

PeopleSoft®

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Payroll for North America PeopleBook

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Contents

General Preface

- About This PeopleBookxxxiii**
- PeopleSoft Application Prerequisites.....xxxiii
- PeopleSoft Application Fundamentals.....xxxiii
- Related Documentation.....xxxiv
 - Obtaining Documentation Updates.....xxxiv
 - Ordering Printed Documentation.....xxxiv
- Typographical Conventions and Visual Cues.....xxxv
 - Typographical Conventions.....xxxv
 - Visual Cues.....xxxvi
- Comments and Suggestions.....xxxvii
- Common Elements in These PeopleBooks.....xxxvii

Preface

- PeopleSoft Payroll for North America Preface.....xxxix**
- PeopleSoft Application Fundamentals.....xxxix
- PeopleBook Structure.....xxxix

Chapter 1

- Getting Started With PeopleSoft Payroll for North America.....1**
- PeopleSoft Payroll for North America Business Processes.....1
- Implementing PeopleSoft Payroll for North America.....1
 - Setting Up PeopleSoft HRMS Fundamental Tables.....2
 - Setting Up PeopleSoft Payroll for North America Core Payroll Processing Tables.....2
 - Setting Up PeopleSoft Payroll for North America Employee Data Tables.....4
 - Setting Up Additional PeopleSoft Payroll for North America Tables.....4

Chapter 2

- Understanding PeopleSoft Payroll for North America.....7**
- Designing Your PeopleSoft Payroll for North America System.....7
- PeopleSoft Payroll for North America Business Processes.....8
- PeopleSoft Payroll for North America Integrations.....9

Chapter 3

Setting Up Pay Groups..... 11

Understanding Pay Groups..... 11

 Purpose and Function of Pay Groups..... 11

 Default Pay Group for the Company..... 11

 Checklist for Identifying Pay Groups..... 12

 How the Pay Group Table Affects Paysheets..... 14

 Proration Rules..... 14

 Examples of Proration Rules..... 14

Defining Pay Groups..... 16

 Pages Used to Define Pay Groups..... 17

 Defining a Pay Group..... 18

 Establishing Default Employee Types..... 18

 Defining Payroll Calculation Parameters..... 18

 Specifying Proration Rules and Other Paysheet Options..... 19

 Specifying Paycheck Sort Order and Other Options..... 20

 Defining Print Sequence Options..... 22

 Defining Other Report Parameters..... 23

 Establishing Tips Processing..... 25

 Selecting Time and Labor Elements for the Pay Group..... 26

Chapter 4

Defining Earnings Codes and Earnings Programs..... 27

Understanding Earnings Tables..... 27

 Prerequisites..... 27

 Common Elements Used in This Chapter..... 27

Understanding Tax Specification..... 28

 (USA) Specifying U.S. Taxes..... 28

 (CAN) Specifying Canadian Tax..... 28

(CAN) Understanding Canadian Tax Methods..... 31

 Bonus Tax Method..... 31

 Commission Tax Method..... 32

 Lump Sum Tax Method..... 33

Establishing Earnings Codes..... 33

 Understanding Earnings Codes..... 34

 Pages Used to Establish Earnings Codes..... 36

 Defining Parameters and Rules for Calculating Earnings..... 36

 Entering Special Options and Tax Methods for Earnings Codes..... 39

 (USF) Specifying Additional Earnings..... 45

Specifying Calculation Rules.....47
 Defining How Earnings Codes Affect Leave Accruals and Special Accumulators.....50
 (USF) Specifying Pay Limit Processing.....52
 Establishing Earnings Programs.....52
 Understanding Earnings Programs.....52
 Pages Used to Establish Earnings Programs.....53
 Defining Earnings Programs.....53

Chapter 5

Defining Deductions.....55
 Understanding Deductions.....55
 Four Steps to Defining Deductions.....55
 Understanding General Deductions and Benefits Deductions.....56
 Prerequisites.....56
 Creating Deduction Subsets.....56
 Understanding Deduction Subsets.....57
 Page Used to Create Deduction Subsets.....57
 Setting Up Deductions.....57
 Understanding the Deduction Table.....58
 Understanding Deduction Classification.....58
 (USA) Understanding U.S. Tax Considerations.....59
 (CAN) Understanding Canadian Deductions.....60
 Pages Used to Set Up Deductions.....66
 Specifying the Deduction Priority.....66
 (USF) Specifying Federal Distribution Destinations.....69
 Specifying Deduction and Tax Classifications.....69
 Specifying U.S. and Canadian Tax Effect Considerations.....72
 Establishing Parameters for Partial Deductions and Arrears.....76
 Specifying the Deduction Frequency Schedule.....77
 Defining General Deductions.....79
 Understanding General Deductions.....79
 Pages Used to Define General Deductions.....80
 Defining How General Deductions are Calculated.....80
 (USF) Defining the Distribution Routing and Summary Levels.....84
 (USF) Entering General Deduction Distribution Information.....84
 (USF) Entering General Deduction Distribution Remittance Frequency Information.....85
 Defining Benefit Deductions.....86
 Assigning General Deductions to a Company.....86
 Page Used to Assign General Deductions to a Company.....87

Assigning General Deductions to Each Company.....87

Chapter 6

Setting Up the Payroll Process.....89

Understanding HR Information Used in the Payroll Process.....89

Understanding Tables That Support the Payroll Process.....90

Understanding Pay Calendar Date Fields.....91

 Interactions With General Deductions.....91

 Interactions With Additional Pay.....92

 Interactions With Benefit Deductions.....93

 Interactions With Job Data.....94

 Interactions With the Deduction Table.....95

Setting Up Forms for Printing Checks and Advices.....96

 Understanding the Form Table.....96

 Page Used to Set Up Print Forms.....96

 Identifying Forms for Printing Checks and Advice.....96

Editing Account Codes.....97

 Pages Used to Edit Account Codes.....97

 Editing Account Codes.....97

Setting Up Holiday Schedules.....99

 Guidelines for Defining Holidays.....99

 Page Used to Set Up Holiday Schedules.....100

 Designating Holidays for Payroll Processing.....100

Establishing Shifts.....100

 Understanding Shifts.....100

 Pages Used to Establish and Report on Shifts.....102

 Defining a Shift.....102

Setting Up Rapid Entry Paysheet Templates.....103

 Understanding the Rapid Entry Paysheet Template.....103

 Page Used to Set Up Rapid Entry Paysheet Templates.....105

 Defining the Rapid Entry Paysheet Template.....105

Establishing Retro Pay Programs.....106

 Understanding Retro Pay Programs.....106

 Pages Used to Establish Retro Pay Programs.....106

 Defining Retro Pay Programs.....106

Establishing Special Accumulator Codes.....108

 Understanding Special Accumulators.....108

 Pages Used to Establish and Report on Special Accumulator Codes.....109

Defining the Final Check Process.....109

Understanding the Final Check Process.....109

Pages Used to Define the Final Check Process.....110

Defining Final Check Action and Action Reason Code Combinations.....111

Establishing a Final Check Program.....112

Defining Final Check Earnings.....113

Defining Final Check Leave Accrual Rules.....113

Defining Final Check Deductions.....115

Cloning a Final Check Program.....116

Reviewing and Modifying Payroll Messages.....117

 Understanding Payroll Messages.....117

 Page Used to Review and Modify Payroll Messages.....118

 Adding and Modifying Payroll Messages.....118

Handling Employees With Multiple Jobs in the Same Organization.....119

 Understanding Multiple Job Considerations.....119

 Issuing a Single Check.....120

 Setting Up Direct Deposit for Paychecks.....120

 Taking General Deductions.....121

 Setting Up Deduction Subsets for Employees With Multiple Jobs.....121

 Setting Up Union Dues Deductions.....124

 Setting Up Multiple Benefits Programs.....125

 Setting Limits for General Deductions and Benefits Deductions.....125

Chapter 7

Setting Up Garnishments.....127

Establishing a Garnishment Deduction.....127

 Setting Up the Deduction Table for Garnishments Deductions.....127

 Setting Up the General Deduction Table for Garnishment Deductions.....128

(USA) Maintaining Garnishment Proration Rules.....128

 Understanding Garnishment Proration Rules.....129

 Pages Used to Maintain Garnishment Proration Rules.....129

 Applying Garnishment Proration Rules.....129

 Maintaining State Garnishment Proration Rules.....130

Defining Disposable Earnings for Garnishments.....131

 Understanding Disposable Earnings for Garnishments.....131

 Pages Used to Define Disposable Earnings for Garnishments.....132

 (USA) Reviewing and Updating U.S. Disposable Earnings Definitions.....132

 (CAN) Reviewing and Updating Canadian Disposable Earnings Definitions.....133

(USA) Defining U.S. Garnishment Rules.....134

 Common Elements Used in This Section.....134

Pages Used to Define U.S. Garnishment Rules.....135

Maintaining Exemption Calculation Methods and Data.....135

(CAN) Defining Canadian Garnishment Rules.....136

Understanding Canadian Garnishment Formulas.....136

Common Elements Used in This Section.....137

Pages Used to Define Canadian Garnishment Rules.....137

Specifying Adjustments to Disposable Earnings.....138

Selecting Exemption Amounts.....138

Defining Calculation Formulas.....139

Chapter 8

(USA) Setting Up and Calculating FLSA Rates.....141

Understanding FLSA Rates.....141

Setting Up for FLSA Calculations.....142

 Setting Up Foundation Tables for FLSA Calculations.....142

 Setting Up the Earnings Table for FLSA.....143

 Setting Up an Employee’s Job Data.....144

Viewing FLSA Pay Data.....144

 Page Used to Review FLSA Calculations.....144

 Viewing Earnings by FLSA Period.....144

Understanding Multiplication Factors in FLSA Calculations.....146

 Contractual Overtime With a Multiplication Factor of 0.5.....146

 Contractual Overtime With a Multiplication Factor of 1.5.....148

 Contractual Overtime With a Multiplication Factor Greater Than 1.5.....150

Calculating FLSA Rates for Hourly and Exception Hourly Employees.....151

 Understanding FLSA Rates for Hourly Employees.....152

 Calculating Overtime Pay for a Workweek With Fewer Than 40 Hours.....152

 Calculating FLSA When the Workweek is 40 Hours.....152

Calculating FLSA Rates for Hospital Employees.....154

Calculating FLSA Rates for Salaried Employees.....155

 Fixed Salaried Hours.....156

 Unspecified Salaried Hours.....156

 Basic Rate Formula for Fixed Salaried Hours.....157

Calculating FLSA Rates for Monthly and Semimonthly Exception Hourly Employees.....158

 Example of Monthly Exception Hourly FLSA Calculation.....158

Calculating FLSA Requirements for Public Safety Employees.....161

 Understanding FLSA for Public Safety Employees.....161

 Understanding Maximum Non-Overtime Hours Under 7K Exemption (Public Safety).....162

 Example: 28-Day, 212-Hour FLSA Period.....163

Example: 14-Day, 86-Hour FLSA Period.....163
 Calculating FLSA Rates With Mid-Period Rate Changes.....166
 Calculating Single Payments Over Multiple Pay Periods.....169
 Calculating FLSA Rates and Double-Time Pay.....169

Chapter 9

(CAN) Setting Up Additional Canadian Payroll Functionality.....171
 Setting Up Canada Savings Bonds.....171
 Understanding Canada Savings Bonds Setup.....171
 Pages Used to Set Up Canada Savings Bonds.....172
 (CAN) Defining Deductions for Canada Savings Bonds.....172
 Setting Up Canada Payroll Savings (CPS) Plans.....173
 Pages Used to Set Up a CPS Organization ID.....173
 Defining a CPS Organization.....173
 Specifying Canada Payroll Savings Campaign Information.....174
 Setting Up CPS Deduction Codes.....176
 Setting Up Canadian Low Interest Loans.....177
 Specifying the Government’s Prescribed Interest Rate.....177
 Activating Calculation Routines for Low-Interest Loans.....177
 Establishing the Loan Deduction.....177
 Setting Up Group Term Life Insurance in Canada.....178
 Understanding Canadian Group Term Life Insurance.....178
 Selecting Deduction and Tax Classifications.....178
 Calculating Imputed Income for Canadian Group Term Life Insurance.....179

Chapter 10

(USA) Setting Up Additional U.S. Payroll Functionality.....183
 Setting Up the Payroll System for Tip Allocation.....183
 Understanding Earnings for Tipped Employees.....183
 Pages Used to Set Up the Payroll System for Tip Allocation.....185
 Setting Up Tips Processing in the Company Table.....185
 Setting Up the Pay Group Table for Tip Allocation.....187
 Viewing the Federal and State Tax Table.....187
 Setting Up the Tip Establishments Table for Tip Allocation.....187
 Setting Up Earnings Codes for Tip Allocation.....188
 Setting Up Earnings Code Tax Information for Tip Allocation.....189
 Setting Up Earnings Code Tax Calculation Information.....190
 Setting Up the Job Data Record for Tipped Employees.....190

Setting Up Form W-2 for Tipped Employees.....	191
Setting Up and Calculating Group Term Life Insurance in the U.S.....	191
Understanding Group-Term Life Insurance.....	191
Defining Deduction Classifications for Group Term Life Insurance.....	192
Defining Tax Options for Group Term Life Insurance.....	193
Calculating Imputed Income for U.S. Group Term Life Insurance.....	194

Chapter 11

(USF) Setting Up Additional U.S. Federal Payroll Functionality.....	197
Establishing Pay Plans.....	197
Understanding Pay Plans.....	197
Understanding Pay Plan Configuration for Pay Caps and Limits.....	197
Pages Used to Establish Pay Plans.....	199
Defining Pay Plans.....	199
Establishing Pay Caps/Limits and Exempt Overtime Rates.....	200
Defining Earnings Accrual Classes.....	201
Understanding Earnings Accrual Classes.....	201
Pages Used to Define Earnings Accrual Classes.....	204
Defining Accrual Class Properties.....	204
Establishing Ceilings and Carryover Limits.....	207
Applying Expiration and Termination Rules.....	210
Creating a Schedule for Granting Leave Based on Length of Service.....	212
Specifying How Earnings Code Hours Affect Leave Balances.....	213
Setting Up Cascading Leave.....	216
Setting Up for Military Deposits.....	217
Page Used to Set Up the Military Deposit Interest Rate.....	217
Defining the Military Deposit Deduction Code.....	217
Entering the Military Service Deposit Interest Rate.....	217
Setting Up IRR Remarks.....	218
Understanding IRR Remarks.....	218
Page Used to Define IRR Remarks.....	218
Defining IRR Remarks.....	218

Chapter 12

Maintaining Payroll Data.....	221
Understanding Payroll Data.....	221
Searching by National ID.....	222
Entering Tax Distribution Information.....	222

Understanding Tax Distribution.....223

Pages Used to Enter Tax Distribution Information.....224

(USA) Entering U.S. Tax Distribution Information.....224

(CAN) Entering Canadian Tax Distribution Information.....225

(USA) Entering U.S. Employee Tax Data.....226

 Understanding Split Local Tax Distribution for KY, AL, and OR.....226

 Pages Used to Maintain U.S Employee Tax Data.....228

 Entering Federal Tax Data.....229

 Entering State Tax Data.....235

 Entering Local Tax Data.....239

(CAN) Entering and Maintaining Canadian Income Tax Data.....241

 Pages Used to Enter Canadian Income Tax Data.....242

 Specifying Federal Income Tax Data.....242

 Entering Quebec Income Tax Information.....248

 Entering Provincial Income Tax Data.....249

(USA) Processing W-4 and W-5 Employees.....251

 Understanding W-4 Exemption and W-5 Advance EIC Eligibility Processing.....251

 Using the Determine W-4 Exempt Employees Workflow Process.....251

 Determining W-4 Exempt Employees Manually.....252

 Submitting W-4 Information to the IRS.....252

 Using the Determine W-5 Eligibility Process.....252

 Pages Used to Process W-4 and W-5 Employees.....253

 Running the Determine W4 or Determine W5 Process.....254

 Generating a Reset W-4 or Reset W-5 List Report.....255

 Preparing W-4 Data for IRS Submission.....256

 Updating the W-4 Processing Status.....257

Setting Up Employee General Deductions.....257

 Understanding Deduction Overrides.....257

 Pages Used to Set Up Employee General Deductions.....259

 Specifying the Calculation Method for General Deductions.....259

 (USF) Specifying the Calculation Method for General Deductions.....262

 (USF) Entering Employee Deduction Distribution Information.....263

 Overriding General Deduction Code Processing Parameters for an Employee.....264

Specifying Employee-Level Benefit Deduction Overrides.....265

 Understanding Benefit Deduction Overrides.....265

 Page Used to Specify Employee-level Benefit Deduction Overrides.....266

 Defining Employee-Level Benefit Deduction Overrides.....266

Setting Up Direct Deposits.....267

 Understanding Direct Deposits.....267

 Pages Used to Set Up Direct Deposits.....268

Entering Direct Deposit Information.....	268
Defining Additional Pay Earnings.....	270
Page Used to Define Additional Pay Earnings.....	271
Entering Additional Pay Earnings Information.....	271
Maintaining Optional Payroll Data.....	277
Pages Used to Maintain Optional Payroll Data.....	278
Entering Optional Payroll Processing Information.....	278
Entering Other Optional Payroll Processing Information.....	280
Maintaining Garnishments, Savings Bonds, and Other Payroll Data.....	282
Garnishment Data.....	282
Savings Bond Data.....	282
(E&G) Employee Contract Data.....	282
(CAN) Canadian Low Interest Loan Payroll Data.....	282
(CAN) Canada Payroll Savings Plan Data.....	282
(USA) Employee Tip Allocation Data.....	282
(USF) Military Deposit Payroll Data.....	282
(USF) Employee IRR Data.....	282
(USF) Employee Accrual Enrollment.....	283
(USF) W-2 and W-2C Information.....	283

Chapter 13

Administering Garnishments.....	285
Prerequisites.....	285
Defining Employee Payroll Data for Garnishments.....	285
Understanding Garnishment Limitation Specifications.....	286
Common Elements Used in This Section.....	286
Pages Used to Define Employee Payroll Data for Garnishments.....	287
Entering Garnishment Order Information.....	288
Entering Garnishment Payee Information.....	290
Defining Garnishment Deduction Parameters and Limitations.....	291
Defining Deduction Information When Deducting From All Payrolls.....	294
Defining a Garnishment Payment Schedule.....	295
Applying Garnishment Rules.....	296
Entering the Garnishment Proration Amount and Pay Mode.....	298
(USF) Defining U. S. Federal Employee Payroll Data for Garnishments.....	299
(USF) Pages Used to Define Employee Payroll Data for Garnishments.....	300
(USF) Entering Garnishment Payee Information.....	300
(USF) Entering Garnishment Deduction Distribution Information.....	301
Verifying Garnishment Data Compliance.....	301

Processing One-Time Garnishment Deduction Overrides.....302
 Viewing Garnishment Information.....302

Chapter 14

(CAN) Administering Additional Canadian Payroll Functionality.....303
 Administering the Canada Savings Bond Program.....303
 Understanding Canada Savings Bond Deductions.....303
 Prerequisites.....304
 Pages Used to Administer the Canada Savings Bond Program.....304
 Registering Employees in the Canada Savings Bond Program.....304
 Using the Bond Purchase Report.....306
 Administering Canada Payroll Savings Plans.....306
 Understanding Canada Payroll Savings Plans.....306
 Prerequisites.....307
 Page Used to Administer Canada Payroll Savings Plans.....307
 Maintaining CPS Employee Contributions.....307
 Processing the CPS Transmittal File.....308
 Administering Canadian Low Interest Loans.....308
 Understanding Canadian Low Interest Loans.....309
 Prerequisites.....311
 Specifying the Loan Percentage.....311

Chapter 15

(USA) Administering Additional U.S. Payroll Functionality.....313
 Allocating Tips.....313
 Understanding the Tip Allocation Process.....313
 Understanding Tip Allocation Calculation Methods.....314
 Prerequisites.....316
 Pages Used to Allocate Tips.....316
 Entering Employee Tip Allocation Data.....318
 Selecting the Tip Allocation End Date.....318
 Running the Tip Allocation Calculation Process.....319
 Updating Allocation Balances.....319
 Viewing Allocations for an Establishment.....319
 Reporting on the Tip Allocation Process.....320
 Reviewing the Tip Allocation Process Status.....320
 Administering U.S. Savings Bonds Purchases.....321
 Understanding U.S. Savings Bonds Purchases.....321

Pages Used to Administer U.S. Savings Bonds Purchases.....	322
Entering Data to Purchase Savings Bonds.....	323
Viewing Bond Purchase and Amount Activity.....	326
Running the Bond Purchase Report.....	327
Producing Magnetic Media Output in Federal Reserve System Format.....	327
Adjusting Imputed Income for U.S. Group Term Life Insurance.....	328
Understanding Imputed Income Adjustments.....	328
Understanding the Imputed Income Adjustment Process.....	328
Prerequisites.....	331
Pages Used to Adjust Imputed Income for U.S. Employees.....	331
Running the Imputed Income Process.....	331
Viewing Imputed Income Calculation Results.....	333
(E&G) Certifying Time and Effort.....	333
Understanding Time and Effort Certification.....	333
Pages Used for Time and Effort Certification.....	334
Specifying Time and Effort Earnings Codes.....	334
Running the Time and Effort Report.....	335

Chapter 16

(USF) Administering Additional U.S. Federal Payroll Functionality.....	337
Administering Pay Caps and Limits.....	337
Understanding Pay Caps and Limits.....	337
Prerequisites.....	338
Pages Used to Administer Pay Caps and Limits.....	339
Reviewing Results of Pay Caps and Limits Processing.....	339
Paying Out Deferred Earnings.....	340
Changing a Pay Limit to an Emergency Limit.....	340
Managing Leave Accrual.....	341
Understanding Leave Accrual.....	341
Prerequisites.....	341
Pages Used to Manage and Report on Leave Accrual.....	342
Viewing Employees' Leave Balance Information.....	342
Updating Restored Hours of Leave Expiration Dates.....	344
Viewing Employee's Individual Leave Accrual Transactions.....	345
Changing Individual Leave Accrual Transactions.....	346
Processing WGI, Tenure, and Probation Nonpay Hours.....	346
Managing WGI, Tenure, and Probation Dates with Nonpay Hours.....	347
Using the WGI/Tenure Update Process and Report.....	348
Pages Used to Process WGI, Tenure, and Probation Nonpay Hours.....	350

Reporting on FEFFLA and FMLA Leave.....350
 Pages Used to Generate FEFFLA and FMLA Reports.....351
 Crediting Military Service to Civilian Retirement.....351
 Understanding Military Service Crediting.....352
 Prerequisites.....353
 Pages Used to Credit Military Service to Civilian Retirement.....353
 Entering Military Service Deposit Information.....353
 Entering Service Period Earnings and Deduction Information.....354
 Viewing Deposit and Interest Information.....355
 Running the Calculate Military Service Deposit Interest Process.....357
 Listing Closed Accounts.....357
 Generating an OPM Military Deposit Worksheet.....357
 Processing Closed Military Service Deposit Accounts.....357
 Viewing Re-Employed Annuitant Information.....358
 Pages Used to View Re-Employed Annuitant Information.....358
 Viewing Annuity Report Details.....359
 Viewing Annuity Report Totals.....359
 Viewing Semi-Annual Headcount Report Details.....359
 Understanding Semi-Annual Headcount Reports.....359
 Pages Used to Generate Various Semi-Annual Headcount Reports.....360

Chapter 17

(E&G) Administering Contract Pay.....361
 Understanding the Contract Pay Feature.....361
 Contract Periods.....361
 How the Contract Pay Feature Interacts With PeopleSoft Human Resources.....362
 Taxing Based on Each Paycheck.....362
 Contract Pay Example.....362
 Setting Up Contract Pay.....364
 Pages Used to Set Up Contract Pay.....364
 Defining Contract Types.....364
 Entering Employee Contracts.....364
 Viewing Employee Earnings and Payments.....366
 Processing Contract Pay.....366
 Understanding the Contract Renewals Process.....366
 Pages Used to Process Contract Pay.....367
 Running the Contract Additional Pay Process.....367
 Running the Contract Renewal Process.....368
 Updating Contract Pay Actuals.....368

Recalculating Actual Days in a Contract.....	368
Administering Contract Prepay.....	369
Understanding Contract Prepay.....	369
Prerequisite.....	369
Page Used to Prepay Deductions.....	370
Using the Prepay Option.....	370
Adjusting Contract Employee Prepay Balances.....	372
Understanding Contract Employee Prepay Balance Adjustments.....	372
Pages Used to Adjust Contract Prepay Balances.....	373
Reviewing Contract Prepay Balances.....	373
Reviewing Contract Prepay Balance Adjustments.....	373
Entering a Reason for Prepay Balance Adjustments.....	374
Changing Prepay Balances.....	374

Chapter 18

Administering the Interface with PeopleSoft Time and Labor.....	375
Understanding the Time and Labor Interface.....	375
Processing Steps.....	375
Processing Summary.....	376
Consolidation.....	377
Setting Up for the Interface with PeopleSoft Time and Labor.....	378
Understanding Pages With Related Time and Labor Fields.....	379
Pages Used to Set Up the Paygroup Table for the Time and Labor Interface.....	379
Defining Which Time and Labor Elements Are Loaded Into Paysheets.....	380
Loading Payable Time into Paysheets.....	381
Understanding Processing Steps.....	381
Understanding Processing Guidelines.....	381
Understanding Refresh Request.....	382
Prerequisites.....	383
Pages Used to Load Payable Time Into Paysheets.....	384
Loading Payable Time for Payroll Processing.....	384
Selecting Employees or Earnings Codes for Off-cycle Processing.....	386
Reviewing Results and Correcting Errors.....	387
Viewing Loaded On-Cycle Time and Labor Data.....	387
Viewing Loaded Off-Cycle Time and Labor Data.....	388
Extracting Time and Labor Costs.....	388
Understanding How to Extract Time and Labor Costs.....	389
Page Used to Extract Time and Labor Costs.....	389
Extracting Time and Labor Costs from Payroll for North America to Time and Labor.....	389

Chapter 19

Administering Interfaces With PeopleSoft HRMS and PeopleSoft Expenses.....393

Understanding Interfaces with PeopleSoft HRMS and Expenses.....393

Administering the Interface with PeopleSoft Human Resources: Manage Variable Compensation.394

 Understanding the Interface with Manage Variable Compensation.....394

 Pages Used to Administer the Interface With Manage Variable Compensation.....396

 Validating or Rejecting Award Data from Variable Compensation.....397

 Loading Variable Compensation Data into Paysheets.....398

 Notifying Variable Compensation of Paid Awards.....398

Administering the Interface with PeopleSoft Human Resources: Recruit Workforce.....398

