Employee Identification

2. To limit the information that appears in the detail area, complete the following fields and click Find:

- Tax Area
- Tax Type
- Company

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

4. On Pay & Taxes By Month, review the information in the following fields:

- Gross Pay
- Excludable Gross

- In Excess

- Tax amount

255

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

Revising Employment Insurance History

Use EI History Revisions to locate and revise the employment insurance history for individual employees. The EI History Revisions program revises the Unemployment Insurance History File table (F06176).

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

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

► **To revise employment insurance history**

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

1. On Work With EI History, complete the following field and click Find:

   - Employee Number

2. Choose a record in the detail area and click Select.

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

   - ROE Number

4. To update the mailing date of a revised ROE, complete the following field:

   - Date Mailed

5. Review the information in any of the following fields:

   - Pay Period End Date
   - Pay Frequency
   - Gross Pay
   - Hours Worked
   - Insured Amount
   - Insured Premium
   - Cheque Date
   - Cheque Control
   - Company
   - Tax Identification
   - ROE Number
   - Date Mailed

   Depending on the security limitations of your user account, you can correct any of the information.

6. Click OK.

Processing Options for Employment Insurance History (P776176)

Defaults Tab

Use this processing option to specify default values used by the EI History Revisions program.

---

1. Current EI for calculating Premiums

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

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

Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle. Examples of interim payments include the following:

- Advance payments

- Termination payments

- Bonus payments

- Records of manual payments

- Gross-up payments

- Adjustments to historical data

- Reissued payments of voided paychecks

- Advanced pay for vacation time

The following graphic illustrates where typical interim payments might occur in relationship to your payroll cycles.

Payroll Cycle: Interim Payments
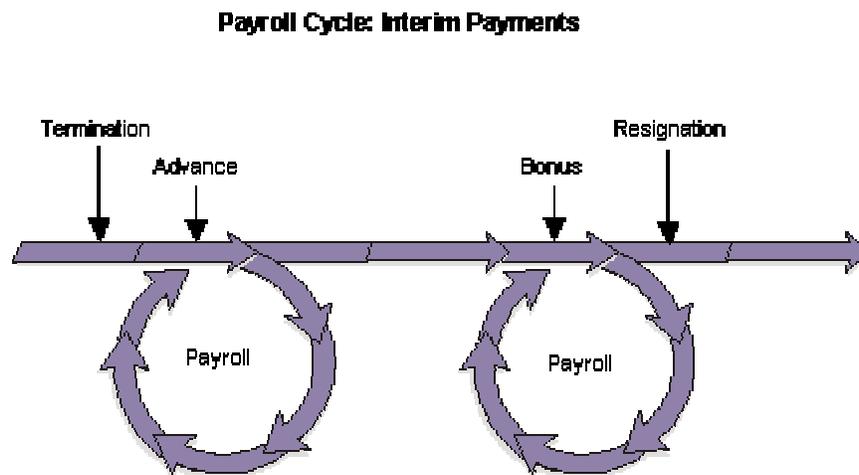
When you enter an interim payment, you can use existing timecard records, enter new timecard information specifically relating to the current interim payment, or you can enter amounts into the interim entry form without using timecards. The system uses this information to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment. You can enter interim payments individually or, in some cases, you can automatically create interim payments for selected groups of employees.

When you enter interim payments, you can override tax and DBA information to create a payment that includes predefined amounts. The system creates workfiles that store all tax and DBA amounts for interim payments regardless of whether the amounts are calculated or overridden.

You can use the Interims Workbench to create printed payments, automatic deposit information, and reports for interims. The Interims Workbench is useful when you need to create payments quickly and you do not have time to process a complete payroll cycle. You can also create printed payments, automatic deposit information, and reports for interims during the regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must run all interim payments through a complete payroll cycle to create journal entries and to update employee payroll history.

Note

Depending on the number of interim payments that you enter, creating printed payments using the Interims Workbench might significantly shorten the processing time of the print payments step of your regular payroll cycle. You might also consider processing interim payments through a separate "interims only" payroll cycle to shorten the processing time of your regular payroll cycle.

Purposes of Interim Payments

The following table explains some typical purposes of interim payments:

Enter information from manual payments (typed or handwritten)	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when the interim is processed through a payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee. For example, if an employee was taxed incorrectly, you can enter an interim payment to adjust the tax amounts. Using interim payments to adjust historical data allows you to enter negative payments into the system and provides an audit trail for future reference.
Enter a flat dollar advance on pay	You can create a flat-dollar advance payment for an employee. For example, if an employee requests a 500 USD advance on earnings, you can generate a flat-dollar advance interim payment for 500 USD. This advance interim creates a deduction for 500 USD, which is subtracted from the employee's pay in future payroll-cycle processing.
Enter a calculated advance on pay	You can create a calculated advance interim to pay an employee their net pay amount in advance. For example, if an employee requests an advance for the full amount of their next payroll check, you can create a calculated advance. The system calculates the amount of taxes and deductions that would normally be withheld from the employee's gross earnings, and creates a flat-amount interim payment for the calculated net pay amount. This creates a deduction for the same amount, which is deducted from the employee's earnings in future payroll-cycle processing.
Convert payroll history	You can use interim payments to load historical data for conversion purposes and to provide an audit trail for future reference.

| **Calculate gross-up amounts** | You can use interim payments to calculate gross-up amounts. For example, if you want to give an employee a 100 USD bonus, the interim payment process can "gross up" the calculation so that the employee receives 100 USD after taxes and deductions are withheld. You can also create a group of gross-up payments. For example, if you want to give each employee in a department a 100 USD bonus, you can create an employee group and allow the system to automatically generate the interim payments. |

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

Computer	The system performs the tax and earnings calculations and generates the bank file or printed payment.
Hand Manual	The payment is calculated manually and typed or written outside of the payroll system. The amounts on the manual interim are then entered into the system and processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.
Auto Manual	The system calculates the payment using the data in the system (deduction amounts and tax history determine the appropriate amounts to withhold from the payment), and the payment can be typed or manually written outside of the system. The interim is then processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.

Examples of Interim Payments

You can use interim payments for a variety of situations. Typically, you create interim payments when you need to create a payment outside of the regular payroll processing cycle. You can also use the Interim Payment Workbench to perform calculations such as gross-up payments and calculated advance payments. The following examples illustrate how you might use interim payments in your organization.

Advance Payment

You might allow employees to request and receive advance payment of their payroll check. For example, you might advance pay to a newly hired employee if waiting until the next regular payroll cycle places a financial strain on the employee.

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

You can create flat-dollar advances, or you can create calculated advances. Flat-dollar advances are used to advance a specified sum of money to an employee. For example, if an employee asked for a 500 USD advance, you can enter a flat-dollar advance. Calculated advances are used to advance an entire paycheck to an employee or to advance pay for a certain number of hours that an employee might already have worked. To create a calculated advance, you enter the gross amount of the employee's earnings that you are going to advance to the employee. The system then calculates what the taxes and deductions would be and generates an interim payment for the net amount. In either case, the amount of the advance is deducted from the employee's earnings during future payroll cycles. Typically, amounts associated with flat-dollar and calculated advances are deducted from the employee's net pay during future payroll cycles.

The interim-processing feature allows you to grant advances on pay that might or might not be recovered from the employee, and that might or might not have taxes and deductions withheld. In all of these advance payment situations, you can choose how much to recover from the employee's future paychecks, if any, and at what rate to recover the advance payment. The way in which the system collects money that is advanced to an employee is controlled by the setup of the Advance DBA. You must enter this DBA code in the processing options for the Work With Interims Workbench program (P07210I) for advance interims to calculate correctly.

Bonus Payment

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

You can use the interim process to specify that, other than taxes, no deductions are to be withheld from the payment. You can also use the interim process to specify that you want to create printed checks regardless of whether employees have automatic deposit instructions. This might be useful if you want to distribute bonus checks in person (for example, during a company meeting).

Termination Payment

When an employee is terminated, most states require that the final paycheck be disbursed within a specified amount of time. Many companies adopt the policy of generating a final paycheck immediately when the termination is involuntary. Timecards can be entered during the interim process to account for severance pay and vacation or sick leave pay that an employee has earned, and current timecards that would normally be processed during the next regular payroll cycle can be used to generate the termination paycheck.

Using the Interim Payment Workbench, you can print the payment immediately, and then process the interim payment through the next regular payroll cycle to create reports and journal entries, and to update employee payroll history. You can also generate a printed check regardless of whether the employee is set up to receive payroll payments as automatic deposits.

Adjustment to Historical Information

You might need to correct historical data when employees change their personal information and do not inform the payroll department in a timely manner. For example, if employees change their resident or work state without notifying the payroll office, you need to adjust year-to-date state tax withholdings and taxable earnings. When you use the interim payment process to do this, the system creates an audit trail, but does not generate a printed payment if you specify that it not do so.

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

In addition, you can enter history for all employees involved in a mid-year conversion to PeopleSoft EnterpriseOne software. To update the history records for employees converting mid-year, you can use the interim process to enter a one-time payment of year-to-date amounts. Doing so correctly updates the history files in the Payroll system without creating a payment for the employee.

See Also

❑ *Payroll History Conversion* in the *Payroll Guide* for more information about converting mid-year data

Record of Manual Payment

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

Reissue of a Voided Payment

If a payment created during the regular payroll cycle is incorrect after it has been processed through final update, you can void the payment and generate a corrected payment using interim processing. You would process this interim payment through a full payroll cycle to ensure that the corrected information is updated in historical records.

Gross-Up Payments

The gross-up process allows you to enter a desired net amount for an employee and have the system calculate the gross amount for the payment to cover taxes and deductions and achieve the desired net amount.

For example, you might want to gross up payments to reimburse employees for moving expenses. Assume that an employee incurs 5,000 USD in moving expenses. In this case, you want to create a payment with a net amount of 5,000 USD. If you entered a regular interim payment for 5,000 USD, the employee would receive less than 5,000 USD after taxes and deductions were withheld. Using the gross-up process, the system determines what the gross amount of the payment must be so that the net amount, after taxes and deductions are calculated, is 5,000 USD.

You can also create gross-up interim payments for a group of employees. For example, if you wanted to give every employee in a department a 100 USD bonus for achieving a departmental goal, you could create an employee group and specify that the system automatically create gross-up interim payments for all employees in the group.

Working with Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, termination payment, or payment for vacation time.

You can create interim payments using the Interims Workbench. The Interim Payment Workbench allows you to do all of the following:

- Prevent all DBAs from calculating for an interim payment

- Override employee auto deposit instructions

- Override tax and DBA information

- Create advance payments

- Calculate and create gross-up payments

- Enter negative amounts to adjust employee payroll history

- Print checks and automatic deposit advices

- Create automatic deposit information to send to the bank

- Create reports for interim payments

To create an interim payment, you must first set up an interim payroll ID. Each interim payment that you enter must be associated with an interim payroll ID. After you enter interim payments, you can print payments, create automatic deposit files, and create reports using the Interim Payment Workbench; however, you must process those interim payments in a payroll cycle to update history and create journal entries.

You can process interim payments at the same time that you process regular payments, or you can process interim payments separately. If you process interim payments during your regular payroll cycle, the system generates reports, journal entries, and payroll history for the interim payments and the regular payroll payments at the same time. In addition, if you have not printed payments or created bank files using the interim payment workbench, the system prints payments and creates bank files for interim payments and regular payments during the payroll process. The system does not re-create printed payments or bank file information during regular payroll processing if those steps were completed using the Interim Payment Workbench. Alternatively, you can process a separate payroll cycle for interim payments.

Whether you process interim payments separately or with your regular payroll cycle, all interim payments must be processed through a payroll cycle to create journal entries and to update payroll history.

Note

Depending on the number of interim payments that you enter, processing interim payments along with your regular payroll might significantly increase the processing time of your payroll cycle.

Creating an Interim Payroll ID

Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information includes the associated pay cycle code, country code, date information, and the number of the bank account from which the interim payments will be paid. The system uses this information to create the interim payments that are associated with the interim ID.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process the Interim ID through a payroll cycle. Instead, you include the interim payments that you enter through the Interim Payment Workbench with a regular payroll ID. To do this, you must select the Merge Interims or Interim Only option when you process your regular payroll.

Note

If you are using the Time Entry Interim Generator, you must set up at least one default interim ID. If you do not set up the appropriate default interim IDs, the Time Entry Interim Generator will not function properly. You can set up one default interim ID for each Pay Cycle and Country Code combination that your organization uses. You must also enter a Pay Cycle and Country Code in the Time Entry MBF Processing Options (P050002A) to use the Time Entry Interim Generator. The system uses the default interim ID that is associated with the information in those processing options to create interim records using the Time Entry Interim Generator. See *Creating Interims with the Time Entry Interim Generator* in the *Payroll Guide* and *Setting Up MBF Processing Options for Time Entry* in the *Time and Labor Guide* for more information.

When you create the interim ID, you can determine the method that the system uses to derive payment dates for interim payments that are entered using that ID. The system can derive the date using Master Pay Cycle, or the system can override the Master Pay Cycle dates by using an offset date.

Master Pay Cycle Dates

If you use the dates from Master Pay Cycle, the system automatically populates the date information for the interim ID with the dates from the Master Pay Cycle. These dates are then used to create the interim payments that you create using the interim ID. When you use Master Pay Cycle dates, you must ensure that those dates are updated to reflect the correct pay cycle. You can assign current pay cycle dates using the Roll Dates function from the Interim Payment Workbench, or you can allow the system to automatically roll the pay cycle dates forward when you process your regular payroll cycle. You must set up the processing options for the Payroll Cycle Workbench program (P07210) if you want the system to automatically roll the pay cycle dates during payroll processing.

Caution

If you specify that the system automatically roll the pay cycle dates for your interim IDs forward, you must consider the following:

- The system rolls dates forward for all interim IDs that have the same pay frequency as the payroll ID that is processed and that have a payment date that is less than or equal to the payment date of the payroll ID. For example, if you are processing a weekly payroll cycle, the system automatically rolls the dates forward for all interim IDs that are set up using a weekly Master Pay Cycle.

- The system changes the dates of all interim IDs that are rolled to match the dates that are used for the payroll ID. The following example illustrates how the dates for interim IDs are changed when using this feature:

  - A semi-monthly interim ID is currently set up with work dates from 01/01/05 through 01/15/05.

  - The semi-monthly payroll that you are processing is set up to process work dates from 01/16/05 through 01/31/05.

    During the final update step of the payroll cycle, the system rolls the dates forward for the payroll ID and for all valid interim IDs, using the dates from the next Master Pay Cycle record associated with the payroll ID. Therefore, the work dates for the payroll ID and for all interim IDs for which the system rolls dates forward would be 02/01/05 through 02/15/05. Therefore, you should use this option only if you always want pay cycle dates for interim IDs and payroll IDs to match.

- The system attaches the user ID of the person that processes the payroll ID to all interim IDs that are rolled. Therefore, when you search on interim IDs using the Interim Payment Workbench, you must either enter the user ID of the person that processed payroll or leave the User ID field blank to locate interim IDs.

- The system only rolls interim ID dates during payroll processing if the Interim Only or Merge Interims options are selected for the payroll ID. If you process payroll and do not include interim payments, the system does not roll the dates forward for any interim IDs.

Offset Dates

If you choose to override the Master Pay Cycle dates, you must enter an offset number in the Payment Date Offset field. You can enter 0 in this field if you want to use the system date. The system adds the number in this field to the system date to determine the payment date. In addition, you must set the company options for Company 0 (zero) to allow the system to derive payment dates using the offset method. If you use the offset method, the Payment Date and Auto Deposit Date fields are disabled. Also, if you use the offset method, you need not roll dates forward for the interim ID.

See Also

❑ *Setting Up Company Options* in the *Human Capital Management Foundation Guide*

► To create an interim payroll ID

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

1. On Work With Interims Workbench, click Add.

2. On Interim Header Entry, complete the following fields:

   - Interim ID

   - Pay Cycle Code
   - Country Code
   - Century/Year
   - Bank Account Number
   - DBA Bypass Flag

3. To choose payment dates using the Master Pay Cycles, choose Master Pay Cycle from the Form menu.

4. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.

5. On Interim Header Entry, review the following fields:

   - From
   - Thru
   - Payment Date
   - Auto Deposit Date

6. To derive payment dates using the offset formula, complete the following field:

   - Payment Date Offset

     This field is enabled only if you have set the Company Options to use the offset date.

7. To override the automatic deposit instructions for all interim payments associated with the interim ID, complete the following field:

   - Auto Deposit Override

8. If you entered N in the DBA Bypass Flag field, complete one of the following fields, depending on the pay frequency associated with the pay cycle code that you entered:

    *   W
    *   B
    *   S
    *   M
    *   O

    If you entered Y in the DBA Bypass Flag field, you do not need to enter a value in the Pay Cycle Code field. This field can be populated using values from the Master Pay Cycles. If necessary, you can override the value in this field.

9. To mark the ID as a default ID, click the following option:

    *   Use this Interim ID as default

10. Click OK.

► **To roll pay period dates forward for an interim ID**

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

1. On Work With Interims Workbench, click Find.

2. Choose a record in the detail area and then choose Roll Dates from the Row menu.

   Note

   To roll the dates forward for multiple interim IDs, hold the shift button down and click all of the interim IDs in the detail area that you want to choose.

3. On Roll Forward Interim ID Dates, complete the following fields to manually change the dates:

   - From
   - Thru

4. To choose dates from the Master Pay Cycle that is associated with the Interim ID, choose Master Pay Cycles from the Form Menu.

5. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.

6. On Roll Forward Interim ID Dates, review the following fields and click OK:

   - From
   - Thru

Processing Options for the Interims Workbench program (P07210I)

Defaults Tab

Use these processing options to specify the default information that is used to create interim payments.

1. Pay Advances PDBA Code

Blank = 9000

Use this processing option to specify the PDBA code that the system uses to create deductions when an advance interim payment is created. The PDBA that you enter must have a Y in the Declining Balance field in order for advances to calculate correctly. If you leave this option blank, the system uses PDBA code 9000.

3. Reports Setup Model

Blank = MODEL

Use this processing option to specify the default pay type that the system uses when calculating interim payments for gross up calculations. If you leave this option blank, the

system uses Pay Type 1.

3. Reports Setup Model

Blank = MODEL

Use this processing option to specify the report model that the system uses when processing interim payments. Using the report model, you can set up reports to print during each step of the interim payment process. If you leave this option blank, the system uses report model JDE.

Process Tab

Use these processing options to specify how interim payments are processed and whether the system produces a tax report when the interim payments are processed.

1. Mode

Blank = Interactive
1 = Batch

Use this processing option to determine which method the system uses to calculate interim payments. If you use interactive processing, the system performs all interim payment calculations when you press the OK button during interim payment entry. If you use batch processing, you must complete an additional step to allow the system to perform interim payment calculations for all payments that are included in a specified interim ID. If you enter a large number of interim payments, you might want to use the batch method, as it might shorten processing time. Valid values are:

Blank

Interactive processing

1

Batch processing

2. Print Before/After Tax Report

Blank = Do not print report
Y = Print the report

Use this processing option to determine whether the system prints the Vertex Before/After Tax report for each interim payment, or batch of interim payments, that is processed. Valid

values are:

Blank

Do not print the report.

1

Print the report.

3. Reset Calculations

Blank = Reset all payments
1 = Reset only payments with no checks printed

Use this processing option to designate how you want the Reset Calculations to work. If you want the Reset Calculations to reset all interim payments regardless if they have been printed or not, leave this option blank. If you want only the interim payments that have not been printed to be reset, enter a 1 in this option. If you choose to only reset payments where no checks have been printed, you can reset the checks first and then perform the Reset Calculations. Valid values are:

Blank

Reset all payments

1

Reset only payments with no checks printed

Versions Tab

Use these processing options to indicate the versions that are used during interim payment processing.

1. Time Entry Version (P050002A)

Blank = ZJDE0001

Use this processing option to specify which version of the Time Entry Master Business Function (P050002A) that the system uses when an interim payment is added. If you leave this option blank, the system uses version ZJDE0001.

Entering Interim Payments

You enter interim payments when you need to create payments that are outside of the normal payroll cycle. You can use interim payments for a variety of purposes. You enter a standard interim payment (also known as an off-cycle interim) for payments such as bonuses or terminations that occur outside of the normal payroll cycle. You can also enter interim payments to allow employees to receive flat-amount or calculated advances on their earnings. You can enter interim payments to record manual payments that were given to employees. You can enter interim payments to calculate gross-up amounts for individuals or groups of employees. You can also use interim payments to convert or adjust employee payroll history.

If you enter interim payments for more or less than a full pay period, you can also specify that you want the DBAs associated with that payment to calculate at a rate other than what the system would normally calculate during a regular pay period. Using the DBA factors, you can specify the percentage of the pay period for which you want the DBAs to calculate.

You can enter interim payments using either interactive or batch processing. When you use interactive processing, the system automatically calculates the interim payments and updates the interim payment workfiles when the payment is entered into the system. Interactive processing allows you to print payments from the Interims Workbench immediately after they are entered into the system.

When you use batch processing, you must enter the interim payments and then run the Interim Calculations program (R07280) to process the interims. You can run a single version of the calculation program to process all interim payments associated with an interim ID or you can run multiple versions of the calculation program at once to process all interim payments associated with an interim ID.

Note

To enter interim payments for calculated advances, you must use interactive processing. Because the system needs to calculate deduction and tax amounts before the net payment amount is determined, calculated advance interims cannot be entered using batch processing.

If you process a large number of interim payments, you might want to use multiple versions of the calculation program to process interim payments. To do so, you must create multiple versions of the Interim Calculations program and set up those versions to run during Step I (Interims Multiple Processing) of the reports setup that you are using for interim payments. Each version that you enter in the reports setup should have unique data selection. When you run the calculation programs, the system launches each version simultaneously, and calculates the interim payments that meet the data selection criteria entered on that version. This process can significantly shorten processing time.

For example, if you enter interim payments for employees who work in three different companies, you might want to set up three different versions of the Interim Calculations program. You might set up the data selection for each version to select employees from one of the three companies. After you enter the interim payments, you can process them using the multiple versions functionality, launching all three versions of the Interim Calculations program simultaneously. Each version would process interim payments for one of the companies. Depending on how your system is set up, each of these versions might be able to run at the same time. Therefore, processing the three smaller jobs might be significantly faster to than processing one job to calculate all of the interim payments for all three companies.

After you run the batch processor(s), you can print the interim payments from the Interims Workbench. The processing options for the Interim Payment Workbench determine whether interim payments are created using interactive or batch processing.

Note

If you process multiple versions of interim calculation processing, PeopleSoft recommends creating one version for each processor that your system has. Contact your system administrator to determine whether running multiple versions is an acceptable option for your organization.

Also, if you process interim payments using the batch method, you cannot override the information on the Employee Tax Information tab during interim entry. This tab includes the following fields:

- Work Tax Area

- Resident Tax Area

- School District Code

- Work Tax Area Source

- Residency Status

- Source of SUI Reporting

- DOB

- EIC Status

- Tax Method

In addition, you must use the Tax Overrides option from the Form menu to enter tax override information. The tax override tabs are disabled when you process interim payments using the batch method.

Calculating DBAs Using the DBA Factor

On occasion, you must pay an employee for more or less than a full pay period. For example, an employee's first or last employment period with your organization is likely not to be a full pay period. The employee might have commenced work in the middle of a pay period, or have been terminated two days after a pay period had started. You must pay the employee for the portion of the pay period that was worked. In addition, you must calculate the employee's deductions, benefits, and accruals (DBAs) accordingly.

When you enter regular timecards and process those timecards through a payroll cycle, the system calculates the amount of pay that the employee receives during that payroll cycle and then calculates the DBA amounts that are associated with the employee's earnings. Therefore, if you were to enter timecards for a partial pay period, but process them through a regular payroll cycle, the system would treat the amount of pay as if it were earnings for a full pay period. Without taking into account the fact that the employee did not work a full pay period, the system would calculate the employee's DBAs as if he or she worked a full pay period, which would result in incorrect DBA amounts.

To ensure that DBAs for employees who work more or less than a full pay periods are calculated correctly, you must create interim payments to process partial pay period earnings. On the Interim Entry form, you can enter a value in the DBA Factor field. The value in this field represents the amount of time that the employee worked during the pay period. The system uses this value to calculate the employee's DBAs for the period. For example, if an employee works three of the 12 days in the pay period, you would enter a value that represents .25. The system uses this value to calculate DBA amounts at .25 of what they would normally be.

Depending on the amount of time that the employee worked, you can either enter the value directly into the field, or you can set up a value in UDC 07/DO. The DBA Factor field is a one-character field, therefore, if you want to multiply DBA calculations by a value of 0 through 9, you can enter that value directly into the field. However, if you want to enter a value that is more than one character, you must set up a one-character code in UDC 07/DO that represents the value, and then enter that value in the DBA Factor field.

You can use values that are more or less than a full pay period. For example, if you want to pay an employee for one and a half pay periods, you can set up a code in UDC 07/DO and enter 1.5 in the second description for that code. You would then enter the code in the DBA Factor field on the Interim Entry form.

Note

In the earlier example of the employee who works three of the 12 days in the pay period, you want the DBAs to calculate at .25 of what they would normally be. Because .25 is greater than one character in length, you must set up a code in UDC 07/DO. For example, you might set up code A in the UDC table, giving it a description of 25%, and entering .25 in the second description field. When the system calculates the interim payment, if the value in the DBA Factor field is 0 through 9, the system simply multiplies the DBA amounts by this value. If the value in this field is anything other than 0 through 9, the system retrieves the value from the second description of the code in UDC 07/DO.

Prerequisite

- ❑ Create an interim payroll ID. See *Creating an Interim Payroll ID* in the *Payroll Guide*.

- ❑ Verify that the processing options for the Interim Payment Workbench are set up correctly.

- ❑ Set up a report model that includes all of the reports that you want to generate during the interim process. See *Creating Reports for Interim Payments* in the *Payroll Guide*.

- ❑ If necessary, set up DBA factor codes in UDC 07/DO. See *User Defined Codes* in the *Foundation Guide* for information about adding values to a user defined code table.

Entering a Standard Interim Payment

You can use standard interim payments (also known as off-cycle interims) to create payroll payments outside of the regular payroll cycle. You might need to create termination, bonus, or other payroll payments at a time when it is not convenient to process an entire payroll cycle.

For example, when an employee is terminated between payroll cycles, you might need to generate the employee's last payment immediately. If you are using Enterprise Workflow Management, you can automate some of the processes involved in creating a termination payment. If you are not using the termination workflow, you can enter an off-cycle interim payment for the employee using the Interims Workbench.

You can enter new timecards, use timecards that are already in the system, or use a combination of both to create the interim payment. You can also override employee automatic deposit instructions, tax information, and DBA calculations on an interim payment.

Caution

When you enter interim payments using the Interim Entry form, the system overrides the home company on all of the timecards that are associated with that interim payment with the home company from the employee's Employee Master Information table (F060116) record. The Interim Entry process does not use the Company Options setting to determine whether to override the home company.

To override the home company on the timecards that are associated with an interim payment with a value other than the home company in the Employee Master Information table, you must enter the override value in the Home Company field on the Payment Override tab on the Interim Entry form. This value will be used on all of the timecards that are associated with the interim payment.

► **To enter a standard interim payment**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   - Interim ID

2. Choose a record in the detail area and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   - Employee Number

4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.

5. Click one of the following options:

   - Computer
   - Manual

6. Complete the following field:

   - Payment Date

Note

This field is automatically populated with the system date or with the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:

   - Payment Number

8. To override payment information, click on the Payment Overrides tab and complete any of the following fields:

- Tax Factor
- DBA Factor
- G/L Bank Account
- Home Company / Home Business Unit
- Pay Cycle Bypass Count
- Benefit Cycle Bypass Count

9. To prevent all DBAs from calculating for this interim payment, click the following option:

- Do not calculate DBAs

10. To create a check for this interim, regardless of the employee's automatic deposit instructions, click the following option:

- Override Auto Deposit Instructions

Note

If you override the automatic deposit instructions at the Interim ID level, this option is disabled.

11. To include existing timecards in the interim payment, click the Timecard Selection tab and complete the following fields:

- From Date
- Thru Date
- Pay Cycle Group Code
- Home Business Unit
- Home Company

12. To load or unload existing timecards from the grid, click one of the following options:

- Load existing timecards to grid
- Unload existing timecards from grid

13. To override employee tax information for the interim payment, click the Employee Tax Information tab and complete the following fields:

- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source
- Residency Status

- Source of SUI/SDI Reporting
- DOB
- EIC Status
- Tax Method
- Federal
- Work
- Resident
- Local

Note

This tab is disabled if you are processing interim payments using the batch method. The method of processing is determined by the processing options for the Work With Interims Workbench (P07210I).

14. To override tax exemption and credit information for the interim payment, complete the steps for entering country-specific tax overrides for interim payments, and then complete the remaining steps of this task.

15. To enter new timecard records for the interim payment, complete the time entry grid that appears on the Interim Entry form.

Note

If you do not want to override DBA information, skip to step 20.

16. To override employee DBA information, choose DBA Instructions from the Form menu.

17. On Review/Revise Employee DBA Override Instructions, choose the DBAs that you want to calculate for this interim payment.

Note

All DBAs that are marked with a check mark will calculate for the interim payment. When you enter this form, all DBAs are marked with a check mark. You can double-click a DBA record to deselect it, or you can deselect all DBAs. Additionally, you can double-click a DBA record to select it.

18. To override DBA methods, amounts or rates, complete the following optional fields in the detail area:

- O/R Method of Calc
- O/R Amount or Rate

19. To override additional information for a DBA, complete any of the remaining optional fields in the detail area and then click OK.

20. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is required only if you are entering a calculated advance interim payment. Also, this option is enabled only if you are processing interim payments using interactive processing. If you do not want to review the calculations when you enter the interim payment, you do not need to complete this step. You can change information on the Interim Entry form and click the Calculate Interim Details button as many times as you want before you proceed to the next step.

21. On Interim Entry, click OK.

22. To enter additional interim payments, repeat steps 1 through 21.

23. If you are using batch processing to enter interim payments, On Work With Interims Workbench, select the Interim ID in the detail area, choose Process Interims from the Row menu and then choose Process Single.

   If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

24. On Process Interims Confirmation, click OK.

See Also

❑ *Completing a Termination Using Workflow* in the *Human Capital Management Foundation Guide* for more information

❑ *Entering Timecards for Employees* in the *Time and Labor Guide* for more information

❑ *Entering Employee Instructions* in the *Human Capital Management Foundation Guide* for additional DBA information

Entering an Interim Payment to Record Manual Calculations

If you have created a payment manually, for example, by typing or writing a payment by hand, you can use the interim payment feature to enter the manual calculations into the system. Entering manual calculations ensures that the employee's payroll history is accurate, which, in turn, ensures the accuracy of year-end tax information. You can either enter the tax amounts that you calculated manually and prevent the system from recalculating the taxes, or you can omit the tax information and let the system calculate the taxes automatically, using tax withholding information from the Employee Master Information table (F060116). You can enter up to eight tax overrides. You can also override the employee's DBA instructions on the interim payment to ensure that payroll history exactly reflects the information that was included on the manual payment.

► **To enter an interim payment to record manual calculations**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   • Interim ID

2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   - Employee Number

4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.

5. Click the following option:

   - Manual

6. Complete the steps for entering a standard interim payment.

See Also

❑ *Entering a Standard Interim Payment* in the *Payroll Guide* for more information about the steps necessary for completing an interim payment

Entering Interim Payments for Calculated Advances

You might want to allow employees to receive their regular payroll payment before the payment is regularly created. For example, some companies provide employees with vacation payments before employees take a vacation leave. You can enter an interim payment to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans more than one pay period, you must enter a vacation or taxation factor so that the system accurately calculates the taxes for the advance payment. The system also uses this information to calculate DBA information accurately for the period covered by the payment. In addition, if you enter values in the Pay Cycle Bypass Count and the Benefit Cycle Bypass Count fields, the system will not create payroll payments for the employee during the periods covered by this advance payment.

When you create a calculated advance interim payment, you enter information into the Interim Entry form just as you would for a standard interim payment; however, you must specify the Calculate Interim Details option for the system to determine the net amount of the interim payment. When the interim payment is processed, the system creates a record in the employee's DBA instructions using the Advance DBA that you enter in the processing options of the Work With Interims Workbench program. The amount of the Advance DBA is the same as the net amount of the interim payment. No tax or PDBA history other than the Advance DBA is updated for this interim payment. During subsequent payrolls, the amount associated with the Advance DBA is deducted from the employee's pay according to the rules that are set up on the Advance DBA.

Note

You must use the interactive mode to process interim payments to enter calculated advance interims. Because the system must perform calculations to determine what the amount of the payment is before the payment is entered, you cannot enter calculated advance interim payments if you use batch processing.

► **To enter an interim payment for a calculated advance**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   • Interim ID

2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   • Employee Number

4. To create a calculated advance, choose Calculated Advance from the drop-down menu in the Interim Payment Code field.

5. Complete the remaining steps for entering a standard interim payment.

See Also

- ❑ *Setting Up and Advance Deduction* in the *Human Capital Management Foundation Guide*
- ❑ *Entering a Standard Interim Payment* in the *Payroll Guide* for more information about the steps required for entering interim payments

Entering Interim Payments for Flat-Amount Advances

You enter a flat amount interim payment to pay an advance on an employee's wages. The system creates a deduction for the advance amount and enters this deduction in the employee's DBA instructions so that the amount will be deducted from the employee's next payment. The system does not calculate or deduct any taxes from the advance payment. With the default process, the system deducts the entire advance in one lump sum from the net amount of the employee's next payment. If the employee does not have enough earnings to cover the deduction, the system will try to collect any remaining balance during future payrolls. If you do not want to recover the full amount of the advance at once, you can change the amount that the system deducts per pay period using the employee's DBA instructions.

Note

You can change the way that the advance is recovered from the employee by changing the way that the Advance DBA is set up. See *Setting Up an Advance Deduction* in the *Human Capital Management Foundation Guide* for more information.

▶ **To enter an interim payment for a flat-amount advance**

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

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

   - Interim ID

2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   - Employee Number

4. To create a net advance interim payment, choose Net Advance from the drop-down menu in the Interim Payment Code field.

5. Click one of the following options:

   - Computer
   - Manual

6. Complete the following fields:

   - Payment Date
   - Advance Amount

> **Note**
>
> The default value in the Payment Date field is either the system date or the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:

   • Payment Number

8. To calculate and view the interim payment, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

> **Note**
>
> This step is not required if you do not want to review the calculations when you enter the interim payment.

9. On Interim Entry, click OK.

10. To enter additional flat-amount advances, complete steps 1 through 9.

11. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

    If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.

    If you are using interactive processing, it is not necessary to complete this step.

12. On Process Interims Confirmation, click OK.

Entering Interim Payments to Adjust Historical Information

You enter an interim payment to adjust historical information when you need to void a specific amount of an employee's payment, but not the entire payment. For example, suppose that an employee is set up to receive 500 USD of his payment in the form of a check and the remainder of the payment in an automatic deposit. If the check is lost, but the automatic deposit occurs as usual, you can use the adjustment feature to manually void the part of the payment that was lost without affecting the automatic deposit. To create the manual void, you enter an adjustment interim payment for negative 500 USD. To issue a replacement check, you create a standard interim payment.

When you create an adjustment interim payment, the system automatically specifies that the interim is a manual interim. Therefore, the system does not automatically create a printed payment for adjustments.

► **To enter an interim payment to adjust historical information**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   • Interim ID

2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   • Employee Number

4. To create an interim payment to adjust historical information, choose Adjustment from the drop-down menu in the Interim Payment Code field.

5. Click to enable the following option:

   • Manual

6. Complete the remaining steps for entering a standard interim payment.

See Also

❑ *Entering a Standard Interim Payment* in the *Payroll Guide*

Entering Interims for Gross-Up Payments

You can enter a desired net amount and direct the system to calculate taxes and deductions and determine what the gross amount of the payment needs to be. This calculation is called a gross-up. You might want to create gross-up interim payments if you want your employees to receive payments for a specified net amount. For example, if you want employees to receive interim payments for 100 USD after taxes and deductions are withheld, you would enter these payments as gross-up interims. The system calculates for each employee what the gross amount must be to ensure that, after taxes and deductions are withheld, the employees receive payments for 100 USD.

You can enter individual gross-up payments, or the system can automatically create similar gross-up payments for a selected group of employees. For example, if you wanted to give every employee in a department a 100 USD bonus for meeting a departmental goal, you could use the group gross-up feature. To create a group of gross up payments, you must first create an employee group. Also, all of the employees in the group must receive the same net pay amount.

► **To enter individual gross-up payments**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   - Interim ID

2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:

   - Employee Number

4. To create an individual gross up interim payment, choose Gross Up from the drop-down menu in the Interim Payment Code field.

5. Click one of the following options:

- Computer
- Manual

6. Complete the following fields:

- Gross Up Net Pay Amount
- Payment Date

Note

The default value in the Payment Date field is either the system date or the date that the system calculates according to the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:

- Payment Number

8. On the Gross Up tab, complete the following fields:

- Gross Up Pay Type

> **Note**
>
> If you leave this field blank, the system uses the pay type that is in the processing option for the Interims Workbench to calculate gross-up information. If that processing option is also blank, the system uses pay type 1.
>
> In addition, the remaining tabs on the Interim Entry form are disabled during the entry of a gross-up interim payment.

- Federal Withholding Tax Rate
- State Withholding Tax Rate

9. On the Payment Overrides tab, complete the following optional field:

- G/L Bank Account

10. To prevent all DBAs from calculating for this interim payment, click the following option:

- Do not calculate DBAs

11. To create a check for this interim, regardless of the employee's automatic deposit instructions, click the following option:

- Override Auto Deposit Instructions

12. To override additional information for a DBA, complete any of the remaining optional fields in the detail area.

13. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

> **Note**
>
> This step is not required if you do not want to review the calculations when you enter the interim payment.

14. On Interim Entry, click OK.

15. To enter additional interim payments, complete steps 1 through 14.

16. If you are using batch processing to enter interim payments, choose the Interim ID in the detail area on Work With Interims Workbench, choose Process Interims from the Row menu, and then choose Process Single.

   If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.

   If you are using interactive processing, it is not necessary to complete this step.

17. On Process Interims Confirmation, click OK.
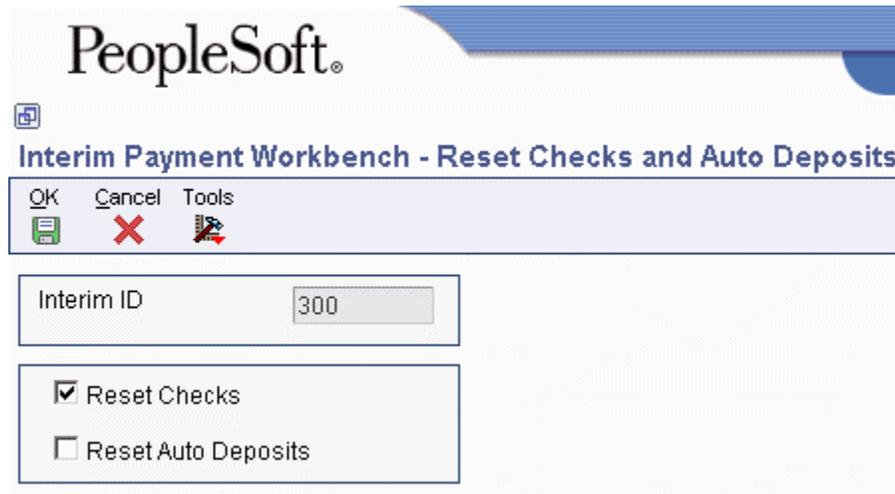
► **To create a group of gross up payments**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   - Interim ID

2. Choose a record in the detail area, and then choose Group Gross Up from the Row menu.

3. On Calculate Group Gross Up, choose Add Group from the Form menu to create an employee group.

4. Complete the steps for creating an employee group.

5. On Calculate Group Gross Up, complete the following fields:

   - Employee Group Name
   - Payment Date
   - Net Payment Amount
   - Federal Withholding Tax Rate
   - State Withholding Tax Rate
   - Override Gross Up Pay Type

6. To create printed payments for the gross-up payments, regardless of whether any of the employees that are included in the employee group have automatic deposit instructions, click the following option:

   - Override Auto Deposit Instructions

7. Click OK.

Note

Regardless of whether you use batch or interactive processing for interim payments, when you click OK, the system automatically creates interim gross-up payments for the employee group.

See Also

❑ *Working with Employee Groups* in the *Time and Labor Guide* for more information about creating employee groups

❑ *Entering Employee Instructions* in the *Human Capital Management Foundation Guide* for additional information about DBAs

Creating Interims with the Time Entry Interim Generator

You can use the Time Entry Interim Generator feature to associate all timecards entered into the system with a default interim payroll ID. Organizations that process large numbers of timecards and create payments multiple times during a single pay period might use this feature on an ongoing basis. Other organizations might periodically use this feature to facilitate the creation of special interim payments. When you enter timecards using the Time Entry Interim Generator, the system generates interim header records for each timecard. After you enter the timecards, you must process the interim header records using the Interim Payment Workbench to create the actual interim payments.

When you use the Time Entry Interim Generator, the default interim ID that will be assigned to the timecards appears on the time entry form that you use to enter timecards. This interim ID will be used for each timecard that is entered unless it is overridden on the individual timecard.

Note

You can also create interim payments for timecards that are entered while the Time Entry Interim Generator feature is disabled. To do so, you must first activate the Time Entry Interim Generator feature. Then, using the Speed Time Entry Revisions form, you can assign the default Interim ID to all of the timecards that appear on the form by clicking the Assign Timecards Default Interims button. See *Entering Timecards for Employees Using Speed Time Entry* in the *Time and Labor Guide* for more information.

The following example illustrates how an organization might use this feature on an ongoing basis:

Company A receives over 100,000 timecards during each weekly pay period. These timecards are received on a continuous basis throughout the period, and are entered into the system as they are received. Many of the employees in this organization do not work during all of the days in the pay period. The company chooses to print payments several times during the pay period. By doing this, the processing time associated with printing payments at the end of the pay period is dramatically decreased.

To process payments in this way, you use the Time Entry Interim Generator feature on a continuous basis. All timecards that are entered into the system generate interim payment records that are associated with a default interim payroll ID. Using the Interim Payment Workbench, you can process payments for this interim payroll ID several times during the period, and then process a complete payroll at the end of the period.

The following example illustrates how an organization might use this feature on a periodic basis:

Company B wants to give each of its 2,000 employees a merit bonus at the annual company party. The amount of the bonus is different for each employee. To generate these bonus payments as separate payments from the regular payroll payments, interim payments must be generated for the bonuses. Due to the large number of employees, it might be easier for the payroll clerk to enter bonus information using the Speed Time Entry program (P051121) rather than to enter individual interim payments for each employee.

To create interim bonus payments using the Speed Time Entry program, you can activate the Time Entry Interim Generator feature for a specified time period. The system automatically creates interim payment records for each timecard that is entered during that period. These timecards are associated with a default interim payroll ID. You can then process the interim payroll ID to process the interim payments. After all bonus timecards are entered into the system, you can disable the Time Entry Interim Generator feature and enter timecards without generating interim payment records.

To use the Time Entry Interim Generator feature, you must first set up the processing options for the Time Entry MBF (P050002A). After you set those processing options, you must specify the version of the Time Entry Master Business Function that you want to use in the processing options for the time entry programs that you use. Using the information in the processing options of the Time Entry Master Business Function, the system determines which default interim ID to use to create interim payments during time entry. When the Time Entry Interim Generator is functioning correctly, the default interim payroll ID appears on the time entry forms.

You can also generate interim payments when you upload timecards using the batch timecard process. To do so, you must set up a version of the Time Entry Master Business Function that enables the Time Entry Interim Generator feature. Then you must enter that version in the processing options for the Time Entry Batch Processor program (R05116Z1I). After you upload the timecards, you can review them to verify that they are attached to the correct interim ID.

Note

The Time Entry Interim Generator program can only be used to create standard computer interim payments. To create advance, gross-up, or manual interim payments, you must use the Interim Payment Workbench.

Also, whether you are using batch processing or interactive processing for interim payments, you must use the Interim Payment Workbench to process interims that are created using the Time Entry Interim Generator. The processing method for interim payments is defined by the processing option settings for the Interim Payment Workbench.

Caution

If you use the Time Entry Interim Generator to create multiple payments for employees during a single pay period, verify that company options and DBA setup information is set up correctly to ensure that DBA limits and arrearages are calculated correctly. See *Setting Up Company Options* and *Setting up Deductions, Benefits, and Accruals* in the *Human Capital Management Foundation Guide* for additional information.

Prerequisites

❑ Set up a default interim payroll ID. See *Creating an Interim Payroll ID* in the *Payroll Guide*.

❑ Set the Time Entry MBF Processing Options (P050002A) to allow time entry to generate interim payments. See *Master Business Functions* in the *Time and Labor Guide*.

▶ **To create interims with the Time Entry Interim Generator**

From the Time Entry menu (G05BT1), choose the time entry program that you use to enter timecards.

Alternatively, from the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench, choose the Interim ID that you want to use and then choose Interim Generator. When you use this navigation, you access the Time Entry by Individual form.