 Understanding the Interface With Recruit Workforce.....398

 Page Used to Send Notification of Payment Data to Recruit Workforce.....400

Administering the Interface with PeopleSoft Stock Administration.....400

 Understanding the Integration with PeopleSoft Stock Administration.....401

 Loading Refunds to Stock Purchase Contributions.....401

 Calculating Taxes for Stock Options.....401

 Loading Tax Data for Exercised Stock Options.....401

Administering the Interface with PeopleSoft Expenses.....402

 Understanding the Interface With PeopleSoft Expenses.....402

 Page Used to Notify PeopleSoft Expenses.....404

Chapter 20

Working With Paysheets.....405

Understanding Compensation Rates.....405

Understanding Paysheets and Paylines.....406

 Paysheets.....406

 Understanding the Differences Between Paylines and Paysheets.....407

 Paysheet Page Messages.....409

Understanding Deduction Override Processing.....411

 Fields For Specifying Deductions.....412

 Deduction Override Evaluation Hierarchy.....412

 Deduction Override Processing in Paysheet Creation.....412

 Deduction Override Status Indicators.....415

 Deduction Override Processing During Pay Calculation.....416

 Deduction Override Processing During Pay Unconfirm.....416

 Specifying Deduction Overrides for Additional Pay on a Separate Check.....416

Creating Paysheets Automatically.....417

 Understanding the Paysheet Creation Process.....418

 Establishing Run IDs.....418

Pages Used to Create Paysheets.....	419
Running the Presheet Audit Report.....	419
Running the Paysheet Creation Process.....	419
Checking for Payroll Errors.....	420
Using Rapid Entry Paysheets.....	421
Understanding Rapid Entry Paysheets.....	421
Prerequisites.....	422
Common Elements Used in This Section.....	422
Pages Used to Use Rapid Entry Paysheets.....	424
Using the Rapid Entry Paysheet (Hours Only).....	424
Using the Rapid Entry Paysheet (Amounts only).....	425
Using the Rapid Entry Paysheet (Hours or Amounts).....	426
Viewing Validation Results.....	426
Loading or Resetting Payroll Data from Rapid Entry Paysheets into Paysheets.....	426
Loading Paysheet Transactions.....	426
Using the Paysheet Load Process with Rapid Entry Paysheets.....	427
Using the Paysheet Load Process with PeopleSoft Expenses and HRMS Applications.....	427
Pages Used to Load Paysheet Transactions.....	429
Loading Data into Paysheets or Resetting Transactions from Inactive to Active Status.....	429
Viewing the Paysheet Load Report.....	431
Viewing and Updating Paysheets and Paylines.....	432
Understanding Paysheet Updating.....	432
Pages Used to View and Update Paysheets.....	433
Viewing and Updating a Paysheet.....	435
Altering Default Information.....	438
Recording One-Time Deductions, Garnishments, and Taxes.....	440
Understanding One-Time Deduction Overrides.....	440
Understanding One-Time Garnishment Deduction Overrides.....	441
Understanding One-Time Taxes.....	442
Pages Used to Record One-Time Deductions, Garnishments, and Taxes.....	443
Entering One-Time Deductions.....	444
Entering One-Time Garnishments.....	446
Entering One-Time Taxes.....	447
Setting Up and Processing Payback Deductions.....	449
Understanding Payback Deduction Processing.....	449
Setting Up Payback Deduction and Earnings Codes.....	449
Using Payback Deduction and Earnings Codes on the Paysheet.....	449
Processing Gross-Ups.....	450
Understanding Gross-Up Processing.....	450
Running a Gross-Up.....	450

Selecting Processing Options on the Paysheet.....451

Overriding Taxes for a Gross-Up.....452

Overriding Deductions for a Gross-Up.....452

Understanding Final Check Paysheet Processing.....452

 General Information.....452

 Create Final Check Paysheet Process.....453

 Final Check Extract Process.....455

 Final Check Load Paysheets Process.....456

Creating Final Check Paysheets.....457

 Pages Used to Create Final Check Paysheets.....458

 Creating Final Check Paysheets.....458

 Rerunning the Final Check Paysheet Create Process.....459

 Generating the Final Check Requests Report.....460

Reviewing Paysheet Balances.....460

 Pages Used to Review Paysheet Balances.....461

 Reviewing Paysheets for Accuracy.....461

Using Paysheet Reports.....462

 Pages Used to Generate Paysheet Reports.....462

 Viewing Multiple Pay Earnings on a Paysheet Report.....462

 Using Pre-Printed Paysheet Forms.....463

Chapter 21

Calculating Pay.....465

Understanding the Pay Calculation Process.....465

 Business Process Summary.....465

 How Pay Calculation Works.....466

Understanding Pay Calculations.....469

 General Processing Information.....469

 Balance Updates.....469

 Deduction Priority and Deduction Classification.....470

 Insufficient Net Pay and Pay Calculation.....473

 (USA) FLSA Calculations.....475

 Imputed Income for Group Term Life Insurance Calculations.....475

Running Pay Calculation475

 Pages Used to Run Pay Calculation.....476

 Running the Precalculation Audit.....476

 Running Pay Calculation.....476

Reviewing Pay Calculation Results.....479

 Understanding Paycheck Pages.....479

Pages Used to Review Pay Calculation Results.....	480
Viewing Paycheck Deductions.....	481
Viewing Earnings by FLSA Period.....	483
Reviewing Payroll Messages.....	484
Pages Used to View and Print Payroll Error Messages.....	484
Correcting Errors in Pay Calculation.....	484
Reasons for Corrections.....	485
Automatic Recalculation.....	485
Types of Errors and Corrections.....	485
Running Final Pay Calculation.....	486
Understanding Online Updates and Final Calculation.....	486
Running the Final Pay Calculation Process.....	488

Chapter 22

Confirming Pay.....	489
Understanding Pay Confirmation.....	489
Finalize Calculations Before Running Pay Confirmation.....	489
Pay Confirmation Process Summary.....	490
Confirm Pay Calendars in Order by Check Date Month.....	491
Running Pay Confirm and Pay Unconfirm.....	491
Pages Used to Confirm Pay.....	492
Defining Pay Confirmation Process Parameters.....	492
Running Pay Unconfirm.....	493
Reviewing Pay Confirmation Results.....	493

Chapter 23

Working With Checks and Direct Deposit.....	495
Understanding Printing Checks and Advices.....	495
Check Printing.....	496
Direct Deposit Advice Suppression.....	496
Looking at Paychecks and Advices.....	496
Printing Checks and Direct Deposit Reports.....	497
Pages Used to Print Checks and Direct Deposit Reports.....	497
Entering Run Controls for Printing Checks and Direct Deposit Reports.....	499
Generating a Direct Deposit File.....	500
Understanding the Direct Deposit Create Process.....	500
Pages Used to Generate a Direct Deposit Create File.....	501
Running the Direct Deposit Create File Process.....	501

Processing Single Checks.....502

- Understanding Online Single Checks.....503
- Understanding Single Check Paysheet Options.....503
- Pages Used to Process Online Single Checks.....504
- Configuring for Online Printing.....505
- Using Single Check Paysheets.....505
- Displaying Single Check Results.....507
- Reversing a Single Check.....507

Recording Manual Checks.....508

- Understanding the Recording of Manual Checks.....508
- Entering Manual Check Data Into the System.....508

Processing a Final Check Request.....509

- Prerequisites.....509
- Pages Used to Process a Final Check Request.....510
- Running the Final Check Request Process.....510
- Creating an Online Final Check.....512
- Running the Final Check Batch Process.....512
- Reprocessing Final Check Paysheets.....512
- Generating a Final Check Request Report.....512

Understanding Paycheck Reversals and Adjustments.....512

- Understanding Run Controls.....513
- Knowing Whether to Reverse or to Adjust a Check.....513
- Comparing the Reversal and Adjustment Processes.....514
- Understanding Messages on the Pay Record.....515

Reversing Paychecks.....515

- Understanding Paycheck Reversal.....515
- Page Used to Reverse Paychecks.....516
- Running Paycheck Reversal.....516
- Viewing the Effects of Reversal.....518
- Running Pay Confirmation.....518
- Viewing Confirmed Reversed Checks.....518

Adjusting Paychecks.....518

- Understanding Paycheck Adjustment.....519
- Page Used to Adjust Paychecks.....519
- Setting Up the NETPAY Deduction Code.....519
- Setting Up to Collect Negative Adjustments.....520
- Running Paycheck Reversal/Adjustment.....521
- Entering Adjustment Information on the Paysheet.....521
- Running Pay Calculation.....521
- Continuing If You Owe the Employee.....522

Continuing If the Employee Owes You.....	522
Reconciling Checks.....	523
Understanding Check Reconciliation Procedures.....	523
Understanding the Bank File.....	523
Identifying Checks with PAY015A.....	524
Producing Check Reconciliation Reports with PAY015B.....	524
Example of Check Reconciliation.....	524
Pages Used to Reconcile Checks.....	528
Reprinting Checks.....	528
Understanding Reprinting Checks.....	528
Understanding Check Numbers in the Reprint Process.....	530
Pages Used to Reprint Checks.....	532
Running the Check Reprinting Process.....	532
Rerunning Check Print.....	533
Viewing Reprinted Checks.....	534

Chapter 24

Administering the Interface with PeopleSoft General Ledger.....	535
Understanding Delivered Payroll Activities.....	535
(USA) Payroll Activities Delivered With U.S. Installation.....	535
(CAN) Payroll Activities Delivered With Canadian Installation.....	537
Setting Up the PeopleSoft General Ledger Interface.....	541
Pages Used to Set Up the PeopleSoft General Ledger Interface.....	542
Connecting Your HR Business Units to GL Business Units.....	542
Mapping PeopleSoft Payroll for North America ChartField Keys to General Ledger Accounts and Departments.....	543
Associating HR Chart Keys to GL Accounts.....	544
Identifying Tables to Use to Create an HR Chart Key.....	544
Populating the ChartField Keys of an HR Business Unit Automatically for Pay Earnings.....	545
Simulating The GL Process.....	546
Pages Used to Simulate the GL Process.....	546
Preparing and Transferring Payroll Data to General Ledger.....	546
Pages Used to Prepare and Transfer Payroll Data to General Ledger.....	547
Generating Payroll Accounting Lines.....	547
Loading the HR Accounting Line Table and Printing a Report.....	548
Transferring PeopleSoft Payroll for North America Information to General Ledger.....	549
Resetting the GL Interface Run Flag.....	549

Chapter 25

Administering the Interface with PeopleSoft Payables.....551

Understanding the PeopleSoft Payables Interface.....551

 Description of the PeopleSoft Payables Interface.....551

 Processing Overview.....552

 What the Voucher Records Include.....553

 Enterprise Integration Points.....553

Setting Up for the PeopleSoft Payables Interface.....554

Using the PeopleSoft Payables Interface.....555

 Common Elements Used in this Section.....556

 Pages Used With the PeopleSoft Payables Interface.....556

 Extracting Nontax Deductions for PeopleSoft Payables.....557

 Extracting Federal Tax Deductions for PeopleSoft Payables.....559

 Extracting State Tax Deductions for PeopleSoft Payables.....560

 Extracting Local Tax Deductions for PeopleSoft Payables.....560

 (CAN) Extracting Canadian Tax Deductions for PeopleSoft Payables.....561

 Viewing Extracted Deductions.....562

 Viewing the Payroll Deduction Total Amount for a Vendor.....563

 Viewing the Payroll Deduction Records for a Vendor.....563

 Posting Vouchers to PeopleSoft Payables.....564

Chapter 26

(USF) Setting Up and Processing Agency Interfaces.....567

Setting Up Electronic Certification System Controls.....567

 Understanding the ECS Interface Process.....567

 Pages Used to Set Up Electronic Certification System Controls.....568

 Establishing ECS Control Information.....568

 Entering Transmission Information.....569

 Entering Extract Control Information.....570

 Defining Formats for Summary Payments.....570

Preparing ECS Off-Cycle Disbursements.....570

 Understanding ECS Off-Cycle Disbursements.....570

 Pages Used to Prepare Off-Cycle Disbursements.....571

 Creating The ECS Control Schedule.....571

 Selecting Net Payment Transactions.....571

 Selecting Deductions Transactions.....573

Running the ECS Interface.....573

 Page Used to Run the ECS Interface.....573

 Running the ECS Interface.....573

Setting Up the Treasury and FRB Bond Interface.....574
 Page Used to Set Up the Treasury and FRB Bond Interface.....574
 Setting Up the Treasury and FRB Bond Interface.....575
 Setting Up and Running the Thrift Savings Plan Interface.....576
 Pages Used to Set Up and Run the Thrift Savings Plan Interface.....576
 Setting Up a Thrift Savings Plan Voucher.....576
 Entering Off-Cycle TSP Voucher Information.....577
 Running the TSP Interface.....578
 Running the RITS Interface Process.....579
 Page Used to Run the RITS Interface Process.....579
 Running the RITS Interface Process.....579

Chapter 27

Reporting Payroll.....581
 Common PeopleSoft Payroll for North America Report Run Control Pages.....581
 Common Run Control Pages.....582
 Using the PRCSRUNCNTL and PRCSRUNCNTRL Pages.....582
 Using the RUNCTL_RPT_RUNID Page.....582
 Using the RUNCTL_FRMTHRU_PAY Page.....582
 Using the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 Pages.....582
 Preparing Annual Payroll Reports.....583
 Pages Used to Print Annual Payroll Reports.....584
 Preparing Quarterly Payroll Reports.....584
 Pages Used to Print Quarterly Payroll Reports.....585
 Generating Quarterly State Employee Wage Listing Reports.....587
 (E&G) Generating the Quarterly State Employee Wage Listing.....587
 Preparing Periodic Payroll Reports.....588
 Pages Used to Print Periodic Payroll Reports.....588
 Generating a Payroll Summary Report.....595
 (CAN) Producing a Health Insurance Premium Report.....596
 (CAN) Running the Update Source Deductions Process.....596

Chapter 28

Processing Retro Pay.....599
 Understanding Retro Pay Processing.....599
 Prerequisites.....600
 Creating Automatic Retro Pay Requests.....600
 Changing Job Data Records.....600

Changing Additional Pay Data.....601

Defining and Processing Retro Pay Mass Requests.....601

 Understanding Defining and Processing Retro Pay Mass Requests.....601

 Pages Used to Define and Process Retro Pay Mass Requests.....601

 Specifying Retro Pay Mass Request Criteria.....601

Deleting Duplicate Retro Pay Requests.....603

 Understanding Deleting Duplicate Retro Pay Requests.....603

 Page Used to Review and Delete Retro Pay Requests.....603

 Reviewing and Deleting Retro Pay Requests.....604

Running and Reviewing Retro Pay Calculations.....605

 Pages Used to Run and Review Retro Pay Calculations.....605

 Running the Retro Pay Calculation Process.....605

 Reviewing and Updating Retro Pay Calculations.....606

Undoing Retro Pay Processing.....607

 Page Used to Undo Retro Pay Processing.....607

 Undoing Retro Pay Processing.....607

Loading Retro Pay Into Paysheets.....609

 Page Used to Load Retro Pay Into Paysheets.....609

 Running the Retro Pay Load Paysheets Process.....609

Inquiring and Reporting on Retro Pay Processing.....610

 Pages Used to Inquire and Report on Retro Pay Processing.....611

 Generating the Retro Pay Request Summary.....611

 Generating the Retro Pay All Calculated Report.....612

(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees.....612

 Understanding Lump-Sum Retroactive Payments.....612

 Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees.....613

 Setting Up Lump-Sum Retroactive Payments.....614

 Processing Additional Pay for Contractual Employees.....614

(USF) Managing Interest Calculations on Retro Pay.....615

 Understanding Interest on Retro Pay.....615

 Pages Used to Manage Interest Calculations on Retro Pay.....616

 Entering the Current Interest Rate.....616

 Reviewing Interest Calculations and Interest Rates.....616

Chapter 29

Reviewing, Adjusting, and Deleting Employee Balances.....617

Working with Employee Balance Adjustments.....617

 Understanding Balance Adjustments.....618

 Using the Balance Adjustment Component.....618

Processing Adjustments.....	618
Creating New Balance Records.....	619
Using Related Balances.....	619
Viewing Employee Balances.....	620
Common Elements Used in this Chapter.....	620
Reviewing and Adjusting Arrears Balances.....	620
Pages Used to Review and Adjust Arrears Balances.....	621
Identifying Arrears Balances.....	622
Changing Arrears Balances.....	622
Reviewing and Adjusting Year-to-Date Check Balances.....	623
Pages Used to Review and Adjust Year-to-Date Check Balances.....	623
Changing Year-to-Date Check Balances.....	624
Reviewing and Adjusting Deduction Balances.....	625
Pages Used to Review and Adjust Deduction Balances.....	626
Changing Deduction Balances.....	627
Reviewing and Adjusting Earnings Balances.....	627
Pages Used to Review and Adjust Earnings Balances.....	627
Changing Earnings Balances.....	629
Reviewing and Adjusting Garnishment Balances.....	630
Pages Used to Review and Adjust Garnishment Balances.....	630
Reviewing Garnishment Balances.....	631
Changing Garnishment Balances.....	631
Reviewing and Adjusting Special Accumulator Balances.....	632
Pages Used to Review and Adjust Special Accumulator Balances.....	632
Changing Special Accumulator Balances.....	633
(USA) Reviewing and Adjusting U.S. Tax Balances.....	634
Pages Used to Review and Adjust U.S. Tax Balances.....	635
Identifying Tax Balances.....	635
Changing Tax Balances.....	636
(E&G) Reviewing and Adjusting 1042 Tax Balances.....	637
Pages Used to Adjust 1042 Tax Balances.....	638
Changing 1042 Tax Balances.....	638
(CAN) Reviewing and Adjusting Canadian Tax Balances.....	639
Pages Used to Review and Adjust Canadian Tax Balances.....	640
Changing Canadian Tax Balances.....	640
Reviewing and Adjusting Other Balances.....	641
(E&G) Reviewing and Adjusting Contract Prepay Balances.....	641
(CAN) Reviewing and Adjusting ROE Balances.....	641
(USF) Reviewing and Adjusting Leave Accrual Balances.....	641
Generating the Balance Adjustment Report.....	641

Pages Used to Generate the Balance Adjustment Report.....642
 Generating a Balance Adjustment Report.....642
 Deleting Employee Balances with the Batch Process.....642
 Understanding the Delete Balances process.....642
 Page Used to Delete Balances.....643
 Running the Delete Balances Process.....643

Chapter 30

(CAN) Setting Up and Processing Business Payrolls Survey Reporting.....645
 Understanding BPS Reporting.....645
 (CAN) Setting Up Business Payrolls Survey Reporting.....645
 Pages Used to Set Up Business Payrolls Survey Reporting.....646
 Entering the Business and Contact Information.....646
 Defining Business Payrolls Survey Activity Codes.....646
 (CAN) Defining Business Payrolls Surveys Reporting Units.....646
 Understanding Business Payrolls Survey Reporting Units.....646
 Pages Used to Define Business Payrolls Survey Reporting Units.....648
 Specifying the Pay Group and Business Payrolls Survey Activities.....648
 Specifying Business Payrolls Survey Locations.....649
 Specifying Earnings and Deduction Codes for Business Payrolls Survey Reporting.....649
 Page Used to Specify Earnings and Deductions for BPS Reporting.....650
 Specifying Earnings and Deduction Codes for Business Payrolls Survey Reporting.....650
 (CAN) Processing the Business Payrolls Survey EDR File.....651
 Understanding the BPS Electronic Data Transmission File Process.....651
 Page Used to Generate the Business Payroll EDR File and Summary Report.....653
 Selecting PAY104CN Process Parameters.....653

Chapter 31

(CAN) Generating a Canadian Record of Employment.....655
 Understanding ROEs.....655
 The Record of Employment.....655
 Tips and Techniques for ROE Processing.....656
 ROE Data Sources.....657
 Defining Earnings for Translation to the ROE Form.....663
 Creating ROE Data.....663
 Understanding Automatic ROE Data Creation.....664
 Understanding Manual ROE Data Creation.....665
 Pages Used to Create ROE Data.....666

Creating ROE Data Automatically.....	666
Creating an ROE Manually.....	667
Entering Additional Employment-Related Information.....	668
Reviewing and Updating ROEs Online.....	670
Reviewing and Adjusting ROE Balances.....	671
Understanding ROE Balances.....	671
Pages Used to Review and Adjust ROE Balances.....	671
Identifying ROE Balances.....	672
Changing ROE Balances.....	672
Printing ROEs.....	673
Understanding ROE Printing.....	673
Pages Used to Print ROEs.....	674
Printing ROEs.....	674
Generating the ROE Summary Report.....	675
Page Used to Generate the ROE Summary Report.....	675
Running the ROE Summary Report.....	675
Deleting ROE Data Records.....	675

Chapter 32

(USF) Generating IRR and ROST Reports.....	677
Understanding the IRR Process.....	677
Prerequisites.....	678
Viewing and Maintaining Employee IRR Data.....	679
Understanding the IRR Component.....	679
Pages Used to View and Maintain Employee IRR Data.....	680
Viewing IRR Control Information.....	680
Entering IRR Tracking Comments on the Employee Page.....	681
Viewing Employee Service History Details.....	682
Viewing and Entering PAR Comments.....	682
Viewing Employee’s Fiscal History.....	683
Entering IRR Remarks.....	685
Creating IRR Worksheets.....	686
Understanding IRR Worksheets.....	686
Pages Used to Create IRR Worksheets.....	687
Creating an IRR Worksheet for a Separated Employee.....	687
Generating Final IRRs.....	688
Page Used to Generate IRRs.....	688
Generating IRRs.....	688
Processing the Register of Separations and Transfers (ROST).....	689

Understanding ROST Reports.....689

Pages Used to Generate and Review ROST Reports.....690

Running the ROST Report.....690

Generating Supplemental or Correction IRRs.....690

 Understanding Supplemental and Correction IRRs.....691

 Pages Used to Generate Supplemental or Correction IRRs.....691

 Initiating a PAR for Supplemental or Correction IRR.....691

 Adjusting IRR Data.....692

 Creating a Supplemental or Correction IRR Worksheet.....692

 Generating the Final Supplemental or Correction IRR.....692

Accumulating and Adjusting Fiscal Data.....692

 Understanding the Fiscal Data Accumulation Report.....692

 Pages Used to Accumulate and Adjust Fiscal Data.....693

 Running the IRR Fiscal Data Accum Report.....693

 Adjusting IRR Yearly Amounts.....694

Chapter 33

Accessing Year-End Processing Instructions.....695

Appendix A

Configuring Batch Processes.....697

Understanding Configuring Batch Processes.....697

 Prerequisites697

 Understanding True Configuration Costs.....698

 Understanding PeopleSoft Payroll for North America System Capabilities.....699

 Using the Vanilla PeopleSoft System.....700

 Revisiting Your Modification Requirements.....700

 Producing a List of Required Modifications.....701

 Reviewing Proposed Modifications with PeopleSoft.....701

 Contacting Other Customers.....702

PeopleSoft Technical Architecture.....702

Payroll-Related Tables.....702

 Employee Data Input Tables.....704

 Effect of Database Changes.....707

 Payroll Process Input Tables.....708

 Paycheck Output Tables.....713

Understanding Processes.....715

 Using Cross-Reference (.XRF) Files.....719

Using Cross-Reference Reports.....	726
One Set of COBOL Source.....	729
High-Level Processes.....	729
Benefits Processes.....	729
Payroll Processes.....	730
Process Detail.....	733
One Common Command (PSRUN) Referenced by All Processes.....	733
Process Example for MVS/DB2.....	733
PeopleSoft Payroll for North America COBOL Program Types.....	734
COBOL Program Naming Conventions.....	734
Run Control Programs.....	735
PSPPYWKS.....	737
Main Programs.....	737
Table Access Programs.....	738
Input Programs.....	740
Utility Programs.....	741
Processing Programs.....	742
Output Programs.....	745
PeopleSoft SQL API for Batch COBOL.....	746
Understanding PeopleSoft SQL API for Batch COBOL.....	746
Interface.....	747
Parameter Descriptions.....	748
Setup List.....	750
Data List.....	752
SQL Restrictions/Limitations.....	752
Interface Data.....	753
Dynamic SQL Interface.....	754
Flexible Field Lengths.....	756
Character Fields.....	757
Number Fields.....	758

Appendix B

Converting Employee Balances.....	761
Understanding Employee Balance Records.....	761
Employee Balance Records: General Description.....	761
PS_BOND_LOG - Bond Log.....	770
(CAN) PS_CAN_CHECK_YTD - Check YTD.....	772
(CAN) PS_CAN_DED_BALANCE - Deduction Balance.....	772
(CAN) PS_CAN_ERN_BALANCE - Earnings Balance.....	773

(CAN) PS_CAN_TAX_BALANCE - Tax Balance.....773
 PS_CHECK_YTD - Check YTD.....775
 PS_DED_ARREARS - Deduction Arrears.....775
 PS_DEDUCTION_BAL - Deduction Balance.....775
 PS_EARNINGS_BAL - Earnings Balance.....777
 PS_GARN_BALANCE - Garnishment Balance.....778
 (CAN) PS_INS_EARNS_BAL - Insurable Earnings Balance.....779
 PS_LEAVE_ACCRUAL - Leave Accrual.....780
 (USF) PS_LEAVE_ACCRUAL781
 (CAN) PS_ROE - ROE.....790
 PS_TAX_BALANCE - Tax Balance.....793
 Generating Control Totals.....795
 Using SQRs.....795
 Using Year-End Processing.....796
 (CAN) Converting ROE Data.....796

Appendix C

Reviewing the Parallel Test Checklist.....797
 Parallel Test Guidelines.....797
 Parallel Test Checklist.....797

Appendix D

PeopleSoft Payroll for North America Reports.....809
 PeopleSoft Payroll for North America Reports: A to Z.....809
 Direct Deposit Reports.....810
 Payroll Reports.....811
 Tax Reports.....830
 PeopleSoft Payroll for North America Selected Reports.....837

Glossary of PeopleSoft Terms.....857

Index869

About This PeopleBook

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications*.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. 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 PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! 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.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

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 PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>
(ISO)	<p>Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses.</p> <p>The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example:</p> <p>(DEU) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.</p>
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.

Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Payroll for North America Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element 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.