1. On the time entry form that you are using, verify that the correct Interim ID appears in the following field:

   • Interim ID

2. Complete the steps to enter timecard records.

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

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

   • Interim ID

5. Choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

   If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.

6. On Process Interims Confirmation, click OK.

See Also

See the following topics in the *Time and Labor Guide*:

- ❑ *Entering Timecards for Employees*
- ❑ *Working with Employee Timecards*
- ❑ *Working with Time Entry Batch Processing*
- ❑ *Master Business Functions* for more information about setting up processing options for time entry program

Reviewing and Revising Interim Payments

You can review interim payments before you create payments and reports, and before you process them in a payroll cycle. If you find an error in an interim payment before you process the payment in a payroll cycle, you can correct the information. After you correct and process the interim payment, the system recalculates the gross amount, taxes, and DBAs. You can make unlimited changes to the interim payment until you process it through a payroll cycle. If you find mistakes on the interim payment after you process it through a payroll cycle, you can void it and then enter a new interim payment with the correct information.

You can review individual interim payments or you can review all interims that are associated with a specified interim payment ID.

Note

You cannot change the type of interim payment after you have entered the payment into the system. If an interim payment was entered using the wrong payment type, you must delete the interim and then enter another interim with the correct payment type.

▶ **To review and revise interim payments**

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

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:

   - Interim ID

2. Choose a record in the detail area, and then choose Review/Revise Int from the Row menu.

3. On Work With Interim Payments, review information for all of the interim payments associated with the selected interim ID.

4. To review a single interim payment, choose the payment that you want to review in the detail area, and then choose Interim Entry from the Row menu.

5. On Interim Entry, review, revise, or delete any of the information for the interim payment.

6. Click OK, and then click Cancel to accept any revisions that you make to the interim payment.

7. On Work With Interim Payments, click Close.

8. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

    If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

9. On Process Interims Confirmation, click OK.

See Also

❑   *Entering a Standard Interim Payment* in the *Payroll Guide* for additional information about the fields, tabs, and menu exits on the Interim Entry form

Printing Interim Payments

You typically print interim payments when you process those payments in a payroll cycle. However, in some cases, you might need to issue an interim check to one or more employees, or generate their automatic deposit advice and bank information, before you are ready to process the interims in a payroll cycle. In these cases, you can create checks, advices, and automatic deposit information for the bank using the Interim Payment Workbench, and then process the interims in a payroll cycle at a later date. You can create payments for all of the interim checks associated with an interim ID, or you can create payments for selected interims only.

For example, if an employee's regular payroll payment is incorrect, you can void the payment and create an interim payment for the employee with the correct information. To reduce the inconvenience to the employee, you might choose to print an interim check immediately, instead of waiting until you process the payroll cycle that includes interim payments. If the employee typically receives payroll payments via automatic deposit, you can use the Interim Payment Workbench to print the advice slip and create the automatic deposit information to send to the bank.

When you process a full payroll cycle that includes these interim payments, the system does not create the payments again, either for printed payments or for automatic deposit information.

If an incident such as a printer failure prevents one or more interim payments from printing, or if you determine that the information on a printed payment is incorrect, you can reset the print status for a payment and then reprint it.

Before you can print payments from the Interim Payment Workbench, you must set up payment information. This information is used to identify which versions of the payment programs the system uses to create interim payments.

Note

If you print interim payments using the Interim Payment Workbench, the system uses the dates that are associated with the interim payment when it updates employee history. When you print interim payments during the regular payroll cycle, the system uses the dates associated with the payroll process to update employee history.

If you create manual interim payments (which are not printed during the payroll process) or when you use the Interim Payment Workbench, the system updates employee history using the dates associated with the interim payment.

Prerequisite

❑ Enter the interim payments. See *Entering Interim Payments* in the *Payroll Guide*.

❑ Set up a report model for interim payments if you want to produce reports during the printing process. See *Creating Reports for Interim Payments* in the *Payroll Guide*.

► **To set up payment information**

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

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

   • Interim ID

2. Choose the interim ID for which you want to set up payment information, choose Print from the Row menu, and then choose Setup Payments.

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

   • Print Program

   • Version

   • Stub Lines

4. Complete the following optional fields for checks:

   • Attachment Program

   • Version

5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:

- Advice Program
- Version
- Stub Lines
- Bank File Program
- Version

6. Complete the following optional fields for automatic deposits, and then click OK:

- Attachment Program
- Version

► **To print interim payments by Interim ID**

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

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

- Interim ID

2. Choose the Interim ID that includes the payments that you want to print, choose Print from the Row menu, and then choose Print All.

3. On Print Payments, to print paychecks, click the following option:

- Checks

4. Complete the following fields:

- Next Check Number
- Check Message
- Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

5. To print auto deposit advices, click the following option:

- Auto Deposit Advice

6. Complete the following fields:

- Next Advice Number
- Auto Deposit Advice Message
- Auto Deposit Date

Note

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To create the auto deposit bank file, click the following option:

   - Auto Deposit Bank File

8. Click OK.

9. On Print Payment Confirmation, click OK.

▶ **To print selected interim payments**

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

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

   - Interim ID

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

3. On Work With Interim Payments, choose the interim payment that you want to print and choose Print Payment from the Row menu.

4. On Print Selected Interim Payments, click OK.

5. On Print Payments, click the following option to print a check:

   - Checks

6. Complete the following fields:

   - Next Check Number
   - Check Message
   - Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To print an auto deposit advice, click the following option:

   - Auto Deposit Advice

8. Complete the following fields:

   - Next Advice Number
   - Auto Deposit Advice Message
   - Auto Deposit Date

Note

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

9. To create the auto deposit bank file, click the following option:

   • Auto Deposit Bank File

10. Click OK.

11. On Print Payment Confirmation, click OK.

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

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

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

   • Interim ID

2. Choose the Interim ID that includes the payments that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.

3. On Reset Checks and Auto Deposits, click any of the following options and then click OK:

   • Reset Checks
   • Reset Auto Deposits

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

► **To reset the print status for selected interim payments**

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

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

   • Interim ID

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

3. On Work With Interim Payments, choose the interim payment that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.

4. On Reset Checks and Auto Deposits, click one of the following options, and then click OK:

   - Reset Checks
   - Reset Auto Deposits

Resetting and Reassigning Interim Payments

After you enter interim payments, you might find that the information on the interim payments is incorrect. If you do not want to delete and re-enter the interim payments, you can reset the calculations associated with the payments. After you reset the calculations for the payments, you can revise the incorrect information and then recalculate the payments. You can reset all interim payments associated with a specified interim ID or you can reset the calculations for a specified payment. When you reset the calculations associated with an interim payment, you delete from the system all of the calculated amounts, such as taxes and DBAs, that are associated with that interim. Therefore, after you reset an interim ID and correct the information for the associated payments, you must recalculate the payments to restore all calculated values in the system.

You can also reset interim header records. When you do so, the system deletes the interim payment header information, but does not delete the timecards that are associated with the interim payments. You might use this option if you have created interim payments using the Time Entry Interim Generator, but later decide that you do not want to process those timecards as interim payments. By resetting the interim header records, you delete the interim payments but keep the timecard records intact. Those timecards can then be processed within a regular payroll cycle.

In addition, you can reassign interim payments from one interim ID to another. You might do this if you want to print all interim payments that are currently in the system, but you only want to complete the steps for printing payments once. In this scenario, you can reassign interim payments from several interim IDs to one interim ID. After you have reassigned all interim payments to one interim ID, you can use that ID and complete the steps to print payments.

Note

When you reset calculations for interim payments, you can choose to reset all payments associated with an interim ID, or you can choose to reset only those payments that have not been printed already. The system uses the processing options for the Work With Interims Workbench program (P07210I) to determine whether to reset printed payments.

You would typically reset interim header records and reassign interim payments to another interim ID using the Interim Payment Workbench. However, if you are creating interim payments using the Time Entry Interim Generator, you might want to specify the interim payments to reset or reassign (or both) using data selection other than interim ID. To do this, you can process these reset and reassign options by running the Reset Interim Payment Header Records program (R07350I). You can access this program by choosing Reset/Reassign Payment Headers from the Advanced and Technical operations menu (G07BUSP3).

Note

You can only reassign interim payments to a different interim ID or reset interim header records for unprocessed interim payments. Therefore, if you enter interim payments using the interactive method, or if you have already chosen the Process option from the Work With Interims Workbench menu, you must reset the calculations of the interim payments before you can reassign them to a different interim ID or reset the interim header records.

After you reassign interim payments to an interim ID, you must reprocess those payments to restore the payment calculations in the system.

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

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

1. On Work With Interims Workbench, click Find.

2. Choose the interim ID that you want to reset or reassign, choose Reset Functions from the Row menu, and then choose Reset/Reassign ID.

3. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:

   • Reset Interim Calculations

> **Note**
>
> You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the calculations for the interims, or if the interims have not yet been processed, you do not need to choose the Reset Interim Calculations option.

4. To reset interim header records, click the following option:

   - Reset Payment Headers

5. To reassign interim payments to another interim ID, click the following option:

   - Reassign Interim ID to Another ID

6. If you have selected the Reassign Interim ID to Another ID option, complete the following field:

   - To Interim ID

7. Click OK.

8. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.

9. Make any necessary revisions to the interim payments, employee information, or system information.

10. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu, and then choose Process Single.

    If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

11. On Process Interims Confirmation, click OK.

► **To reset or reassign selected interim payments**

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

1. On Work With Interims Workbench, click Find.

2. Choose the interim ID that contains the payments that you want to reset, and then choose Review/Revise Int from the Row menu.

3. On Work With Interim Payments, choose the payments that you want to reset in the detail area, choose Reset Functions from the Row menu, and then choose Reset/Reassign.

4. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:

   - Reset Interim Calculations

5. To reset interim header records, click the following option:

   - Reset Payment Headers

6. To reassign interim payments to another interim ID, click the following option:

   - Reassign Interim ID to Another ID

7. If you have selected the Reassign Interim ID to Another ID option, complete the following field:

   - To Interim ID

8. Click OK.

9. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.

10. Make any necessary revisions to the interim payments, employee information, or system information.

11. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu and then choose Process Single.

    If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

12. On Process Interims Confirmation, click OK.

See Also

The following topics in the Payroll Guide for additional information:

- ❑ *Reviewing and Revising Interim Payments*
- ❑ *Entering Interim Payments*

Creating Reports for Interim Payments

Using the Interim Payment Workbench, you can create reports for all interim payments that are included in a specified interim ID. You can create reports to verify whether the information included in the interim payments is correct before you process the payments through a payroll cycle.

You can generate reports using the Interim Payment Workbench in three different ways. If you are creating interim payments using batch processing, you can set up reports to print when you choose Process from the Work With Interims Workbench. You can also set up reports to print when you print interim payments from the Work With Interims Workbench. Finally, you can set up reports to print when you launch reports from the Interim Payment Workbench.

To create reports using the Work With Interims Workbench, you set up a report model that specifies which reports the system creates for interim payments. You must enter this report model in the processing options for the Work With Interims Workbench program (P07210I). You can then set up the reports that you want to print for each interim ID by choosing reports from the report model that you have entered in the processing options. If you leave this processing option blank, the system uses the JDE report model, which includes the following reports for interim payment processing:

When the report is produced	Report Name
Process Interims (Step 6)	R073012 - Payroll Register
Process Interims (Step 6)	R073013 - Summary Payroll Register
Process Interims (Step 6)	R073051 - Time and Pay Entry Journal
Process Interims (Step 6)	R053191 - Payroll Exception Report
Interim Print Payments (Step 7)	R07238 - Payroll Payment Register
Interim Reports Only (Step 8)	R073665 - Employee Social Security Register
Interim Reports Only (Step 8)	R053001 - Time and Pay Entry Register
Interim Reports Only (Step 8)	R073012 - Payroll Register
Interim Reports Only (Step 8)	R073013 - Summary Payroll Register
Interim Reports Only (Step 8)	R073053 - D/B/A Transaction Audit Report
Interim Reports Only (Step 8)	R073062 – D/B/A-Register
Interim Reports Only (Step 8)	R073170 - Federal Tax Distribution Summary
Interim Reports Only (Step 8)	R773162 - Provincial Tax Distribution Summary (Canada)
Interim Reports Only (Step 8)	R773170C - Tax Distribution Summary - Federal (Canada)
Interim Reports Only (Step 8)	R77323 - Employee Earnings & Tax Register (Canadian)
Interim Reports Only (Step 8)	R773660 - Employment Insurance Register (Canada)

Prerequisite

❑ Create a report model to use for interim payment reports. See *Setting Up Payroll Cycle Reports* in the *Payroll Guide* for more information.

❑ Enter the report model that you created for interim payments in the processing options for the Work With Interims Workbench program (P07210I).

► **To set up reports for an interim ID**

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

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

   - Interim ID

2. Choose the Interim ID for which you want to modify the report model and from the Row menu choose Reports, and then choose Setup Reports.

3. On Reports Setup, choose a blank line in the detail area and then choose Reports Model from the Form menu.

4. On Reports Model, choose a report in the detail area and click Select.

   The report appears in the detail area.

5. On Reports Setup, Repeat steps 3 and 4 until you have chosen all of the reports that you want to process for the interim ID.

6. To enter a different version of a report, complete the following field for each report for which you want to enter a different version:

   - Report Version

7. Click OK.

► **To create reports for interim payments**

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

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

   - Interim ID

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

3. On Payroll Reports Only, click one of the following options, and then click Find:

   - Report Only
   - Interim Report Only
   - All Reports

     The All Reports option allows you to print all reports for which a valid version exists, even if that report is not set up to print during the reports step of interim payment processing.

4. To print individual reports, choose the report, and then choose Submit Report from the Row menu.

5. To print all of the reports that are set up to print during the reports step of the interim payment process, choose Reports Only from the Form menu.

6. Click OK.

Deleting Interim Payments

If you have not yet processed an interim payment in a payroll cycle, you can delete the interim payment. However, you cannot delete an interim payment if the system is currently in the process of printing the payment. If you have already printed the payment, you must reset it before you can delete the payment from the system.

When you delete an interim payment, consider the following:

- If you choose to delete the timecards that are associated with the interim payment that you are deleting, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.

- If you do not delete the timecards associated with the deleted interim payment, the system can include the timecards in future payroll cycles.

- If you do not delete the DBA transactions associated with the deleted interim payment, the system can include the transactions in future payroll cycles.

Caution

You cannot delete an interim payment by clicking the Cancel button on the Interim Entry form. To maintain the integrity of your payroll history, you must follow the steps in this task to delete an interim payment.

See Also

❑ *Resetting and Reassigning Interim Payments* in the *Payroll Guide* for more information

▶ **To delete selected interim payments**

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

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

   - Interim ID

2. Choose a record in the detail area and then choose Revise/Review Int from the Row menu.

3. On Work With Interim Payments, choose the record in the detail area that you want to delete.

Note

To select multiple interim payments in the detail area, hold down the Shift key and choose all of the interim payments that you want to delete.

4. If you have printed the check already, choose Reset Functions and then Reset Print Pymts from the Row menu.

5. On Reset Checks and Auto Deposits, choose one of the following options and then click OK:

   - Reset Checks

   - Reset Auto Deposits

6. On Reset Checks and Auto Deposits Confirmation, click OK.

7. On Work With Interim Payments, click the Delete button.

8. On Confirm Delete, click OK.

9. On Delete Interims, choose the following option if you want to delete all of the timecards that are associated with the interim payment:

   - Delete Timecard Transactions?

10. To delete all of the DBA records that are associated with the interim payment, choose the following option:

    - Delete DBA Transactions?

11. Click OK.

Processing Interim Payments in a Payroll Cycle

You process interim payments so that you can create payments, generate reports and journal entries, and update employee payroll history information. You can create printed payments, automatic deposit information, and reports using the Interims Workbench, or you can create this information during a regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must process interim payments in a regular payroll cycle to create journal entries and update employee payroll history.

You can process interim payments through a regular payroll cycle in the following two ways:

Merge interim payments　The system processes interim payments with the regular payroll payments. The system prints computer interim payments along with the regular payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle.

Process interim payments only　The system processes interim payments only, and prints all computer interim payments that are included in the payroll cycle. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle.

Note

If you create printed payments or automatic deposit information for interims using the Interim Payment Workbench, those payments will not be generated again when the payments are included in a regular payroll process.

Prerequisite

❑ Create a payroll ID to use for processing interim payments. See *Creating a New Payroll ID* in the *Payroll Guide*.

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

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

1. On Work With Pay Cycle Workbench, click one of the following options, and then click Find:

   • Both
   • Pre-Payroll
   • Interims Only

   To merge interim payments with regular payments, click the Pre-Payroll Version option. To process interim payments only, click the Interims Only Pre-Payroll Version option.

2. Choose the record in the detail area, and then click Select.

3. On Pre-Payroll Processing, click the following option if you want to merge interim payments with regular payments:

- Merge Interims

4. If you want to process interim payments only, verify that the following option is activated:

- Interim Only

5. Click the following option, and then click OK:

- Submit Pre-Payroll

6. Complete the remaining steps for a payroll cycle.

Note

If you printed interim payments using the Interim Payment Workbench, the system will not print those payments again during the Print Payments step of the payroll cycle.

Related Tasks

Printing interim checks   In some cases, you might occasionally need to give an employee an interim check before you are ready to process that interim check in a payroll cycle. In this case, you can print the check and then process the payroll cycle at a later date.

When you process the payroll cycle that includes this interim check, the system does not print the check again. This printing feature is available for checks only. You cannot print automatic deposits before you process them in a payroll cycle.

See Also

For more information, see the following topics in the *Payroll Guide*:

- ❑ *Printing Interim Payments*
- ❑ *Processing Pre-Payroll*
- ❑ *Reviewing Payroll Cycle Information Online*
- ❑ *Processing Payments*
- ❑ *Processing Pro Forma Journal Entries*
- ❑ *Reviewing Payroll Cycle Reports*
- ❑ *Processing the Final Update*

Reviewing Union Reports

If your organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

Reviewing the Union Distribution Report

From the Periodic Processing menu (G07UN2), choose Union Distribution Report.

You print the Union Distribution report (R073151) to review detailed information by union about each employee's work hours per pay period. You use this report primarily to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee

- Total hours worked for the month

- Total gross pay

- Employee totals

- Union totals

- Grand totals for the entire report

The information provided in this report is based on the Employee Transaction History table (F0618).

Processing Options for the Union Distribution Report (R073151)

Display Tab

Use these processing options to specify the information that you want to print on the report.

1. Pay Period End Date

Use this processing option to display the pay period ending date on the report. This value is informational only. This value does not control data selection. You must set up the data selection in the program version. If this field is blank, the system does not print the pay period end date on the report.

2. Employee Idenfitication Number
   1 = Address Book Number
   2 = Social Security Number
   3 = Additional Employee Number
   blank = default to Company Constants

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

Blank Use the default value set up in company constants.

1   Use the address book number.

2   Use the social security number (employee tax ID).

3   Use the alternate employee number.

Any other value in this field will cause the default value that is set up in company constants to be used.

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability Report (R073152) to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that appear on the report. The report shows actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each hour type that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618).

Prerequisite

❑ Set up Union Liability Basis Tables in UDC 06/IP. See *User Defined Codes* in the *Foundation Guide* for additional information and instructions for working with user defined codes.

Processing Options for the Union Liability Report (R073152)

Display Tab

Use these processing options to specify the information that you want to print on the report.

---

1. Pay Cycle Code

Use this processing option to select the pay cycle type (from master pay cycles) to be used in the report.

2. Month

Use this processing option to select the month for which pay period ending dates will appear on the report.

3. Year

Use this processing option to select the year of the reporting period.

4. Century

Use this processing option to select the century of the reporting period.

5. Employee Identification Number
   1 = Address Book Number
   2 = Social Security Number
   3 = Additional Employee Number
   blank = default to Company Constants

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

Blank Use the default value set up in company constants.

1   Use the address book number.

2   Use the social security number (employee tax ID).

3   Use the alternate employee number.

Any other value will cause the default value that is set up in company constants to be used.

6. Union Liability Basis Code 1

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

The order that these codes are entered in the processing options is the order that they will appear on the report.

7. Union Liability Basis Code 2

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

The order that these codes are entered into the processing options is the order that they will appear on the report.

8. Union Liability Basis Code 3

Use this processing option to identify the table of pay type, benefits, deductions, and accruals that are used in the calculations. The order in which these tables are entered in the processing options is the order in which they will appear on the report.

9. Union Liability Basis Code 4

Use this processing code to identify tables of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic time card generation.

The order that these codes are entered into the processing options is the order that they will appear on the report.

10. Union Liability Basis Code 5

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

The order that these codes are entered in the processing options is the order that they will appear on the report.

Payment Reconciliation

To ensure that the information in the Payroll system is consistent with your bank records, you must periodically reconcile payments. You can reconcile payments manually or you can run a program that automatically reconciles payments.

When you reconcile payments manually, you can review the status of individual payments, reopen an item that was previously marked as reconciled, or mark a check as unclaimed.

When you reconcile payments automatically, the system compares your payroll history with the information that you receive from the bank.

To help you reconcile payments, you can review reconciliation reports that help you identify outstanding payments as well as discrepancies between the net pay amounts that the bank reports and the net pay amounts in your payroll history records.

Reconciling Payments

You reconcile payments to make your payment information consistent with your bank records. You can reconcile your payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether your payroll history corresponds to the bank's records.

Reconciling Payments Manually

When you reconcile payments manually, you can review the reconciliation status of the payments and change it if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

►   **To reconcile payments manually**

From the Paycheck Reconciliation menu (G07PC12), choose Check Reconciliation.

1. On Check Reconciliation, complete the following field, and then click Find:

    *   G/L Bank Account

2. Click one of the following options:

    *   All Checks
    *   Reconciled Checks
    *   Unclaimed Checks
    *   Unreconciled Checks

3. To limit your search, complete the following optional fields, and then click Find:

- Check Dates - From
- Thru
- Check Number

4. Review the information in the detail area.

5. To change the reconciliation status of a payment, choose a record in the detail area and choose one of the following options from the Row menu:

- Reconcile
- Reopen
- Unclaimed Funds

6. If a payment requires a reconciliation date other than the date that it cleared, complete the following field:

- Recon Clearing

7. Click OK.

Copying Bank Information to the Payroll System

From the Paycheck Reconciliation menu (G07PC12), choose Custom Reformat.

Typically, your bank sends you a tape that includes information about reconciled payments. The system stores the information from the bank in the Bank File of Cleared Checks – Flat File OneWorld Only table (F075611). Before you can reconcile payments automatically, you must copy the bank information (the information in the F075611 table) to the Bank Reconciliation – Paid File table (F06561) in the Payroll system.