PeopleSoft Application Fundamentals

The *PeopleSoft Payroll for North America PeopleBook* provides you with implementation and processing information for your PeopleSoft Payroll for North America system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

Chapters	Description
Preface	<p>This is the chapter you're reading now. It explains:</p> <ul style="list-style-type: none"> • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.
Getting Started With...	<p>This chapter discusses product implementation guidelines. It explains:</p> <ul style="list-style-type: none"> • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Understanding...	<p>This is an introductory chapter that broadly explains the product and the functionality within the product.</p>
Setup and Implementation	<p>This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality.</p> <p>Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.</p>

Chapters	Description
Business Process	<p>This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.</p> <p>Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.</p>
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started With PeopleSoft Payroll for North America

This chapter provides an overview of PeopleSoft Payroll for North America business processes and discusses:

- PeopleSoft Payroll for North America integrations.
- PeopleSoft Payroll for North America implementation tasks.

PeopleSoft Payroll for North America Business Processes

The following lists the PeopleSoft Payroll for North America business processes:

- Set up and maintain foundation tables.
- Set up and maintain employee payroll data.
- Process the payroll.
- Post to general ledger.
- Pay taxes.
- Pay third parties.
- Produce reports.

We cover these business processes in the business process chapters in this PeopleBook.

Implementing PeopleSoft Payroll for North America

The PeopleSoft Payroll for North America implementation includes setting up the following:

- PeopleSoft HRMS fundamental tables.
- PeopleSoft Payroll for North America core payroll-processing tables.
- PeopleSoft Payroll for North America core employee payroll data tables.
- PeopleSoft Payroll for North America additional tables.

Note. Unless you go live at the beginning of the year, you'll need to convert employee balance records from your legacy system to PeopleSoft Payroll for North America. You should also complete parallel testing before going live.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including installation guides and table-loading sequences.

Important! The order in which you set up tables required to implement PeopleSoft Payroll for North America may vary. For example, you may set up Human Resources tables, then tables for the Payroll for North America core application, then several tables specific to the country or industry you operate in, followed by additional Payroll for North America core tables. In addition, the order in which you set up tables may also depend on the features you want to use. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

See Also

[Appendix B, "Converting Employee Balances," page 761](#)

[Appendix C, "Reviewing the Parallel Test Checklist," page 797](#)

Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft Payroll for North America requires the setup of fundamental HRMS tables, common to multiple HRMS applications. The information that you define on these tables lays the foundation for the PeopleSoft Payroll for North America setup.

Step	Reference
1. Set up PeopleSoft HRMS fundamental tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS"
2. Set up PeopleSoft Human Resources Base Benefits core tables.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits</i> , "Getting Started With PeopleSoft Human Resources Base Benefits"

Setting Up PeopleSoft Payroll for North America Core Payroll Processing Tables

The steps discussed in this section suggest an order in which you define the information in your PeopleSoft Payroll for North America core payroll processing tables. The information that you define in fundamental HRMS tables lays the foundation for this setup.

Note. For year-end payroll processing setup, see the Year-End Special Tax Topic documents posted on Customer Connection.

Step	Reference
1. (USA) Set up company information on the Company table for each Federal Employer's Identification Number (EIN).	Chapter 33, "Accessing Year-End Processing Instructions," page 695
2. Set up account codes.	Chapter 6, "Setting Up the Payroll Process," Editing Account Codes, page 97
3. Set up form IDs.	Chapter 6, "Setting Up the Payroll Process," Setting Up Forms for Printing Checks and Advices, page 96
4. Define Special Accumulators.	Chapter 6, "Setting Up the Payroll Process," Establishing Special Accumulator Codes, page 108
5. Define earnings codes and earnings programs.	Chapter 4, "Defining Earnings Codes and Earnings Programs," page 27
6. United States Federal government (USF) Set up earnings accrual classes for leave plans.	Chapter 11, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Defining Earnings Accrual Classes, page 201
7. (USF) Set up pay plans.	Chapter 11, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Plans, page 197
8. Define deductions, deduction subsets, company general deductions, and (USF) general deduction distribution.	Chapter 5, "Defining Deductions," page 55
9. Set up deductions for payback deductions.	Chapter 20, "Working With Paysheets," Setting Up and Processing Payback Deductions, page 449
10. Define deductions for group term life insurance.	<ul style="list-style-type: none"> • Chapter 10, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up and Calculating Group Term Life Insurance in the U.S., page 191 • Chapter 9, "(CAN) Setting Up Additional Canadian Payroll Functionality," Setting Up Group Term Life Insurance in Canada, page 178
11. Set up garnishments.	Chapter 7, "Setting Up Garnishments," page 127
12. Set up holiday schedules.	Chapter 6, "Setting Up the Payroll Process," Setting Up Holiday Schedules, page 99
13. Define shifts.	Chapter 6, "Setting Up the Payroll Process," Establishing Shifts, page 100
14. Define retro pay programs.	Chapter 6, "Setting Up the Payroll Process," Establishing Retro Pay Programs, page 106
15. Define the final check process.	Chapter 6, "Setting Up the Payroll Process," Defining the Final Check Process, page 109
16. Set up paygroups.	Chapter 3, "Setting Up Pay Groups," page 11
17. Define pay runs, balance IDs, and pay calendars.	<ul style="list-style-type: none"> • <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, "Using Pay Calendars" • Chapter 6, "Setting Up the Payroll Process," Understanding Pay Calendar Date Fields, page 91

Step	Reference
18. Set up templates for rapid entry paysheets.	Chapter 6, “Setting Up the Payroll Process,” Setting Up Rapid Entry Paysheet Templates, page 103
19. Set up payroll tax tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Setting Up Payroll Tax Tables”
20. (USA) Set up for FLSA processing.	Chapter 8, “(USA) Setting Up and Calculating FLSA Rates,” Setting Up for FLSA Calculations, page 142
21. (USF) Define IRR remarks.	Chapter 11, “(USF) Setting Up Additional U.S. Federal Payroll Functionality,” Setting Up IRR Remarks, page 218
22. (USF) Set up the military deposit interest rate.	Chapter 11, “(USF) Setting Up Additional U.S. Federal Payroll Functionality,” Setting Up for Military Deposits, page 217

Setting Up PeopleSoft Payroll for North America Employee Data Tables

The steps discussed in this section suggest an order in which you define the information in your PeopleSoft Payroll for North America employee data tables. The information that you define in fundamental HRMS tables and core payroll processing tables lays the foundation for this setup.

Step	Reference
1. Set up employee tax, general deduction, benefit deduction overrides, direct deposit, additional pay earnings, and optional payroll data.	Chapter 12, “Maintaining Payroll Data,” page 221
2. Set up employee savings bond purchase data.	<ul style="list-style-type: none"> • Chapter 14, “(CAN) Administering Additional Canadian Payroll Functionality,” Administering the Canada Savings Bond Program, page 303 • Chapter 15, “(USA) Administering Additional U.S. Payroll Functionality,” Administering U.S. Savings Bonds Purchases, page 321
3. Set up employee garnishment data.	Chapter 13, “Administering Garnishments,” page 285
4. (USF) Set up employee accruals enrollment.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , “(USF) Managing Leave”
5. (USF) Set up employee data for crediting military service to civilian retirement.	Chapter 16, “(USF) Administering Additional U.S. Federal Payroll Functionality,” Crediting Military Service to Civilian Retirement, page 351

Setting Up Additional PeopleSoft Payroll for North America Tables

Follow the steps in this section to define information in additional PeopleSoft Payroll for North America tables for the following optional payroll tasks:

- Processing employees with multiple jobs.

- Processing tipped employees.
- (CAN) Statistics Canada Business Payroll Survey reporting.
- (CAN) Canada Payroll Savings Plans.
- (CAN) Canada Savings Bond purchase programs.
- (CAN) Canada low interest loan deductions.
- (E&G) Contract pay processing.
- Interface with PeopleSoft Time and Labor.
- Interface with PeopleSoft Payables.
- Interface with PeopleSoft General Ledger.

Step	Reference
1. Set up for processing employees with multiple jobs.	Chapter 6, “Setting Up the Payroll Process,” Handling Employees With Multiple Jobs in the Same Organization, page 119
2. Set up the payroll system for U.S. tipped employees.	Chapter 10, “(USA) Setting Up Additional U.S. Payroll Functionality,” Setting Up the Payroll System for Tip Allocation, page 183
3. (CAN) Set up Statistics Canada Business Payroll Survey reporting.	Chapter 30, “(CAN) Setting Up and Processing Business Payrolls Survey Reporting,” page 645
4. (CAN) Set up Canada Payroll Savings Plans.	Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canada Payroll Savings (CPS) Plans, page 173
5. (CAN) Set up Canada Savings Bond purchase programs.	Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canada Savings Bonds, page 171
6. (CAN) Set up Canadian low interest loan deductions.	<ul style="list-style-type: none"> • Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canadian Low Interest Loans, page 177 • Chapter 14, “(CAN) Administering Additional Canadian Payroll Functionality,” Administering Canadian Low Interest Loans, page 308
7. (CAN) Set up ROE processing.	Chapter 31, “(CAN) Generating a Canadian Record of Employment,” Defining Earnings for Translation to the ROE Form, page 663
8. (E&G) Set up contract pay processing.	Chapter 17, “(E&G) Administering Contract Pay,” Setting Up Contract Pay, page 364
9. Set up for the interface with PeopleSoft Time and Labor.	Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” Setting Up for the Interface with PeopleSoft Time and Labor, page 378
10. Set up for the interface with PeopleSoft Payables.	Chapter 25, “Administering the Interface with PeopleSoft Payables,” page 551

Step	Reference
11. Set up for the interface with PeopleSoft General Ledger.	<u>Chapter 24, "Administering the Interface with PeopleSoft General Ledger." Setting Up the PeopleSoft General Ledger Interface, page 541</u>

CHAPTER 2

Understanding PeopleSoft Payroll for North America

This chapter provides an overview of PeopleSoft Payroll for North America and discusses:

- PeopleSoft Payroll for North America business processes.
- PeopleSoft Payroll for North America integrations.

Designing Your PeopleSoft Payroll for North America System

With PeopleSoft Payroll for North America, you can design your payroll system to meet your organization's specific requirements. Provide the system with some basic information about the types of balances you want to maintain, how you want to group your workforce, when you want to pay them. You can define and establish earnings, deductions, taxes, and processes that fit your unique business needs. The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and retroactive pay. You can automatically calculate imputed income for group-term life insurance and process unlimited direct deposits.

With PeopleSoft Payroll for North America, you can:

- Define various earnings types including regular earnings and additional pays.
- Process compensation with multiple compensation rates.
- Designate shift schedules and shift premium calculation rules.
- Define deduction types for benefit premiums, tax withholdings, garnishments, and other deductions.
- Determine the types of payroll accumulator balances you want to maintain and use.
- Define employee pay groups, which are groups of employees that share common payroll characteristics, such as working for the same organization or sharing the same pay frequency or pay date.
- Establish pay calendars that reflect your various payroll periods, pay dates, and FLSA periods throughout the year.
- Designate employee holidays for payroll processing.
- Create Pay Run IDs to process payrolls more efficiently.
- Establish general rules for processing and paying garnishments.
- Set up direct deposits for your workforce.
- Set up U.S. savings bond information.
- Set up Canadian Savings Bond and Payroll Savings information.

- Support contract pay for employees in education-related organizations, such as faculty employees who work a 9-month contract that is paid over 12 months.
- Define control data for creating paysheets and running other batch processes.
- Specify the various companies within your organization and maintain separate payroll data for each—everything from general ledger accounts, to tax information, and unique payroll processing and payment rules.

PeopleSoft Payroll for North America Business Processes

PeopleSoft Payroll for North America supports the following business processes:

- Set up and maintain core payroll tables.

Core payroll tables are the tables required to implement the PeopleSoft Payroll for North America application, including organization tables, compensation and earnings tables, deduction tables, pay calendar tables, garnishment tables, vendor tables, General Ledger interface, tax tables, retroactive processing, and tip allocation.

- Set up and maintain employee pay data.

Employee pay data includes personal data, job data, benefits data, federal, state/provincial, and local tax information, general and benefit deductions, additional pay, garnishments, savings bonds, and direct deposits.

- Process the payroll.

The basic steps of payroll processing are: create paysheets, calculate pay, confirm pay, and generate checks and direct deposits. You can employ audit reports and data review pages to verify and correct the results of each step before moving on. You can also review and adjust employee balances.

- Post to general ledger.

Use the integration with PeopleSoft General Ledger to transfer the expenses and liabilities incurred from a pay run to the PeopleSoft General Ledger application.

- Pay taxes.

Use the integration with PeopleSoft Payables to transmit tax data to the PeopleSoft Payables application for automatic payment to tax authorities.

- Pay third parties.

Use the integration with PeopleSoft Payables to transmit employee and employer deductions such as garnishments and benefit deductions to the PeopleSoft Payables application for automatic payment to third parties.

- Produce reports.

PeopleSoft Payroll for North America provides dozens of reports to help you monitor your payroll processing and comply with regulatory and tax reporting requirements. You can view reports online or print hard copies. You can also tailor the reports to fit the special needs of your organization.

- Optional features.

Within the framework of payroll processing already outlined, PeopleSoft Payroll for North America supports the following additional business processes:

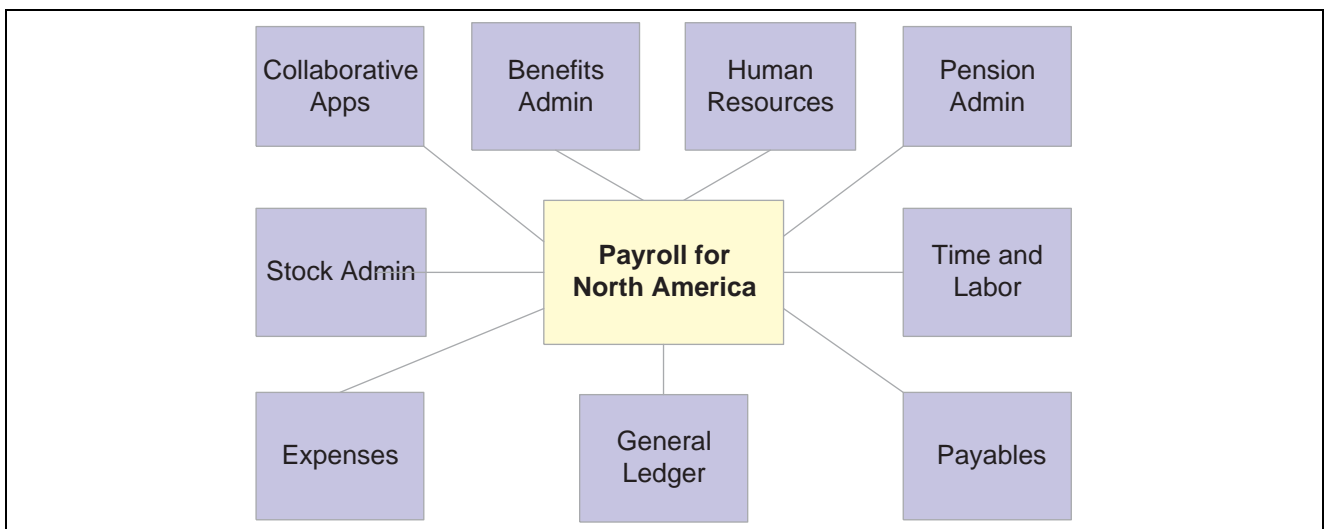
- Savings bonds (U.S. and Canada).
- Group-term life insurance imputed income (U.S. and Canada).
- (USA) Tip allocation.
- (USA) FLSA processing.
- (CAN) Canada Payroll Savings plans.
- (CAN) Canadian low interest loans.
- (CAN) Business Payrolls Survey reporting.
- (CAN) Record of Employment reporting.
- (USF) Credit military service to civilian retirement.
- (USF) Pay caps and limits processing.
- (USF) WGI/tenure nonpay hours processing.
- (USF) Agency interface processing.
- (USF) IRR and ROST reporting.
- (E&G) Contract pay administration.
- (E&G) Tax treaty processing for non-resident aliens.

See Also

Chapter 1, “Getting Started With PeopleSoft Payroll for North America,” page 1

PeopleSoft Payroll for North America Integrations

PeopleSoft Payroll for North America integrates with the following PeopleSoft applications:



PeopleSoft Payroll for North America integration with other PeopleSoft applications

Following is a summary of the integrations. We cover specific integration considerations in the integration chapters in this PeopleBook.

With PeopleSoft's product integration technology, the system can:

- Retrieve an employee's social security number (or social insurance number) and address from the PeopleSoft Human Resources application.
- Retrieve the benefit plans for which an employee is eligible from the PeopleSoft Human Resources Base Benefits business process for processing.
- Retrieve funding source information for earnings and fringe costs from the PeopleSoft Human Resources: Manage Commitment Accounting business process.
- Transmit employee pay data to PeopleSoft ePay for online access by employees. Retrieve online employee changes to direct deposit information, voluntary deductions, W-2 reissue requests, and federal W-4 tax information from PeopleSoft ePay.
- Load approved employee referral award amounts from the PeopleSoft eRecruit application to paysheets for processing.
- Load time and labor data, such as payable time, from the PeopleSoft Time and Labor application to paysheets for processing.
- Transmit earnings, hours worked, and pension contributions to the PeopleSoft Pension Administration application for pension calculations.
- Load refund information and tax data from the PeopleSoft Stock Administration application to paysheets for processing.
- Load approved employee advance and expense reimbursement amounts from the PeopleSoft Expenses application to paysheets for processing.
- Transmit employee and employer deductions, such as taxes, garnishments, and benefit deductions, to the PeopleSoft Payables application for automatic payment to third parties.
- Transmit the expenses and liabilities incurred from a pay run to the PeopleSoft General Ledger application.

See Also

[Chapter 18, "Administering the Interface with PeopleSoft Time and Labor," page 375](#)

[Chapter 19, "Administering Interfaces With PeopleSoft HRMS and PeopleSoft Expenses," page 393](#)

[Chapter 24, "Administering the Interface with PeopleSoft General Ledger," page 535](#)

[Chapter 25, "Administering the Interface with PeopleSoft Payables," page 551](#)

PeopleSoft 8.8 Human Resources PeopleBook: Manage Commitment Accounting

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Understanding Enterprise Integration Points in HRMS"

CHAPTER 3

Setting Up Pay Groups

This chapter provides an overview and discusses how to set up pay groups.

Understanding Pay Groups

This section discusses:

- The purpose and function of pay groups.
- A checklist for identifying pay groups.
- How the Pay Group table affects paysheets.
- Proration rules.
- Examples of proration rules.

Purpose and Function of Pay Groups

When you implement PeopleSoft Payroll for North America, a major decision you have to make is which pay groups to define. A *pay group* is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, same country location, and so on. A pay group consolidates a set of employees within a company for payroll processing. When you run the Paysheet Creation process, the system processes one pay group at a time. At this point, the system verifies that the company and pay group assigned on the employee job records match the company and pay group specified for the payroll run.

Other reasons for defining multiple pay groups are:

- If you print checks or advices on more than one print stock, you must create a separate pay group for each print stock you use.
- If the organization has both U.S. and Canadian employees, you must set up a separate pay group for each.
- If paysheets and checks are printed in different sort sequences, you need a separate pay group for each sequence.

Default Pay Group for the Company

When you first add a Pay Group, you're prompted for a company ID and pay group ID. The company ID is a key field on the pay group table, implying that all employees in a pay group are also in the same company. For the pay group ID, use any three-character alphanumeric ID that conforms to your payroll standards.

There is no limit to the number of pay groups you can define for a company. You may need only one, or more likely, several pay groups to accommodate the different payroll schedules you have.

After you define all the valid pay groups for a company, you must return to the Company Table - Default Settings page, to assign a pay group default. Typically, that default should be the most common pay group for the company. Employees assigned to that company in their job record are set by default to the pay group established for that company and the employee type established for that pay group.

Checklist for Identifying Pay Groups

As you define pay groups, use this checklist to verify that the employees you're grouping together should be in the same pay group. All employees:

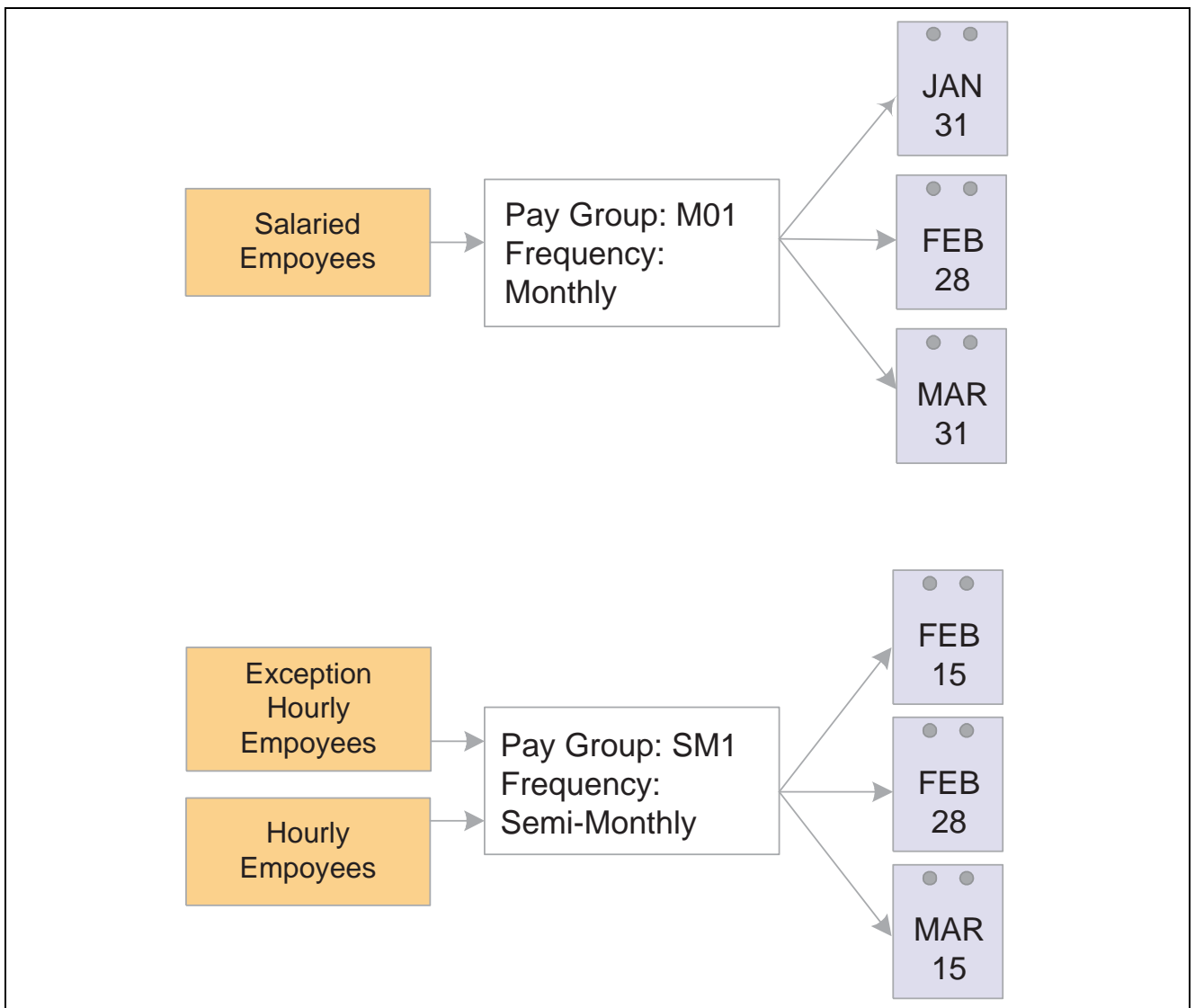
- Belong to the same company.
- Are paid at the same pay frequency.
- Use the same check form or direct deposit advice form.
- Have the same check date.
- Share the same pay period begin and end dates.
- Work in the same country.
- Are paid by the same bank.
- Are assigned the same work schedule for proration.
- Are assigned the same minimum net pay.
- Are similarly affected by FLSA (FLSA either applies or does not apply to all employees). If FLSA applies, *all* FLSA rules (FLSA Calendar ID and FLSA Salaried Hrs Use—for example) must be the same for all employees.
- Are assigned to the same Earnings Program and the same Retro Pay Program.

When processing payrolls, group multiple pay groups together only if they can be scheduled and completed concurrently.

Pay Group Setup Example

Here is an example of setting up pay groups for a company.

Pay Group	Description
MO1—Monthly	Employees who are paid monthly and share the same pay period, which ends on the last day of the month, may belong to the same pay group. Salaried employees at CCB are paid monthly.
SM1—Semi-Monthly	Employees who are paid semi-monthly, and share the same pay periods (ending on the 15th and last day of the month) may also belong to the same pay group. Exception Hourly and Hourly employees at CCB are paid semi-monthly.



Example of pay group setup

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,”
Creating Pay and FLSA Calendars

How the Pay Group Table Affects Paysheets

When you enter regular hours, overtime hours, or regular earnings on paysheets, the system refers back to the Pay Group table to determine the earnings code for Regular Hours, Overtime Hours, and Regular Earnings. Under Other Earnings, the system automatically generates entries for any holiday pay using the Holiday Earnings code specified on the Pay Group table.

See Also

Chapter 20, “Working With Paysheets,” page 405

Proration Rules

An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

On the Paygroup Table – Paysheets page, you select a proration rule to be applied to salaried workers and a proration rule to be applied to hourly workers. The rule you select in each category determines how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.

Whenever the system encounters a Job record causing partial pay, it applies one of these proration rules, depending on the employee type, and creates a separate pay earnings record with the corresponding hours or earnings for each partial period. Each proration method uses the work schedule specified for the pay group on the Paygroup Table — Paysheets page to determine the number of work days in the partial period, and then calculates the associated hours or earnings.

Important! If an employee is set up with any *active* job distributions (Earnings Distribution Type is other than *None*) on Job Earnings Distribution page, the system automatically calculates the proration—or partial pay—using Percent of Period, in place of any other proration rule you may have specified on the Paygroup Table – Paysheets page.

Examples of Proration Rules

Let’s examine how the system applies salaried and hourly proration rules and how these rules affect earnings for salaried employee Mark Miller and hourly employee Jan Gregory. Both Mark and Jan are in the SM1 pay group, which uses a Monday through Friday work schedule. We look at one semi-monthly pay period: July 1 through July 15.

July						
<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

July						
21	22	23	24	25	26	27
28	29	30	31			

As you can see, there are 11 workdays in the period July 1–15. On Monday July 8, all employees received a 10 percent pay increase. Here's how Mark and Jan's salary would be prorated.

Note. The following examples assume that the employee's Earnings Distribution Type on the Job Earnings Distribution page is *None*.