You use the Custom Reformat program (R8907561) to perform the copy process. This program is a table conversion program that creates the Bank Reconciliation – Paid File table (F06561) and copies the bank information, including interim payment status, to that table. This program is designed to be used with fixed-width, space-delimited information. If the information from your bank is in a different format, you can customize the program to meet your specific needs.

Prerequisite

❑ Load the bank tape to the Bank File of Cleared Checks – Flat File OneWorld Only table (F075611). The F075611 file is a fixed-width, space-delimitated file that follows the format of the Bank Reconciliation - Paid table (F06561) with regard to length and starting positions. The F075611 is left-justified with trailing blanks. Contact your system administrator for assistance.

See Also

❑ *Creating a Batch Version* in the *Foundation Guide* for information about creating and modifying a UBE

❑ *Setting Up a Table Conversion* in the *Table Conversion Guide*

❑ *Running a Table Conversion* in the *Table Conversion Guide*

Reconciling Payment History Automatically

From the Paycheck Reconciliation menu (G07PC12), choose Reconcile Check History.

To streamline the process of reconciling payments, you can run a program that reconciles the outstanding payments automatically. When you reconcile payments automatically, the system copies the information in the Bank Reconciliation - Paid File table (F06561) and compares that information with the payment history in the Paycheck History Summary table (F06156). The system then reconciles matching entries and generates reports that you can use to verify that the information is correct.

When you reconcile payment history automatically, the system prints the Check Reconciliation - Update History report. Review this report to verify that the information is correct. In some cases, the system also prints the Amounts not Equal and the Issued but not Cleared reports. You use these reports to determine whether errors have prevented any payments from being reconciled.

Prerequisite

❑ Copy the reconciliation information from your bank to the Bank Reconciliation – Paid File table (F06561). See *Copying Bank Information to the Payroll System* in the *Payroll Guide*.

❑ Set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field. See *User Defined Codes* in the *Foundation Guide* for additional information about working with user defined codes.

See Also

❑ *Reviewing Payment Reconciliation Reports* in the *Payroll Guide* for additional information

Processing Options for Reconcile Check History (R075613)

Defaults Tab

---

1. Enter valid values to reconcile Auto Deposits

Blank = Do not reconcile Auto Deposits
1 = Reconcile Auto Deposits

Use this processing option to specify whether you want to reconcile automatic deposits. Valid values are:

1   Reconcile automatic deposits.

  Blank Do not reconcile automatic deposits.

2. Enter valid values to reconcile Voids

Blank = Do not reconcile Voids
1 = Reconcile Voids

Use this processing option to specify whether you want to reconcile voided payments. Valid values are:

1   Reconcile voided payments.

  Blank Do not reconcile voided payments.

4. Enter valid values to reconcile amounts that are not equal in F06561 (Bank Record) and F06156 (Paycheck Amount)

Blank = Do not reconcile amounts not equal
1= Reconcile amounts not equal

Use this processing option to specify whether you want to reconcile amounts that are not equal. Valid values are:

1   Reconcile amounts not equal.

Blank Do not reconcile amounts not equal.

5. Print Employee Name and Number on Report

Blank = Do not print employee Name and Number
1 = Print Employee Name and Number

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1   Display employee name and number.

Blank Do not display employee name and number.

Reviewing Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly.

The system automatically generates the Reconcile Check History report each time that you reconcile payments automatically. The Amounts not Equal report is generated only when the payment records from the bank do not match the records in your payroll history. The system generates the Issued but not Cleared report only when outstanding payments exist. The system does not automatically generate the Reconcilement Register. You can generate it when you need to review detailed information about outstanding payments.

Reviewing the Reconcile Check History Report

From the Paycheck Reconciliation menu (G07PC12), choose Reconcile Check History.

When you run the Reconcile Check History program (R075613), the system generates a report that is based on the information in the Bank Reconciliation - Paid File table (F06561). Verify that the following information is correct:

- Employee names and numbers
- Check numbers and dates
- Net pay amounts per check
- Reconciliation indicator

On the report, the T (Reconciled) field contains either an R (if the payment has been reconciled) or an asterisk (if the system has no record of the payment). The Status field specifies one of the following payment types, if applicable:

- C (computer-generated interim payment)
- M (manually produced interim payment)
- A (automatic bank deposit)

Reviewing the Amounts not Equal Report

When you reconcile payment history automatically, some payment amounts in your payroll history might vary from the corresponding amounts in the bank's records. In such a case, the system generates the Paycheck Recon - Amounts Not Equal report (R075613A). This report lists payments for which discrepancies exist.

Reviewing the Issued but not Cleared Report

When you run the program to reconcile payment history automatically, your payroll history might include some outstanding payments that are not included in the bank records. In this case, the system generates the Paycheck Recon - Issued But Not Cleared report (R075613B). This report lists payments that have been issued but have not yet been paid by the bank.

Reviewing the Reconciliation Register Report

From the Paycheck Reconciliation menu (G07PC12), choose Reconciliation Register.

After you reconcile payments, you can review the Reconciliation Register report (R073241) to identify any outstanding payments. You can generate this report at any time. The report includes the following information:

- Payment numbers and dates
- Net pay amounts per payment
- Totals by payment date
- Employee names and numbers

The information in this report is based on the Pay Check History Summary table (F06156).

Processing Options for Reconciliation Register (R073241)

Defaults Tab

Use this processing option to specify the information that appears on the report.

1. Enter values to print employee name and number:

Blank = Do not print employee name and number.
1 = Print employee name and number.

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1   Display employee name and number.

  Blank Do not display employee name and number.

2. Enter valid values to include voided checks (negative amounts) in the grand totals.

Blank = Do not include voided checks in the grand totals.
1 = Include voided checks in the grand totals.

Use this processing option to specify whether the system includes voided payments (negative amounts) in the grand total figure. Valid values are:

Blank

Do not include voided payments.

1

Include voided payments.

Records of Employment

Human Resources Development Canada (HRDC) requires employers to issue a Record of Employment (ROE) when an employee has an interruption of earnings. An interruption of earnings occurs when an employee quits, is laid off or terminated, or has seven consecutive calendar days without both work and insurable earnings. Interruptions of earnings also occur when insurable earnings fall below 60 percent of normal weekly earnings due to situations such as illness, injury, and pregnancy.

The HRDC uses the ROE to calculate Employment Insurance benefits for the employee. The ROE that the system generates meets all of the HRDC reporting requirements.

Note

All ROE processing originates on the ROE Workbench (P770631).

Creating a Single ROE

You can enter a single ROE when an employee does any of the following:

- Takes a leave of absence

- Submits a resignation

- Terminates employment for any reason

- Requests an ROE, and a seven-day interruption of earnings has occurred

► **To create a single ROE**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, click Add.

2. On Revise ROE, complete the following fields on the Date Reason tab:

   - First Day Worked
   - Last Day Worked
   - Expected Recall Date
   - Final PP Ending Date
   - Recall Code
   - Reason for Issuing ROE

3. To include Statutory Holiday pay upon termination, click the Holiday Pay tab and complete the following fields:

   - Code

   - Amount

4. To include pay (other than regular pay) upon termination, click the Other Monies tab and complete the following fields:

   - Explanation

   - Amount

5. To include pay for sick leave, maternity or paternity leave, or wage-loss indemnity, click the Sick/Maternity/Paternity/Vacation tab and complete the following fields:

- Start Date

- Amount

6. Click one of the following options to indicate the frequency of the sick pay amount:

- Per Day
- Per Week

7. To include vacation pay, complete the following field on the Sick/Maternity/Paternity/Vacation tab:

- Vacation Pay

8. To attach comments to an ROE, choose Comments from the Form menu.

9. On Comments, enter any comments and then click OK.

10. On Revise ROE, click OK.

Processing Options for ROE Workbench (P770631)

Defaults Tab

These processing options let you define values that will be used when generating ROEs.

1. Recall Code

Use this processing option to indicate whether the employees who are receiving ROEs are expected to be recalled.

The value you enter in this processing option is useful if you are issuing a large number of ROEs to employees who are terminating or being laid-off, and will likely be rehired together, such as seasonal workers. You can edit individual ROEs after they are created to specify a different return status.

Valid values are:

Y Yes, employee is expected to be recalled.

N No, employee is not expected to be recalled.

U It is unknown whether employee will be recalled.

These valid values are stored in user defined code table 07/RE.

2. Reason For Issuing ROE

Use this processing option to specify the type of work stoppage or interruption for which multiple ROEs are being issued. Valid values for this processing option are stored in user defined code table 06/RT.

If you enter the following reason code, you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE:

  K Other

3. Expected Recall Date

Use this processing option to enter the date you expect to recall the employees for whom you are creating ROEs using the Create Multiple ROEs program (R770631A). For example, you would use this processing option if you are issuing ROEs to seasonal workers who will return to work on a predetermined date. Entering a date in this processing option does not obligate you to rehire employees on this date.

4. Single-Print Version

Use this processing option to identify the version of the Print ROEs/Update History report (R770631B) that the system uses to print single ROEs. If this option is left blank, the system uses version XJDE0001.

Box 17 Tab

These processing options let you specify the codes that the system uses to supply values for vacation pay and Statutory Holiday pay on ROEs (Box 17).

1. Vacation Pay Table

Use this processing option to specify the code that your company uses for vacation pay types. Valid values for this processing option are stored in user defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option allows the system to calculate the amount of vacation pay the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in Box 17A on the ROE.

2. Holiday Pay Table

Use this processing option to specify the code that your company uses for Statutory Holiday pay types. Valid values for this processing option are stored in user defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option allows the system to calculate the amount of statutory holiday pay the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in Box 17B on the ROE.

Contact / Issuer Tab

These processing options let you specify default values that appear on all ROEs.

1. Contact Name

Use this processing option to enter the name of the individual who can be contacted with questions concerning the ROE. This name will be printed on the ROE.

2. Contact Telephone Number

Use this processing option to enter the phone number of the individual who can be contacted with questions concerning the ROE. This phone number will print on the ROE, and must be entered in the following format:

aaa-ppp-nnnn-xxxx

where:

aaa is the area code (required)

ppp-nnnn is the prefix and telephone number (required)

xxxx is the extension (optional)

3. Issuer Name

Use this processing option to enter the name of the individual who is issuing the ROE. This name will be printed on the ROE.

4. Issuer Telephone Number

Use this processing option to specify the telephone number of the issuer/employer in Box 21. Enter the number in the format aaa-ppp-nnnn-xxxx, where aaa = area code (required),

ppp-nnnn = prefix and telephone number (required), and xxxx = extension (optional).

5. Preferred Language For Communication

Use this processing option to specify the language that is preferred by the individual who can be contacted with questions concerning the ROE. Valid values for this processing option are stored in user defined code table 01/LP.

The contact's preferred language will print on the ROE. This processing option does not determine the language of the ROE.

ROE Laser Print

These processing options let you export ROE information to a text file so that it can later be processed through the ROE Laser Print software.

1. Export ROE Information
Blank = Do Not Export
1 = Export

Use this processing option to export the ROE information to a text file so that it can later be processed through the ROE Laser Print software. If the information is exported, the file name will be "EmployeeLastName-AddressNumber.roe", for example, "CHRETIEN-1234.roe". New records will be appended to existing records in the text files (i.e., nothing will be deleted and one ROE text file will exist per employee). Note: The directory where the files will be written needs to be entered in the next processing option. Valid values are:

Blank

Do Not Export

1

Export

2. Path And Directory Of Exported Files

Use this processing option to specify the path and directory where you want the exported ROE text files to be written. This path has to be recognized by the computer where the Print ROE/Update History Report (R770631B) is executed. This report is launched automatically when you print an ROE statement through the ROE Workbench program. For example, if R770631B is setup to run locally, you might enter C:\ROE_Files\

Note: You must enter a slash at the end of the path. In addition, the combined length of the file name plus the path name cannot be more than 255 characters.

Creating Multiple ROEs

You might need to process many ROEs at one time, such as at the end of a seasonal employment period or during a layoff. When you create multiple ROEs, you enter information that applies to every employee who is receiving an ROE, such as the reason for the ROE and the expected recall date. You then use data selection to specify which employees should receive ROEs.

Prerequisite

❑ Create a version of Create Multiple ROEs (R770631A) with data selection set to select the employees for whom you are creating ROEs. See *Creating a Batch Version* and *Accessing Data Selection and Sequencing for Batch Versions* in the *Foundation Guide*.

► **To create multiple ROEs**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, choose Create Multi ROEs from the Form menu.

2. On Create Multiple ROEs, complete the following fields and click OK:

   - Recall Code
   - ROE Work Stop Reason
   - Date of Recall
   - Vacation Pay Table
   - Holiday Pay Table
   - Version of R770631A

3. Complete the steps to run a report.

Printing and Updating ROEs

You must print and issue ROEs to employees within five days of an interruption of earnings. Employees can use ROEs to submit claims for EI Benefits.

In addition to printing ROEs, you can export ROE files records to process and print by using the ROE Laser Print software.

Note

If you export ROE files, you should map Print ROEs / Update History (R770631B) to run locally so that you can access the exported files.

You must also synchronize the ROE serial numbers in EnterpriseOne and in the ROE Laser Print program to cross-reference between the two programs, and the contact information in both programs must be the same.

When you print ROEs, the system updates the Unemployment Insurance History File table (F06176) with ROE serial numbers so that the EI history is not included in any subsequent ROE records. The update also keeps a record of ROEs. ROE records must be complete and correct, particularly if the government requests an audit. After successfully printing the ROE, the system locks the employee records in table F06176.

In addition to updating history when you print ROEs, you can update history for ROEs that you have issued manually.

Each time that you print and update ROEs, the system generates a report if it encounters any of the following errors:

- Employee number is not found in the Address Book system.
- Company number is not found in the Address Book system.
- Tax ID number is not found in the tax ID table.
- Insurable gross pay exceeds the yearly limit.
- EI rate for the yearly maximum is not set up.

If, while printing and updating a single ROE, the system detects an error, the system prints only the exception report. The update is not complete, and the system does not print an ROE.

If the system detects an error while printing and updating multiple ROEs, it prints and updates history only for ROEs that are not in error. The system lists each ROE that is in error on the exception report.

See Also

❑ `http://www.hrdc.gc.ca/ae-ei/pubs/roelaser.html` for information about obtaining the ROE Laser software

Prerequisite

❑ Create a version of Print ROEs / Update History (R770631B) with data selection set to select the ROEs that you are printing and updating. See *Creating a Batch Version* and *Accessing Data Selection and Sequencing for Batch Versions* in the *Foundation Guide*.

❑ If you are exporting ROE files for the ROE Laser Print program, use OCM to map Print ROEs / Update History to run locally. See *Mapping Objects* in the *Configurable Network Computing Implementation Guide*.

► **To print and update a single ROE**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, complete the following field and click Find:

   - Employee ID

2. Choose a record in the detail area and choose Print Single ROE from the Row menu.

3. On Print Confirmation, click Yes.

4. On Print ROEs / Update History, complete the following fields and click OK:

   - Pay Cycle Code
   - ROE Serial Number
   - ROE Issue Date
   - Version

5. Complete the steps to run a report.

► **To print and update multiple ROEs**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, choose Print Multi ROEs from the Form menu.

2. On Print ROEs / Update History, complete the following fields and click OK:

   - Pay Cycle Code
   - ROE Serial Number
   - ROE Issue Date
   - Version

3. Complete the steps to run a report.

Re-issuing an ROE

You can re-issue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record, and requires that you print and update the ROE again.

When you re-issue an ROE, the system creates a duplicate record in the Unemployment Insurance History File table (F06176). The system stores the original ROE record with the original serial number and a notation that the ROE was re-issued.

See Also

❑ *Printing and Updating ROEs* in the *Payroll for Canada Guide*

► **To re-issue an ROE**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, complete either of the following fields and click Find:

    •   Employee ID
    •   ROE Serial Number

2. Choose a record in the detail area and choose Re-Issue Single ROE from the Row menu.

3. On Re-Issue Confirmation, click Yes to re-issue the ROE.

4. On Re-issue of Issued ROE, click OK.

Deleting an ROE

You can delete an ROE that was issued if you determine that the ROE is a duplicate, in error, or unnecessary. For example, an unnecessary ROE might be one that you created in anticipation of a layoff that did not subsequently occur.

When you delete an issued ROE, the system unlocks the record in the Unemployment Insurance History File table (F06176) and deletes the ROE serial number. You use this procedure only after an ROE has been updated to history.

You can delete an ROE before updating it to history. You cannot delete a reissued ROE.

► **To delete an ROE**

From the ROE Processing menu (G77BCAP16), choose ROE Workbench.

1. On Work With ROEs, complete either of the following fields and click Find:

    •   Employee ID
    •   ROE Serial Number

2. Choose a record in the detail area and click Delete.

Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types of information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing. You should review each error that appears on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must correct payroll history either by revising the appropriate payroll information or by making changes to the payroll history tables. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Types of Payroll History

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

Detail records Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

Summary records After the system stores records in the detail history tables, it totals and summarizes the information in these tables, and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. The use of summary history tables to report tax and earnings information reduces processing time.

PDBA History Tables

The following two-column table lists detail PDBA history tables and their corresponding summary tables:

Detail Table	Summary Tables
DBA Transaction Detail History (F0719)	• Calendar Month DBA Summary History (F06145)
	• Employee Transaction History Summary (F06146)
	• Tax Area Transaction History (F06148)
Employee Transaction History (F0618)	• Employee Transaction History Summary (F06146)
	• Workers Compensation Summary History (F0627)

Verifying the Integrity of Payroll Detail History

From the Canada History Reports menu (G77BCAP15), choose Canadian Payroll History Audit Report.

To ensure that the system records the correct amounts on your tax and year-end reports, you should run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The Canadian Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

Important

The Canadian Payroll History Audit Report verifies that tax type CA exists for every employee that has a record for any of the following tax types in the Tax History table (F0713): CB, CC, CD, CE, CF, CG, or CH.

If an employee does not have tax type CA, the year-end workfile will be invalid. Therefore, it is very important that you run the Canadian Payroll History Audit Report and correct any errors before you generate the year-end workfile.

You use the processing options to specify whether this report compares basic history information, pay cheque history information, or both.

If you choose to compare basic history information, the report compares the information in the following tables:

Summary Tables	Detail Tables
Tax History (F0713)	Pay Check History Tax Ledger - Canadian DB (F0716)
Calendar Month DBA Summary History File (F06145)	DBA Transaction Detail History (F0719)
Employee Transaction History Summary (F06146)	Employee Transaction History (F0618) and DBA Transaction Detail History (F0719)
Unemployment Insurance History File (F06176)	Pay Check History Tax Ledger - Canadian DB (F0716)

If you choose to compare pay cheque history information, the report compares the information in the following tables:

Summary Tables	Detail Tables
Pay Check History Summary (F06156)	Pay Check History Tax Ledger - Canadian DB (F0716)
Pay Check History Summary (F06156)	Employee Transaction History (F0618)
Pay Check History Summary (F06156)	DBA Transaction Detail History (F0719)

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Processing Options for Canadian Payroll History Audit Report (R77703)

Process Tab

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

1. **Enter Year for Audit Report.**
   (Enter a 4 digit year)

Use this processing option to specify the year for which the report should audit history information.

NOTE: Enter the year using four digits (for example: 2005).

2. **Enter Month for Audit Report**
   (Example: January = 01)

Use this processing option to specify the specific month for which the report should audit history information.

NOTE: Enter the month using two digits (for example: January = 01).

3. **Perform Basic History Audit.**
    1 = Perform the following comparisons
        F0713 to F0716
        F06145 to F0719
        F06146 to F0618 and F0719
        F06176 to F0716
    Blank, 0 = Do not perform comparison

Use this processing option to specify whether you would like to perform a basic history audit. The Basic Audit report will compare the following tables:

F0713   to F0716

F06145 to F0719

F06146 to F0618/F0719

F06176 to F0716

Valid values are:

1

Perform the Basic History Audit.

Blank or 0

Do not run the Basic History Audit.

4. **Perform Paycheque History Audit.**
    1 = Perform the following comparisons.
        F06156 to F0716
        F06156 to F0618
        F06156 to F0719
    Blank, 0 = Do not perform comparison

Use this processing option to specify whether you would like to perform a paycheque

history audit. The paycheque history audit compares the following tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Valid values are:

1

Perform the Paycheque History Audit.

Blank or 0

Do not run the Paycheque History Audit.

5. **Company.**
   (Blank = process all companies)

Use this processing option to specify the company for which to run the audit reports.

Note: If you leave this processing option blank, the system audits all companies.

Working with PDBA History Integrity

To ensure that the correct information appears on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA Integrity Report (R077021). This report identifies missing, inaccurate, or incomplete information in the Employee Transaction History Summary table (F06146).

To identify PDBA history integrity errors, run the PDBA History Integrity Report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must perform to correct integrity errors, review an explanation of the error code from the error code list that the Payroll system provides.

To correct PDBA history integrity errors, run the PDBA History Integrity Report in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the Employee Transaction History Summary table and generates a report that lists the errors that it could not correct. Review all errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected.

You should run integrity reports monthly, quarterly, and before you begin year-end processing.

To complete these tasks, you must run the integrity report at least twice, as follows:

- The first time to identify the errors

- The second time to correct the errors

Identifying PDBA History Integrity Errors

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

You use the Payroll Month PDBA Integrity report to identify errors in the Employee Transaction History Summary table (F06146). This table contains the adjustment amounts that might need to be added to taxable wages or reported in other detail boxes on the year-end forms. These amounts might include retirement account contributions, moving expenses, group term life insurance premiums, and so on. Ensuring that this table remains error-free simplifies your year-end processing tasks.

You typically generate the integrity report first in proof mode to identify possible errors without changing any information in your history tables. After you have reviewed and corrected any errors that appear on the report, you generate the report in final mode, during which the system updates the appropriate tables.

The Payroll Month PDBA Integrity report identifies the following types of information:

- Errors that you must correct manually.

- Errors that the program corrects when you run the report in update mode. These errors usually apply to multiple records.

To generate the Payroll Month PDBA Integrity report in proof mode, set the processing mode to Proof in the processing options.

Prerequisite

❑ Create a backup table of the Employee Transaction History Summary table (F06146). The Payroll Month PDBA Integrity report does not automatically create a backup of the information in this table when you run the report in update mode.

❑ Set the processing mode to Proof in the processing options for the Payroll Month PDBA Integrity report to print the report without updating the table.

Data Selection and Sequencing for the PDBA History Integrity Report

Enter the last two digits of the current year in the data selection. Also, do not change the data sequence of the report.

Processing Options for Payroll Month PDBA Integrity Report (R077021)

Process Tab

Use these processing options to specify the mode in which to run the Payroll Month PDBA Integrity Report. You can also specify any error types that you do not want the system to print on the report.