Applying Salaried Proration Rules

Until his raise went into effect, Mark was earning \$1,000 per period. With the 10 percent pay increase, he now earns \$1,100. The system checks the specified proration rule to determine how to prorate his earnings.

If you select *Percent of Annual* as the Salaried Proration Rule, the system prorates earnings based on the number work days in the calendar year:

Work Days x Annual Pay Rate/260 Work Days per Year

Work Days, which are specified in the Pay Group Table, are the number of days worked that correspond to the effective-dated action on the employee's job record, such as Mark's mid-period pay rate change. Therefore, in Mark's case, the system calculates his pay as follows:

$$5 \text{ Work Days} \times \$24,000/260 = \$461.54$$

$$6 \text{ Work Days} \times \$26,400/260 = \$609.23$$

$$\text{Total Pay} = \$1,070.77$$

If you select *Rate per Work Day* as the Salaried Proration Rule, the system uses the following formula:

Work Days x Hours Per Day x Hourly Rate

The hours per day equal the employee's standard hours per week, divided by the number of work days in a week. Under this rule, Mark's salary is prorated a little differently. Here's how the system calculates his pay, presuming he works a standard 40-hour week:

$$5 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$11.538 \text{ per hour} = \$461.52$$

$$6 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$12.692 \text{ per hour} = \$609.22$$

$$\text{Total Pay} = \$1,070.74$$

Note that the system calculates Mark's hourly rate using the following formula:

Annual Rate/2080 hours per year

And the amount of pay is slightly different because of rounding during the calculation of rate and hours.

The *Percent of Period* Salaried Proration Rule uses this equation:

Work Days/Total Work Days in Period x Pay Period Compensation Amount

In this case, Mark's earnings are calculated based on his salary compensation amount for that period:

$$5 \text{ Work Days} \times \$1,000/11 \text{ Total Work Days} = \$454.55$$

$$6 \text{ Work Days} \times \$1,100/11 \text{ Total Work Days} = \$600$$

$$\text{Total Pay} = \$1,054.55$$

Applying Hourly Proration Rules

Jan, on the other hand, was making \$10 per hour when the 10 percent increase went into effect on July 8, causing her hourly rate to jump to \$11 per hour. In her case, the system looks to the hourly proration rule specified and takes into account the fact that Jan works a standard 8-hour day.

If you select the *Work Days* as the Hourly Proration Rule, the system calculates based on:

$$\text{Work Days} \times \text{Hours Per Day} \times \text{Effective-Dated Hourly Rate}$$

Work Days, which are specified in the Pay Group Table, are the number of days worked that correspond to the effective-dated action on the employee's Job record, such as Jan's mid-period pay rate change. The hours per day equals the employee's standard hours per week, divided by the number of work days in a week.

The system prorates Jan's earnings like this:

$$5 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$10 \text{ per hour} = \$400$$

$$6 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$11 \text{ per hour} = \$528$$

$$\text{Total Pay} = \$928$$

If you use the *Percent of Period* as the Hourly Proration Rule, the formula is:

$$\text{Work Days} \times \text{Hours in Period} \times \text{Eff. Rate/Total Work Days in Pay Period}$$

The total work days in the pay period are based on the work schedule for the pay group and the period beginning and end dates. The hours in the period are determined by the standard hours for the employee, multiplied by 52 weeks in a year, divided by the number of pay periods in the year.

Jan receives a \$1 hourly pay rate increase. Presuming that she works 86.67 hours in that pay period (based on 2080 work hours in the year, divided by the number of pay periods in the year, which for pay group SM1 is 24), that equates to:

$$5 \text{ Work Days} \times 86.67 \text{ Hours} \times \$10/11 \text{ Work Days in Pay Period} = \$393.94$$

$$6 \text{ Work Days} \times 86.67 \text{ Hours} \times \$11/11 \text{ Work Days in Pay Period} = \$520.0$$

$$\text{Total Pay} = \$913.94$$

Defining Pay Groups

This section discusses how to:

- Define a pay group.
- Establish default employee types.
- Define payroll processing parameters for pay groups.

- Specify the FLSA period that applies to a pay group.
- Specify proration rules and options for a pay group.
- Specify the order in which you want paychecks sorted.
- Define the print sequence options.
- Define additional U.S and Canadian options for pay groups.
- Establish tips processing.

Pages Used to Define Pay Groups

Page Name	Object Name	Navigation	Usage
Pay Group Table – Definition	PAYGROUP_TABLE1	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table	Define a pay group and its basic characteristics.
Pay Group Table – Process Control	PAYGROUP_TABLE2	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table	Set process controls and establish default employee types.
Pay Group Table – Calc Parameters	PAYGROUP_TABLE3	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table	Further define payroll processing parameters for pay groups.
Education and Government Additional Earnings Codes	PAYGROUP_TBL3_HP_SEC	Click the Addl Educ/Govt Earnings Codes button on the Pay Group Table – Calc Parameters page	Access additional earnings codes for education and government.
FLSA Period Definition	FLSA_PERIOD_SBPNL	Click the FLSA Period Definition button on the Pay Group Table – Calc Parameters page.	Note. You must select the FLSA Period check box to activate this button. Specify the FLSA Period that applies to this pay group and other FLSA calculation parameters.
Pay Group Table – Paysheets	PAYGROUP_TABLE4	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 4–6 link.	Specify the proration rules and paysheet options for each pay group you establish.
Pay Group Table – Check Distribution	PAYGROUP_TABLE5	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 4–6 link.	Specify the order in which you want paychecks to be sorted and to select address and delivery options.

Page Name	Object Name	Navigation	Usage
Pay Group Table – Check Sequencing	PAYGROUP_TABLE6	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 4–6 link.	Define print sequence options.
Pay Group Table – Report Parameters	PAYGROUP_TABLE7	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 7–9 link.	Define other report parameters for pay groups.
Pay Group Table - Bank/Tip Info	PAYGROUP_TABLE8	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 7–9 link.	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group.
Pay Group Table - Time and Labor	PAYGROUP_TABLE8	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 7–9 link.	Define which PeopleSoft Time and Labor elements are loaded into paysheets for the pay group.
Pay Group Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Report, Pay Group	Generate PAY711 that lists pay groups, effective dates, and processing characteristics from the Pay Group Table.

Defining a Pay Group

Access the Pay Group Table - Definition page.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Jobs,” Setting Up and Describing Pay Groups.

Establishing Default Employee Types

Access the Pay Group Table - Process Control page.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Jobs,” Specifying Process Controls for a Pay Group.

Defining Payroll Calculation Parameters

Access the Pay Group Table - Calc Parameters page.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Jobs,” Defining Payroll Calculation Parameters for Pay Groups.

Specifying Proration Rules and Other Paysheet Options

Access the Pay Group Table - Paysheets page.

The screenshot displays the 'Pay Group Information' window for 'KU1' at 'Global Business Institute'. The 'Effective Date' is 01/01/1980 and the 'Status' is Active. Under 'Salaried Proration Rule', 'Percent of Annual' is selected. Under 'Hourly Proration Rule', 'Work Days' is selected. The 'Paysheet Sequence' is set to 'Dept, Employee Type, Employee'. The 'Paysheet Employee Sequence' is set to 'Employee Name Sequence'. The work schedule is 'SMTWTFS' and 'NYYYYYN'. The 'Automatic Paysheet Update' checkbox is checked. Navigation links for 'Pages 1 - 3', 'Pages 4 - 6', and 'Pages 7 - 9' are visible at the bottom.

Pay Group Table — Paysheets page

Salaried Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.

Note. For exempt (salaried) hourly employees (those employees who receive a specified amount for the period) use the Salaried Proration Rules.

Hourly Proration Rule

This group box enables you to define how earnings and hours are prorated during Paysheet Creation for employees eligible for partial pay.

Note. If you defined an Earnings Distribution Type for the employee on the Job Earnings Distribution page, the system uses the Percent of Period calculation method regardless of which salaried or hourly proration rule you select on this page.

Paysheet Sequence

Use this group box to instruct the system how to sort your online and printed paysheets. Depending on the option you select, the paysheet process forces a page break any time it finds a new sequencing code.

Dept, Employee Type, Employee	Select this option to insert page breaks after each different employee type and department.
Dept, Employee	Select this option to insert page breaks after each different department.
Employee Only	Select this option to insert page breaks based on the number of paylines it can accommodate.
Employee Type, Dept, Employee	Select this option to insert a paysheet page break after each different department and employee type.
Employee Type, Employee	Select this option to insert page breaks after each different employee type.

Paysheet Employee Sequence

Use this group box to instruct the system to sort paysheets by employee ID or by employee name sequence. You have 10 sorting options. The online and hardcopy reports vary, depending on how you choose to sequence them.

Work Schedule Define the work schedule the system uses when prorating partial pay. Enter a *Y* (yes) or an *N* (no) under the initial of each day to specify the days included in the normal work schedule for this pay group. The field is seven characters long, one character for each day of the week, starting with Sunday. The system uses these indicators to determine the number of work days per year and the number of work days per week.

If the normal work schedule for the pay group is Monday through Friday, enter *NYYYYYN*.

Automatic Paysheet Update Select this check box to compare paysheet records to job records. If the system finds discrepancies between the two records, it automatically updates the paysheet from the job record information before calculating pay, if you have the Paysheet Job Pay option selected.

For example, assume you run paysheets on July 10. You then receive the late paperwork on Jan's salary change, which should have gone into effect on July 1. If you selected the Automatic Paysheet Update check box on the Pay Group Table, during Pay Calculation the system accesses the new salary information from the job record and updates Jan's payline to reflect the new pay rate.

See Also

[Chapter 3, "Setting Up Pay Groups," Proration Rules, page 14](#)

Specifying Paycheck Sort Order and Other Options

Access the Pay Group Table - Check Distribution page.

Paysheets		CheckDistribution		Check Sequencing	
Company:	GBI	Global Business Institute			
Pay Group:	KU1	US Weekly			
Pay Group Information Find First 1 of 1 Last					
Effective Date:	01/01/1980		Status:	Active + -	
Paycheck Sequence					
<input checked="" type="radio"/> Paysheet Order		<input type="radio"/> Company Distribution Order			
<input type="radio"/> Postal Code Order		<input type="radio"/> Select on Payroll Data Panel			
Paycheck Address Option					
<input checked="" type="radio"/> Home Address		<input type="radio"/> Select on Payroll Data Panel			
Paycheck Location Option					
<input checked="" type="radio"/> Home Department Location		<input type="radio"/> Job Location			
<input type="radio"/> Select on Payroll Data Panel					
Paycheck Employee Sequence					
<input checked="" type="radio"/> Employee Name Sequence		<input type="radio"/> Employee ID Sequence			
Pages 1 - 3		Pages 4 - 6		Pages 7 - 9	

Pay Group Table — Check Distribution page

Paycheck Sequence

Use this group box to select a sort order for the checks. The system prints checks according to the various sequencing options in the Pay Group Tables in off-cycle and on-cycle modes. Check sequencing occurs during the Pay Confirmation process. Because the system confirms one off-cycle paysheet page at a time, it sorts off-cycle checks within each paysheet page. For example, if you confirm off-cycle paysheet pages 1–5 in a single confirmation run, and each page contains ten checks, each page is sorted individually: You end up with five individually sorted groups of ten checks each, not one group of fifty checks sorted as a whole.

- | | |
|------------------------------------|--|
| Paysheet Order | Select this option to sort checks in the same order as paysheets. This is the system default, and is the most efficient and fastest sort order. |
| Postal Code Order | Select this option to sort checks by postal code. Use the postal code from the Paycheck Address option. Note that this sort option applies to U.S. Zip Codes as well as Canadian and other international postal codes. |
| Company Distribution Order | Select this option to sort checks according to the print check sequence, which you define in Pay Group Table – Check Sequencing page. |
| Select on Payroll Data Page | Select this option to sort checks by company distribution or postal code sequence based on the paycheck delivery option you select on the Payroll Data 1 page and the Payroll Data 2 page. |

Paycheck Address Option

Use this group box to select which address you want to appear on the employee payroll checks. When you print paychecks for your employees, the system always prints an address on the check, no matter which paycheck sequence option you select.

- Home Address** Select this option to print the employee's home address, as entered on Personal Data under the Workforce Administration menu.
- Select on Payroll Data Page** Select this option to print the address according to the Paycheck Location Option selected on the Payroll Data 1 page (in the , North American Payroll, Employee Pay Data menu). This option enables you to override the default address at the employee level.

Paycheck Location Option

Use this group box to specify the location to use to sort checks when you use location as a sort option for company distribution.

- Home Department Location** Select this option to sort checks by home department location.
- Select on Payroll Data Page** Select this option to sort checks using the Payroll Data page (1&2). Enter the appropriate location at the employee level.
- Job Location** Select this option to sort checks by job location.

Paycheck Employee Sequence

- Employee Name Sequence** Select this option to sort checks by employee name.
- Employee ID Sequence** Select this option to sort checks by employee ID.

Defining Print Sequence Options

Access the Pay Group Table - Check Sequencing page.

Paysheets
Check Distribution
Check Sequencing

Company: GBI Global Business Institute
Pay Group: KU1 US Weekly

Pay Group Information
Find First 1 of 1 Last

Effective Date: 01/01/1980	Status: Active
Check Print Sequence 01: <input type="checkbox"/>	Check Print Sequence 06: <input type="checkbox"/>
Check Print Sequence 02: <input type="checkbox"/>	Check Print Sequence 07: <input type="checkbox"/>
Check Print Sequence 03: <input type="checkbox"/>	Check Print Sequence 08: <input type="checkbox"/>
Check Print Sequence 04: <input type="checkbox"/>	Check Print Sequence 09: <input type="checkbox"/>
Check Print Sequence 05: <input type="checkbox"/>	Check Print Sequence 10: <input type="checkbox"/>

Pages 1 - 3
Pages 4 - 6
Pages 7 - 9

Pay Group Table — Check Sequencing page

Pay Group Information

Check Print Sequence 01 – 10

If you selected the company distribution order option as the paycheck sequence on the Pay Group Table - Check Distribution page, you must select a check print sequence here: *Department ID (D), Employee ID or Name (E), FLSA Status (F), Location (L), Mail Drop (M), Shift (S), Employee Type (T), and Supervisor ID (U).*

Example

For example, to sort checks by Location, Shift within Location, and Employee ID/Name (based on whether you select Employee ID Sequence or Employee Name Sequence in the Paycheck Employee Sequence group box on the Pay Group Table - Check Distribution page) within Shift, you enter three sort criteria on this page:

Prt Seq 01	<i>L</i>	Location
Prt Seq 02	<i>S</i>	Shift
Prt Seq 03	<i>E</i>	Employee

Defining Other Report Parameters

Access the Pay Group Table - Report Parameters page.

Report Parameters	Bank/Tip Info	Time and Labor
Company:	GBI	Global Business Institute
Pay Group:	KU1	
Pay Group Information Find View All First 1 of 1 Last		
US Weekly		
Effective Date:	01/01/1980	Status: Active + -
Earnings Break Point		
Earnings Break Point:	<input type="text"/>	
Low Factor:	<input type="text"/>	
High Exemption:	<input type="text"/>	
ROE Contact ID		
Payroll Reference #:	<input type="text"/>	
Contact ID:	<input type="text"/>	<input type="button" value="🔍"/>
Issuer ID:	<input type="text"/>	<input type="button" value="🔍"/>
Pages 1 - 3 Pages 4 - 6 Pages 7 - 9		

Pay Group Table — Report Parameters page

(E&G) Earnings Break Point

Use this group box only if the pay group includes employees who belong to the California Public Employees' Retirement System (PERS). If you have no California-based public employees participating in PERS, leave these fields blank.

If you participate in PERS, the information on these fields is used during benefit calculation, if you've set up the PERS plan in the Retirement Plan page to be coordinated with FICA. The OASDI Modification Data fields correspond to the fields on the OASDI Modification Chart.

Earnings Break Point	Enter a dollar amount at which earnings below the break point are treated differently from earnings above the break point.
Low Factor	Enter a value to represent the factor used in the calculation to modify earnings that fall below the break point.
High Exemption	Enter a value to represent the factor used to modify earnings that exceed the break point.

Example

Suppose \$400 is the break point for calculating employee earnings reported monthly. According to the OASDI Modification Chart, if earnings are:

- Less than \$400, earnings are recalculated as:

$$\text{Earnings} \times 2/3 \times \text{Rate}$$

- Greater than \$400, earnings are recalculated using the OASDI formula:

$$(\text{Earnings} - \$133.33) \times \text{Rate}$$

To set up this data for a pay group with a monthly pay frequency, enter 400 in Earnings Break Point, 0.6667 in Low Factor, and 133.33 in High Exemption.

(CAN) ROE Contact ID

If you run Canadian Payrolls and produce Record of Employment forms (ROE's), you must enter the appropriate reference and contact information in this group box.

Payroll Reference # Enter a reference number to help you locate employees. This is an internal payroll reference number.

Contact ID Select a value representing the employee ID of the person who should respond to any internal questions regarding ROE's.

Issuer ID Select a value representing the employee ID of the person who issued the ROE.

Establishing Tips Processing

Access the Pay Group Table - Bank/Tip Info page.

Pay Group Table — Bank/Tip Info page

Delay Withholding of Taxes Select this check box if you do not want to withhold taxes until tipped employees have reported tips equaling the month-to-date

tips withholding threshold established on the Federal/State Tax Table – Special Tax Amounts page.

Adjust to Minimum Wage This check box is selected by default, so that the system adjusts tips for the pay group to minimum wage. If you have an agreement with the IRS, you can clear this check box. If this check box is selected, you must select a minimum wage adjustment earnings code in the *Min Wage Adjustment Earns Code* field.

Min Wage Adjustment Earns Code Select the earnings code to be used for adjusting a tipped employee's earnings up to minimum wage when reported tips plus earnings do not equal the required minimum wage.

Tip Credit Earnings Code Select the earnings code to be used for tips credit.

Note. Tips processing covers tip allocation, tip credit, and tip establishment mainly in the hospitality industry but it can be used for any tipped employee population.

Source Bank ID Select a source bank ID to indicate the bank from which employees in this pay group are to be paid. The source bank contains the transit number, bank account number, check and advice form, and other information necessary to create checks and direct deposit entries for employees. Use the Source Bank ID field for direct deposit entries only if the Direct Deposit Bank ID is blank.

Direct Deposit Bank ID The Direct Deposit Bank ID is a source bank ID that you use when the transit number and bank account are different for direct deposit items.

Min/Max Net Pay Enter the minimum/maximum dollar amount (net) that any given check may be issued for within the selected pay group.

Selecting Time and Labor Elements for the Pay Group

See [Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” Setting Up for the Interface with PeopleSoft Time and Labor, page 378.](#)

CHAPTER 4

Defining Earnings Codes and Earnings Programs

This chapter provides overviews of earnings tables, tax specification, and Canadian tax methods and discusses how to:

- Establish earnings codes.
- Establish earnings programs.

Understanding Earnings Tables

The system calculates earnings based on information that you enter in the Company table, Earnings table, Special Accumulator table, Shift table, and Pay Group table.

The Earnings table is the basis for calculating and taxing earnings, although some of the information in the table depends on special accumulator codes and shift information. In the Earnings table, you define how to tax, calculate, and adjust each type of earnings (such as regular, overtime, and sick). You also define how earnings types affect other balances, such as leave accruals. Use the Special Accumulator table to accumulate earnings to use later in deduction calculations, such as a savings deduction based on a percentage of regular and overtime pay only. The Shift table works in conjunction with the Earnings table to calculate shift premiums.

Prerequisites

Before you begin setting up earnings:

1. Read through the sections that tell you how to set up the Company table, Earnings table, Special Accumulator table, Shift table, and Pay Group table.
2. Map out how you want to define and segregate earnings, special accumulators, and shifts within the system.

Note. When you define earnings codes, you must define several basic earnings codes on the Pay Group Table - Calc Parameters page.

See Also

[Chapter 1, “Getting Started With PeopleSoft Payroll for North America,” page 1](#)

Common Elements Used in This Chapter

Override Limit Amount Enter a value by which to limit the amount to pay if the regular payout amount exceeds the amount specified for an earnings code.

Frequency Specify how to express the compensation rate: *hourly, daily, monthly, annually*, and so on.
 Maintain frequencies on the Frequency Table page.

Understanding Tax Specification

It's important to understand how taxes work when specifying special tax options and tax methods for earnings codes. This section provides some information about:

- (USA) Specifying U.S. taxes.
- (CAN) Specifying Canadian taxes.

(USA) Specifying U.S. Taxes

To better understand how the U.S. tax options work, consider how you might define the following earnings codes:

Earnings Code	FWT	FUT	FICA
Regular	Tax	Tax	Tax
Overtime	Tax	Tax	Tax
Injury Pay	Tax	No Tax	Tax
Expense Reimbursement	No Tax	No Tax	No Tax
Disability Payment	Tax	No Tax	No Tax

Select the Subject to FWT, Subject to FUT, and Subject to FICA check boxes (on the Earnings Table - Taxes page) for all earnings to add to the taxable gross for the specific tax. These settings enable the system to determine exactly how much of an employee's pay is subject to federal taxes.

(CAN) Specifying Canadian Tax

To better understand how to tax different earnings codes, consider how you might define the following earnings at Viceroy Northern Bank:

Earnings Code	CIT	True T4	CPP	EI Earn	EI Hrs
Regular	Tax	Yes	Tax	Tax	Yes
Overtime	Tax	Yes	Tax	Tax	Yes
Shift Premium	Tax	Yes	Tax	Tax	No
Expense Reimbursement	No Tax	No	No Tax	No Tax	No
Retiring Allowance	Tax	No	No Tax	No Tax	No

Earnings Code	QIT	True RL	QPP	Payroll Tax	T4A	RL-2
Regular	Tax	Yes	Tax	Tax	No Tax	No Tax
Overtime	Tax	Yes	Tax	Tax	No Tax	No Tax
Shift Premium	Tax	Yes	Tax	Tax	No Tax	No Tax
Expense Reimbursement	No Tax	No	No Tax	No Tax	No Tax	No Tax
Retiring Allowance	Tax	No	No Tax	Tax	Tax	Tax

Select the tax option check boxes (on the Earnings Table - Taxes page) for earnings types to tax or accumulate. These settings enable the system to determine how much of an employee’s pay is subject to different tax types.

Earnings Code	Amount	CIT	True T4	CPP	EI Earn	EI Hrs
Regular	1000	1000	1000	1000	1000	40
Overtime	200	200	200	200	200	10
Shift Premium	100	100	100	100	100	

Earnings Code	Amount	CIT	True T4	CPP	EI Earn	EI Hrs
Injury Pay	200	200	200	200		
Expense Reimbursement	1000					
Retiring Allowance	500					
Total	3000	1500	1500	1500	1300	50

Earnings Code	Amount	QIT	True RL	QPP	T4A	RL-2	Payroll Tax
Regular	1000	1000	1000	1000			1000
Overtime	200	200	200	200			200
Shift Premium	100	100	100	100			100
Injury Pay	200	200	200	200			200
Expense Reimbursement	1000						
Retiring Allowance	500				500	500.00	
Total		1500	1500	1500	500	500.00	150

See Also

Chapter 5, “Defining Deductions,” page 55

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” (USA) Updating the Taxable Gross Definition Table

Chapter 12, “Maintaining Payroll Data,” page 221

(CAN) Understanding Canadian Tax Methods

This section outlines the calculation methodology used for the following tax methods:

- Bonus.
- Commission.
- Lump Sum.

Bonus Tax Method

The calculation method depends upon whether the bonus payment is included with the regular earnings (using the annualized tax method) or the bonus payment is paid on a separate cheque.

Note. Any payment that is using the Bonus Tax Method is referred to as a “bonus payment” for the purpose of this documentation.

Bonus Included with Regular Earnings

This table shows how the system calculates the tax payable when the bonus is included with regular earnings:

Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable based on annualized earnings including the bonus payment.	(CIT taxable earnings gross YTD, including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period) + (current bonus payment)	(after tax calculation) Base Amount A.
2. Determine annual taxes payable based on annualized earnings excluding the current bonus payment.	(CIT taxable earnings gross YTD, including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period)	(after tax calculation) Base Amount B.
3. Determine taxes payable on the bonus payment.	(Base Amount A – Base Amount B)	Tax payable on bonus payment.

Bonus Paid on a Separate Cheque

This table shows how the system calculates the tax payable when the bonus is paid on a separate cheque with no regular earnings:

Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable based on estimated annualized earnings including the bonus payment.	(CIT taxable earnings gross YTD, including YTD bonus) + (estimated projected earnings from the employee’s Job Data record) + (current bonus payment)	(after tax calculation) Base Amount A.
2. Determine annual taxes payable based on estimated annualized earnings excluding the current bonus payment.	(CIT taxable earnings gross YTD, including YTD bonus) + (estimated projected earnings from the employee’s Job Data record)	(after tax calculation) Base Amount B.
3. Determine taxes payable on the bonus payment.	(Base Amount A – Base Amount B)	Tax payable on bonus payment.

The estimated projected earnings from the employee’s Job Data record is calculated by this formula: (annual rate from the employee’s Job Data record / no. of pays in the year to derive a pay period rate) ? number of pays remaining in the year including the current period.

Commission Tax Method

The following outlines the method used in calculating Canadian Income Taxes (CIT – federal & provincial excluding Quebec) and Quebec Income Taxes (QIT) using the Commission Tax Method.

Note. Any payment that uses the Commission Tax Method is referred to as a “commission payment” for the purpose of this documentation.

CIT Commission Tax Calculation

This table shows how the system calculates the tax payable (CIT) on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Establish the net annual taxable income from the Commission group box on the Canadian Income Tax Data page.	(Income reported in the Commission group box) – (Expenses reported in the Commission group box)	(after calculation) Annual taxable income.
2. Determine annual taxes payable.	Apply the Annualized Tax Method to the Annual taxable income.	(after tax calculation) Annual tax payable.
3. Determine pay period taxes payable.	[(Commission payment on current cheque) / (Income reported in the Canadian Income Tax Data page)] X Annual tax payable	(after calculation) Tax payable on the current commission payment.

QIT Commission Tax Calculation

Unlike the federal Statement of Commission Income and Expenses For Payroll Tax Deductions (TD1X) that is used to estimate the net annual taxable income amount, the Quebec Statement of Commissions and Expenses For Source Deduction Purposes (TP-1015.R.13.1-V) establishes a ratio to annualize the current cheque’s commission payment.

For Quebec provincial tax, the current cheque's commission earnings is annualized using the ratio determined by the Income and Expenses reported in the Commission group box on the Quebec Income Tax Data page.

This table shows how the system calculates the Quebec income tax payable on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Derive the ratio to apply to the current cheque's commission earnings amount to calculate annual income.	$[(\text{Income reported on the Quebec Income Tax Data page}) - (\text{Expenses reported on the Quebec Income Tax Data page})] / (\text{Income reported on the Quebec Income Tax Data page})$	(after calculation) Ratio of commissions to be included.
2. Apply the derived ratio against the current cheque's commission payment to determine the annual taxable income.	$(\text{Ratio of commissions to be included}) \times (\text{Commission payment on current cheque}) \times (\text{annual factor})$	(after calculation) Annual taxable income.
3. Determine the QIT payable for the pay period.	Apply the Annualized Tax Method on the Annual taxable income.	(after tax calculation) Tax payable on the current Commission payment.

Lump Sum Tax Method

The lump sum tax method determines the withholding for the period using the corresponding rate(s) for the taxable gross specified on the Federal CIT Lump-Sum Rates box or Quebec (QIT) Lump-Sum Rates box on the Tax Rates, Credits, and Other page.

This table shows how the system calculates the lump sum tax method:

Calculation Step	Calculation Input	Calculation Output
1. Establish the applicable tax rate to use from the Tax Rates, Credits and Other page - Federal (CIT) Lump Sum Rates and if Quebec applies, also use the Quebec (QIT) Lump Sum Rates	Select the applicable rate to use based on the amount of the payment; for Quebec, select the appropriate rates (CIT & QIT)	Selected tax rate(s)
Determine the CIT payable for the pay period; if Quebec, determined both CIT & QIT payable for the period	$(\text{Lump-sum payment}) \times (\text{selected rate(s)})$	(after tax calculation) Tax payable on the current Lump-sum payment; if province is Quebec, both CIT and QIT are calculated.

Establishing Earnings Codes

This section provides an overview of earnings codes and discusses how to:

- Define parameters and rules for calculating earnings.
- Enter special options and tax methods for earnings codes.
- (USF) Specify additional earnings.
- Specify calculation rules.
- Define how earnings codes affect leave accruals and special accumulators.

- (USF) Specify pay limit processing.

Understanding Earnings Codes

Determine the different types of earnings your organization requires, and decide which three-character earnings code to assign to each one (such as REG, VAC, and HOL).

At a minimum, you must define earnings codes for regular and overtime pay. You might also define earnings codes for sick pay, holiday pay, vacation pay, or company-specific functions, such as:

- Regular earnings that are normally associated with a regular salary or regular hours worked.
Regular earnings that are typically taxed by all taxing entities and consist of a simple rate-multiplied-by-time calculation, or a flat amount.
- Earnings that use a slightly different method of calculation.
For example, overtime, double-time, or triple-time earnings codes apply a multiplication factor to the earnings.
- Earnings to handle accrual accounting.
To track holidays, vacation and sick leave, jury duty, personal time off, and so on for leave accruals, define earnings codes for these leave categories and report applicable hours.
- Nonhour-related earnings, such as bonuses, commissions, or automobile allowances.
- Differentiation between earnings that should or should not be taxed, such as automobile allowances or expense advances.
- Earnings for accumulation hours and dollars in other special accumulator balances.
For example, certain earnings are eligible for retirement programs, while other earnings are not.
- Earnings resulting from late paperwork or collective bargaining to calculate through the Retro Pay process.
- Earnings codes for paying retro pay earnings.

Using a Worksheet to Map Earnings Codes

We suggest that you create a worksheet to map out your needs. For example:

Earnings Type	Earnings Code	Earnings Profile	Tax Method	Other Considerations
Regular	REG	Add to gross pay	Annualized	Adds to leave accruals Savings plan accumulators
Vacation	VAC	Add to gross pay shift differential	Annualized	Subtracts from leave accruals
Sick	SCK	Add to gross pay shift differential	Annualized	Subtracts from leave accruals

Earnings Type	Earnings Code	Earnings Profile	Tax Method	Other Considerations
Holiday	HOL	Add to gross pay shift differential	Annualized	Statutory
Bonus	BON	Add to gross pay	Supplemental (Use bonus tax method for Canada).	

Pages Used to Establish Earnings Codes

Page Name	Object Name	Navigation	Usage
Earnings Table - General	EARNINGS_TABLE1	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options.
Earnings Table - Taxes	EARNINGS_TABLE2	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	Enter special options and tax methods for earnings codes.
Additional Earnings	GVT_EARNINGS_SEC	Click the Federal button on the Taxes page.	(USF) Specify additional earnings code settings.
Earnings Table - Calculation	EARNINGS_TABLE3	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	Track general ledger entries by earnings code and specify whether an earnings code is based on other earnings. Also define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.
Earnings Table - Special Process	EARNINGS_TABLE4	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	Define how earnings codes affect leave accruals and special accumulators.
Earnings Table - Pay Limit	GVT_EARNINGS_TBL5	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	(USF) Select the corresponding Earning Process Type to include the earnings code in pay limit calculations.
Earnings Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Earnings Table	Generate PAY712, which is a report that lists earnings types and their payroll characteristics.

Defining Parameters and Rules for Calculating Earnings

Access the Earnings Table - General page.

Earnings Table - General page

Short Description Enter a meaningful name that your employees recognize. The Payroll Check Print report PAY003 (PAY003CN for Canada) prints this name on payslips.

Allowable Employee Types The paysheet uses allowable employee types to determine which employees are eligible for this earnings code.

Payment Type

Use this group box to specify the types of payment information you can enter on an employee’s paysheet for this earnings code.

Unit/Override Rate When you select this option, a blank field appears where you enter the new rate, which the system uses to calculate the earnings amount. This overrides the hourly rate in the employee’s Job record. You must enter the number of units, or hours worked, in the Hours field on the paysheet, but you do not need to change the hourly rate on the paysheet. You can use earnings codes based on the unit or override rate for piecework earnings.

For example, Table-Driven Motors pays \$2 for each door that an employee fastens on a new Miata. They defined an earnings code, ASM, and entered \$2 in the *Unit/Override Rate* field. During the first pay period, Rocky fastened 428 doors. On Rocky’s paysheet, you inserted an Other Earnings entry with the code ASM and 428 hours. The system calculates Rocky’s earnings as \$2 × 428, or \$856.

Flat Amount When you select this option, a blank field appears where you enter the flat amount. The system uses the flat amount from the Earnings table instead of the rate in the employee’s Job record.

To give multiple employees a flat amount of additional pay, make blanket changes to the flat amount in the Earnings table instead of maintaining multiple additional Pay records at the employee level.

Effect on FLSA

Specify the effect on the FLSA rate calculation.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” page 141](#).

Note. You must also assign each earnings code to an FLSA category of regular, overtime, or excluded on the Earnings Table - Calculation page.

Eligible for Retro Pay

Eligible For Retro Pay	Enables you to define the earnings code for retro pay calculation on the Retro Pay Program - Program Table page.
Used to Pay Retro	Select this check box to identify the earnings code on the Retro Pay Program – Program Table page as one used for paying retroactive earnings.

See [Chapter 6, “Setting Up the Payroll Process,” Establishing Retro Pay Programs, page 106](#).

Hours Distribution and Administrative Stipend

Hours Distribution Select this check box to distribute standard hours to a nonregular earnings code according to the parameters on the Job Data – Earnings Distribution page. This check box controls the distribution and display of standard hours to nonregular earnings codes for salaried employees whose job earnings distribution type is either By Amount or By Percent. The distributed hours are based on a proration of the employee’s total standard hours defined in the Job Data component.

These hours appear on Paycheck Inquiry pages and in the payroll registers. The system automatically processes and displays the distribution of standard hours to the regular earnings code, regardless of the hours distribution setting.

Note. For earnings codes with a payment type of Amounts Only or Flat Amount, clear the *Hours Distribution* check box. These payment types do not calculate or display hours.

For example, A salaried employee has 80 standard hours per biweekly pay period. The job earnings distribution information specifies a 50% distribution to a regular earnings code (REG) and a 50% distribution to a nonregular earnings code (STD). The STD earnings code has a payment type of Either Hours or Amounts OK.

- If the *Hours Distribution* check box for the STD earnings code is not selected, 40 hours are associated with the REG earnings code, and *blank* hours are associated with the STD earnings code.

- If the *Hours Distribution* check box for the STD earnings code is selected, 40 hours are associated with the REG earnings code, and 40 hours are associated with the STD earnings code.

Note. (CAN) To accumulate the hours that are distributed to nonregular earnings codes and report them as Employment Insurance (EI) hours, you must select the *Hours Distribution* check box for those earnings codes. The system sets a salaried employee’s EI hours to zero if none of the earnings codes on that employee’s job earnings distribution page specify hours distribution. To maintain the integrity of EI hours processing and reporting, ensure that you correctly define the hours distribution definitions associated with each earnings code.

Administrative Stipend Flag

(E&G CAN) Select this check box to indicate that this earnings code is an administrative stipend. The system uses this information, in conjunction with the Job Earnings Distribution Table, to distribute administrative stipend earnings for the Statistics Canada Academic Teaching Survey.

Entering Special Options and Tax Methods for Earnings Codes

Access the Earnings Table - Taxes page.

Earnings Table - Taxes page

Earnings Information

Federal

(USF) Click this button to access the Additional Earnings page.

Payback Deduction Code Use this field when setting up a payback earnings code to use for payback situations such as pay advance or negative adjustment. In this field, enter the payback deduction code that corresponds with the payback earnings code. If you enter a deduction code in this field, the system will automatically create an arrears balance assigned to that deduction code for the earnings amount you enter with the corresponding payback earnings code on the paysheet.

See [Chapter 20, “Working With Paysheets,” Setting Up and Processing Payback Deductions, page 449.](#)

Tax Method

Use this group box to select the tax calculation method for additional pay. For example, for a U.S. employee receiving a monthly bonus payment, select the Supplemental option; for a Canadian employee receiving the same bonus payment, select the Bonus option.

Note. You can assign only one tax method to each earnings code. Multi-country employers must define separate earnings codes to apply country-specific tax methods.

Tax Method - US/Canadian

Annualized Select this option to annualize the earnings, calculate tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method.

Cumulative (US Only) Select this option to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system de-annualizes the tax by dividing it by the number of tax periods on the paysheet. If the result is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. Use this option for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.

Specified on Paysheet Select this option to have the system use the default method on the paysheets, annualized. To override this default, specify a tax method for each individual pay earnings. If you select a tax method other than Specified on Paysheet, you cannot override the tax method on paysheets.

(USA) Tax Method - U.S. Only

Supplemental Select this option for earnings codes that identify supplemental wages.

Define the supplemental tax methods, supplemental wages paid with regular pay or as separate pay, on the Federal/State Tax Table – General page.

(CAN) Tax Method - Canadian Only

Before completing this group box, see Understanding Canadian Tax Methods and Specifying Canadian Tax.

See [Chapter 4, “Defining Earnings Codes and Earnings Programs,” \(CAN\) Understanding Canadian Tax Methods, page 31.](#)

See [Chapter 4, “Defining Earnings Codes and Earnings Programs,” \(CAN\) Specifying Canadian Tax, page 28.](#)

Bonus	Select this option to calculate taxes on irregular payments, such as bonus payments. The system calculates tax differently, depending on whether the payment is included with other earnings or paid in a separate check.
Commission	Select this option to use amounts from the Commission group box (Income, Expenses, and RPP/RRSP Limit fields) on the Canadian Income Tax Data page and the Quebec Income Tax Data page. If these amounts are not entered, the system calculates tax using the annualized tax method, resulting in a higher amount of tax withheld. The Commission Tax Method calculates the taxes on commissions differently, depending upon whether you are calculating Canadian Income Tax (CIT) or Quebec Income Tax (QIT).

Note. Commission income and expenses amounts from the Canadian Income Tax Data page and the Quebec Income Tax Data page represent the total annual estimated earnings and expenses reported by employees on the Revenue Canada Statement of Remuneration and Expenses and Revenue Quebec Statement of Commissions and Expenses for source deduction purposes.

Lump Sum	Select this option to determine the withholding for the period using the corresponding taxable gross rates from the Federal CIT Lump-Sum Rates group box or the Quebec (QIT) Lump-Sum Rates group box on the Tax Rates, Credits and Other page.
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(USA) U.S. Only

Before completing this group box, see Specifying U.S. Taxes.

See [Chapter 4, “Defining Earnings Codes and Earnings Programs,” \(USA\) Specifying U.S. Taxes, page 28.](#)

Subject to FWT (subject to federal withholding tax), Subject to FICA (subject to Federal Insurance Contributions Act), and Subject to FUT (subject to federal unemployment tax)	Specify the effect that the earnings code has on the corresponding taxable grosses. The system maintains separate accumulators for each of the taxable grosses.
Withhold FWT (withhold federal withholding tax)	<p>This check box is selected by default, indicating that the earnings code is subject to federal income tax withholding. If you clear this check box, you can still add to the earnings to the taxable gross, but withholding isn't taken for this earnings code. For example, tuition reimbursement is an earnings code that adds to taxable gross, but is not subject to withholding. Normally, this check box should be selected to prevent underwithholding.</p> <p>Most earnings are taxable for FWT, FICA, and FUT, but clear these check boxes for nontaxable earnings codes (such as expense reimbursements and salary advances).</p>

Note. For states and localities, use the Taxable Gross Definition Table to specify whether withholding on a taxable gross component follows the rule you select here. Regardless of federal withholding, you must have a taxable gross definition identification (ID) for any earnings code for which you do not withhold state or local income tax.

Taxable Gross Component ID

PeopleSoft Payroll for North America normally sets the taxable gross used for calculating state and local income tax withholding to the same value as the taxable gross for federal withholding. It also sets the taxable gross for state unemployment and disability to the same value as the taxable gross for federal unemployment. However, some states and localities don't follow federal rules for the taxability of all types of wages.

Select a value to override the federal rules for taxability:
125, 401K, GTL, or TIP.

The taxable gross component ID code defines a taxable gross base—different from federal—to use when calculating state and local taxes. This code points to information in the Taxable Gross Definition Table, which:

- Indicates which federal taxable gross level (such as FWT, FUT, or FICA) is used as a base for state and local taxable gross.
- Specifies how to add to, or subtract from, the state and local base when it differs from the federal definition.

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), TSP, Section 125, group life plans, and Federal Employee Group Life Insurance (FEGLI) plans. You can add entries to the Taxable Gross Definition Table for other types of earnings that need adjusting. PeopleSoft also maintains a taxable gross definition called TIP for employers of tipped people.

Important! The taxable gross component ID must be unique! If it is not unique, it can cause incorrect taxable grosses.

Note. You must define a taxable gross component ID in the Taxable Gross Definition Table before entering it in the Earnings Table.

Income Code (for 1042-S)

(E&G) Specify a nonresident alien income code for 1042-S processing:

12: Royalties

15: Scholarship/Fellowship

16: Independent Personal Services

17: Dependent Personal Services

18: Teaching

19: Studying and Training

50: Other Income

Earnings

Add to Gross Pay

Select this check box to indicate that an employee receives actual dollars for this earnings code. Most, but not all, earnings add to gross pay.

For example, some earnings don't actually consist of dollars paid, such as the value of a company-supplied automobile. Because the company supplies the employee with a car—not with the money to buy one—you do not add these earnings to the gross income. However, the value of the car must appear as taxable wages, and you must track it for the reporting on W-2 or T4. To define this auto earnings code, clear the *Add to Gross Pay* check box, and select the appropriate U.S. or Canadian Subject to tax check boxes. For an expense advance, however, select the *Add to Gross Pay* check box, but do not select a Subject to tax check box.

Maintain Earnings Balances

Select this check box to automatically maintain year-to-date, quarter-to-date, and month-to-date earnings balances. Select this check box for all earnings codes.

Subtract from this Draw

This check box is for your information only.

Elig. for Shift Differential (eligible for shift differential)

Select this check box if the earnings code is for shift pay. If an employee is assigned to a shift, the system checks each earnings code that is eligible for shift differential and performs the calculation based on the routines selected in the Shift Table and on the shift to which the employee is assigned. You can also specify shift differentials at the employee level.

Hours Only (Reduce from Reg Pay) (reduce from regular pay)

Select this check box to have hours or earnings entered for the earnings code reduce the employee's regular pay by an equivalent number of hours entered on the paysheets. Use this check box for earnings codes such as holiday, sick leave, and vacation leave. Hours posted to the earnings code reduce regular hours for hourly employees (or regular earnings for salaried employees) by the number of hours entered during the payroll calculation run.

How you use this check box depends on how you report time. You typically use positive time entry for hourly employees, so in effect their hours are already reduced.

For example, you might enter 32 hours of regular pay and 8 hours of vacation pay on an hourly employee's paysheet. For exception hourly and salaried employees, you typically enter only exception pay, but not regular pay. If a salaried employee takes 8 hours off in a given week, you only enter 8 hours of vacation time on paysheets. For different employee types, you can establish some earnings codes that use this feature and others that don't.

Subject to Garnishments

Select this check box to include the earnings code in garnishment processing.

(CAN) Canadian Only

Before completing this group box, see Specifying Canadian Tax.

Warning! It is imperative that you define all earnings subject to CIT, T4A, QIT, and RL-2 withholding before they are paid to employees. To ensure that all amounts are allocated to the proper accumulators, you must complete this setup before running the first payroll of the new tax year.

Subject to CIT, Subject to QIT, Subject to CPP, and Subject to QPP (subject to Quebec pension plan)

Most earnings are taxable for CIT, EI, and Canada Pension Plan (CPP), but clear these check boxes for nontaxable earnings (such as expense reimbursements, uniform allowances, auto reimbursements, and so on). If the company is in Quebec, most earnings also reflect QIT and QPP.

Subject EI Earn and Subject EI Hrs

Select the *Subject EI Earn* check box if the amount associated with an earnings code is subject to EI premiums and insurability. Select the *Subject EI Hrs* check box if EI reporting requires the hours associated with an earnings code. This information is for the Record of Employment (ROE).

When setting up earnings subject to EI, you must determine whether to accumulate both the dollars and hours, or just the dollars. To accommodate the accumulation of dollars, but not hours, the system segregates EI options by hours and earnings when multiple earnings codes representing the same hours (and subject to EI) are paid in conjunction with one another. This applies to premiums or differentials paid in conjunction with regularly paid work hours.

For example, if you define shift premiums as earnings codes in the Earnings Table, but pay them in conjunction with regular pay, use the following EI tax options:

- Regular pay: EI earnings (yes), EI hours (yes)
- Shift premiums: EI earnings (yes), EI hours (no)

Subject True T4

Select this check box if the earnings represent the accumulation of total federal employment income for Canada.

Subject True RL

Select this check box if the earnings represent the accumulation of total provincial employment income for Quebec.

Subject to T4A and Subject to RL-2

Specify whether the earnings are subject to T4A or RL-2 withholding. This ensures that the appropriate amount of tax appears on the T4A and RL-2 year-end slips. The system automatically selects the *Subject to CIT* check box (for T4A) or the *Subject to QIT* check box (for RL-2) when you save the record.

Note. You must define earnings codes subject to T4A and RL-2 withholding in the T4A and RL-2 Tax Form Definition Tables before running the year-end process for that tax year.

You can reclassify the same earnings code between T4 and T4A (or RL-1 and RL-2) earnings before running payrolls in the new tax year. A mid-year reclassification of earnings, however, requires that you define a separate earnings code to allocate the earnings to the correct T4 and T4A (or RL-1 and RL-2) accumulators.

Subject to Payroll Tax

Select this check box if the earnings are subject to the Northwest Territories or Nunavut payroll tax.

By default, the system calculates and withholds a 1% payroll tax on specified remuneration paid to employees for work performed in the Northwest Territories or Nunavut. A Northwest Territories or Nunavut employee whose total Northwest Territories or Nunavut earnings do not total more than \$5,000 for the calendar year are not subject to this tax. To stop the tax withholding for these exempt employees, select the Payroll Tax Exempt check box on the Canadian Income Tax Data page.

Note. Because the system maintains separate accumulators for each of these taxable grosses, consider each option individually when determining whether to select a check box.

See Chapter 4, “Defining Earnings Codes and Earnings Programs,” (CAN) Understanding Canadian Tax Methods, page 31.

See Chapter 4, “Defining Earnings Codes and Earnings Programs,” (CAN) Specifying Canadian Tax, page 28.

(USF) Specifying Additional Earnings

Access the Additional Earnings page.

Additional Earnings page

Addl Earning Control Settings

- Adds to Other Pay** Select if the earnings adds to other pay in the employees Job - Compensation Data - Other Earnings page.
- Adds to Pay Limit** Select if the earning code adds to pay limits calculations.
- Adds to FEGLI Base Rate** Select if earnings add to FEGLI Base Rate calculation.
- FMLA Flag (Family Medical Leave Act flag)** Select if the earning code is for the Family Medical Leave Act.

Federal Overtime Indicator	Select if the earnings code is used to pay federal overtime.
Add to Other Pay on SF50/52	Select if the earnings code adds to other pay on the SF50 or SF52.
FEFFLA Flag (Federal Employees Family Friendly Leave Act flag)	Select if this earning code is for the Federal Employees Family Friendly Leave Act.

CPDF Earnings Report Type

CPDF Earns Type (Central Personnel Data File earnings type)	If additional earnings for this earnings code are reportable to the CPDF, select the CPDF earnings code: <i>Not Rpted</i> (not reported), <i>Retn Allow</i> (Retention Allowance), <i>Staff Diff</i> (Staffing Differential), or <i>Suprv Diff</i> (Supervisory Differential).
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Leave Bank and Transfer Type

Leave Earnings Type	Select a value if you're defining an earnings code to use with a leave transfer program type. Valid values are: <i>Donate to Bank:</i> for donor activity in Leave Bank Transfer Programs. <i>Donate to Emergency:</i> for donor activity in Emergency Leave Transfer Programs. <i>Donate to Recipient:</i> for donor activity in Voluntary Leave Transfer Programs. <i>Receive from Bank:</i> for recipient activity in Leave Bank or Emergency Leave Transfer Programs. <i>Receive from Donor:</i> for recipient activity in Voluntary Leave Transfer Programs.
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IRR Reporting Settings

IRR Reportable	Select this check box if additional earnings for this earnings code are associated with basic compensation and are IRR reportable.
Leave Without Pay	Select this check box if additional earnings for this earnings code are considered leave without pay on the IRR. These earnings are reported on the SF1150 Leave Audit report.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Managing Leave," Leave Transfer Management

[Chapter 16, "\(USF\) Administering Additional U.S. Federal Payroll Functionality," Administering Pay Caps and Limits, page 337](#)

Specifying Calculation Rules

Access the Earnings Table - Calculation page.

Earnings Table - Calculation page

Expense Accounts - Non Commitment Accounting

Enter an account number to track PeopleSoft General Ledger entries by earnings code. This field does not apply to PeopleSoft Payroll for Education and Government.

Earnings Calc Sequence (earnings calculation sequence)

Enter a number to indicate the order in which to process earnings during payroll calculation. Lower sequence numbers result in a higher processing priority for the earnings code.

Sequence is important only if one earnings calculation is dependent on another. For example, regular earnings must have a lower sequence number than any earnings codes that reduce regular earnings (that is, earnings designated to have hours only reduced from regular pay).

Note. The default earnings calculation sequence is *500*. To ensure that the system calculates regular pay first, change the earnings calculation sequence to *001*.

For example:

- Earnings for hourly employees = ((pay rate or unit/override rate + shift rate + rate adjustment factor) × (hours + hours adjustment factor) × multiplication factor) + earnings adjustment factor

- Earnings for salaried employees = earnings amount × multiplication factor

(USF) When a pay limit is reached and there is more than one earnings code included in the limit, the earnings code with the highest earnings calc sequence is depleted before the next earnings code is reduced.

For example, if regular pay sequence is 001 and premium pay sequence is 500, the premium pay is depleted before regular pay is reduced.

Rate Adjustment Factor

Enter a dollar amount to adjust the hourly rate associated with an earnings code. For example, if a union negotiates a \$0.30 per hour cost of living adjustment, enter *0.3* in this field for any applicable earnings, such as regular, overtime, vacation leave, and sick leave. Employees receiving these types of earnings get \$0.30 per hour in addition to the compensation rate specified in their Job records.

Hours Adjustment Factor

Enter a positive or negative number to adjust the number of hours associated with an earnings code, such as 40 hours for regular. For example, Jan was a nurse at Diablo Hills Hospital where she was paid for a full 40-hour week. However, because she was required to record her lunch hours, her time cards showed that she worked only 37.5 hours a week—the actual number of hours that was entered on her paysheets. To set up this salary structure, enter an hours adjustment factor of *2.5*.

Multiplication Factor

For hourly earnings, enter the number by which you multiply earnings, such as *1.5* for overtime, or *2.0* for double time.

Earnings Adjustment Factor

Enter a flat amount that does not affect pay rate or hours. Use this field for earnings codes for which the dollar amount always remains the same for all employees, such as a \$50 holiday bonus. When you define this type of earnings, set the multiplication factor to zero.

Maximum Hourly Rate

This field is for your information only.

Maximum Yearly Earnings

To set a yearly ceiling on the earnings code, enter the maximum yearly earnings. You cannot pay more than this amount to any employee in a year.

Note. Use this field with individual earnings codes only—not special accumulators.

Budget Effect

This field is for your information only.

(USA) Tips Category

Specify how tips affect taxable gross:

Not Tips: Select this value if the earnings code does not represent earnings subject to tipping or reported tips for calculating tip credit. This is the default value.

Reported Tips: Select this value if the earnings code represents cash or charge tips that your employees report.

Other Sys Calc'd Tips (other system calculated tips): Select this value if the earnings code represents amounts used to bring employee earnings up to minimum wage when the cash wage plus tips is less than minimum wage.

Tip Allocation: Select this value if the earnings code represents system-calculated amounts of tips allocated to employees.

Tip Credit: Select this value if the earnings code represents system-calculated amounts of tip credit.

Special Calculation Routine Select this check box if you have modified the COBOL code to perform a calculation routine.

Note. Before you modify the COBOL code, discuss the proposed alterations with your PeopleSoft account executive.

Based on Other Earnings/Hours

Use this group box to designate earnings codes based on other earnings codes or special accumulators. The system can calculate earnings as a percentage of another earnings code, a rate multiplied by a single hour, or a rate multiplied by a group of hours. You might use this feature to keep shift earnings separate from regular earnings by creating a separate earnings code for shift earnings, based on a percentage of regular earnings.

Single Earnings and Special Accumulator Select an option to indicate the type of other earnings on which the earnings code is based, and enter an earnings code or special accumulator code in the associated field.