1. Processing Mode

0 = Proof
1 = Update

Use this processing option to specify whether you want to process the report in proof mode or update mode. Valid values are:

  0 Proof mode. The system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in update mode.

  1 Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

2. Error Codes to Omit

Use this processing option to list the error codes that you do not want the system to print on the report. To print all error codes, leave all fields for this processing option blank. Enter 4 digits for each error code that you want to omit. Use leading zeros for codes that are less than 4 digits, for example, 0101. For a list of valid error codes, see UDC list 06/IT.

Reviewing Error Codes for the PDBA Integrity Report

After you run the PDBA Integrity report (R077021) in proof mode, you must review each error that appears on the report. The Payroll system provides an error code list that describes each type of PDBA history integrity error. Use this error code list to determine the action that you must perform to correct the error to ensure accurate quarterly reports and year-end forms.

Any of the following error codes (defined in UDC 06/IT) might appear on the report:

0101 - Employee number is invalid	The employee number does not exist in the Employee Master Information table (F060116).
	Add the employee record to the Employee Master Information table, and then run the PBDA History Integrity report in update mode.
0102 - Pay, deduction, or benefit type does not exist	The pay, deduction, benefit, or accrual number does not exist in the Payroll Transaction Constants table (F069116).
	Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.
0103 - Tax ID does not exist	The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification table (F069086). This is a common error.
	Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Payroll Month version of the PDBA Integrity Report in update mode.
	The report corrects the tax ID for a number of forms automatically.
0104 - Tax ID does not match	The corporate tax ID on the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table (F069086). This is a common error.
	Verify that the tax ID on the Corporate Tax ID Revisions form is correct, and then run the Payroll Month PDBA History Integrity report in update mode.
	The report corrects the tax ID for a number of forms automatically.
	Note
	Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.
0105 - Amount due invalid	An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction.
	Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero by using the Advanced DBA Information form.
0106 - Number Periods invalid	A value exists in the Number of Periods field for the DBA, but the record for the DBA states that using Number of Periods is not allowed.
	Either change the Number of Periods field to allow periods or manually adjust the periods to zero by using the Advanced DBA Information form.

Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct the errors so that your quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

After you run an integrity report in update mode, you should run it again in proof mode to produce an error-free report. When the system finds no errors, it generates only the cover page.

If the PDBA History Integrity report does not generate errors, the review form does not allow you to review information. This form is used only to review and revise errors that are generated by the report.

Prerequisite

❑ Review the error codes that appear on the report. See *Reviewing Error Codes for the PDBA Integrity Report* in the *Payroll Guide* or the *United States Payroll Year-End Processing Guide* for an explanation of these error codes.

Correcting PDBA History Integrity Errors Manually

After you run the Payroll Month version of the PDBA Integrity Report (R077021), you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history ensures that the correct calculated totals print on your quarterly tax reports and year-end forms. For example, you might need to modify the gross pay amount for one month for a particular pay type.

You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the PDBAs Integrity Report Review program (P077002). This program updates the Employee Transaction History Summary table (F06146).

Caution

This program must have the highest possible level of system security because when you revise payroll history manually, the following occurs:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.

- The summary totals do not equal the detail totals.

► **To correct PDBA history integrity errors manually**

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Review.

1. On Work With PDBAs Review, complete one or more of the following fields, and click Find:

    - Company
    - Error Code
    - Year
    - History Type
    - Skip to Employee

2. Review the errors that appear in the detail area, and complete the following steps, as necessary.

3. To enter or correct a corporate tax ID number, complete steps 4 and 5.

4. On Work With PDBAs Review, choose Corp Tax ID (Corporate Tax IDs) from the Form menu.

5. On Work With Corporate Tax ID's, enter the necessary changes.

6. To void a payment, complete steps 7 through 9.

7. On Work With PDBAs Review, choose a record in the detail area.

8. Choose Payment History from the Form menu.

9. On Work With Payment History, complete the steps for voiding a payment.

10. To enter or correct PDBA history, complete steps 11 through 13.

11. On Work With PDBAs Review, choose a record in the detail area.

12. Choose History Rev (History Review) from the Row menu.

13. On PDBAs by Payroll Month, make any necessary corrections to any of the information in the following fields, and then click OK:

    - Amount
    - Pay Basis
    - Pieces

See Also

❑ *Entering Journal Entries* in the *General Accounting Guide*

❑ *Reviewing Error Codes for the PDBA Integrity Report* in the *Payroll Guide* or the *United States Payroll Year-End Processing Guide* for an explanation of the error codes that appear on the integrity report

❑ *Setting Up Corporate Tax IDs* in the *Human Capital Management Foundation Guide*

❑ *Voiding Payments* in the *Payroll Guide*

Correcting PDBA History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

After reviewing the Payroll Month PDBA Integrity report and making any manual corrections, you generate the report in update mode to update the Employee Transaction History Summary table (F06146) with the corrected information. Errors that are corrected automatically are corrected when you generate an integrity report in update mode.

Consult the payroll error code list for information that you need to correct before you generate the integrity report in update mode.

You can correct the following errors by running the Payroll Month PDBA Integrity report in update mode after you have made the necessary corrections as instructed for each error on the error code list.

- 0103 – Tax ID does not exist

- 0104 – Tax ID does not match

Prerequisite

❑ Set the processing mode to Update in the processing options for the Payroll Month PDBA Integrity report to generate the report and update the table.

Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During the final update, a machine failure or power outage might prevent the system from updating the summary history tables.

- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. If you revised or corrected the summary history table and want to keep the changes, you should not run a repost. Except for maximum amount taxes such as FICA and Medicare, the repost will not include the revisions that you made to the history summary table.

Prerequisites

❑ Back up all summary tables that you need to repost.

❑ Contact PeopleSoft for customer support.

Reposting the Tax Ledger to the Tax Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Tax Ledger to Tax Summary.

Repost the tax ledger to the tax summary if your Tax History table (F06136) contains corrupt data. This repost totals the tax transactions in the Pay Check History Tax Ledger table (F06166) by year, home company, tax type, tax area, tax ID, and employee number. It then posts these totals as one summary transaction to the Tax History table. The summary transaction includes the following totals by month for each year processed:

- Gross pay

- Excludable gross

- Pay in excess of annual limit for tax calculation

- Taxes withheld

The repost program summarizes information by check date. In addition, it overwrites existing totals in the summary table.

Processing Options for Repost Tax Ledger to Tax Summary (R07136)

Tax Repost
Enter the Tax Area to Repost
Enter the Tax Type to Repost
Enter the Year to Repost
Enter the Month to Repost --
   Blank value will Repost all months for
   specified Year
If desired, enter a Specific Employee, or leave
    blank to Repost all employees

Reposting Pay Types to the Payroll Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Pay Type to Payroll Month.

Repost pay types to the payroll month if your Employee Transaction History Summary table (F06146) contains corrupt data. This repost process totals the pay type transactions in the Employee Transaction History table (F0618) and posts monthly totals for gross pay and hours to the F06146. The repost summarizes by check date and overwrites existing totals in the F06146.

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

Payroll Repost
Enter the YEAR to be reposted

Reposting DBAs to the Payroll Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBAs to Payroll Month.

Repost DBAs to the payroll month if the information in your Employee Transaction History Summary table (F06146) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06146. The repost summarizes by check date and overwrites existing totals in the F06146.

Processing Options for Repost DBAs to Payroll Month (R07146B)

Payroll Repost
Enter the YEAR to be reposted

Reposting DBAs to the Calendar Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBAs to Calendar Month.

Repost DBAs to the calendar month if the information in your Calendar Month DBA Summary History File table (F06145) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA Summary History File table. The repost program summarizes by work date. It overwrites existing totals in the Calendar Month DBA Summary History File table.

Reposting DBAs to the Tax Area Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBA's to Tax Area Summary.

Repost DBAs to the tax area summary if the information in your Tax Area Transaction History table (F06148) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost totals the amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction History table. The repost overwrites existing totals in the Tax Area Transaction History table.

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

Select
1. Year To Repost

Blank = Repost All Years

Reposting the Workers Compensation Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Workers Compensation Summary.

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

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

Wage Attachments

In many countries, employers are responsible for collecting and distributing child support and other wage attachments. As an employer, you might be required by law (by way of a court order) to deduct a certain amount of the employee's pay and remit it to an individual or agency to satisfy the employee's debt. Failure to deduct and remit could subject your organization to penalties, fines, and interest. Therefore, you must accurately calculate deduction amounts and maintain wage attachment history by employee.

The Payroll system includes a feature, called the wage attachment workbench, that you can use to administer voluntary and involuntary wage withholding orders. You can track detailed information for each wage attachment and calculate complex deductions. For example, you can do the following:

- Track detailed wage attachment information, such as the case number for the wage attachment

- Define specific calculation rules

- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information

You can also manage the complexities of administering multiple wage attachments for employees. When an employee has multiple wage attachments, you need to determine the priority of each one. Priorities determine the order in which each wage attachment is deducted when an employee does not have enough disposable wages to satisfy all of the wage attachments. To do this, you must consider each court order, as well as federal and local regulations. You can specify the priority of each deduction at the wage attachment level or at the employee level. You can also override the system-defined priorities if necessary.

In addition, you can specify calculation rules for situations when employees have multiple wage attachments. These rules can be set up at the DBA level, the employee level, or the wage attachment level. For example, government regulations might specify that child support withholding cannot exceed 65% of an employee's disposable earnings. In addition, they might also specify that, if child support is less than 25% of disposable earnings, that the combined total of all child support and commercial garnishments cannot exceed 25% of disposable earnings.

In this situation, if an employee had a child support wage attachment that was set to calculate at 20%, and a commercial garnishment that was set to calculate at 10%, the wage attachment rule would adjust the wage attachment with the lowest priority so that the combined deduction does not exceed 25% of disposable earnings.

The wage attachment workbench is designed to accommodate the following involuntary and voluntary wage assignments:

- Tax levy (involuntary wage attachment)

- Child support (involuntary wage assignment)

- Garnishment (involuntary wage attachment)

- Loans (voluntary payroll deductions)

Tax Levy (Involuntary Wage Attachment)

A tax levy is issued to employees who fail to pay their taxes on time. The amount deducted from the employee represents taxes, penalties, or interest that is in arrears. In the case of a federal levy, the governmental taxing authority sends a notification of a levy on employee wages, salary and other income. This notification indicates the amount of the levy and specific tax information needed to calculate the levy correctly. You might need to enter exemption amounts for the levy. The Wage Attachment Workbench allows you to set up federal and local levy tables that apply to all employees. For each individual with a tax levy, you indicate the standard deduction and personal exemption amounts based on the levy notice received that directs the system to the correct levy tables. The Payroll system allows you to override the table amounts and to specify a different method of calculating the levy deduction.

Child Support (Involuntary Wage Assignment)

A withholding order for child support can be either for ongoing payments (wage assignment), amounts in arrears (back child support), or both. In many cases, all initial orders for child support require wage withholding unless the court order specifies another method of payment. This means that payroll departments have an increased number of child support withholding orders. In addition, you must calculate the disposable earnings on which to base the deduction, while considering the maximum amount of disposable earnings that can be deducted from the employee. Since each court order varies, the calculation of disposable wages, maximum amounts, and withholding amounts varies by individual. The Payroll system easily accommodates a variety of child support withholding orders, including the complexities surrounding multiple orders for an employee.

For employees with multiple child support orders, the Wage Attachment Workbench offers the flexibility to prorate amounts when an employee's wages are insufficient to cover all obligations. In such cases, you must determine the priority of each withholding order. To determine priority, employers must comply with the withholding order as well as state regulations. States have adopted three basic methods to handle multiple orders, and each of these methods is incorporated into the Wage Attachment Workbench:

- Priority is given to the first order received, which means that the first order must be completely satisfied before moving onto the next order.

- The available wages can be allocated based on the percentage of each order to the total amount of the orders (prorated).

- The available wages are split equally among all orders.

When an employee owes back child support (arrears), the amount to deduct for an individual can be included with the ongoing support obligation or as a separate wage attachment in the Payroll system.

Garnishment (Involuntary Wage Attachment)

A garnishment is a court-ordered payroll deduction imposed for nonpayment of a personal debt or child support. You are required to make a payroll deduction based on the court-ordered garnishment as well as to comply with state regulations regarding maximum amounts that can be withheld for each type of garnishment. In addition to back taxes and child support arrears, other examples of a garnishment include student loan collections, bankruptcy orders, and federal agency loan collections. The Payroll system can accommodate complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system can calculate, track, and maintain history for company-administered loans such as loans from the employee's stock or retirement plan. Some companies will make personal loans or allow employees to borrow funds from their retirement or stock plan. Whether the company is remitting the loan repayment deduction to a third party (retirement plan administrator) or an internal department, the Wage Attachment Workbench can be used, if necessary, to set up the loan, attach agency fees, and calculate interest. Unlike wage attachments or wage assignments, the setup for loans is not mandated by court order or federal or state regulations. However, complex calculations could require the use of a table, which can be set up in the Payroll system.

Wage Attachment Processing

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage attachment-processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Terms

The following terms are pertinent to wage attachments:

Employee	The debtor or obligor
Obligee	The creditor, garnishor, person, or organization to whom the employee owes money
Company	Your company, the employer, and the garnishee
Payee	The person or organization that receives the payments and, in turn, pays the obligee

Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. To help the courts determine reasonable methods for calculating garnishments, the federal government (as well as some states) issues guidelines for calculating garnishments. You can set up tables that reflect these guidelines.

For employees who owe tax levies, government agencies might set standard annual exemption amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees might be allowed a personal exemption and an exemption based on their marital status. Disabled employees might also be allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. Garnishments for different employees can use different calculation methods. Typical calculation methods include a monetary amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify the following:

- The range of wage amounts that are subject to garnishments
- The methods that the system uses to calculate the garnishment for each wage range

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities (tax areas) that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable garnishment table.

Note

You cannot set up garnishment table information on the standard calculation tables that are used for other DBA calculations (P059021). To ensure that government-initiated garnishments are calculated correctly, you must use the Wage Attachment Garnishment Table program (P07931).

► **To set up garnishment tables**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Garnishment Tables from the Form menu.

2. On Work with Garnishment Tables, click Add.

3. On Garnishment Table Revisions, complete the following fields:

    - Wage Attachment Table
    - Tax Area
    - Table Description

4. To define the lower limit for the range of disposable wages, complete the following field:

    - From

5. To define the upper limit for the range of disposable wages, complete the following field:

    - Thru

6. To define garnishment amounts for the specified wage range, complete the following fields:

    - Pay Frequency
    - Date - Beginning Effective
    - Date - Ending Effective
    - Amount or Rate
    - Method

7. Complete steps 4 through 6 for each wage range you want to include in the table.

8. Click OK.

Setting Up Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Example: Setting Up Exemption Levies

The following amounts are derived from the table for a single employee with one personal exemption:

2,500.00 single

2,300.00 one personal exemption

4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

Setting Up Standard Annual Exemption Amounts

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

▶ **To set up standard annual exemption amounts**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Std Exemptions (Standard Exemptions) from the Form menu.

2. On Work With Wage Attachment Exemptions, click Add.

3. On Wage Attachment Exemption Revisions, complete the following fields:

- Tax Area (Work)
- Date - Beginning Effective
- Date - Ending Effective
- Personal Exemption

4. Complete one of the following fields, as applicable:

- Standard Ded. Single
- Standard Ded. Head Household
- Standard Ded. Married Joint
- Standard Ded. Married Separate
- Standard Ded. Survive Spouse

5. Click OK.

See Also

❑ *IRS Publication 1494* for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income. This publication is available from the Internal Revenue Service.

Setting Up Additional Exemption Amounts for Disabilities

When an employee or an employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information that you need to complete these tables.

► **To set up additional exemption amounts for disabilities**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Additional Exempts (Additional Exemptions) from the Form menu.

2. On Work with WA Disability Exemptions, click Add.

3. On Wage Attachment Disability Exemption Revisions, complete the following fields:

   - Marital Status
   - Disability Flag
   - Pay Frequency
   - Date - Beginning Effective
   - Date - Ending Effective
   - Personal Exemption Amount

4. Click OK.

Entering Wage Attachments for Employees

To deduct a court-ordered payment from the employee's earnings, you can enter a wage attachment for the employee. You can also enter a wage attachment for an employee when your organization grants a loan to the employee and charges interest for the loan.

When you enter a wage attachment for an employee, you define the specific rules for calculating the wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for each wage attachment. You also can enter additional information for a wage attachment such as its file number and effective dates.

You can enter a wage attachment for an employee in either of the following ways:

- Enter the deduction for the wage attachment in the employee's DBA instructions. The system displays the Wage Attachment Revisions form, on which you can enter the unique information for the employee's wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.

- Enter the wage attachment information for an employee directly by accessing the Wage Attachment Revisions form from the wage attachment workbench. The system adds the wage attachment DBA to the DBA instructions for the employee.

You can choose the way that works best for you. If you have many employees with wage attachments, entering the wage attachment information directly is likely the most efficient entry method.

Prerequisites

- Set up a deduction for each type of wage attachment. See *Setting Up Deductions for Wage Attachments* in the *Human Capital Management Foundation Guide*.

- Enter obligees and payees into the Address Book system. See *Address Book Information* in the *Address Book Guide*.

See Also

- *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *Human Capital Management Foundation Guide* for information about entering the deduction for the wage attachment in the employee's DBA instructions

- *Assigning Fees and Interest to a Wage Attachment* in the *Payroll Guide* for information and instructions about adding fee and interest charges to an employee wage attachment

Entering a Wage Attachment for a Garnishment

You must enter a garnishment wage attachment for an employee when a court orders your organization to withhold payments for overdue child support or personal debt from the employee's wages.

When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method by which the system calculates the withholding amount (such as a flat rate or a percentage amount) for each pay period. The court determines this method. For garnishments, courts often require you to use guidelines that are defined by the state or federal government. In such cases, you can use a garnishment table as the method of calculation.

Note

To calculate a garnishment without using a garnishment table, enter NOTBL in the Table Code field on the Basic DBA Information form for the garnishment DBA. See *Setting Up Deductions for Wage Attachments* in the *Human Capital Management Foundation Guide* for additional information.

Prerequisite

- Set up garnishment tables. See *Setting Up Garnishment Tables* in the *Payroll Guide* for additional information.

► **To enter a wage attachment for a garnishment**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.

2. On Wage Attachment Revisions, complete the following fields:

   - Employee Identification
   - Deduction Number
   - Amount Due

3. Complete the following optional fields:

   - Source of Calculation
   - Case or Loan/Date
   - Obligee
   - Payee
   - No. Deduction Periods
   - Minimum Wage
   - A/P Voucher (Y,N)
   - Original Balance

4. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following field:

   - Amount 1/Method

5. To assign a priority to this wage attachment, click the Additional Information tab and complete the following field:

   - Wage Attachment Priority Number

6. Click OK.

Entering a Wage Attachment for a Loan

When your organization lends money to an employee, you can simplify the records that are required to track the payments by entering the loan as a wage attachment. Entering the loan as a wage attachment also simplifies the tracking of any fees and interest associated with the loan.

If your company does not charge a fee or interest on a loan to an employee, you can enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

When you enter a loan wage attachment for an employee, the system calculates the amount of the deduction based on the amount due. If the employee does not earn enough in a pay period to pay the loan deduction, the system does not calculate any fees or interest associated with the loan.

► **To enter a wage attachment for a loan**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.

2. On Wage Attachment Revisions, complete the following fields:

- Employee Identification
- Deduction Number
- Obligee
- Payee
- Amount Due
- Amount 1/Method

3. Complete the following optional fields:

- No. Deduction Periods
- Minimum Wage
- Original Balance

4. To assign a priority to this wage attachment, choose the Additional Information tab, and complete the following field:

- Wage Attachment Priority Number

5. Click OK.

See Also

❑ *Assigning Fees and Interest to a Wage Attachment* in the *Payroll Guide* for information and instructions about attaching fees and interest charges to a wage attachment.

Assigning Fees and Interest to a Wage Attachment

Some outside agencies charge fees for administering wage attachments. Your organization might also attach fees to any wage attachment or charge interest on loans that it provides to employees. You can assign fees and interest when you enter the wage attachment. The system updates the employee's DBA instructions with the DBA code for the fee or interest.

Prerequisite

❑ Enter the wage attachment. See the following topics in the *Payroll Guide* for more information:

   ❑ *Entering a Wage Attachment for a Garnishment*

   ❑ *Entering a Wage Attachment for a Loan*

   ❑ *Entering a Wage Attachment for a Tax Levy*

   ❑ *Entering a Wage Attachment for a Wage Assignment*

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

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, to locate the wage attachment for which you need to enter fees, complete the following field, and then click Find:

- Employee Identification

2. Choose a record in the detail area and click Select.

3. On Wage Attachment Revisions, choose the Fees tab.

4. To enter a fee from your company, complete the following field:

   - Company Fee

5. Complete the following field to the right of the Company Fee field:

   - Deduction No.

6. To enter a fee from an outside agency, complete the following field:

   - Agency Fee

7. Complete the following field to the right of the Agency Fee field:

   - Deduction No.

8. Complete any of the following optional fields and click OK:

   - Limit on Pay Period Dollars
   - Limit on Monthly Dollars
   - Limit on Quarterly Dollars
   - Limit on Annual Dollars

Entering a Wage Attachment for a Tax Levy

You enter a wage attachment for a tax levy when a court orders your organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a wage attachment for a tax levy, you specify the total amount that the employee owes (the amount due) and the method (determined by the court) that the system uses to calculate the payments. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

Prerequisite

❑ Set up the tables for standard annual exemption amounts and additional exemption amounts. See *Setting Up Exemption Tables for Tax Levies* in the *Payroll Guide*.

▶ **To enter a wage attachment for a tax levy**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.

2. On Wage Attachment Revisions, complete the following fields:

   - Employee Identification
   - Deduction Number
   - Amount Due

3. To use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables to calculate the levy, complete the following fields:

   - Amount 1/Method

4. To use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy, choose the Tax Levy tab, and then complete the following fields:

   - Marital Status
   - Disability Flag
   - Tax Levy Exemptions

5. To assign a priority to this wage attachment, choose the Additional Information tab, and complete the following field:

   - Wage Attachment Priority Number

6. Click OK.

PeopleSoft.

Wage Attachment Workbench - Wage Attachment Revisions

OK   Cancel   Form   Tools

| Employee No. | 7505 | Mastro, Robert | Wage Attach Control | 4 |
| Deduction Number | 1106 | Levy | | |

General Information

Case or Loan/Date	4639862	02/14/05	Minimum Net Pay	
Obligee Number			Amount Due	9,995.99
Payee Number	4060	Internal Revenue Service	Original Balance	12,462.44
No of Periods			Amount /Method	
A/P Voucher (Y,N)	Y		Source of Calculation	2

Child Support | Amount Due | **Tax Levy** | Fees | Additional Information

| Marital Status | S | Tax Levy Exemptions | 1 |
| Disability Flag | | Employee Age | 45 |

Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings.

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In these cases, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

Agency arrearage	An amount past due as stated by the court when it issued the wage assignment.
Deduction arrearage	The amount that the Payroll system could not deduct from the employee's wages because the employee did not earn enough to pay the wage assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts. To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage assignment deduction.

Note

Ongoing wage assignment payments always take precedence over arrearage payments.

See Also

❑ *Setting Up a Deduction DBA to Adjust Negative Pay* in the *Human Capital Management Foundation Guide* for information about working with deduction arrearage amounts

Entering an Ongoing Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings. When the employee has no agency arrearage, you enter only the information for the ongoing wage assignment.

▶ **To enter an ongoing wage assignment**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.

2. On Wage Attachment Revisions, complete the following fields:

    - Employee Identification
    - Deduction Number
    - Source of Calculation

3. Complete any of the following optional fields:

    - Case or Loan/Date
    - Obligee
    - Payee
    - A/P Voucher (Y,N)

        Enter a minimum net pay amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.

4. Choose the Child Support tab and complete the following fields:

    - Amount 1/Method
    - Percent 1

        To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Method field, a monetary amount in the Amount field, and 0 (zero) in the Percent 1 field.

        To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Method field, (0) zero in the Amount field, and a percentage amount in the Percent 1 field.

5. Complete either of the following fields that apply to the wage attachment method that you are using:

- Wage Attachment Amount 2
- Split Deduction Flag

6. To assign a priority to this wage attachment, choose the Additional Information tab, and then complete the following field:

- Wage Attachment Priority Number

7. Click OK.

Entering a Wage Assignment with a Split Deduction

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately, using the same deduction number and group limit code.

Example: Splitting a Wage Assignment Deduction between Families

George supports two families and has two wage assignments. The first wage assignment is 300.00 USD per pay period, and the second is 200.00 USD. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent, based on the minimum net pay that George is allowed. When George does not earn enough to pay both wage assignments, the amount available must be divided proportionately between the wage assignments.

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

Amount available	Disposable wage x percent = amount available for all wage assignments
	500 x .65 = 325
First wage assignment %	First wage assignment / total obligation = % of disposable wages for first wage assignment
	300 / 500 = .60
Second wage assignment %	Second wage assignment / total obligation = % of disposable wages for second wage assignment
	200 / 500 = .40
First deduction	Percent of disposable wages for first wage assignment x amount available for all wage assignments = amount deducted for first wage assignment
	.60 x 325 = 195
Second deduction	Percent of disposable wages for second wage assignment x amount available for all wage assignments = amount deducted for second wage assignment
	.40 x 325 = 130

► **To enter a wage assignment with a split deduction**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

PeopleSoft.

Wage Attachment Workbench - Wage Attachment Revisions

OK   Cancel   Form   Tools

| Employee No. | 8447 | Brown, Harvey J. | Wage Attach Control | 263 |
| Deduction Number | 1102 | Child suppor | ADMIN FEE | |

General Information

Case or Loan/Date	7575	07/21/05	Minimum Net Pay	
Obligee Number				
Payee Number	5557	Arapahoe County, Clerk of C		
No of Periods				
A/P Voucher (Y,N)	Y		Source of Calculation	2

Child Support | Amount Due | Tax Levy | Fees | Additional Information

Amount 1/Method	500.00	3	Percent 1	50.00
Amount 2			Percent 2	
Agency Arr. Bal.	75.85		Ded. Arrearage	
Agency Arr. Amt			Group Limit Code	W
Family Code			Split Deduction Flag	Y
Periods in Arrears			Secondary Ded Flag	N

2. On the Child Support tab, complete the following fields:

- Family Code
- Secondary Ded Flag

3. Type W in the following field:

- Group Limit Code

4. Type Y in the following field, and then click OK:

- Split Deduction Flag

5. On Employee Level Multiple Child Support Override, complete the following fields:

- Amount or Rate
- Method of Calculation
- Source of Calculation

6. Click OK.

See Also

❑ *Entering an Ongoing Wage Assignment* in the *Payroll Guide* for additional information and instructions

Entering a Wage Assignment with Agency Arrearage Information

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or are in arrears. In these cases, the court might require that, in addition to withholding amounts for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can do one of the following:

Enter two wage attachments	Enter the following wage attachments: • A wage assignment that calculates and tracks the current wage assignment payments only • A garnishment that tracks payments on the arrearage
Enter one wage attachment	Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on your organization's historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage attachment history for each one. You can review the amount that the employee paid in arrearage payments and the amount paid in current wage assignment payments. When you enter a single wage attachment to track current payments as well as arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.

Depending on the court requirements and the employee's situation, you can set up wage assignments in any of the following four ways:

Combined amounts	Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods. The system includes the arrearage payments with the ongoing wage assignment payments until the total amount in arrearage is paid. The ongoing wage assignment continues after the arrearage is paid.
Separate amounts	Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid. You enter a separate arrearage amount, the total of which is paid in the number of periods that you specify.

Variable wages   Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, this setup applies either to employees who earn a commission or to employees who are paid an hourly rate and work a different number of hours each pay period.

Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, this setup applies either to employees who earn a commission or to employees who are paid an hourly rate and work a different number of hours each pay period.

The system compares a monetary amount to a percentage of the employee's disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.

Minimum wage   Use this setup when the court allows the employee to take home a minimum net pay amount.

You enter a minimum net pay amount for the employee. The difference between this amount and the employee's disposable wages is the agency arrearage payment.

See Also

❑ *Entering a Wage Attachment for a Garnishment* in the *Payroll Guide* for information about entering a garnishment for an arrearage amount

❑ *Entering an Ongoing Wage Assignment* in the *Payroll Guide* for additional information about wage assignments

► To enter arrearage information for combined amounts

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After the arrearage amount is satisfied, the system collects only the child support payment (the number in the Amount 2 field or the percentage of disposable wages, depending on the method and on whether the deduction is a primary or secondary deduction).

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

2. Enter the number of periods for which the arrearage amount must be deducted in the following field:

   • No. Deduction Periods

3. Choose the Child Support tab.

4. Enter the total of the ongoing amount and the arrearage amount in the following field:

   • Amount 1/Method

5. Enter 1 or 2 in the following field:

   • WC M

6. Enter the percentage of the employee's disposable wage that must be applied to the total of the ongoing amount and the arrearage amount in the following field:

   • Percent 1

7. Enter the ongoing amount only in the following field:

- Wage Attachment Amount 2

8. Complete the following field:

- Secondary Ded Flag

9. Click OK.

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

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

2. Choose the Child Support tab.

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:

- Amount 1/Method

4. Type 1 or 2 in the following field:

- WC M

5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:

- Percent 1

6. Complete the following fields:

- Wage Attach Min. Arrearage
- Wage Attach Periods in Arrears

7. Click OK.

▶ **To enter arrearage information for variable wages**

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

- The amount that you enter in the Amount 1 field
- The percentage of disposable wages that you enter in the Percent 1 field

The difference between these amounts is the agency arrearage deduction.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

2. Choose the Child Support tab.

PeopleSoft.

Wage Attachment Workbench - Wage Attachment Revisions

OK   Cancel   Form   Tools

| Employee No. | 8447 | Brown, Harvey J. | Wage Attach Control | 263 |
| Deduction Number | 1102 | Child suppor | ADMIN FEE | |

General Information

Case or Loan/Date	7575	07/21/05	Minimum Net Pay	
Obligee Number				
Payee Number	5557	Arapahoe County, Clerk of C		
No of Periods				
A/P Voucher (Y,N)	Y		Source of Calculation	2

Child Support | Amount Due | Tax Levy | Fees | Additional Information

Amount 1/Method	500.00	3	Percent 1	50.00
Amount 2			Percent 2	
Agency Arr. Bal.	75.85		Ded. Arrearage	
Agency Arr. Amt			Group Limit Code	
Family Code			Split Deduction Flag	N
Periods in Arrears			Secondary Ded Flag	N

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:

- Amount 1/Method

4. Type 3 in the following field:

- WC M

5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:

- Percent 1

6. Enter the total amount of the arrearage in the following field:

- Agency Arr. Bal.

7. Click OK.

► **To enter arrearage information with minimum net pay**

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage assignment method, the system deducts the following:

- The ongoing payment

- The agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

2. Click the Child Support tab.

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:

- Amount 1/Method

4. Type 4 in the following field:

- WC M

5. Complete the following field:

- Agency Arr. Bal.

6. Click OK.

Entering Additional Information for a Wage Attachment

You might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the dates on which the system should start and stop deducting the garnishment.

The system does not prorate wage attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay period start date. The system deducts the wage attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage attachment stop date (ending effective date).

Prerequisite

❑ Enter the wage attachment for which you need to enter additional information. See the following topics in the *Payroll Guide* for additional information and instructions:

❑ *Entering a Wage Attachment for a Garnishment*

❑ *Entering a Wage Attachment for a Tax Levy*

❑ Entering a Wage Attachment for a Wage Assignment

▶ **To enter additional information for a wage attachment**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, to locate the wage attachment for which you need to enter additional information, complete the following field, and then click Find:

   • Employee Identification

2. Choose a record in the detail area, and click Select.

3. On Wage Attachment Revisions, click the Additional Information tab.

4. Complete any of the following fields:

   • File Number
   • Date Wage Attachment Received
   • Wage Attachment From Date
   • Thru Date
   • Tax Area (Work)
   • Pay Frequency

5. Click the Amount Due tab and complete any of the following fields:

   • Interest
   • Lawyer Fee
   • Service Fee
   • Answer Fee

- Mailing Fee
- Other Costs
- Penalty
- Company Fine

6. Click OK.

Reviewing Wage Attachment History

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, you can generate the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the integrity of the historical records.

► **To review wage attachment history**

From the Employee Management menu (G05BE1), choose Wage Attachments Workbench.

1. On Work With Wage Attachments Workbench, complete the following field and click Find:

   - Employee Identification

2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.

3. On Wage Attachment Ledger, review the information.

   If the employee has multiple wage attachments, you can click the Previous button or the Next button to navigate among them.

Related Tasks

Deleting wage attachments   You can delete wage attachments. However, you cannot delete a wage attachment that has historical records associated with it.

Rollovers

You use rollover programs to carry balances forward at the end of the year for pay types, deductions, benefits, and accruals (PDBAs) and to create the beginning balances for the next year. You need to carry these balances forward to correctly process payroll cycles in the new year.

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. For example, you might need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

You can specify the following types of years for rollovers:

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

The Payroll system provides two types of rollover programs:

Year-End	Use the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. You should run these programs after you process the last payroll of the year. You can roll calendar-month and payroll-month history using this program.
	The system maintains historical balances for the standard year in the following tables:
	• Calendar Month DBA Summary History File (F06145)
	• Employee Transaction History Summary (F06146)
Anniversary	Use the Leave Balance Rollover program (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard year.
	The system maintains historical balances for fiscal and anniversary years in the Fiscal and Anniversary Year History table (F06147).

The system maintains balances in different tables because of the differences among calendar months, payroll months, calendar years, and anniversary years. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month; but year-to-date (YTD) totals remain the same, unless the cycle also crosses calendar years.

You can use online review programs to review benefits and accruals history and year-to-date balances for anniversary history.

See Also

- ❑ The current year-end processing guides for the U.S. and Canadian Payroll systems for additional information about the rollovers that you run at standard year-end

- ❑ *Working with Leave Balance Records* in the *Payroll Guide* for information about anniversary history

- ❑ *Reviewing Payroll History Information Online* in the *Payroll Guide* for information about benefits and accruals history

Processing Rollovers

To carry PDBA balances forward at the end of the year and to create the beginning balances for the next year, you can run rollovers either during payroll cycles or between payroll cycles.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use Leave Balance Rollover (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard calendar year. Use the following guidelines to determine when to run this rollover program:

- If you have DBAs that roll over balances at the end of the fiscal year, run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

  For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.

- If you have DBAs that roll over balances on anniversary dates, run the rollover program once per pay period per payroll ID to ensure that each employee's balance is rolled over at the appropriate time.

  For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. The rollover program rolls over balances for only those employees whose anniversary dates are included in the current payroll cycle.

The rollover program uses the pay-period ending date that you specify in the processing options to determine which employees' DBA balances to roll over.

You can run Leave Balance Rollover in any of the following modes:

- Report-only

- Proof

- Update

When you run the rollover program in report-only mode, the system creates the Rollover Anniversary report but does not create the Accrual Fiscal/Anniversary History Work File table (F07149). To create the workfile, you must run the rollover program in proof mode. When you run the rollover program in proof mode, it creates the Rollover Anniversary report and the Accrual Fiscal/Anniversary History Work File table. When you run the rollover program in update mode, the system uses the Accrual Fiscal/Anniversary History Work File to update the Fiscal and Anniversary Year History table (F06147). Therefore, you must run the rollover program in proof mode before you run it in update mode.

Example: Rollover on the Employee's Original Hire Date

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.

- You have an employee whose original hire date is March 5, 1996.

- Your 2005 master pay cycles for March include the following:

Payroll Number	Pay-Period Ending Date
5	February 28, 2005
6	March 14, 2005

The beginning work date for the next payroll cycle, March 15, is later than the end of the employee's anniversary year, March 5. This means that the rollover must be completed in the payroll cycle with the pay-period ending date of March 14, 2005. Therefore, one of the following happens:

- If you request the rollover program during the payroll cycle, the system processes the rollover for this employee in the payroll cycle with the pay-period ending date of March 14, 2005.

- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of March 14, 2005, and before you begin the next payroll cycle.

Processing Rollovers during the Payroll Cycle

To simplify rollover processing and to ensure that the system rolls over all DBA balances at the appropriate times, you might want to run rollovers during payroll processing. To run rollovers during the payroll cycle, you must set up pay cycle reports to include the Leave Balance Rollover program (R073910).

When you run the Leave Balance Rollover program during the payroll cycle, the system automatically runs the program in proof mode. The system processes all employees that are included in the current payroll ID, and writes a rollover record for employees whose anniversary date falls within the payroll cycle. You can run Leave Balance Rollover during any of following steps in the payroll cycle:

- Process pre-payroll

- Print payments

- Process journal entries

- Process payroll cycle reports

You specify the step during which to run Leave Balance Rollover when you set up payroll cycle reports. You cannot run Leave Balance Rollover during the final update step, because during that step the system updates the Fiscal and Anniversary Year History table (F06147) using the workfile records that were created when you ran the report in proof mode.

You cannot process standard year-end rollovers during the payroll cycle. Standard year-end rollovers must be processed between payroll cycles at year-end.

Considerations

Consider the following when you process rollovers:

Pre-payroll reset	If you reset a payroll ID, the system deletes the records in the Accrual Fiscal/Anniversary History Work File table (F07149) for that payroll ID.
Changes-only processing	If you need to run a changes-only pre-payroll, the system re-creates the employees' fiscal/anniversary workfile records and creates a new leave rollover report only for the employees whose records have been changed, regardless of whether their leave information has changed.
Interim payments	If you need to pay employees' leave in advance and the employees' anniversaries occur while they are on leave, you must complete the Pay Cycle Bypass Count field on the Interim Entry form to ensure that the system includes records for the employees who are on leave, although it will not generate pay for those employees.
Year-end rollover processing	You are not required to process year-end rollovers for all countries. Year-end rollovers are primarily used by countries whose tax years follow the standard calendar year (January through December).
Voiding a payment after the rollover occurs	If, after you process a rollover, you must void a payment that was issued before an employee's accruals were rolled over, you must manually void the payment by entering an adjustment interim payment. Using the actual void function to void such a payment might result in incorrect accrual balances.

Prerequisite

❑ Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Human Capital Management Foundation Guide*.

See Also

❑ *Processing Pre-Payroll* in the *Payroll Guide* for further information

❑ *Reviewing the Rollover Anniversary Report* in the *Payroll Guide* for further information

❑ The current year-end processing guides for the U.S. and Canadian Payroll Systems for additional information about the rollovers you run at standard year-end

❑ *Setting Up Payroll Cycle Reports* in the *Payroll Guide* for further information about setting up reports to run during particular steps in the payroll cycle

Processing Options for Leave Anniversary Rollover (R073910)

Defaults Tab

These processing options allow you to specify how the system runs the rollover program, including the balances and accruals that it rolls over.)

---

1. Report Mode

  0 = Proof Mode

  1 = Update Mode

  2 = Create Report Only Mode

---

3 = Reset Workfile Only Mode

Use this processing option to specify the mode in which the report is to be run. Note: the report must be run in proof mode before it can be run in update mode. Valid values are:

0

Proof Mode

1

Update Mode

2

Report Only Mode

3

Reset Mode - This option resets the workfile only.

2. Roll Over Balances of Terminated Employees
  0 = No
  1 = Yes

Use this processing option to specify whether terminated employee leave balances should be rolled over. Terminated employees are identified by a pay status of T. Valid values are:

0 or Blank

Do not roll over terminated employee leave balances. (Default)

1

Roll over terminated employee leave balances.

3. Employee Number to Print
  A = Address Book number
  B = Employee Tax Identification number
  C = Other number

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

values are:

A

The address number for the employee is printed.

B

The social security number for the employee is printed.

C

The alternate employee number is printed.

4. Pay Cycle Code

Use this processing option to specify the Pay Cycle Code that is to be used when creating the report.

5. Pay Period End Date

Use this processing option to specify the date on which the last payroll was processed. This date is used to determine the date range that the system uses for rollover requirements.

6. Lost PDBA Code

Use this processing option to specify the PDBA code that the system uses to store lost leave time. If you do not enter a valid PDBA code in this option, lost leave time is not stored.

7. Report Type
D= Detail
S= Summary

Use this processing option to specify the mode in which you want to process the report. You can process the report in detail mode to display all leave taken PDBA information for each employee, or you can process the report in summary mode to see the total leave taken balance for each employee. Valid values are:

D

Detail Mode

S

Summary Mode

8. Roll Over Only Sick and Vacation Accruals
 0 = No, roll over all PDBA accruals
 1 = Yes

Use this processing option to specify whether the system rolls over sick or vaction PDBA codes only, or whether the system rolls over all PDBA codes. Valid values are:

0 or Blank

Roll over all PDBA codes. (Default)

1

Roll over only sick and vacation PDBAs.

9. Roll Over Only Current Accrual
 0 = No, roll over all PDBA accruals
 1 = Yes

Use this processing option to specify whether the system rolls over accrual balances only. You should choose to do this only if employees lose any accrued leave time that they have not taken. Valid values are:

0 or Blank

Roll over all information.

1

Roll over accrual balances only.

Select Tab

These processing options allow you to specify the type of history that the system rolls over and whether it carries negative balances forward.

If you want to set the processing options on this tab to roll over fiscal or anniversary history, do not list any PDBAs in the processing options on the PDBA Codes tab. If specify any PDBAs to roll over on the PDBA Codes tab, those values override your selections in the processing options on this tab to roll over fiscal or anniversary history.

1. Roll Over Fiscal History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over fiscal history type details. Valid values are:

0 or Blank

Do not roll over fiscal history type details.

1

Roll over fiscal history type details.

2. Roll Over Anniversary History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over anniversary history details. Valid values are:

0 or Blank

Do not roll over anniversary history details.

1

Roll over anniversary history details.

3. Carry Forward Negative Balances

0 = No

1 = Yes

Use this processing option to specify whether an employee's available leave balance can be negative when rolled over. Valid values are:

0 or Blank

Negative balances will be reset to 0. (Default)

| 1 |

Negative balances are allowed.

PDBA Codes Tab

These processing options allow you to specify the available PDBA codes to roll over. If you leave them blank, the system rolls over all PDBA codes based on how you set the processing options on the Defaults tab and the Select tab.

1. PDBA Code to Roll Over

Use this processing option to identify the first PDBA code to roll over. If this option is left blank, all PDBA codes are rolled over.

2. Additional PDBA Code to Roll Over

Use this processing option to identify the second PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

3. Additional PDBA Code to Roll Over

Use this processing option to identify the third PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

4. Additional PDBA Code to Roll Over

Use this processing option to identify the fourth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

5. Additional PDBA Code to Roll Over

Use this processing option to identify the fifth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

6. Additional PDBA Code to Roll Over

Use this processing option to identify the sixth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

7. Additional PDBA Code to Roll Over

Use this processing option to identify the seventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

8. Additional PDBA Code to Roll Over

Use this processing option to identify the eighth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

9. Additional PDBA Code to Roll Over

Use this processing option to identify the ninth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

10. Additional PDBA Code to Roll Over

Use this processing option to identify the tenth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

11. Additional PDBA Code to Roll Over

Use this processing option to identify the eleventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

12. Additional PDBA Code to Roll Over

Use this processing option to identify the twelfth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

Processing Rollovers between Payroll Cycles

From the Leave Balance Functions menu (G07BUSP18), choose Leave Anniversary Rollover.

You can run the Leave Anniversary Rollover program (R073910) between payroll cycles. For example, if you process pre-payroll for a large group of employees, running the rollover program during pre-payroll might be too time-consuming. When you run the rollover program from a menu selection between payroll cycles, you can choose specific employees to process and choose whether to run the program in proof or update mode.

When you process rollovers between payroll cycles, you use a processing option to specify the pay period end date that the system uses to determine which employees' balances to roll over. Each time that you run the rollover program, the system generates a rollover report.

The system maintains balances for years that begin on a date other than January 1 in the Fiscal and Anniversary Year History table (F06147).

Prerequisite

❑ Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Human Capital Management Foundation Guide*.

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Reviewing the Rollover Anniversary Report

When you run rollovers, the system automatically generates a rollover anniversary report, which lists the following information for each employee:

- The beginning balance from the start of the year being rolled over, for the available PDBA code

- Current-year additions for the available PDBA code

- Taken, accrual, and new available leave balances

- Actual new available balance after any limits are applied

- Any amount lost as a result of rollover rules being applied

- Negative balances

You can generate this report in detail mode or summary mode. You use the processing options for the rollover program to specify which mode you want. The detail report lists individual accrual and taken PDBA codes when more than one taken PDBA code is associated with an available PDBA code. The summary report summarizes information at the available PDBA code level and shows both hours and monetary amounts.

After you run rollovers, you should review the report to verify that the appropriate balances rolled over correctly. Before you perform the update to roll over those employees' balances, you must correct any errors that you found on the report in the Accrual Fiscal/Anniversary History Work File table (F07149).

Reviewing the Fiscal/Anniversary Workfile

After you run rollovers and before you update the leave balance information to the Fiscal and Anniversary Year History table (F06147), you might want to review the information that the system stores in the Accrual Fiscal/Anniversary History Work File table (F07149). When you review the leave balance information in the workfile, you might discover an error that you need to correct. If your account has the necessary security permission, you can manually revise information in the workfile to correct the error.