Based on Amount or Hours Specify how to calculate earnings.

None. The default.

Amount: The system calculates the earnings by applying the multiplication factor to the current period amount for the earnings code or special accumulator code specified. For example, to calculate the earnings code you're setting up as 4% of a specified earnings code, enter a multiplication factor of .04.

Hours: The system calculates the earnings by multiplying the current period hours for the specified earnings code or special accumulator code by the hourly rate on the paysheet entry. Then it applies the multiplication factor.

For example, to calculate a bonus earnings code as ten percent of the employee's regular pay, select the *Single Earnings* type option and enter the earnings code REG. Specify that the calculation is based on amount, and enter .1 as the multiplication factor.

(USA) Category for FLSA

Regular Select this option if these earnings are not overtime and are used in the calculation of the FLSA rate.

Overtime and Regular Pay Included Select this option if this earnings code has an effect on overtime pay. When selected, the system displays a *Regular Pay Included* check box. If your multiplication factor for overtime is .9 or less, clear this check box. If your multiplication factor is 1.1 or greater, select this check box.

Excluded Select this option if these earnings have no effect on the FLSA calculation.

See Also

Chapter 10, “(USA) Setting Up Additional U.S. Payroll Functionality,” Setting Up the Payroll System for Tip Allocation, page 183

Chapter 15, “(USA) Administering Additional U.S. Payroll Functionality,” Allocating Tips, page 313

Chapter 8, “(USA) Setting Up and Calculating FLSA Rates,” page 141

Defining How Earnings Codes Affect Leave Accruals and Special Accumulators

Access the Earnings Table - Special Process page.

Earnings Table - Special Process page

Leave Plan Accrual(s)

Use this group box to indicate how the hours for each earnings code affect leave plans. Employees can accrue time using the number of hours they’ve worked (service hours) or the length of time they’ve worked for your company (based on the service date in the Employment record). Set up the accrual method in the Leave Plan Table in the Benefits component.

Add to Accrual Balance

Taken

Select this check box for earnings codes (such as vacation or sick) that subtract from the leave plan balance. The system updates the unprocessed data on the Leave Accruals page by adding to the leave plan balance for hours taken, but it does not update the hours taken from the actual leave plan balance until you run the leave accrual program.

Service Hours

Select this check box if the leave plan accrues based on the number of hours an employee has worked (service hours). The system adds the hours associated with the earnings code to an employee's service hours maintained on the leave plan accrual balances. However, if the employee is not enrolled in that leave plan, the system does not update the service hours fields in leave accruals.

For example, suppose a company's employee leave plan offers 0.02 hours of vacation time for every hour of regular time and overtime that employees work. In this case, select the *Service Hours* check box for regular and overtime earnings codes to show that they add to the accrual balance for the employee leave plan. If Jan has 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It also updates the leave accruals unprocessed data for her leave plan, and accrues 0.8 hours of vacation time when the leave accrual program is run.

Note. If you base your leave plan on months of service, the leave accrual program does not use the service hours accumulated by payroll. Instead, it uses the service date in the Employee record to accrue hours for your leave plan.

Adjusted

Select this check box if you are defining the earnings code only to add hours to, or subtract hours from, an employee's accrual balances. When you perform the actual adjustments on paysheets, the system accepts positive or negative hours.

For example, Jessica Morris, came to CCB from her former company with an intercompany transfer agreement. As part of the agreement, CCB let her carry over 25 hours of vacation time from her old company. To do this, the payroll clerk added 25 hours of accrual adjustment time to Jessica's paysheet. The system—looking at the Earnings Table already set up for this type of situation (with Adjusted checked for the VAC Leave Plan Type)—did the rest.

Bought and Sold

If your company has a vacation buy or sell plan, select a check box to indicate that the earnings code affects vacation hours bought or sold. Use deductions to handle the actual buying and selling and earnings codes to handle the accruals.

For example, Theresa bought 20 hours of vacation time. The payroll clerk added the hours using an earnings code defined with the VAC leave plan type and the *Bought* check box selected. He used a deduction to take the money that Theresa used to buy the vacation time.

If an employee sells vacation time, subtract from the accrual balance using an earnings code defined with the VAC leave plan type and the *Sold* check box selected. Use a negative deduction to give the employee the money.

Note. You must run the leave accrual program before the system recognizes or reports any leave accrual information that you define for your company and specific employees.

Special Accumulator(s)**Accumulator Code**

Use special accumulators to roll together earnings codes to use later in deduction and earning calculations. This code enables you to designate which earnings add to, or subtract from, a group of earnings. For example, some

earnings, such as regular and overtime, add to the amount the system uses for 401(k) deductions, while others, such as tuition and car allowance, do not.

Before you enter this code, define the special accumulator code in the Special Accumulator Table.

Note. The information you define in the Earnings Table affects several fields on paysheets: regular hours, overtime hours, regular earnings, and additional earnings, and tax methods. You can override most of this data on the paysheet, depending on how you define it in the Earnings Table.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits

(USF) Specifying Pay Limit Processing

Access the Pay Limit page.

Earning Process Type

To include the earnings code in pay limit calculations, select the applicable process types.

Overtime: Overtime rate is subject to an overtime rate limit.

Pay Limit (pay limit - premium pay): Earnings are subject to a pay period limit.

Tot Annual (pay limit - total annual): Total annual earnings are subject to an annual pay limit.

See Also

[Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Understanding Pay Caps and Limits, page 337](#)

Establishing Earnings Programs

This section provides an overview and discusses how to define earnings programs.

Understanding Earnings Programs

After you define earnings codes in the Earnings table, you must establish earnings programs in the Earnings Program table. An earnings program is a set of earnings codes that are valid for one or more pay groups. A single company can have any number of earnings programs. An individual employee can belong to only one program, and the earnings codes constituting that program are the only valid earnings codes for that employee.

To define an earnings program, you define valid earnings codes for the pay groups that use that program, and hence for the employees belonging to those pay groups. For example:

- If executives don't get overtime pay, their pay group's earnings program doesn't include overtime as a valid earnings code.
- You might exclude part-time employees who work fewer than 30 hours a week from certain benefits.

The earnings program you enter on the Company Table - Default Settings page becomes the default earnings program for the pay groups that you define in the Pay Group Table component. To override this default, specify a different earnings program for a pay group on the Pay Group Table - Calc Parameters page. You cannot override the pay group earnings program at the employee level. If Nancy belongs to a certain pay group, she must belong to that pay group's earnings program.

Pages Used to Establish Earnings Programs

Page Name	Object Name	Navigation	Usage
Earnings Program Table	EARNNS_PROGRAM_TBL	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Table	Define earnings programs for pay groups and the employees belonging to those groups.
Earnings Program Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Earnings Program	Run PAY717, which generates a report that lists information from the Earnings Program table.

Defining Earnings Programs

Access the Earnings Program Table page.

Earnings Program Table

Earnings Program ID: KU1

Earnings Program Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Description: US Earnings Program

Short Description: US Erns

Earnings Code(s)		Customize Find View All First 1-7 of 59 Last	
*Earnings Code	Description		
AAL	Automobile Allowance	+	-
ADJ	Adjustments	+	-
ADV	Advance	+	-
ALL	Allocated Tips	+	-
AUT	Automobile Allowance	+	-
AWA	Award -- Cash	+	-
AWD	Award - Non Cash	+	-

Earnings Program Table page

Earnings Codes

Select each earnings code to include in the program. Insert additional rows if necessary.

CHAPTER 5

Defining Deductions

This chapter provides an overview of defining deductions, lists prerequisites, and discusses how to:

- Define deduction subsets.
- Set up deductions.
- Define general deductions.
- Define benefit deductions.
- Assign general deductions to a company.

See Also

[Chapter 7, “Setting Up Garnishments,” page 127](#)

[Chapter 9, “\(CAN\) Setting Up Additional Canadian Payroll Functionality,” page 171](#)

[Chapter 10, “\(USA\) Setting Up Additional U.S. Payroll Functionality,” page 183](#)

[Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” page 197](#)

Understanding Deductions

This section discusses:

- The four-part process of defining deductions.
- General and benefit deductions.

Four Steps to Defining Deductions

There are four parts to defining exactly how you want the system to process a deduction:

- Use the Deduction Table pages to specify the processing of a deduction, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and other special payroll process indicators, such as how arrears should be handled.
- Define parameters for the actual calculation of nonbenefit deductions such as parking or union dues, using the General Deduction Table page.
- Define parameters for the actual calculation of benefit deductions such as life insurance and savings plans, using the Benefits Program Table pages.
- Add the general deductions to the Company General Deductions page.

When you perform this process, you use the basic general deductions you have already set up to build a general deduction plan for which employees in your company will be eligible.

Understanding General Deductions and Benefits Deductions

In PeopleSoft Payroll, there are two types of deductions: benefit deductions and general deductions. The system uses different deduction calculation routines depending on the type of deduction you're setting up.

Benefits Tables	Defines calculations for health plans, life insurance plans, and so on. In most cases, a different table is used for each category of benefits.
General Deduction Table	Defines calculation routines for general deductions, which are deductions typically not related to benefits, such as parking fees and union dues.

Either way, you must set up a corresponding entry on the Deduction table. This is where you indicate how to tax the deduction, how to handle arrears, and how often to take the deduction.

For example, if you're setting up a \$50 deduction for parking, indicate the dollar amount and any special calculation routines on the General Deduction table. The fact that it's a monthly, after-tax deduction, however, is stored on the Deduction table. Similarly, you set up the deduction calculation for a monthly life insurance premium on the Life and AD&D Table in PeopleSoft Human Resources Base Benefits, then create a corresponding entry on the Deduction table to indicate that this is also an after-tax deduction.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits

Prerequisites

Before you begin defining deductions:

- Define special accumulator codes on the Special Accumulator table.
- Read through the sections that describe how to set up deductions tables.
- Map out how you want your deductions, general deductions, and benefits to be defined and segregated within the system before you actually set them up.
- As with earnings, you may want to develop a deduction worksheet on which you can put information to set up deductions in the related tables.

See Also

[Chapter 6, "Setting Up the Payroll Process," Establishing Special Accumulator Codes, page 108](#)

Creating Deduction Subsets

This section provides an overview and discusses how to create deduction subsets.

Understanding Deduction Subsets

A deduction subset is a group of deductions that you select from the standard set of deductions that you define for your company. Use deduction subsets to process only a subset of the deductions that have been set up on an employee's record. For example, when running a bonus payroll, you may want to have 401k and garnishments deducted from the bonus checks but not medical, dental, savings bonds, and so on. A deduction subset is set up with only 401k and garnishments deductions. The subset is added to the pay calendar, which sends it to the paysheets. When the payroll is run, any deductions that are not in the subset are not taken from any of the checks. This enables overriding the deductions on a group of employee's without having to look up each individual employee and entering a one-time override on the paysheet.

You can define as many deduction subsets as needed. As you establish deductions on the Deduction Table, you can include each one in as many of your deduction subsets as needed. You can also set up a Deduction Subset ID with which you associate no deductions at all. You could use this no-deductions subset on pay runs for which you want to ensure that no deductions are taken.

Note. Create the deduction subset before defining the deductions so that the subset is available for use when creating the deduction codes. If you were to create the subsets after defining the deductions, you would have to go back into the Deduction Table in correction mode to add the deduction subset to the appropriate deductions. Correction mode access is rarely given to users.

Page Used to Create Deduction Subsets

Page Name	Object Name	Navigation	Usage
Deduction Subset Table	DED_SUBSET	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Subset Table	Define subsets of deductions.

Setting Up Deductions

This section provides overviews of the Deduction table, deduction classifications, and deduction tax considerations and discusses how to:

- Specify the deduction priority, subset ID, and other setup parameters.
- (USF) Specify federal distribution destinations.
- Specify deduction and tax classifications.
- Specify U.S. and Canadian tax effect considerations.
- Establish parameters for partial deductions and arrears.
- Specify the deduction frequency schedule.

Understanding the Deduction Table

The Deduction table defines the tax effect on deduction types and specifies how the system processes arrears and other special deduction considerations during payroll processing. Deductions consist of all payroll deductions and employer contributions to benefit plans—not including taxes. We refer to deductions for taxes simply as *taxes*.

Deductions on the Deduction table are grouped by plan type. The plan type you select is critical in the deduction process, because it indicates to the system from which table—General Deduction or Benefits—to retrieve the deduction calculation routine. The plan type code for General Deductions is always *00*. If you want to create your own plan types, use *Z0* through *ZZ*.

When you assign new codes, you must assign a code in the correct range and identical to the one defined in the General Deduction table or Benefits tables, otherwise the deduction will not be calculated.

Note. Each entry on the General Deduction table or the Benefits tables must have a corresponding entry on the Deduction table for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

Understanding Deduction Classification

Deduction classifications have a significant effect on how the system calculates tax amounts during payroll processing. Some deductions may have more than one classification. For example, retirement plan deductions, such as 401(k) benefit deductions, can have both before- and after-tax classifications as well as a nontaxable classification for any employer contributions. And certain benefits, such as life insurance, may have a before- or after-tax classification for the employee contribution in addition to a nontaxable or taxable classification for the employer contribution.

For example, suppose your company has a life insurance plan that provides coverage in an amount equal to three times your base salary of \$40,000 a year. You pay for the after-tax deduction portion of the plan, while your company pays for the nontaxable benefit portion. And because of IRS rules governing employer-paid insurance for coverage over \$50,000, there is also a taxable benefit classification for the plan.

Note. Remember that each entry on the General Deduction Table or the Benefits Tables must have a corresponding entry on the Deduction Table for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

U.S. Deduction Classifications

Even though a deduction may have more than one classification, it is still considered only one deduction. For example, a 401(k) plan might consist of a standard before-tax portion, an after-tax portion for those employees who want to contribute more to the plan, and a nontaxable portion relating to the employer's matching contribution.

To define a deduction with multiple classifications, click the add button in the Tax Classifications scroll area of the Tax Class page to insert another class. Remember that the order in which deductions are calculated is determined by the Priority within Classification.

If, after taking a before-tax deduction and calculating taxes, the system is unable to take an after-tax deduction with a higher priority number than the before-tax deduction, it returns to the beginning. It then recalculates taxes without taking the before-tax deduction and uses the remaining amount to take the after-tax deduction.

As long as an employee has enough remaining pay for the system to take all deductions, deduction priority, while still part of the calculation, is not particularly important. Priority becomes important when the employee doesn't have enough pay to satisfy all deductions. When this occurs, the system starts with the deductions that have the highest priority (those with the lowest deduction priority numbers) and takes the deductions until it reaches the minimum net pay requirements defined in the Pay Group table. Deduction priority order is defined on the Deduction Table Setup page.

(CAN) The Logic Behind Canadian Sales Tax Calculations

When a particular deduction is identified as subject to a sales tax, the sales tax is calculated according to the rates specified for each province on the Canadian Tax Table – Tax Rates, Credit and Other page for GST and Canadian Tax Table – Provincial Rates page for other sales taxes. For this reason, any deductions that do not have the same sales tax application for all provinces must be set up as separate deduction codes. For example, the same deduction might be represented by two deduction codes:

- One subject to provincial sales taxes.
- One not subject to provincial sales taxes.

For GST and HST sales tax processing, the system determines which tax type to apply based on the employee's tax location, providing that the deduction has been set up with both the GST and HST sales tax types specified.

When the system calculates PSTI, it uses the employee's province of residence on the Name/Address page of the Personal Data Table for employee-paid portions of a deduction. However, the system uses the employee's Tax Location on the Payroll page of the Job Data Table when calculating PSTI for the employer-paid portions. All other sales tax types use the employee's Tax Location when calculating the applicable tax.

Canadian deduction classifications are discussed in further detail in the description of the Deduction Table –Tax Effect page.

Note. Depending upon what agreements you have with your benefit carriers, a PPT rate may or may not be required at your site.

See Also

[Chapter 21, "Calculating Pay," Understanding Pay Calculations, page 469](#)

(USA) Understanding U.S. Tax Considerations

PeopleSoft Payroll sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities do not follow federal rules for the taxability of all types of benefits. Therefore you must have a means of overriding the taxability rules you specify in the Deduction Table.

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), section 125, TSP, group-term life plans, and tips. You can add your own entries to the Taxable Gross Definition Table for other types of deductions that need to be adjusted.

(CAN) Understanding Canadian Deductions

The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter information (such as Deduction Classification, which Sales Tax Types the deduction is subject to, and Effect on Taxable Grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

Example 1: Ontario—Insurance Other Than Life Insurance (Plan Type 10 and 30)

Define on the Deduction Table:

Deduction Classification	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	
Nontaxable Benefit	None	ER pays	None	

Example: Total Premium = \$100 per month:

- Employer pays \$ 60
- Employee pays \$ 40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	
Nontaxable Benefit	None	\$ 60	

Class	Premium
EE pays	\$ 40
ER pays	\$ 60

Example 2: Ontario—Life Insurance (Plan Type 20)

PPT = 2% Ontario Provincial Premium Tax

PSTI = 8% Ontario Provincial Sales Tax

PSTI = 9% Quebec Provincial Sales Tax

Province of residence = QC

Province of Employment (Tax Location) = ON

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE taxable grosses	Calculated on the total of prem + PPT

Example: coverage priced at \$1 per \$1000:

- Employer pays \$0.60 per \$1000
- Employee pays \$0.40 per \$1000

For \$100,000 coverage: Total Premium = \$100:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	$100,000 \times 0.40 / 1,000$
Taxable Benefit	None	\$ 60	$100,000 \times 0.60 / 1,000$
After-Tax	PPT	\$ 0.80	$\$ 40 \times 2 \%$
After-Tax	PSTI	\$ 3.67	$\$ 40.80 \times 9 \%$
Taxable Benefit	PPT	\$ 1.20	$\$ 60 \times 2 \%$
Taxable Benefit	PSTI	\$ 4.90	$\$ 61.20 \times 8 \%$

	Premium		PPT		PSTI		Total
EE pays	\$ 40	+	\$ 0.80	+	\$ 3.67	=	\$ 44.47
Adds to EE taxable gross	\$ 60	+	\$ 1.20	+	\$ 4.90	=	\$66.10
ER pays	\$ 60	+	\$ 1.20	+	\$ 4.90	=	\$66.10

Example 3: Quebec—Health Insurance (Plan Type 10)

PPT = 2.35% Quebec Provincial Premium Tax

PST = 7.5% Quebec Provincial Sales Tax

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PST
QC Taxable Benefit		ER pays	Adds to EE QC taxable grosses	Subject to PPT, PST
After-Tax	PPT	EE pays	None	
After-Tax	PST	EE pays	None	
QC Taxable Benefit	PPT	ER pays	Adds to EE QC taxable grosses	
QC Taxable Benefit	PST	ER pays	Adds to EE QC taxable grosses	

Example: Total Premium = \$100 per month:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax Benefit	None	\$ 40	
QC Taxable Benefit	None	\$ 60	
After-Tax	PPT	\$ 0.94	\$ 40 x 2.35 %
After-Tax	PST	\$ 3	\$ 40 x 7.5 %
QC Taxable Benefit	PPT	\$ 1.41	\$ 60 x 2.35 %
QC Taxable Benefit	PST	\$ 4.50	\$ 60 x 7.5 %

Deduction Class	Premium		PPT		PST		Total
EE pays	\$ 40		\$ 0.94	+	\$ 3	=	\$ 43.94
Adds to EE Fed taxable gross		+		+		=	\$ 0
Adds to EE Quebec taxable gross	\$ 60	+	\$ 1.41	+	\$ 4.50	=	\$ 65.91
ER pays	\$ 60	+	\$ 1.41	+	\$ 4.50	=	\$ 65.91

Example 4: Quebec—Life Insurance (Plan Type 20)

PPT = 2.35 % Quebec Provincial Premium Tax

PSTI = 9 % Quebec Provincial Sales Tax on Insurance

Province of residence = QC

Province of employment (Tax Location) = QC

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE Fed taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE Fed taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE Fed taxable grosses	Calculated on the total of prem + PPT

Example: Coverage priced at \$1 per \$1000:

- Employer pays \$0.60 per \$1000
- Employee pays \$0.40 per \$1000

For \$100,000 coverage: Total Premium = \$100:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	$100,000 \times 0.40 / 1,000$
Taxable Benefit		\$ 60	$100,000 \times 0.60 / 1,000$
After-Tax	PPT	\$ 0.94	$\$ 40 \times 2.35 \%$
After-Tax	PSTI	\$ 3.68	$\$ 40.94 \times 9 \%$
Taxable Benefit	PPT	\$ 1.41	$\$ 60 \times 2.35 \%$
Taxable Benefit	PSTI	\$ 5.53	$\$ 61.41 \times 9 \%$

Deduction Class	Premium		PPT		PSTI		Total
EE pays	\$ 40	+	\$ 0.94	+	\$ 3.68	=	\$ 44.62
Adds to EE Fed taxable gross	\$ 60	+	\$ 1.41	+	\$ 5.53	=	\$ 66.94
Adds to EE Quebec taxable gross		+		+		=	\$ 0
ER pays	\$ 60	+	\$ 1.41	+	\$ 5.53	=	\$ 66.94

Pages Used to Set Up Deductions

Page Name	Object Name	Navigation	Usage
Deduction Table - Setup	DEDUCTION_TABLE1	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Table	Specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Federal Distributions Destination	GVT_DEDUCT1_SEC	Click the Federal Data button on the Deduction Table – Setup page.	Further define the deduction and the interface in which it will be included.
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Table	Specify a deduction classification for deduction codes (U.S. and Canada) and sales tax(es) applicable to deduction codes (Canada only). You can also define how the deduction code affects special accumulators.
Deduction Table - Tax Effect	DEDUCTION_TABLE3	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Table	Specify U.S. and Canadian tax considerations for the deduction you are defining.
Deduction Table - Process	DEDUCTION_TABLE4	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Table	Establish parameters for partial deductions and arrears.
Deduction Table - Schedule	DEDUCTION_TABLE5	Set Up HRMS, Product Related, North American Payroll, Deductions, Deduction Table	Specify which pay periods the deduction should be taken for the pay frequencies you want to override.
Deduction/Frequency Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, Deduction/Frequency	Generate the PAY704 report, which lists information from the Deduction/Deduction Frequency Table, which contains deduction priority, tax effect, and frequency of both benefit and nonbenefit deductions.
Deduction Class	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, Deduction Class	Generate the PAY705 report, which lists deduction classification codes from the Deduction table.

Specifying the Deduction Priority

Access the Deduction Table - Setup page.

The screenshot displays the 'Deduction Table - Setup' page. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. Below the tabs, the 'Plan Type' is set to '00' and 'General Deduction', and the 'Deduction Code' is 'B00-23'. The 'Deduction Information' section includes fields for '*Effective Date' (01/01/1980), '*Description' (Parking), 'Short Description' (Parking), 'Deduction Priority' (800), and 'Special Processing'. A 'Federal Data' button is present. The 'Maximum Arrears Payback' section has three radio button options: 'No Maximum' (selected), 'Flat Maximum for Payback', and 'Factor x Regular Deduction'. A 'Deduction Subset' table is also shown, with columns for '*Subset ID' and 'Description'.

Deduction Table - Setup page

Deduction Information

Federal Data

(USF) Click this button to access the Federal Distribution Destinations page.

Short Description

Enter a short description of the deduction. The short description you enter here appears on the paycheck stubs by the Payroll Check Print report PAY003 (PAY003CN for Canada).

Deduction Priority

Enter a deduction priority number for the deduction code. The order in which the system takes deductions during pay calculation is based on the deduction priority number and the deduction classification. You define deduction classifications on the Deduction Table – Tax Class page. The lower the deduction priority number, the higher the priority of that deduction. For example, a deduction with a priority number of 20 is taken before a deduction with a priority number of 40.

PeopleSoft recommends that you give each deduction a unique deduction priority number, particularly with before-tax deductions. A possible exception is instances where you may want to establish a set of related deductions with equal deduction priorities. For example, if your company offers a flexible benefits program that requires each employee to choose only one of several health plans, you may want to assign the same deduction priority to all the available health plans.

Deductions can be included in special accumulators. If you assign a deduction to a special accumulator and that special accumulator is then used to calculate another deduction, the deduction priority of the first deduction must be less than the deduction priority of the deduction using the special accumulator.

Special Processing

Select a value from this field if the deduction is for a special process.

Bond: Select this value if the deduction is for purchasing U.S. Savings Bonds. The U.S. Bond Specification and Activity Log tables reference this field before activating any special bond processing.

Garnishment: Select this value if the deduction is for garnishments. This option initiates garnishment processing during payroll calculation.

Union Dues: Select this value if the deduction is for union dues. When you select this option, the system automatically displays the *Union Code* field.

Note. When no special process is applicable, this field should be empty.

Union Code

This field appears only when you select *Union Dues* in the *Special Processing* field. Select the union code associated with the union for which this deduction applies. Union codes are maintained in the CAN/USA - Union Table.

Maximum Arrears Payback

Use this group box to specify how the system processes the payback of arrears balances. Note that any arrears processing method you define here may be overridden either at the employee level on the Paysheet One-Time Deductions page, or on the General Ded Code Override page for general deductions.

No Maximum

Select this option if you do not want a maximum amount specified for arrears payback. If you select this field, the system deducts as much money as possible from the employee's paycheck to pay back the arrears balance.

Flat Maximum for Payback

Select this option if you want the maximum arrears payback to be a flat rate. For example, if an employee has an arrears balance of \$500 and a flat maximum amount for payback specified at \$100, only \$100 will be deducted on each paycheck for the arrears balance until the total \$500 has been withheld. Note that this amount is in addition to any regular deductions.

Factor x Regular Deduction

Select this option if you want to have a percentage of a regular deduction withheld for the payback of the arrears balance. This is in addition to the withholding of the regular deduction. For example, an employee has a medical deduction of \$100 with an arrears balance of \$500. You may want to have the system deduct the normal \$100 medical deduction and specify that 50 percent of that amount to apply to the arrears balance. This makes a total deduction of \$150. To do this, you select this field, and enter .5 as the factor.

Note. For benefit deductions, the *Maximum Arrears Payback* method you select applies to all employees with this deduction who are in arrears. To change the arrears processing method for an individual employee, you'll use Benefit Arrears/Frequency Ovr Page.

Deduction Subset

If you want to include the deduction in any of the deduction subsets that you've defined on the Deduction Subset Table page, select an applicable deduction subset ID. You can include a deduction in any number of deduction subsets.

Subset ID Select an applicable deduction subset ID.

See Also

[Chapter 21, “Calculating Pay,” Understanding Pay Calculations, page 469](#)

[Chapter 7, “Setting Up Garnishments,” Establishing a Garnishment Deduction, page 127](#)

(USF) Specifying Federal Distribution Destinations

Access the Federal Distribution Destinations page.

Federal Distribution Destinations page

Interface Select the interface in which the deduction will be included: *Not Applicable*, *OPM/RITS Interface*, *Thrift Savings Board Interface*, or *U.S. Department of Treasury*.

Reporting Code Select the reporting code to define the type of deduction.

Time Sensitive Select if you want the deduction to be eligible for distribution through ECS off-cycle processing.

Specifying Deduction and Tax Classifications

Access the Deduction Table - Tax Class page.

Deduction Table — Tax Class page

Tax Classifications

Use this group box to assign a deduction classification—and if applicable—Canadian sales taxes to each deduction code. The order in which the system takes deductions during pay calculation is based on the deduction classification and the deduction priority number. Define the deduction priority on the Deduction Table - Setup page. After a deduction code is assigned a classification, (before-tax, after-tax, taxable benefit, and so on) the system uses that classification to decide which deduction takes precedence over the other when a specific deduction has multiple classifications—a 401(k) with both a before-tax and after-tax classification for example.

Deduction Classification

Use this group box to select an appropriate classification for the deduction.

Select *After Tax* to reduce net pay. An example is a monthly parking deduction.

Select *Before-Tax* to reduce net pay and taxable gross. One example is an employee contribution to a retirement program, such as a 401(k) plan.

Select *Nontaxable Benefit* to represent an employer contribution with no taxable implications (not subject to tax) to an employee benefit plan such as a health plan or retirement plan (U.S. only). This contribution has no direct payroll effect.

Select *Nontaxable Btax Benefit* to represent an employer contribution for a before-tax deduction (not subject to federal tax) to an employee benefit plan. Currently only used for the before-tax matching contribution to savings plans.

Note. (CAN) Before-tax deductions affect federal and provincial taxes.

Select *Taxable Benefit* to represent an employer contribution (subject to federal tax, U.S. only) on behalf of an employee, such as life insurance. This contribution increases taxable gross (for tax purposes), but does not increase total gross (for pay purposes). An example of a taxable benefit is the imputed income on employer paid group term life insurance in excess of fifty thousand dollars.

Select *QC Taxable Benefit* (Canada only) to represent employer paid items that specifically affect Quebec income tax, such as contributions to employee dental and extended health plan benefits. The contribution increases Quebec provincial gross (for tax purposes), but does not increase total gross (for pay purposes).

Unlike the Taxable Benefit deduction classification (which automatically increases CIT taxable gross) QC Taxable Benefit deductions must be defined to Add to *QIT* taxable gross on the Deduction Table - Tax Effect page.

Note. Each deduction must have one or more deduction classifications to determine its effect on gross pay and taxable gross.

Canadian Sales Tax

Use this group box to specify a sales tax type for each deduction classification you define. The system then applies the appropriate sales tax percentage against the deduction classification amount calculated and adjusts the taxable gross amounts accordingly.

Note. PeopleSoft maintains the rates for goods and services tax (GST), harmonized sales tax (HST), provincial sales tax (PST), and provincial sales tax on insurance (PSTI) on the Canadian Tax Tables. The provincial premium tax (PPT) rates are defined and maintained by you on the Canadian Company Tax Table.

Note. If a deduction is subject to sales tax, you must insert rows to associate each sales tax type required for each applicable deduction classification.

Because you must assign each deduction classification a sales tax type, the system default value is *None*.

Select *Goods and Service Tax* if the deduction code is subject to goods and service tax.

Select *Harmonized Sales Tax* if the deduction code is subject to harmonized sales tax.

Select *Provincial Sales Tax* if the deduction code is subject to provincial sales tax.

Select *Provincial Sales Tax Insurance* if the deduction code is subject to provincial sales tax on insurance.

Select *Provincial Premium Tax* if the deduction code is subject to provincial premium tax.

Note. To include sales taxes when calculating the value of employee benefits (taxable benefits), you must set up Deduction Table entries for those benefit plans.

Special Accumulator(s)

If you want to roll together specific deduction codes to be used later during payroll processing, you enter a special accumulator code here. This code enables you to designate which deductions should add to or subtract from what can best be described as a bucket of earnings. This enables you to specify deductions that will affect the values in the special accumulators during payroll processing.

Deductions are calculated in priority order. If the deduction code has been specified as having an effect on a special accumulator, then the deduction amount is added to or subtracted from the accumulator. If a subsequent deduction is based on that accumulator, then the amount in the accumulator will be a combination of the earnings *and* the deductions specified.

Accum Code (accumulator code) Select a special accumulator code. Before you enter the code on this page, you must set up the special accumulator code on the Special Accumulator Table.

Effect on Special Balance Select a value that specifies whether the deduction code *Adds to* or *Subtracts* from the special accumulator balance.

Note. If you are calculating a deduction that is based on a special accumulator, and that accumulator includes some deductions, then all of the deductions affecting that special accumulator must have a higher priority than the deduction using the accumulator.

Note. (CAN) For Canadian payrolls, *all* before tax deductions and taxable benefits are calculated before after-tax deductions and nontaxable benefits. Therefore, you cannot base a before-tax deduction on a special accumulator that is affected by an after-tax deduction and have the after-tax amount used in the before-tax calculation, regardless of the deduction priorities.

See Also

[Chapter 21, “Calculating Pay,” Understanding Pay Calculations, page 469](#)

[Chapter 5, “Defining Deductions,” \(USA\) Understanding U.S. Tax Considerations, page 59](#)

[Chapter 5, “Defining Deductions,” \(CAN\) Understanding Canadian Deductions, page 60](#)

Specifying U.S. and Canadian Tax Effect Considerations

Access the Deduction Table - Tax Effect page.

Setup Tax Class **Tax Effect** Process Schedule

Plan Type: 00 General Deduction
Deduction Code: B00-23 Parking

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980 + -

Tax Effects Find | View All First 1 of 3 Last

Deduction Classification: After-Tax
Sales Tax: None

U.S. Only

*Effect on FICA Gross: No Effect
*Effect on FUT Gross: No Effect
Taxable Gross Comp ID:
*GTL/DPL: No Effect
 Withhold FWT
 Add to FICA Credit

Canadian Only

*Effect on QIT Gross: No Effect
*Effect on CPP Gross: No Effect
*Effect on QPP Gross: No Effect
*Effect on EI Gross: No Effect
*Eff on True T4 Gross: No Effect
*Eff on True RL Gross: No Effect
*Effect on T4A Gross: No Effect
*Effect on RL-2 Gross: No Effect
*Eff on Payroll Tax Gross: No Effect

Deduction Table - Tax Effect page

Tax Effects

Deduction Classification The deduction classification specified on the Deduction Table - Tax Class page appears here.

Sales Tax The Canadian sales tax specified on the Deduction Table - Tax Class page appears here.

(USA) U.S. Only

Use this group box to indicate whether the deduction adds to, subtracts from, or has no effect on FICA gross and FUT gross. These fields should be used only on the taxable benefit or before-tax portion of the deduction.

Effect on FICA Gross Select how the deduction should affect the taxable gross for FICA: *Adds to, No Effect, and Subtracts.*

Effect on FUT Gross Select how the deduction should affect the taxable gross for FUT: *Adds to, No Effect, and Subtracts.*

Taxable Gross Comp ID A code that the system uses to define a taxable gross base different from federal when calculating state and local taxes. This code *points* to information in the Taxable Gross Definition Table, which serves two purposes: 1) Indicates which federal taxable gross level (such as FWT, FICA, and FUT) is used as a base for state and local taxable gross. 2) Indicates how to adjust (add to or subtract from) the state and local base when it differs from the federal definition. This field is unavailable for entry unless you specified Taxable Benefit on the Deduction Table - Tax Class page.

Important! The taxable gross component ID you specify must be unique! If it is not unique, it can cause the taxable grosses to be incorrect.

Note. You cannot enter a taxable gross component ID on the deduction table if you have not yet defined it on the taxable gross definition table.

125: Select this value if want a Section 125 cafeteria plan as the taxable gross component ID.

401(k): Select this value if you want 401(k) as the taxable gross component ID.

GTL: Select this value if you want group term life as the taxable gross component ID.

TIP: Select this value if you want reported tips for an employee as the taxable gross component ID.

For example, Pennsylvania does not consider 401(k) contributions as a reduction in state taxable wages. So the 401(k) deduction would be considered taxable for state withholding tax, but not federal withholding tax. To set this up, you first create a taxable gross component ID, such as *401K*, on the Taxable Gross Definition Table for Pennsylvania. You then enter *401K* in *Taxable Gross Component ID* on this page when defining the 401(k) deduction.

GTL/DPL

In *GTL/DPL* (group term life/dependent life), select either *Add to GTL*, *Add to DPL*, or *No Effect*. This field is unavailable for entry unless you specified Taxable Benefit on the Deduction Table - Tax Class page. If the deduction classification is anything other than taxable benefit this field is unavailable for entry.

Withhold FWT

When the deduction classification is Taxable Benefit, this check box is selected by default, indicating that the taxable benefit portion of the deduction should be withheld. If you do not want the taxable benefit portion withheld, clear this check box. This field is unavailable for entry unless you specified Taxable Benefit on the Deduction Table - Tax Class page.

If you want State income tax to be withheld for this earnings type, do not select this check box.

Add to FICA Credit

This field appears on the page only for Education and Government users. It is available for entry only if the plan type is Pension Plan. Massachusetts E&G users select this check box if the corresponding deductions are being classified as part of FICA Credit. By default, this checkbox is not selected.

(CAN) Canadian Only

In this group box (with the exception of CIT gross), you specify how the deduction should affect the taxable gross amounts for each of these accumulators. You can specify whether a deduction adds to, has no effect on, or subtracts from the taxable gross amounts.

Important! This setup is a requirement for Canadian processing. It is imperative that you define deductions that affect T4A and RL-2 withholdings before they are processed. To ensure that all amounts are allocated to the proper accumulators for year-end processing, complete this setup prior to running your first payroll of the new tax year. Be aware that the corresponding deduction codes must be defined to the appropriate Tax Form Definitions through the Tax Form Definitions Table prior to running the year-end process.

Effect on QIT Gross	Select <i>Adds To</i> if the deduction affects Quebec taxable gross. If the deduction is not subject to Quebec income taxes, select <i>No Effect</i> . If the deduction is eligible for reducing Quebec Taxable Gross, select <i>Subtracts</i> .
Effect on CPP Gross	Select <i>Adds To</i> when deductions are subject to CPP contributions. If the deduction does not impact CPP contributions, select <i>No Effect</i> . If the deduction is eligible to reduce CPP contributions, select <i>Subtracts</i> .
	Note. Although CPP contributions are affected, these deductions are adding to or subtracting from the grosses.
Effect on QPP Gross	Select <i>Adds To</i> when deductions are subject to QPP contributions. If the deduction does not impact QPP contributions, select <i>No Effect</i> . If the deduction is eligible to reduce QPP contributions, select <i>Subtracts</i> .
	Note. Although QPP contributions are affected, these deductions are adding to or subtracting from the grosses.
Effect on EI Gross	Select <i>Adds To</i> when deductions are subject to EI premiums. If the deduction does not impact EI premiums, select <i>No Effect</i> . If the deduction is eligible to reduce EI premiums, select <i>Subtracts</i> .
	Note. Although EI premiums are affected, these deductions are adding to or subtracting from the grosses.
Eff on True T4 Gross	Taxable benefits should be defined as <i>Adds To</i> . Before-tax deductions should be defined as having <i>No Effect</i> . This field affects accumulated total employment income amounts, which are used for reporting purposes. The Health Insurance Premium Report TAX102CN is an example.
Eff on True RL Gross	Affects accumulated total employment income amounts that are used for reporting purposes. The Health Insurance Premium Report (TAX102CN) is an example. Define Taxable benefits as <i>Adds To</i> . Define Before-tax deductions as having <i>No Effect</i> . Values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .
Effect on T4A Gross	Affects the accumulated taxable gross amount to establish separate income taxes to be reported on a T4A slip. Values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .
Effect on RL-2 Gross	Affects the accumulated taxable gross amount to establish separate Quebec income taxes to be reported on an RL-2 slip. When <i>Effect on RL-2 Gross</i> is set to <i>Adds To</i> or <i>Subtracts</i> , the system automatically sets <i>Effect on QIT Gross</i> to <i>Adds To</i> or <i>Subtracts</i> , respectively. Values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .

Eff on Payroll Tax Gross Affects an accumulated gross amount that is subject to Northwest Territories and Nunavut Payroll Tax. Values are *Adds to*, *No Effect*, and *Subtracts*.

See Also

[Chapter 5, “Defining Deductions,” \(USA\) Understanding U.S. Tax Considerations, page 59](#)

[Chapter 5, “Defining Deductions,” \(CAN\) Understanding Canadian Deductions, page 60](#)

Establishing Parameters for Partial Deductions and Arrears

Access the Deduction Table - Process page.

Deduction Table - Process page

Partial Deduction Allowed

Use this group box to define parameters for deductions during deduction processing and arrears.

Partial Deduction Allowed Select this check box if you want a partial deduction to be taken during deduction processing when there is insufficient pay to take the entire amount.

Deduction Arrears Allowed Select this check box to have the system transfer any uncollected amount for a deduction into an arrears balance. During subsequent payroll runs the system attempts to recover the balance in arrears from an employee’s paycheck—up to the maximum controlled by the arrears payback amount on this table.

If you set up an arrears payback deduction (such as a company loan or a vacation advance) on the Earnings Table – Taxes page, this check box must be selected.

Important! If an employee is *not* paid during a regularly scheduled payroll and there are deductions scheduled to be withheld, those deductions are put into arrears if the *Deduction Arrears Allowed* check box is selected.

Important! Do not select the *Deduction Arrears Allowed* check box for garnishments. Late or unpaid garnishments cannot be held in arrears—these are managed by the court system and are prohibited from being placed in arrears by garnishment regulations. If you select this check box for garnishments, unexpected or incorrect pay results may occur for both U.S. and Canadian customers.

Deductions Taken From Sep Chk (separate check)

Select to take the deduction from any additional check that an employee might get in a single pay period. You may want to select this check box for deductions for savings plan contributions.

Stop Deduction at Termination

Select to indicate not to take the deduction from the paycheck of a terminated employee. If an employee's termination date is equal or prior to the pay period end date, the deduction will not be taken. For example, most health insurance plans are prepaid—premiums deducted for this month are used to provide coverage for next month. If employees no longer have health benefits after they are terminated, the deduction shouldn't be taken.

Maximum Yearly Deduction

Enter an amount for any deductions that have a yearly limit. For example, there is a limit on the amount of before-tax portion 401(k) contributions an employee can make. For that deduction classification, enter the maximum contribution here, so the system will automatically stop after the deduction limit has been reached.

The value you enter here remains valid for one calendar year. It resets to zero at the start of the new year.

Expense Accounts – Non Commitment Accounting

If an employer completely or partially pays a deduction, enter the general ledger expense account to which this deduction should be charged. At least one general ledger account must be entered for a deduction and a general ledger account is required for every deduction classification.

Liability Accounts – Non Commitment Accounting

Enter the general ledger liability account to which this deduction should be charged. At least one general ledger account must be entered for a deduction and a general ledger account is required for every deduction classification.

Note. The *Expense Accounts – Non Commitment Accounting* and *Liability Accounts – Non Commitment Accounting* fields are not applicable to Education and Government users.

Specifying the Deduction Frequency Schedule

By default, each deduction comes out every pay period regardless of pay frequency. If you want a deduction to be taken out on a schedule other than every pay period, you must complete the Deduction Table - Schedule page.

Access the Deduction Table - Schedule page.

Deduction Table - Schedule page

Deduction Schedule

Pay Frequency

Specify the pay frequency you want to override for those deductions that are not deducted every pay period. Values prompt from the Frequency Table: *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly, and Weekly*. If you select a *Weekly* frequency, you can select the *Fifth Pay Period* only if you have also selected the first, second, third, and fourth periods. Likewise, for a *Biweekly* frequency you can only select the *Third Pay Period* if you have also selected the first and second. Because a deduction with a monthly frequency is always taken once a month, there is no override for that pay frequency on this page. Suppose you have a semimonthly payroll, but health deductions should only come out of the last paycheck of the month. In this case, you would select a pay frequency of *Semimonthly* and take a deduction in the second pay period.

Deduction Frequency

Use this group box to specify which appropriate pay periods to take the deduction for the pay frequency selected. You must insert a new row for every pay frequency for which you have a pay group defined.

First Pay Period through Fifth Pay Period Select the appropriate period check boxes that you want the deduction to be taken in.

Note. If you want the deduction code to be taken each pay period, do not alter this page when you initially create the deduction code. The default for this page is every pay period for every pay frequency.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Frequencies”

Chapter 4, “Defining Earnings Codes and Earnings Programs,” Entering Special Options and Tax Methods for Earnings Codes, page 39

Chapter 20, “Working With Paysheets,” Setting Up and Processing Payback Deductions, page 449

Defining General Deductions

This section provides an overview and discusses how to:

- Define how general deductions are calculated.
- (USF) Define the distribution routing and summary levels.
- (USF) Define general deduction distribution information.
- (USF) Enter general deduction distribution remittance frequency information.

Understanding General Deductions

In PeopleSoft HRMS, a general deduction is any deduction that isn't a benefit deduction. Charitable deductions, union dues, parking, garnishments, bonds, and so on all fit into this category. Use the General Deduction table to define how these nonbenefit deductions are calculated.

Pages Used to Define General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Table	GENL_DEDUCTION_TBL	Set Up HRMS, Product Related, North American Payroll, Deductions, General Deduction Table	Define how non-benefit deductions are calculated.
Federal General Deduction Routing Information	GVT_GENL_DED_SEC	Click the Federal Data button on the (USF) General Deduction Table page.	Define the distribution Routing Level and Summary Level.
Distributions	GVT_DED_DIST_TBL	Set Up HRMS, Product Related, North American Payroll, Deductions, General Deduction Distrib USF	Define general deduction distribution information.
Deduction Contact Information	GVT_DED_CONT_SEC	Click the Contact Information button on the General Deduction Distribution page.	Enter contact information for the general deduction distribution.
Deduction Distribution Information	GVT_DED_DIST_SEC	Click the Distribution Information button on the General Deduction Distribution page.	Enter distribution information for the general deduction distribution.
Deduction Remittance Information	GVT_DED_REMIT_FREQ	Click the Remittance Information button on the General Deduction Distribution page.	Enter remittance frequency information for the general deduction distribution.
General Ded/Frequency Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, General Deduction/Frequency	Generate the PAY703 report, which lists information from the General Deduction/Deduction Frequency table, which contains payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees.

Defining How General Deductions are Calculated

Access the General Deduction Table page.

General Deduction Table	
Deduction Code:	KCAGRN Garnishment
General Deduction Find View All First 1 of 1 Last	
*Effective Date:	01/01/1980 <input type="text"/> <input type="button" value="BT"/> Federal Data <input type="button" value="+"/> <input type="button" value="-"/>
*Deduction Calculation Routine:	Flat Amount <input type="button" value="v"/>
Deduction Rate or %:	<input type="text"/>
Special Accumulator Code:	<input type="text"/>
SetID:	<input type="text"/> <input type="button" value="Q"/>
Vendor ID:	<input type="text"/> <input type="button" value="Q"/>
Pay Mode:	<input type="text"/>
AP Payment Date Type:	Check Date <input type="button" value="v"/>
Amount Per Pay Period Find View All First 1 of 1 Last	
Flat/Additional Amount:	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Pay Frequency:	D <input type="button" value="Q"/> Daily

General Deduction Table page

Note. For general deductions, you do not have to specify a plan type because it is always 00. However, there must be a matching entry on the deduction table with a plan type of 00 using the same deduction code you enter on this table.

General Deduction

Federal Data

(USF) Click to access the Federal General Deduction Routing Information page.

Deduction Calculation Routine

For each general deduction, indicate a specific deduction calculation routine for the system to use to determine the amount of the deduction. You can override any of these calculation routines at the employee level. Remember that regardless of which deduction calculation routine you select, the default deduction rate or percent and the calculation routine that you enter here may be overridden at the employee level.

Flat Amount: Select this value to calculate the deduction as a flat amount and enter the amount in the *Flat/Additional Amount* field. However, if the amount varies from employee to employee, such as with charitable contributions, leave the *Flat/Additional Amount* field blank and enter the amount on the employee's General Deduction Data page.

Percent of Federal Gross: Select this value to calculate the deduction as a percent of the employee's federal taxable gross. Enter the percent in the *Deduction Rate or %* field.

Percent of Total Gross: Select this value to calculate the deduction as a percent of the employee's total gross. Enter the percent in the *Deduction Rate or %* field.

Percent of Net Pay: Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the *Deduction Rate or %* field. Net pay is determined at the time the deduction is calculated. You establish the priority of the calculation on the Deduction Table.

Percent of Special Accumulator: Select this value to calculate the deduction as a percent of the employee's special accumulators, such as 401(k) or TSP. Enter the percent in the *Deduction Rate or %* field; then select the appropriate special accumulator code.

Rate x Total Hours: Select this value to calculate the deduction as a rate multiplied by total hours worked in a period. Enter the rate in the *Deduction Rate or %* field. This rate is multiplied by all the hours specified on employee paysheets during a pay period.

Rate x Hours Worked: Select this value to calculate the deduction as rate multiplied by hours worked. Enter the rate in the *Deduction Rate or %* field. The system adds all employee earnings types that have the FLSA Hours Worked check box selected in the Earnings Table, and multiplies the total by the rate stated here.

Rate x Special Hours: Select this value to calculate the deduction as a rate multiplied by special hours. Enter the rate in the *Deduction Rate or %* field, and select the special accumulator code to be used to accumulate the special hours. Select a special accumulator code in the *Special Accumulator Code* field.

Special Deduction Calculation: Select this value to indicate that you've created a calculation for this deduction. Be sure to consult with your PeopleSoft Account Manager before making changes to the program.

Percent of Special Earnings: Select this value to calculate the deduction as a percentage of the employee's special accumulators, such as 401(k). Enter the percentage in the *Rate/Percent* field, then enter the appropriate special accumulator code.

Deduction Rate or %	Enter the deduction rate or percentage of the nonbenefit deduction.
Special Accumulator Code	If you select either <i>Percent of Special Accumulator</i> or <i>Rate x Special Hours</i> as the deduction calculation routine, select the code of the special accumulator you want associated with this deduction.
SetID	Enter the setID for the vendor. (The Vendor table is keyed by setID so when a Vendor is entered, a setID must also be entered). This field applies only if you are using PeopleSoft Accounts Payable to pay deductions withheld from employee paychecks to vendors—such as a garnishment collector or tax collection authority.
Vendor ID	Enter the ID of the vendor to whom monies for this deduction should be paid. The interface between PeopleSoft Payroll for North America and PeopleSoft Accounts Payable uses this vendor ID to extract data and create AP vouchers. This field applies only if you are using PeopleSoft Accounts Payable to pay deducted amounts to third parties. The prompt table lists only those vendors associated with the setID you entered in the previous field.

Pay Mode	<p>Enter the pay mode to use when creating AP vouchers. This field becomes available when you select a setID and vendor ID. It indicates when to pay the deducted amount to the vendor. When you run the extract program, the system reads the value you entered in this field to determine whether to create a voucher for PeopleSoft Accounts Payable.</p> <p><i>Pay as Deducted:</i> Select this option if you want PeopleSoft Accounts Payable to pay the vendor each time PeopleSoft Payroll calculates this deduction.</p> <p><i>Pay when Collection Completed:</i> Select this option if you want PeopleSoft Accounts Payable to pay the vendor only when the goal amount or deduction end date has been reached. (This pay mode is valid for general deductions and garnishments.)</p> <p><i>Pay when Bond Price Met:</i> If the deduction is for a bond purchase, select this option if you want PeopleSoft Accounts Payable to pay the vendor only when the bond purchase price has been reached.</p> <p><i>Pay at Specified Date:</i> Select this option if you want to pay the vendor on a particular date. Specify the date in the <i>AP Payment Date Type</i> field.</p>
AP Payment Date Type	<p>Indicate which type of date should be used to create the AP voucher. This field becomes available when you select the <i>Pay at Specified Date</i> value in the <i>Pay Mode</i> field.</p> <p><i>Check Date:</i> Select this value if the date is a check date.</p> <p><i>Pay Period End Date:</i> Select this value if the date is a pay period end date.</p>
Separate AP Payment	Select this option if a separate AP payment applies.
Loan Processing (Canada)	Select this check box if you are establishing a deduction for Canadian Low-Interest Loan paybacks. This activates the unique calculation routines used for low-interest loans.
<hr/>	
	Important! <i>Do not</i> select this check box for deduction codes for home purchase or home relocation loans. The PeopleSoft system does not calculate the taxable benefit for these types of loans.
<hr/>	
Ben Admin Taxable Ben (Canada)	Select this check box if you are a Canadian organization using PeopleSoft Benefits Administration and want to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy Table.
Allow update via Emp Self Serv (allow update via employee self-service)	Select this check box to include the deduction in any employee self-service transaction.

Amount Per Pay Period

Use this group box for deductions that are a flat amount for the month, regardless of the pay frequency. Set up each pay frequency with its own entry. For example, a parking deduction for the month is \$100 for all employees. Rather than setting up individual deductions for each pay frequency, you can set up one deduction with a flat amount of \$100. You can then enter a line for pay frequency weekly with an amount of \$25, pay frequency bi-weekly with amount of \$50, pay frequency semi-monthly with amount of \$50 and pay frequency monthly with amount of \$100.

Flat/Additional Amount If you select a deduction calculation routine that uses a deduction rate or percent, you can also enter an additional or flat amount per pay period to be deducted. However, you must indicate the amount here only if it's the same for all employees within a pay frequency. If it varies from employee to employee, enter the amounts for each employee on the General Deduction Data page.

Pay Frequency If you have a deduction that varies by pay frequency, you must indicate the dollar amount to be taken each pay period for each pay frequency. Values prompt from the Frequency Table Page.

(USF) Defining the Distribution Routing and Summary Levels

Access the Federal General Deduction Routing Information page.

The screenshot shows a web interface titled "Federal General Deduction Routing Information". Under the "Payment Distribution" section, there are two dropdown menus. The first is labeled "Routing Level:" and is set to "No External Routing Required". The second is labeled "Summary Level:" and is set to "No Summary - Ded Level Only".

Federal General Deduction Routing Information page

Routing Level Select a routing level to group the deductions. They can be grouped according to Distribution Code such as FERS Retirement or the groupings can be defined at the Employee Level with Routing Number and Account Number. If the deduction is not routed, leave the Routing Level at the default value *No External Routing Required*.