Caution

This program should have the highest possible level of system security because, when you revise this information manually, the system does *not* do the following:

- Create an audit trail of the changes that you enter

- Update pay stubs and advices to reflect the changes

- Update the records in the Employee Transaction History Summary table (F06146)

► **To review the fiscal/anniversary workfile**

From the Leave Balance Rollover Functions menu (G07BUSP18), choose Work with Fiscal/Anniversary Workfile.

1. On Work With Fiscal/Anniversary Work File, complete any of the following fields to limit the information that appears in the detail area, and then click Find:

    - Payroll ID
    - Address Number
    - PDBA Code
    - Anniversary Date
    - Company - Home
    - Tax ID

2. Choose a record in the detail area, and then click Select.

3. On Fiscal/Anniversary Work File Revisions, review the information in the following fields:

    - Year to Date Hours
    - Year to Date Amount

    - Beginning Balance Hours
    - Beginning Balance Amount
    - Prior Year Hours
    - Prior Year Amount

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

4. Click OK.

Processing Options for Work with Fiscal/Anniversary Workfile (P07149)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave. When you run the rollover program for an employee whose hours of leave exceed the amount that can be rolled over, the excess hours are either lost completely or banked (saved) to a DBA that you specify. You might want to hold the lost and banked hours in a DBA so that you can refer to those amounts in the future, perhaps if your organization allows managers to grant back to their employees some of the lost hours.

Lost and banked hours are for informational purposes only. The amount in the lost and banked DBA is not included in any calculations during the DBA calculation process or during the rollover process. This DBA is only used to store any excess hours at the time of rollover.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time.

Working with Leave Balance Records

When you first install the Payroll system, you can use the Maintain Fiscal/Anniversary History File program (P07147) to enter your existing information into the Fiscal and Anniversary Year History table (F06147). You might also want to use this program to work with information in the table directly (for example, if you encounter problems with an update or if you want to manually maintain an employee's balance).

Caution

When you use this program, changes that you make directly affect the information in the F06147 table. Only experienced users who are familiar with the consequences of changing employees' accrual information should be allowed to run this program.

► **To work with leave balance records**

From the Leave Balance Rollover Functions menu (G07BUSP18), choose Work with Fiscal/Anniversary Records.

1. On Work with Fiscal/Anniversary History Records, complete any of the following fields to limit the information that appears in the detail area, and then click Find:

   - Address Number
   - PDBA Code
   - Date
   - Tax ID
   - Company - Home

2. Choose a record in the detail area, and then click Select.

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

   - Hours
   - Amount

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

4. If you need to add a record and your user account has the necessary security permission, on Work with Fiscal/Anniversary History Records, click Add.

5. On Maintain Fiscal/Anniversary History Records, complete the following required fields:

   - Address Number
   - PDBA Code
   - Fiscal/Anniversary Date

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

- Current YTD Hours

- Current YTD Amount

- Beginning Balance Hours

- Beginning Balance Amount

- Prior Year Hours

- Prior Year Amounts

Processing Options for Maintain Fiscal/Anniversary PDBA History (P07147)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time.

Accounts Payable Integration

To streamline your business processes, you can integrate the Payroll system with the PeopleSoft EnterpriseOne Accounts Payable system. When you set up accounts payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Nearly every voluntary and involuntary deduction from an employee's paycheck is followed by a payment to a third party for the associated liabilities. For example, the money withheld for payroll taxes must be sent along with any matching employer contributions to the appropriate taxing authorities. Voluntary amounts withheld for employee benefits, such as medical insurance and retirement contributions, must be sent along with any applicable employer benefit contributions to the insurance or pension plan administrators. Court-ordered wage attachments, such as garnishments and child support payments, must be sent to the designated agency or individual.

If you are using the PeopleSoft EnterpriseOne Payroll system in conjunction with the PeopleSoft EnterpriseOne Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and of generating the associated accounts payable vouchers. Review-level (pro forma) vouchers are created in the Payroll system during the journal entries step of the payroll cycle. Actual vouchers are created in the Accounts Payable system during the final update step of the payroll cycle.

When you integrate the Payroll and Accounts Payable systems, you can do the following:

- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

The following graphic shows how vouchers are processed during a payroll cycle:

Vouchers in the Payroll Cycle

Pre-Payroll

DBAs and associated payees determined → DBA Transaction Detail Table (F0709)

Single or separate batches for DBAs and taxes

Journal Entries

Taxes and associated payees determined

Accounts Payable Detail Table (F07490)

Pro forma vouchers (T7s) created

Payroll-A/P Summary (F07491)

Payroll-Accounts Payable Control (F07491)

Final Update

Actual vouchers created → Voucher Transactions – Batch File (F0411Z1)

After Final Update

Supplier Ledger (F0411)

Journal Entries (F0911)

Batch Voucher Processor

A/P Payments (F0413M)

Process Completed

Process for Creating Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct, and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee

- One tax voucher per payee and corporate tax ID

You might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Prerequisite

❑ In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers. Specify the payment terms that the system uses to calculate the due date for the vouchers. See *Entering Supplier Master Records* in the *Accounts Payable Guide*.

❑ For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See *Accounts Payable AAIs* in the *Accounts Payable Guide*.

Activating Accounts Payable Integration in Company Options

Before the Payroll system can create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up your company options, but you did not activate accounts payable integration at that time, do so now. If you have not yet set up your company options, complete the task for setting up company options.

► **To activate accounts payable integration in company options**

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

1. On Work With Company Option, to locate Company 00000, complete the following field, and then click Find:

    - Company

2. Choose the record in the detail area, and click Select.

3. Choose the Additional Options tab and complete the following field:

    - A/P Integration

4. Click OK.

See Also

❑ *Setting Up Company Options* in the *Human Capital Management Foundation Guide*

Setting Up Voucher Information for Tax Transactions

Vouchering is the process of integrating your Payroll system with the Accounts Payable system to automatically generate an accounts payable voucher (a check or warrant). You can activate vouchering for deductions, benefits, and accruals (DBAs) on the DBA setup form and override it at both the group plan and the employee level. You can use the vouchering feature if the liabilities for most, but not all, of your employees are sent to a specific third party. Before you set up vouchering at the employee or group plan level, you must coordinate with the Accounts Payable department to set up the third-party recipients on the Supplier Master form in the Accounts Payable system.

You generally activate vouchering for taxes on the Tax Area Information form. You enter payees at the tax type level (for example, state of Colorado unemployment tax) if most or all of the companies in your organization remit taxes to the same taxing authority.

You can set up payee voucher rules to control the number of vouchers that each third party receives. For example, for wage attachment deductions, you might set the system to create one voucher per employee, whereas for medical insurance premium payments, you might choose to have the system create one voucher per payee for each DBA.

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax ID with the voucher. This ID appears on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. The following table describes the situations in which you would specify a payee at each level:

Tax Type If all or most of the companies in your organization remit payment for a tax to the same taxing authority, entering payees at the tax-type level is more efficient.

Company If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in your organization remit payment for a tax to different taxing authorities.

For example, you might set up payees at both the tax type and the company level when you have a multicompany organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

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

Activating Vouchering for Tax Types

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

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

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

▶ **To activate vouchering for tax types**

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

1. On Work With Tax Area Information, complete the following field and click Find:

   • Tax Area

2. Choose a record in the detail area, and click Select.

3. On Tax Area Revisions, complete the following field:

   • A/P Voucher (Y,N)

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

- Provider/Trustee

5. Click OK.

See Also

❑ *Setting Up Tax Area Information* in the *Human Capital Management Foundation Guide*

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

- You did not enter a payee at the tax-type level.

- You entered a payee for the tax type that differs from the payee for the company.

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

▶ **To enter tax payees by company**

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

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

- Work Tax Area

- Tax Type

- Company

- Payee

- T T
- Co
- Provider Trustee

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

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

3. Click OK.

Setting Up Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers. You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers regardless of whether the payees for those plans vary. You can also create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

DBA	When most or all of the companies in your organization remit payment for a DBA to the same institution, entering the payee at the DBA level is more efficient.
Group Plan	When your organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.
Employee	If a particular employee remits payment for a DBA to a payee other than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit report (R05229) generates an error message.

For a wage attachment, the system stores the case number and employee name in the voucher. This information appears on the voucher payment as a payment remark. You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment. For other types of DBAs, the voucher contains no payment remark.

Prerequisite

❑ Activate Accounts Payable integration for DBAs. See *Activating Accounts Payable Integration in Company Options* in the *Payroll Guide*.

Activating Vouchering for DBAs

For the Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when most or all employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level if necessary. If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, do so now. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

► **To activate vouchering for a DBA**

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

1. On Work With PDBAs, complete the following field and click Find to locate the DBA for which you need to activate vouchering:

   • PDBA Code

2. Choose a record in the detail area, and then choose Basic DBA Info from the Row menu.

3. On Basic DBA Information, choose GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.

4. On General Accounting/Arrearage Information, click the following option:

   - Generate A/P Voucher

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

   - Payee

6. Click OK.

See Also

❑ *Setting Up Essential DBA Information* in the *Human Capital Management Foundation Guide* for instructions for activating vouchering for DBAs. Information about activating vouchering is provided in the information about setting up general accounting and arrearage information.

Entering Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

   - You did not enter a payee at the DBA level.

   - You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.

► **To enter voucher information for a group plan**

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

1. On Work With Group Plan DBA Setup, to locate the group for which you need to enter voucher information, complete the following field, and then click Find:

   - Union Code

2. Choose a record in the detail area, and then choose Revise Single from the Row menu.

3. On Revise Single Group Plan DBA Setup, complete the following field:

   - A/P Voucher (Y,N)

4. To enter a payee for the voucher, complete the following field:

   - Payee

5. Click OK.

See Also

❑ *Setting Up Group Plan DBAs* in the *Human Capital Management Foundation Guide*

Entering Voucher Information for Individual Employees

After you activate vouchering for a DBA, you can use the employee DBA instructions to assign the DBA to individual employees. When you enter a DBA in an employee's DBA instructions, you can specify whether you want to create vouchers for that employee. When you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers regardless of whether the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.

- You entered a payee at the DBA level that differs from the payee for this employee.

- You entered a payee for an employee at the group plan level that differs from the payee for this employee.

If you have already entered the DBA instructions for the employee, but you did not enter voucher information at that time, do so now. If you have not yet set up the DBA instructions for the employee, complete the task for entering employee DBA instructions.

▶ **To enter voucher information for individual employees**

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

1. On Work With Employee DBA Instructions, to locate the employee for which you need to enter voucher information, complete the following field and then click Find:

    - Employee Identification

2. Choose a record in the detail area, and then click Select.

3. On Employee DBA Instructions, complete the following field:

    - Voucher Flag

4. To enter a payee for the voucher, complete the following field:

    - Payee

5. Click OK.

See Also

❑ *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *Human Capital Management Foundation Guide* for information about entering voucher information for individual employees

Setting Up Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

The following table describes the Payee voucher rules for DBAs:

Voucher Rule 00 — One voucher per payee. This is the default rule.

Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.

Voucher Rule 01 — One voucher per employee.

Use this rule for a payee for a wage attachment that you entered at the employee level. This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system includes the remark for each voucher, even when multiple vouchers are included in one payment.

Voucher Rule 02 — One voucher per payee for each DBA.

Voucher Rule 04 — One voucher per payee for each group plan.

Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

Voucher Rule 00 — One voucher per payee. This is the default rule.

Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.

Voucher Rule 01 — One voucher per payee by employee.

Voucher Rule 02 — One voucher per payee by tax type.

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

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

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

You can delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

► **To set up payee voucher rules**

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

1. On Payee Voucher Rules, complete the following fields:
   - Payee
   - DBA Rule
   - Tax Rule

2. Review the information in the following fields:
   - Pymt Terms
   - G/L Offset

3. Click OK.

Working with Vouchers

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

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the Deduction/Benefit/Accrual Ledger File table (F0709).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each pro forma voucher is assigned a voucher number. The voucher number consists of the following:

- If the voucher is not for a wage attachment, the voucher number is the Payroll ID, the time the voucher was created, and the Edit Transaction Number. The Edit Transaction Number is unique for each voucher and is used to avoid duplicate voucher numbers.

- If the voucher is for a wage attachment, the voucher number is the date and the wage attachment case number.

Each batch has a unique batch number. For vouchers, you can specify that the system create one batch for DBA vouchers and a separate batch for tax vouchers. This method allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can specify that the system store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Payroll Journal Proof/Edit Report (R05229) lists these document types.

During the journal entries step of the payroll cycle, the system creates the vouchers and places them in the following tables in the Payroll system:

Payroll - Accounts Payable Detail (F07490)	This table lists, by employee, all of the DBA and tax transactions that require vouchers.
Payroll - Accounts Payable Summary File (F07491)	When the system updates this table, it summarizes the information in the Payroll - Accounts Payable Detail table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.
Payroll - Accounts Payable Control File (F07492)	This table contains control information about the vouchers, such as the number of vouchers in the batch.

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries. The system also sends a message to the Workcenter if errors occur when it creates the actual journal entries during final update. You must correct these errors before you can post the journal entries for vouchers.

The system does not automatically post the journal entries for vouchers. You must run a separate program to post them.

Prerequisite

❑   Process a payroll cycle that includes vouchers.

Reviewing Pro Forma Vouchers by Payee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online. When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

►   **To review pro forma vouchers by payee**

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by - Payee.

1. On Work With Payee Vouchers, complete the following field and click Find:

    •   Payee

2. Choose a record in the detail area and click Select.

3. On Work With Vouchers by Payee, complete the following optional field and click Find to limit the vouchers that appear:

    •   Payroll ID

4. To review all of the vouchers for a payee, review the information in the following fields:

- G/L Date

- Type Code

- Voucher Rules

- Payment Terms

- Gross Amount

- Batch Number

- Voucher Control

- Document Number

5. To review detailed information about a specific voucher, choose a record in the detail area, and then click Select.

6. On Work With Voucher Detail by Payee, click Find and review the information in the following fields:

- Co

- A T

- Check Date

- Gross Pay

- PDBA Code

- Union Code

- Work Tax Area

- T T

- Attach Control

- Batch Number

- Account Number

- Voucher Control

7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Entries from the Row menu.

8. On Work With Journal Line Entries, click Find and review the following fields:

- Co

- Account Number

- Check Date

- Due Date

- G/L Offset

- Gross Amount

- Batch Number

- A T

- Voucher Control

- Remark

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

► **To review pro forma vouchers by employee**

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by - Employee.

1. On Work With Vouchers by Employee, complete the following field:

   • Employee Number

2. To limit the vouchers that appear, complete the following optional field, and click Find:

   • Company

3. Review the information in the detail area.

Reviewing the Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the system to generate the following reports during the journal entries, reports only, or final update step of the payroll cycle:

Payroll Voucher Journal Summary	Use this report to verify information about tax vouchers.
Payroll Voucher Journal Detail	Use this report to verify information about DBA vouchers.

You should review these reports before you process the final update. The system automatically generates these reports again during the final update, when it creates the actual vouchers. When the reports are generated during final update, they include the payment terms and pay items.

See Also

❑ *Printing Payroll Cycle Reports* in the *Payroll Guide* for information about printing reports during the payroll cycle

Revising Voucher Information

Before you process the final update for a payroll cycle that includes vouchers, you should review voucher information to verify that it is correct. When you review voucher information, you might notice an error in the setup of payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you typically must rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps that you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA. Revising voucher information includes revising vouchers for tax types and revising vouchers for DBAs.

To revise vouchers for tax types, you first make the necessary revisions to the voucher setup, and then you rerun the journal entries step of the payroll cycle.

To revise vouchers for DBAs, first, make the necessary revisions to the voucher setup. Then reset the payroll ID for the payroll cycle. Finally, rerun the full payroll cycle. For this scenario, you cannot run a changes-only pre-payroll.

See Also

❏ *Setting Up Voucher Information for Tax Transactions* in the *Payroll Guide* for information and instructions about revising tax voucher setup information.

❏ *Setting Up Voucher Information for DBAs* in the *Payroll Guide* for additional information about revising DBA voucher setup information.

❏ *Processing Pro Forma Journal Entries* in the *Payroll Guide* for information about rerunning the journal entries step of the payroll cycle.

❏ *Resetting the Payroll ID* in the *Payroll Guide* for information about resetting the payroll ID after you complete pre-payroll processing.

❏ *Processing Pre-Payroll* in the *Payroll Guide* for information and instructions about processing a full payroll cycle after you have corrected all voucher information and reset the payroll cycle

Reviewing Voucher Error Messages

If errors occur when you process the journal entries step of a payroll cycle that includes vouchers, the system sends messages to your queue in the Work Center. To investigate these errors, review the pro forma vouchers online and in the following reports:

- Payroll Voucher Journal Detail report (R07493)
- Payroll Voucher Journal Summary report (R07496)

The system also sends messages to your queue in the Work Center if errors occur when you process the final update. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors.

See Also

❏ *Viewing Messages* in the *Foundation Guide* for information about reviewing messages in the Employee Workcenter

❏ *Reviewing Pro Forma Vouchers by Payee* in the *Payroll Guide* for information about reviewing pro forma vouchers online

❏ *Reviewing Pro Forma Vouchers by Employee* in the *Payroll Guide* for information about reviewing pro forma vouchers online

❑ *Reviewing the Payroll Voucher Journal Reports* in the *Payroll Guide* for information about the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports

❑ *Revising Voucher Information* in the *Payroll Guide* for information about correcting errors in pro forma vouchers

❑ *Reviewing Batches of Journal Entries* in the *Time and Labor Guide* for information about reviewing actual vouchers online in multicompany format

Transferring Voucher Information to the Accounts Payable System

From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor Report.

If errors occur during final update when the system creates the journal entries for actual vouchers, the system sends messages to your queue in the Employee Workcenter and stores the voucher entries in the Voucher Transactions - Batch Upload table (F0411Z1). After you have reviewed these messages and made any necessary corrections, you must run the Batch Voucher Processor (R04110ZA) to copy the voucher entries to the Accounts Payable Ledger and Account Ledger tables. This program includes a processing option that allows you to automatically post the entries to the Account Balances table.

After you process the final update, you can no longer review pro forma vouchers.

Note

Version ZJDE0002 of the Batch Voucher Processor (R04110ZA) is automatically processed during the journal entries step of the payroll cycle. In this version, processing options one and three on the Process tab in Version ZJDE0002 are blank. Version ZJDE0003 is processed during the final update step of the payroll cycle. Processing options one and three on the Process tab are set with a value of 1 in Version ZJDE0003. Both of these versions are hard-coded and cannot be changed.

Version ZJDE0001 is attached to the Batch Voucher Processing menu. You should review the processing options before you process this program.

Processing Options for the Batch Voucher Processor Report Program (R04110ZA)

Select
Enter the values you would like to use for data selection.
1. EDI - User ID

Blank = select all

2. EDI - Batch Number

Blank = select all

3. EDI - Transaction Number

Blank = select all

4. EDI - Transmission Date

Blank = select all
Process
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.
1 = Final Mode '' = Proof mode
2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out of balance.
1 = Allow out of Balance
3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.
1 = Purge '' = No Purge
Messages
1. Enter a '1' to suppress the creation of warning Workflow messages. If left blank, warning messages will be created in Workflow.
1 = Suppress Warning " = No Suppress
2. Enter the user to receive the Workflow messages. If left blank, the user that entered the transaction will receive the Workflow messages.
User ID for Workflow messages
Defaults
1. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.
1 = Bypass Tax Default
Versions
1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.
Version
2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.
Version
Batch Approval
1. Enter a '1' if you would like to have the batch status on all batches created through the Voucher Batch Processor to be set to 'Approved' (regardless of the general accounting constants). If this field is left blank, the batch status will be set according to the general accounting constants.
Batch Approval
Auto Post
1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation. If this Processing Option is left blank, the post will not be submitted.
Version

Prerequisite

❑ Review voucher error messages and make any necessary corrections. See *Reviewing Voucher Error Messages* in the *Payroll Guide*.

See Also

❑ *Posting Payroll Vouchers to the General Ledger* in the *Payroll Guide* for additional information

❑ *Voucher Processing* in the *Accounts Payable Guide* for more information about the Batch Voucher Processor program

Posting Payroll Vouchers to the General Ledger

From the Payroll Workbench menu (G07BUSP11), choose Post Payroll Vouchers to G/L.

When you process the final update step of a payroll cycle that includes vouchers, the system creates the actual journal entries for the vouchers. When no errors exist, the system stores these entries in the following tables:

- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)

Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system cannot automatically post voucher entries during final update. After final update, you must run the General Ledger Post Report program (R09801) to post the voucher entries (document type T7) to the Account Balances table (F0902). However, you cannot use this post program to post voucher entries that contain errors.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system generates the following reports:

Posting Edit report	Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch.
General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types: - T7 - Payroll voucher entries - AE - Offsetting credit entries to the accounts payable liability account that the system creates during posting
Payroll Voucher Upload report	When you void and reissue a payment that originally included payroll vouchers, the system recreates those vouchers during final update. However, if the original vouchers were not deleted, the new vouchers are created with a zero dollar amount, and no records are created in the F0411 and F0911. When vouchers with zero dollar amounts are created, the Payroll Voucher Upload report (R07411Z1) generates a report that lists all of these vouchers. The system does not produce a report if there are no vouchers with a zero dollar amount.

Prerequisite

❑ For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Accounts Payable AAIs* in the *Accounts Payable Guide*.

See Also

❑ *Voucher Batch Processing* in the *Accounts Payable Guide* for information about using a General Accounting program to post batches of journal entries for vouchers

❑ *Posting Financial Batches* in the *General Accounting Guide* for information about the General Ledger Post report and the Posting Edit report

❑ *Transferring Voucher Information to the Accounts Payable System* in the *Payroll Guide* for information about posting voucher entries that contain errors

Payroll History Conversion

When you implement the PeopleSoft EnterpriseOne Payroll system in the middle of a calendar year, you typically need to enter the payroll history records from your legacy payroll system into the PeopleSoft EnterpriseOne Payroll system. The system uses these payroll history records to calculate the information that appears on employees' year-end forms.

PeopleSoft provides a conversion process that you can use to import payroll history records from a legacy system and convert them into the format used by the PeopleSoft EnterpriseOne Payroll system.

Converting Payroll History

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might need to import payroll history records from another payroll system and convert them to the format used by the PeopleSoft EnterpriseOne Payroll system. The following situations are examples of when you might need to convert payroll history:

System implementation	During system implementation, you can import and convert the payroll history records in your legacy system to the PeopleSoft EnterpriseOne Payroll system.
Acquisitions and mergers	When your organization acquires another company, you can import and convert the payroll history records from the payroll system of the new company to the PeopleSoft EnterpriseOne Payroll system.

When you convert payroll history, you use interim payments to transfer DBA and tax history information to the summary and detail tables for DBA and tax history. By using interim payments, you can create history records with as much detail as you want for each employee for which you plan to convert history. For example, if you are converting two months of history for a group of employees, and during that time, each employee received four paychecks, you can convert history for each employee by creating one interim payment that includes the history for all four paychecks, or you can create four interim payments for each employee.

You must complete the following steps to convert payroll history into the PeopleSoft EnterpriseOne payroll system:

- Create records in the Employee Master Information table (F060116) using the Employee Master program (P0801). You must have a record in the Employee Master Information table for each employee for whom you convert payroll history. Each employee is assigned a unique address book number in the Employee Master Information table.

- Create time entry records and upload them to the EnterpriseOne system using the Batch Time Entry Processor program(P05116Z1).

- Create interim header records using the Create Interim Header Records conversion program (R8907350).

- Populate the Debit/Benefit/Accrual Ledger File table (F0709) using the Maintain DBA Conversion File program (P07991). The Debit/Benefit/Accrual Ledger File table contains DBA information that has been entered into the system but has not been processed in a payroll cycle.

- Populate the Tax Detail File table (F07353) using the Maintain Tax History Conversion File program (P07992). The Tax Detail File contains tax information that has been entered into the system but has not been processed in a payroll cycle.

- Process the interim payments using the Work With Interims Workbench program (P07210I). When you process the interim payroll, you calculate all of the information that the system needs to process the interim payments through a payroll cycle and load all historical information into history tables.

- Update payroll history. Once interim payments have been processed, you can update payroll history by running a complete Interims-Only payroll cycle. After the Interims-only Payroll Cycle is completed through the Final Update step, detail and summary history tables will be populated with the uploaded history amounts.

The following graphic shows the process flow for the payroll history conversion:

Process Flow for Payroll History Conversion

Upload Employee Master Data (F060116Z table and Process Pending Employees Program)

Upload Time Entry data into F060116Z1 table

Generate Interim Header Record (R8907350)

Employee Transactions Batch Table (F06116Z1)

Employee Transactions Batch Table (F06116Z1)

Payment Table (F07350)

Run Time Entry Batch Processor Program (R05116Z11)

Employee Transactions Detail Table (F06116)

Upload or enter data into the DBA Conversion Data Table (F07991)

Employee Master Table (F060116)

Deductions, Benefits, Accrual History Conversion Data Table (F07991)

Run Populate DBA Ledger File program (R07991)

DBA Ledger Table (F0709)

Upload or enter data into the Payroll Tax History Conversion Data Table (F07992)

Employee Master Table (F060116)

Payroll Tax History Conversion Data Table (F07992)

Run the Populate Tax History File program (R07992)

Tax Detail Table (F07353)

Use Process Interims from Row menu in Payroll Workbench to create batch of manual interim payments

Use Process Interims Only-Payroll Cycle in newly created manual interim checks to history

Prerequisite

❑ Upload employee information to the Employee Master Information table (F060116). You can use the employee quick hire feature to perform the upload. See *Adding Employee Records Using Employee Quick Hire* in the *Human Capital Management Foundation Guide*.

Generating Timecards and Interim Header Records

To convert payroll history into the PeopleSoft EnterpriseOne Payroll system, you must first upload time entry information into the Employee Transactions - Batch File table (F06116Z1). You can upload pay types, lump sum amounts, and hours. Every employee for whom you want to upload DBA and tax history must have a record in the F06116Z1 table. If no record exists in this table, no tax or DBA information is converted into the EnterpriseOne system for that employee.

After the time entry records have been uploaded, you can revise the records, if necessary, using the Payroll Batch File Review (P05116Z1) program. After reviewing the timecards, you then run the Time Entry Batch Processor (R05116Z1I) in proof mode.

After you have run the Batch Time Entry Processor in proof mode, you must then generate the interim header records. You generate interim header records so that you can transfer the original payment numbers for the imported payment information into the payroll history tables in the EnterpriseOne system. You use the Payroll Conversion - Create Interim Header Records program (R8907350) to update the Payment File table (F07350). The system creates one record in the F07350 for each address book number and EDI line number combination in the Employee Transactions - Batch File table. When you process the interim header records, the system uses the information in the F07350 to update the payroll history tables.

When you run the Create Interim Header Records program, the system updates information in the following tables, as indicated:

- F07350 (Payment File) – The system updates the check control number, pay period end date, and payment date.

- F06116Z1 (Employee Transactions - Batch File) – The system updates the check control number.

- F07300 (Employee Lockout Code File)– The system updates the address book number, payroll ID, payroll lockout ID, and pay frequency.

After you have created the interim header records, you must run the Batch Time Entry Processor in final mode. This will populate the Employee Transaction Detail File (F06116) with the time entry records that you uploaded to the Employee Transactions – Batch File table. You must have records in the Employee Transaction Detail File table (F06116) to process through an Interims-Only payroll cycle, which will update your payroll history files.

The Batch Time Entry File Processor program verifies that the information within the Employee Transactions - Batch File table is processed correctly and is updated to the Employee Transaction Detail File table.

Prerequisites

❑ Upload the applicable time entry information into the Employee Transactions - Batch File table (F06116Z1). If you want to convert the original payment numbers from the legacy system, you must specify that the system populate the EDI Line Number field (EDLN) with this information. See the following topics in the *Time and Labor Guide*:

  ❑ Setting Up a Flat File Cross-Reference

  ❑ Completing Required Fields for the Employee Transactions – Batch File Table (F06116Z1)

❑ Create a time entry record for each employee whose payroll history you need to convert. To prevent the timecard from affecting the employee's wages, you can enter two timecards that net to zero by placing a positive .01 in the Lump Sum field on one timecard and a negative .01 in the Lump Sum field on another timecard. See *Entering Timecards for Employees* in the *Time and Labor Guide*.

❑ Create an interim payroll ID and specify Y in the DBA Bypass Flag field. See *Creating an Interim Payroll ID* in the *Payroll Guide*.

❑ Enter the interim payroll ID in the Payroll ID processing option for the Payroll Conversion - Create Interim Header Records program (R8907350).

► **To generate interim header records**

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

1. Run the Batch Time Entry Processor. Set the processing options to run the program in proof mode.

2. Review the Transaction Errors report and ensure the following:

   • No errors exist in the Employee Transactions Detail table.

   • The data selection for the report includes only those records for which you are converting payroll history. Typically, you include a date or a batch number in the data selection.

3. From the Payroll History Conversion menu (G07H3), choose Create Interim Header Records.

   Note

   The Create Interim Header Records program is a table conversion program. You might need to contact your system administrator for assistance with this task. Before you process this program, see *Running a Table Conversion* in the *Table Conversion Guide* for additional information about running table conversion programs.

4. Run the Create Interim Header Records program. The data selection should include only those records in the Employee Transactions – Batch File table that you are using to populate the payroll history tables.

   The system creates the Payment table and updates the Employee Transactions Batch table with check control numbers, a pay period ending date, and a payment date.

5. Run the Batch Time Entry Processor. Set the processing options to run the program in final mode.

   The system updates the Employee Transaction Detail table (F06116) with the information in the Employee Transactions - Batch File table.

See Also

❑ *Creating Timecards from Uploaded Information* in the *Time and Labor Guide* for information and instructions about running the Batch Time Entry Processor

Processing Options for Create Interim Header Records (R8907350)

Default Values Tab

These processing options determine the default settings for the history conversion process.

1. Pay Period Ending Date (Required)

Use this processing option to enter the date that the system uses to populate the Pay Period End Date field on the interim payments. This date determines the month and year that the payment information is updated to the history tables. This processing option is required.

2. Check Date (Required)

Use this processing option to enter the date that the system uses to populate the Check Date field on the interim payments. This processing option is required.

3. Check Number (See Help)

Use this processing option to populate all of the payroll history records that you are converting with the payment number that you enter in this processing option. Leave this processing option blank if you do not need to track payment numbers for the payroll history records that you are converting or if you are using the Employee Transactions - Batch File table (F06116Z1) to convert the original payment numbers.

4. Payroll ID (Required)

Use this processing option to enter the interim payroll ID that you want to use to process the interim payments for history conversion. You use the Pay Cycle Workbench program to create the interim payroll ID. This processing option is required.

Entering DBA History for Data Conversion

Before you can complete the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have already imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table (F060116) and before you update the Deduction/Benefit/Accrual Ledger File table (F0709).

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

From the Payroll History Conversion menu (G07H3), choose Maintain DBA Conversion File.

1. On Work With DBA History Conversion Data, click Add.

2. On DBA History Conversion Data, complete the following fields, and then click OK:

- Employee Tax ID
- Payment Number

  The number that you enter in this field should match the number that you enter in the processing options for the Payroll Conversion - Create Interim Header Records program (R8907350), unless you populated the EDI Line Number in the Employee Transactions – Batch File table (F06116Z1). The value that you enter in this field is used to populate the Check Number (DOCM) fields in the Deduction, Benefit, Accrual History Conversion Data table (F07991) and the Payroll Tax History Conversion Data table (F07992).

- PDBA Code
- Gross Pay

Note

The system does not calculate gross pay. You must enter the value of each DBA into the Gross Pay field. This value represents the amount of the DBA that will be loaded into the payroll history. You must make sure to activate the DBA Bypass Flag when creating interim payments to ensure that if DBAs are set up for this employee in the PeopleSoft EnterpriseOne payroll system, they will not be calculated when interim payments are processed.

See Also

❑ *Setting Up a Flat File Cross-Reference* in the *Time and Labor Guide* for information about electronically importing information

Updating the DBA Ledger Table

From the Payroll History Conversion menu (G07H3), choose Populate DBA Ledger Table.

After you enter or import DBA history into the Deduction, Benefit, Accrual History Conversion Data table (F07991), you can run the Populate DBA Ledger File program (R07991) to update the Deduction/Benefit/Accrual Ledger File table (F0709), with the DBA history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Maintain DBA Conversion File program (P07991) to make any necessary corrections. When all information is correct, run the program in final mode to update the F0709. The system does not update the F0709 if errors exist.

When the system updates the F0709, it retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)
- Payment File (F07350)
- Payroll Transaction Constants (F069116)

See Also

- ❑ *Entering DBA History for Data Conversion* in the *Payroll Guide* for additional information and instructions

Processing Options for Populate DBA Ledger Table (R07991)

Process Tab

This processing option determines the mode that is used to process the Populate DBA Ledger Table program.

---

1. Proof or Final Mode:

0 = Proof Mode
1 = Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

  0 Proof mode. The system prints an error report without updating the DBA Ledger table (F0709). Use the report to review errors before you run the process in final mode.

  1 Final mode. The system prints a report and updates the DBA Ledger table with all records that contain no errors. The system does not update the DBA Ledger table with records that contain errors. Instead, the system displays these records on the error report.

Entering Tax History for Data Conversion

Before you can convert payroll history, you must enter or import employees' tax information into the Payroll Tax History Conversion Data table (F07992). If you have already imported the information, you can review it and make any necessary corrections.

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

► **To enter tax history for data conversion**

From the Payroll History Conversion menu (G07H3), choose Maintain Tax History Conversion File.

1. On Work With Tax History Conversion File Data, click Add.

2. On Tax History Conversion File Data, complete the following fields, and then click OK:

   - Employee Tax ID
   - Payment Number

The number that you enter in this field should match the number that you enter in the processing options for the Payroll Conversion - Create Interim Header Records program (R8907350), unless you populated the EDI Line Number in the Employee Transactions – Batch File table (F06116Z1). The value that you enter in this field is used to populate the Check Number (DOCM) fields in the Payroll Tax History Conversion Data table (F07992).

- Work Tax Area
- T T
- Gross Pay

Note

The system does not calculate the tax amount. You must enter the value of each tax into the Gross Pay field. This value represents the amount of tax that will be loaded into the payroll history. If the employee has tax areas set up in the EnterpriseOne system for which you are not converting history, you must enter that tax area with a gross pay amount of zero in the Maintain Tax History Conversion File program (P07992) to override any tax amounts that might get calculated when interim payments are processed.

See Also

❑ *Setting Up a Flat File Cross-Reference* in the *Time and Labor Guide* for information about electronically importing information

Updating the Tax Detail Table

From the Payroll History Conversion menu (G07H3), choose Populate Tax Detail Table.

After you enter or import tax history into the Tax History Conversion Data table (F07992), you can run the Populate Tax Detail Table program (R07992) to update the Tax Detail File table (F07353), with the tax history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Tax History Conversion Data program to make any necessary corrections. When the information is correct, run the program in final mode to update the Tax Detail File table. The system does not update the Tax Detail File table with information that contains errors.

When the system updates the Tax Detail File table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)

Processing Options for Populate Tax Detail Table (R07992)

Process Tab

This processing option determines which mode is used to process the Populate Tax Detail Table program.

1. Proof or Final Mode

0 = Proof Mode
1 = Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

  0 Proof mode. The system prints an error report without updating the Tax Detail table (F07353). Use the report to review errors before you run the process in final mode.

  1 Final mode. The system prints a report and updates the Tax Detail table with all records that contain no errors. The system does not update the Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

Processing the Interim Payments for Payroll History Conversion

After you update the Deduction/Benefit/Accrual Ledger File table (F0709) and the Tax Detail File table (F07353) with the records that you need to include in payroll history, you must run the Process function over those records using the Work With Interims Workbench program (P07210I).

When you choose the process function from the Work With Interims Workbench, the system runs the Interim Calculations program (R07280) over the records that you have created in the following tables:

- Employee Transaction Detail File table (F06116)
- Deduction/Benefit/Accrual Ledger File table (F0709)
- Payment File table (F07350)
- Tax Detail File table (F07353)

The Interim Calculations program uses the information in these table, which have been populated during previous steps of the payroll history conversion process, to create actual interim payments that include all timecard, DBA, and tax information in a format that can be loaded into payroll history.

Note

You cannot review tax amounts through the Work With Interim Payments program (P07350I) until the Interim Calculations program has completed running.

Also, after you process the interim payments from within the Work With Interims Workbench program, be sure to process them through an interims only payroll cycle. Extra processing time and unexpected results might occur if the history conversion interims are merged into a regular payroll cycle.

► **To process interim payments for payroll history conversion**

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

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

   - Interim ID

2. Choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then Process Single.

3. On Process Interims Confirmation, click OK.

See Also

See the following topics in the *Payroll Guide* for additional information and instructions about processing interim payments for history conversion:

❑ *Generating Timecards and Interim Header Records*

❑ *Working With Interim Payments*

❑ *Processing Pre-Payroll*

Pre-Payroll Workfiles and Business Functions

When you process pre-payroll, the system uses several business functions, and generates temporary workfiles that are used to calculate employee earnings, create payments, generate journal entries, and create employee payroll history.

The pre-payroll process creates the following temporary workfiles:

- Payment File table (F07350)

- Payment Distribution File table (F07351)

- Stub Information File table (F07352)

- Deduction/Benefit/Accrual Ledger File table (F0709)

- DBA Period Control File (F0705)

- Pay Cycle Parameters File table (F07210)

- WF – Payroll Journal (Detail) table (F05290)

- Payroll Journal (Compressed) File table (F063951)

- Burden Distribution File table (F07241)

- Payroll – Accounts Payable Detail (OneWorld) table (F07490)

- Payroll – Accounts Payable Summary File table (F07491)

- Payroll – Accounts Payable Control table (F07492)

When you process pre-payroll, the system uses business functions to retrieve employee data, perform complex payroll calculations, and produce payment information. The following table describes each of the business functions that are used during pre-payroll processing:

Employee Lockout Function (B0700021)	The Employee Lockout function creates the Employee Lockout Code File table (F07300), and performs payroll error message editing to determine whether employees are locked to another payroll ID, or whether employees that you are trying to process do not qualify for the payroll.
Lock Timecards Function (B0700019)	The Lock Timecard function locks all of the timecard records in the Employee Transaction Detail File table (F06116) by updating the Check Control Number and the Payroll Lockout ID fields. This function also creates the timecard cache.
Auto Pay Generation Function (B0700027)	The Auto Pay Generation function determines whether the system must automatically generate timecards for employees. This function evaluates employee information and existing timecards that should be included in auto pay calculations, and generates additional timecards for auto pay employees.

DBA Lockout Function (B0700016)	The DBA Lockout function locks DBA one-time override records in the Deduction/Benefit/Accrual Ledger File table (F0709) that were manually entered before the payroll was processed.
Create PDBA Cache History Function (B0700013)	The Create PDBA Cache History function retrieves employee PDBA history from the following files, and then creates the PDBA cache: • Employee Transaction History Summary table (F06146) • Calendar Month DBA Summary History File table (F06145)
Create Tax Workfile History Function (B0700014)	The Create Tax Workfile History function retrieves employee tax history from the following tables, and then creates the tax detail cache: • Tax History table (F06136) • Tax Detail File table (F07353)
Payment Shell Record Server Function (B0700017)	The Payment Shell Record Server function creates the initial payment header record in the Tax Detail File table (F07353).
Pre-Payroll DBA Calculation Function (B0700005)	The Pre-Payroll DBA Calculation function calculates gross DBA amounts, and updates the Deduction/Benefit/Accrual Ledger File table (F0709). After the Vertex Tax Calculations function (B0700010) is processed, this function also calculates net DBA amounts and again updates the F0709. Additionally, this function updates the Payment File table (F07350) with DBA gross, net, and tax information.
Vertex Tax Calculations Function (B0700010)	The Vertex Tax Calculations function (B0700010) calculates employee tax details and updates the Tax Detail File table (F07353). Additionally, this function calls the following functions that are used to calculate employee tax withholding amounts: • Set Tax Calculation Inputs (B0700004) • Perform Tax Calculations (B0700008) • Create Tax Detail Records (B0700009)
Create Stub Detail Records Function (B0700001)	The Create Stub Detail Records function creates the payment stub record in the Stub Information File table (F07352).
Create Payment Distribution Records Function (B0700002)	The Create Payment Distribution Records function creates records in the Payment Distribution File table. Additionally, this function performs the Gross to Net Error edit.

Pre-Payroll Troubleshooting

Occasionally, you might experience errors when processing pre-payroll. These errors can be related to a single employee, or the entire payroll cycle. The following information can help you troubleshoot the errors.

Use Tools to Diagnose Errors	Use the following resources to help you identify the errors that are causing pre-payroll to end abnormally: • Review all payroll messages that were generated by this payroll ID. These messages are specific to certain employees in the payroll process. • Review all messages in your Personal In Basket. You might need to clear your in basket of all messages, and then rerun pre-payroll to locate the specific messages that are associated with this payroll ID. These messages apply to programmatic errors that occur during payroll processing. • Generate logs when running pre-payroll. These logs can provide you, your system administrator, and the PeopleSoft technical assistance team with pertinent information. You should generate the following logs: • JDE.log • JDEDebug.log • UBE.log for R07200 • Determine whether the Pre-Payroll Driver UBE completed normally on the server. Contact your system administrator for assistance with the following troubleshooting tasks: • Review the OCM mappings for R07200. • Confirm that a server package/update was completed if you use modified objects. • Confirm that Quantum for Payroll is loaded on the server, and that the database connections are set correctly. • Confirm that all necessary UBEs and business functions have been mapped to run on the server. • Confirm that the version of the R07200 that is associated with this payroll ID has been checked into the server.
Review Setup Information	Verify that the following tasks have been completed: • Review the accuracy of the data selection for the payroll ID. Specifically, review data selection criteria for employee number, start date, and pay status. • Confirm that the Master Pay Cycle is set up with valid dates. • Verify that the country code that is associated with the payroll ID is the same country code that is associated with the employees whose records you are processing. • If applicable, verify whether Auto Pay is selected for the payroll ID. • Review the Additional Parameters for the payroll ID. • Confirm that employees who are being processed in this payroll are

	not locked to another payroll ID.
	• After you reset the payroll ID, verify that the G/L Date (DGL) and Batch Number – G/L (GICU) fields in the Employee Transaction Detail File table (F06116) are empty. Contact your system administrator for assistance.
Review Payroll Security	Verify that security for the system, and for the payroll ID have been set up correctly by doing the following:
	• Verify that the person who processed pre-payroll is included in the Execution Control Parameters.
	• Confirm that additional security has not been set up for a specific user. Contact your system administrator for assistance.

Additional Troubleshooting Tips

After reviewing tools, setup, and security information, if you still cannot determine the cause of the pre-payroll errors, try the following:

- Process pre-payroll without generating any reports. If pre-payroll runs successfully without reports, contact your system administrator or technical support; you might need to build a server package with the reports.

- Verify that the Employee Master Information table (F060116) and the Employee Jobs table (F060118) contain the same number of records.

- Exclude interim payments from the payroll ID. If pre-payroll completes successfully without interim payments, review all of the interim payments that were previously included in the process. Specifically, review one-time overrides and DBAs.

- Confirm that timecards are being created during pre-payroll for all autopay employees.

- If the R07200 fails to run on the server, try processing it locally. Contact your system administrator for assistance with this task.

Troubleshooting Tax and DBA Calculation Problems

Occasionally, you might find that the system has not correctly calculated a tax or DBA, or has not calculated it at all, for one or more employees in a payroll cycle. Use the following information to help you determine the source and resolution of the problem.

DBA Calculation Tips

If a DBA is not being calculated correctly for one or more employees in the payroll, review the following:

- Verify that the Pre-Payroll DBA Calculation Control Table (F07901) contains data. If this table is empty, contact PeopleSoft technical support for assistance.

- Verify that UDC table 07/VN exists and that it contains data.

- Confirm that the Period Number field on the Pre-Payroll Processing form contains a value.

- Verify that the value in the Period Number field on the Pre-Payroll Processing form coincides with the value in the appropriate Pay Period of the Month field on the Basic DBA Information form. For example, if the Period Number field contains a 1, verify that the Pay Period of the Month (1) field contains a value of * or Y.

- Verify that the from and through dates for pre-payroll are not within the DBA start and stop dates.

- Review the Override Flag in the employee's DBA instructions, or in the group plan setup. The DBA might be set up not to calculate for an employee or group of employees.

- If the DBA that you are reviewing is based on another DBA, verify that the system calculated the based-on DBA.

- Verify that one or more of the pay types that were used to pay the employee's earnings for the period are included in the DBA's basis of calculation.

- Verify that the Home Company field on the Advanced DBA Information form is blank. If it contains a value, verify that the value is the same as the employee's home company.

Tax Calculation Tips

If the system is not calculating taxes correctly for one or more employees in the payroll, review the following:

- Verify that the Vertex database is populated.

- If a timecard is created for this employee, verify that it is locked to the correct payroll ID.

- If no timecards exist for the employee, verify that a taxable benefit was created for the employee. If no timecards or taxable benefits were created for the employee, the system will not calculate taxes.

- Confirm that the Set Vertex Tax table (F07490) contains 112 records for the United States, and 48 records for Canada.

- Verify that the value in the Tax Area field is correct in the employee's record in the Employee Master Information table (F060116).

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.

in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).
	Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.

jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.

location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.

non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.

object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.

parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.

program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.

threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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