Summary Level Select a summary level to further define whether the deduction data is to be summarized or detailed. The data can be summarized by distribution code or defined at the employee level. If the deduction is not summarized, use *No Summary – Ded Level Only*.

(USF) Entering General Deduction Distribution Information

Access the Distributions page.

Distributions

Deduction Code: FTXLN Tax Lien

Deduction Distribution Cd: FEDTAX

Deduction/Distribution Information
Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1980 **Status:** Active

Description:

Short Desc:

Contact Information

Distribution Information

Remittance Information

Distributions page

Contact Information Click to access the Deduction Contact Information page.

Distribution Information Click to access the Deduction Distribution Information page.

Remittance Information Click to access the Deduction Remittance Information page.

(USF) Entering General Deduction Distribution Remittance Frequency Information

Access the Deduction Remittance Information page.

Deduction Remittance Information

Remittance Monthly Schedule

Remittance Frequency

Remittance Period

First Pay Period Second Pay Period Third Pay Period

Fourth Pay Period Fifth Pay Period

Deduction Remittance Information page

Select the Remittance Frequency and then select the pay period in which distribution should be paid.

Defining Benefit Deductions

Benefit deductions are set up on separate deduction pages.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits, “Building Base Benefit Programs”

Assigning General Deductions to a Company

This section discusses how to assign general deductions to a company.

Page Used to Assign General Deductions to a Company

Page Name	Object Name	Navigation	Usage
Company General Deductions	GDED_COM_TBL	Set Up HRMS, Product Related, North American Payroll, Deductions, Company General Deductions	Assign general deductions to each company. Use the basic general deductions you have already set up to build a general deduction plan for which employees in the company will be eligible

Assigning General Deductions to Each Company

Access the Company General Deductions page.

Company General Deductions

Company: ACC State of Accord

Company General Deductions Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990

Deduction Code	Description
PREPAY	Pre-Payment Deductions

Company General Deductions page

Deductions

Deduction Code Enter a deduction code to assign to your company.

CHAPTER 6

Setting Up the Payroll Process

This chapter provides overviews of payroll process tables and pay calendar date fields and discusses how to:

- Set up print forms.
- Edit account codes.
- Set up holiday schedules.
- Establish shifts.
- Set up rapid entry paysheet templates.
- Establish retroactive (retro) pay programs.
- Establish special accumulator types.
- Define the Final Check process.
- Review and modify payroll messages.
- Handle employees with multiple jobs.

Note. Many other setup steps are covered in other chapters of this PeopleBook and the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

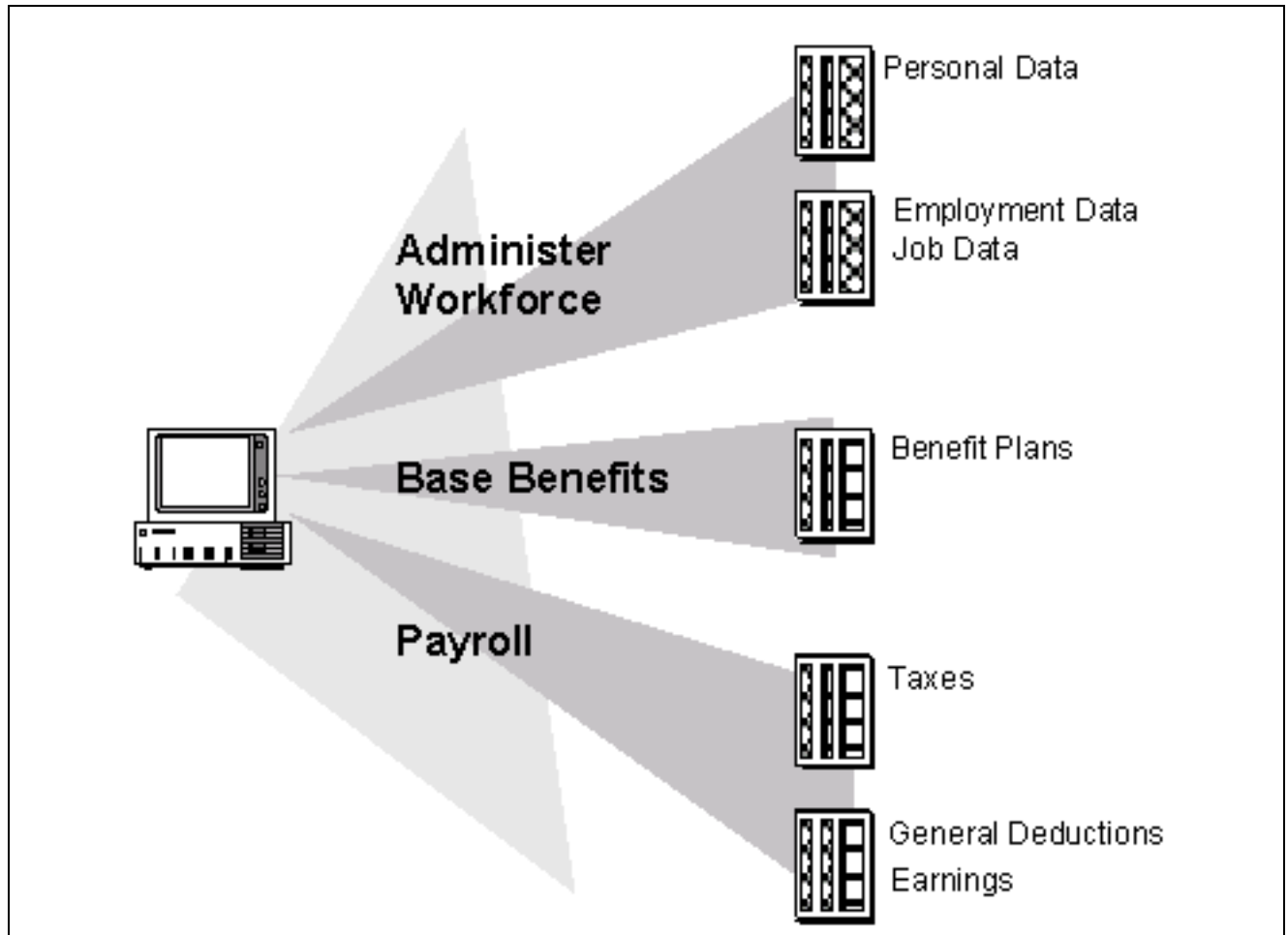
[Chapter 1, “Getting Started With PeopleSoft Payroll for North America,” page 1](#)

Understanding HR Information Used in the Payroll Process

Much of the employee information required to process a payroll resides in tables common to all PeopleSoft HRMS applications. Employee workforce and benefits information (such as name, address, social security number or social insurance number, rate of pay, department, medical and savings plans, and so on) works in conjunction with payroll data that you provide.

Relationship Between PeopleSoft Human Resources and PeopleSoft Payroll for North America Pages

Depending on how your company is organized, you might be responsible for entering all payroll-related information. In many companies, the human resources department enters general company and benefit data, but only the payroll department is authorized to enter data specific to payroll.



Setting up employees

See Also

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce"

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Hiring Employees"

Understanding Tables That Support the Payroll Process

Many tables supply information for the primary payroll process tables. For example:

- The Pay Group table uses the information from the Source Bank table and Form table to verify the bank account from which to draw funds and the form on which to print paychecks or advice.
- The Pay Calendar table extracts information from the Holiday Schedule table to determine the valid holidays for the organization to which you assign various pay groups.

See Also

[Chapter 1, “Getting Started With PeopleSoft Payroll for North America,” page 1](#)

Understanding Pay Calendar Date Fields

This section provides an overview of how the critical dates in the Pay Calendar table (pay period begin date, pay period end date, and paycheck issue date) interact with:

- General deductions.
- Additional pay.
- Benefit deductions.
- Job data.
- The Deduction table.

Note. The examples in this section use a pay period that starts on 02/15/02, ends on 02/28/02, and has a check date of 03/01/02.

Note. Because PeopleSoft Payroll for North America balance records have effective dates, you do not have to clear balance accumulators before you begin processing payrolls for a new calendar month, quarter, or year.

Interactions With General Deductions

To process a general deduction for an employee, the system uses two dates from the General Deduction Data page:

- Effective date.
- Deduction end date (optional).

If the effective date of the deduction is before, or on, the pay period end date, the system takes the deduction.

If you specify a deduction end date, the system takes the deduction only if the deduction end date is after, or on, the pay period end date.

The following tables display examples of how the system uses dates in processing general deductions:

Deduction Effective Date	Deduction Taken?	Reason
02/15/02	Yes	Effective date is before, or on, the pay period end date.
02/16/02	Yes	Effective date is before, or on, the pay period end date.

Deduction Effective Date	Deduction Taken?	Reason
02/28/02	Yes	Effective date is before, or on, the pay period end date.
03/01/02	No	Effective date is not before, or on, the pay period end date.

Deduction End Date	Deduction Taken?	Reason
02/15/02	No	Deduction end date is not after, or on, the pay period end date.
02/16/02	No	Deduction end date is not after, or on, the pay period end date.
02/28/02	Yes	Deduction end date is after, or on, the pay period end date.
03/01/02	Yes	Deduction end date is after, or on, the pay period end date.

See Also

[Chapter 12, “Maintaining Payroll Data,” Setting Up Employee General Deductions, page 257](#)

Interactions With Additional Pay

To process additional pay for an employee, the system uses two dates from the Additional Pay page:

- Effective date.
- Earnings end date (optional).

If the effective date of the additional pay is before, or on, the pay period end date, the system pays the additional pay.

If you specify an earnings end date, the system pays the additional pay only if the end date is after the pay period begin date.

The following tables display examples of how the system uses dates in processing additional pay:

Additional Pay Effective Date	Additional Pay Paid?	Reason
02/15/02	Yes	Effective date is before, or on, the pay period end date.
02/16/02	Yes	Effective date is before, or on, the pay period end date.
02/28/02	Yes	Effective date is before, or on, the pay period end date.
03/01/02	No	Effective date is not before, or on, the pay period end date.

Earnings End Date	Additional Pay Paid?	Reason
02/14/02	No	Earnings end date is not after the pay period begin date.
02/15/02	No	Earnings end date is not after the pay period begin date.
02/16/02	Yes	Earnings end date is after the pay period begin date.
03/01/02	Yes	Earnings end date is after the pay period begin date.

See Also

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

Interactions With Benefit Deductions

The following table displays examples of how the system uses dates in processing benefit deductions:

Deduction Begin Date (Effective Date)	Benefit Deduction Taken?	Reason
02/15/02	Yes	Deduction begin date is before, or on, the pay period end date.
02/16/02	Yes	Deduction begin date is before, or on, the pay period end date.

Deduction Begin Date (Effective Date)	Benefit Deduction Taken?	Reason
02/28/02	Yes	Deduction begin date is before, or on, the pay period end date.
03/01/02	No	Deduction begin Date is not before, or on, the pay period end date.

See Also

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

Interactions With Job Data

The effective date on the Job Data - Work Location page, together with the action that you select, determines whether the system processes an employee during a payroll run.

The effective date on an employee's Job record represents the first day that a change takes place. For example, if an employee has a Job record with an action of Termination and an effective date of 01/15/02, then 01/15/02 represents the first day that the employee is no longer working. Therefore, the system does not pay the employee for that day.

Note. *USF* PeopleSoft HRMS for U.S. Federal Government accommodates statutory and regulatory requirements. Personnel actions that begin new stages of employment (hire, promotion, reassignment, transfer, disciplinary action, and pay rate changes) are effective at the beginning of the business day. Personnel actions such as removal and termination are effective at the end of the business day.

The following tables display examples of how the system uses the effective dates from the job data:

Hire Effective Date	Employee Active on Paysheets?	Resulting Paysheet Proration	Reason
02/15/02	Yes	Full pay.	Hire effective date is before, or on, the pay period begin date.
02/16/02	Yes	Prorated 02/16–02/28.	Hire effective date is after the pay period begin date.
02/28/02	Yes	Prorated 02/28 only.	Hire effective date is after the pay period begin date.
03/01/02	No	Not on paysheet.	Hire effective date is not before, or on, the pay period end date.

Termination Effective Date	Employee Active on Paysheets	Resulting Paysheet Proration	Reason
02/15/02	No	Not on paysheet.	Termination effective date is before, or on, the pay period begin date.
02/16/02	Yes	Prorated 02/15 only.	Termination effective date is after the pay period begin date.
02/28/02	Yes	Prorated 02/15–02/27.	Termination effective date is after the pay period begin date.
03/01/02	Yes	Full pay.	Termination effective date is after the pay period end date.

Interactions With the Deduction Table

Depending on the employee status on the Job Data - Work Location page (for example, if the employee has been terminated), there is another field that determines whether the system takes benefit and general deductions: the Stop Deduction at Termination field on the Deduction Table - Process page.

If the Stop Deduction at Termination check box is selected, an employee must have an Active employee status during the entire pay period for the system to take the deduction.

The following table displays whether the system would take the deduction for employees who were terminated on different days of a pay period:

Termination Effective Date	Deduction Taken?	Reason
02/15/02	No	Employee is not on the paysheet. If paid, the deduction is still not taken.
02/16/02	No	Employee is not active for the entire period.
02/28/02	No	Employee is not active for the entire period.
03/01/02	Yes	Employee is active for the entire period.

See Also

Chapter 5, “Defining Deductions,” page 55

Setting Up Forms for Printing Checks and Advices

This section provides an overview and discusses how to set up print forms.

Understanding the Form Table

You must establish a form ID for every check or advice form you plan to use. To run PeopleSoft Payroll for North America, you must have at least one entry in the Form table to specify check or advice forms for a pay group. Use form IDs to enable the system to print checks or advices for employees—enter the form IDs on the Source Bank table and the Source Bank ID on the Pay Group table.

Page Used to Set Up Print Forms

Page Name	Object Name	Navigation	Usage
Form Table	PAY_FORM_TABLE	<ul style="list-style-type: none"> Set Up HRMS, Common Definitions, Banking, Form Table Set Up HRMS, Product Related, Base Benefits, FSA, Check Form Table 	Identify the type of forms you use to print checks and advice, and track form numbers.

Identifying Forms for Printing Checks and Advice

Access the Form Table page.

The screenshot shows the 'Form Table' page. At the top, there is a tab labeled 'Form Table'. Below the tab, the 'Form ID' is set to 'B-CHCK'. A 'Form Details' section is expanded, showing three input fields: '*Description:' containing 'Check', 'Short Description:' containing 'check', and 'Last Form Number Used:' containing '100000'.

Form Table page

Last Form Number Used

The Pay Confirmation and Paycheck Reprint processes use this number. Each time you run the pay confirmation, the system automatically updates this field with the appropriate check or advice number, reflecting the last number used in the Payroll process. You can change this number manually if you have a discrepancy in form numbers (for example, if someone

spills coffee on the forms you were planning to use for the next pay run). However, normally you do not change this number.

If you use the Paycheck Reprint process, the paychecks you use on form alignment are saved as dead paychecks.

See Also

[Chapter 23, “Working With Checks and Direct Deposit,” Reprinting Checks, page 528](#)

Editing Account Codes

This section discusses how to edit account codes.

Pages Used to Edit Account Codes

Page Name	Object Name	Navigation	Usage
Account Code Table	ACCT_CD_TABLE	Set Up HRMS, Common Definitions, Payroll, Account Code Table	Edit account codes that appear on the Paysheets, Job Data, Job Earnings, and Additional Pay pages.
Account Code Report	PRCSRUNCNTL	Set Up HRMS, Common Definitions, Payroll, Account Code Report	Run PAY710, which generates a report that lists information from the Account Code table, which is an edit table for paysheet processing.

Editing Account Codes

Access the Account Code Table page.

Account Code Table

Account Code: 000000001

Account Code Details

Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1990

***Status:** Active

***Description:** Salaries

Short Desc: Salaries **Direct Charge** **Commitment Accounting**

Chartfield Details

Account: 5000 <input type="text"/>	DeptID: 114 <input type="text"/>	Project/Grant: FACTORY <input type="text"/>
Product: <input type="text"/>	Fund: 100 <input type="text"/>	Program: 1000 <input type="text"/>
Class Field: 10 <input type="text"/>	Affiliate: <input type="text"/>	Operating Unit: <input type="text"/>
Alternate Account: <input type="text"/>	Budget Ref: 0001-REF <input type="text"/>	
Chartfield 1: 0001Sa-CF1 <input type="text"/>	Chartfield 2: 000111-CF2 <input type="text"/>	Chartfield 3: 00005001-3 <input type="text"/>
SetID: UNIV <input type="text"/>		

Encumbrance Account: **Pre-Encumbrance Account:** **Prorate Liability Indicator**

Account Code Table page

Important! Commitment Accounting uses most of the information on this page. If you use Commitment Accounting, you must complete all of the fields on this page. If you do not use Commitment Accounting, simply set up the Account Code and complete the Effective Date, Status, and Description fields.

Account Code This identifies the ChartField combinations that pass information between PeopleSoft Payroll for North America and PeopleSoft General Ledger. Enter an account code in the entry dialog box or let the system assign one.

Account Code Details

Direct Charge This field is for your information only.

ChartField Details

The following fields represent the General Ledger ChartFields.

Warning! Take great care when entering data in these fields. These fields are not available for edits after you save the table, even when you re-enter the page in correction mode. PeopleSoft recommends that you use the automated Account Code Load process to ensure data accuracy and ease of update.

Note. (*E&G*) PeopleSoft HRMS uses account codes to refer to unique combinations of ChartField values. Establish ChartField values in General Ledger to accurately identify specific funding entities, such as grants. If you do not want to use the automated Account Code Load process, enter account codes manually in the Account Code Table.

Important! Organizations, such as universities and hospitals, are often funded by grants. These grants might require that the recipients track the distribution of job earnings. To do this, assign unique codes to an employee's pay to link it with a grant. Before you can reference these codes elsewhere in the system, you must define them in the Account Code Table.

Encumbrance Account	Enter the name of the account to use when calculating encumbered amounts for this ChartField combination.
Pre-Encumbrance Account	Enter the name of the account to use when calculating pre-encumbered amounts for this ChartField combination.
Prorate Liability Indicator	Select this check box to prorate employee-paid taxes and deductions back across the earnings expenses during the Actuals Posting process.

Setting Up Holiday Schedules

This section provides an overview and discusses how to set up holiday schedules.

Guidelines for Defining Holidays

Because holidays might vary for different segments of your employee population (depending on location, work schedules, or other factors), you can define as many holiday schedules as you need. For example, if you pay some employees based on an 8-hour day and others on a 7.5-hour day, you must define a separate holiday schedule for each. The same applies if some employees recognize a holiday on the actual day itself and others on a different date. To add holiday schedules, complete the Holiday Schedule Table page for each schedule.

- The system automatically establishes an employee's holiday earnings based on the scheduled holidays in the Holiday Schedule Table. Do not include floating holidays on this list.
- If a defined holiday occurs within the pay period during the Paysheet process, the system automatically creates a holiday earnings code on the paysheet for the number of hours indicated in the Holiday Schedule Table.
- If you selected the Hours Only (Reduce from Regular Pay) option on the Earnings Table - Taxes page, the system reduces the number of regular hours by the number of holiday hours during the Payroll Calculation process.
- Specify the holiday earnings code in the Pay Group Table. The system also uses the default holiday schedule from the Pay Group Table during the Pay Calendar Creation process to ensure that check issue dates do not fall on weekends or holidays.

Page Used to Set Up Holiday Schedules

Page Name	Object Name	Navigation	Usage
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HRMS, Common Definitions, Payroll, Holiday Schedule	Designate holidays for payroll processing.

Designating Holidays for Payroll Processing

Access the Holiday Schedule page.

Holiday Schedule

Holiday Schedule: RCCB

Schedule Information

***Description:**

Short Description:

Holiday Details

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Holiday	Description	Number of Hours	Holiday Type	Start Time	Time End		
07/04/2002	Independence Day	8.00	Standard			+	-

Holiday Schedule page

Note. After you define all your holiday schedules, use the Pay Group Table - Calc Parameters page to specify a default holiday schedule for the pay group. You can override this default on any employee's Job Data record.

Establishing Shifts

This section provides an overview of shifts and discusses how to:

- Define a shift.
- Review shifts and shift rates on paychecks.

Understanding Shifts

When you designate an hourly earnings code as eligible for shift differential, the system checks:

1. Employees' Job records and paylines to see if you have assigned each of them to a shift.
2. The Shift table to determine how you've defined each shift and if there are any associated shift differentials that affect earnings.
3. The Earnings table to see whether the earnings are eligible for shift differential.

You define shifts in two places:

- In the Shift table, which the system checks during batch processes. If you don't have shifts, you must still define at least one shift, such as N/A, in the Shift table.
- In a series of values in the Translate table, which you use when performing online edits on pages, such as paysheets. PeopleSoft delivers the following basic shift values in the Translate table:
 - First.
 - Second.
 - Third.
 - N/A (for no shift).

Note. The values in the Shift table and Translate table must match. You must add new shift values to the Translate table using Application Designer before adding them to the Shift table. If you don't have multiple shifts, deactivate all shift values in the Translate table (except for the N/A shift value), and define the N/A shift in the Shift table.

Note. Shift earnings are not currently broken out on reports, such as paychecks and payroll registers. To review shift earnings separately, set them up as earnings codes in the Earnings table.

Calculating Shift Differentials

There are two parts to calculating shift differentials. The system:

1. Determines the shift premium using this formula:

$$\text{shift rate} + (\text{shift factor} \times \text{pay rate}) = \text{shift premium}$$
 - Shift rate is the shift differential rate.
 - Shift factor is the shift differential factor.
 - Pay rate is the hourly rate in the Pay Earnings record.
2. Adjusts the total earnings eligible for shift differential using this calculation:

$$(\text{pay rate} + \text{shift premium}) \times \text{hours worked} = \text{adjusted earnings}$$
 - Pay rate is the hourly rate in the Pay Earnings record.
 - Hours worked are the number of hours associated with the earnings code for that pay period.

For example, suppose the company CCB has three shifts and shift differentials as follows:

First Shift	\$0.50 per hour for eligible earnings
Second Shift	10 percent
Third Shift	\$1 per hour plus 15 percent

When Andrew joined CCB as an hourly employee, he earned \$10 an hour and worked 40 hours of eligible shift earnings. His pay would obviously varied, depending on which shift he worked.

During his first six months with CCB, Andrew worked the first shift, and his weekly earnings were:

1. $\$0.50 + (0 \times \$10) = \$0.50$
2. $(\$10 + \$0.50) \times 40 = \$420$

A few months later, Andrew transferred to the second shift. His pay rate remained the same, but his shift differential was calculated a little differently:

1. $\$0 + (0.10 \times \$10) = \$1$
2. $(\$10 + \$1) \times 40 = \$440$

After a while, he decided to move to third shift. His shift pay was calculated as:

1. $\$1 + (0.15 \times 10) = \2.50
2. $(\$10 + \$2.50) \times 40 = \$500$

One morning, a little over a year after Andrew first started working for CCB, he was offered a position with no shift differential, but his hourly rate made up the difference:

$\$20 \text{ per hour} \times 40 \text{ hours} = \800

Pages Used to Establish and Report on Shifts

Page Name	Object Name	Navigation	Usage
Shift Table	SHIFT_TABLE	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Shift Table	Define a shift. Note. If you don't have shifts, you must still define at least one shift, such as N/A, in the Shift table.
Shift Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Shift	Run PAY708, which generate a report that lists information from the Shift table.

Defining a Shift

Access the Shift Table page.

Shift Table

SetID: SHARE Table Set shared across Corp
Shift: 1

Shift Table Information

Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1980 ***Status:** Active

Description: Shift 1 - ee level

Short Description: Shift 1

Time In Hour: **Time In Minute:** **to** **Time Out Hour:** **Time Out Minute:**

Employee Shift Differential?

Specified at Employee level

Rate:

Factor:

Shift Table page

Shift Table Information

Shift Hours The time format uses a 24-hour clock. To define a second shift from 4 p.m. to 11:59 p.m., enter *16:00 / 23:59*. This field is for your information only.

Employee Shift Differential?

Specified at Employee Level, Rate, and Factor Select this check box if shift premiums vary from employee to employee. This option enables you to define the shift premium rate or factor for any employee assigned to the shift at the employee level. If you clear the check box, enter a rate or factor for the shift differential in the appropriate field.

Note. If you enter a rate or factor, it applies to all employees assigned to that shift. You cannot override these definitions at the employee level.

Setting Up Rapid Entry Paysheet Templates

This section provides an overview and discusses how to create rapid entry paysheet templates.

See Also

[Chapter 20, "Working With Paysheets," Using Rapid Entry Paysheets, page 421](#)

Understanding the Rapid Entry Paysheet Template

With PeopleSoft Payroll for North America, you can create rapid entry paysheet templates that are used as a basis for rapid entry paysheets. You can create three types of templates:

- Hours.

Use this template type to set up a template for earnings codes based on hours with no associated dollar amounts.

- Amounts.

Use this template type to set up a template for earnings codes based on amounts with no associated hours.

- Hours or Amounts.

Use this template type to set up a template for both earnings codes that accept hours and earnings codes that accept amounts.

You can create as many templates as required for each template type. In each template you specify the preset earnings codes that appear on rapid entry paysheets that are based on the template. For Hours and Amounts type templates, you can also select an additional (not preset on the template) earnings code on the rapid entry paysheet.

Fields Available by Template Type

The fields available on the Rapid Entry Template page vary according to the template type you enter when you access the page. The template type determines the type of earnings code that can be specified in the template.

Template Type	Fields on Template
Hours	<p>Three fields for specifying earnings codes.</p> <p>When the template type is <i>Hours</i>, only the earnings codes on the Earnings table with a payment type of <i>Either Hours or Amount OK, Both Hours and Amount OK, Hours Only</i> or <i>Unit/Override Rate</i> are available for selection.</p>
Amounts	<p>Two fields for specifying earnings codes.</p> <p>When the template type is <i>Amounts</i>, only earnings codes on the Earnings table with a payment type of <i>Either Hours or Amount OK, Both Hours and Amount OK</i> or <i>Amounts Only</i> are available for selection.</p>
Hours or Amounts	<p>Three fields for specifying earnings codes and three fields for the corresponding earnings code types.</p> <p>When the template type is Hours or Amounts, you can select earnings codes that accept hours and earnings codes that accept amounts.</p> <p>Note. You cannot add an additional earnings code to a rapid entry paysheet that is based on an Hours or Amounts type template.</p>

Page Used to Set Up Rapid Entry Paysheet Templates

Page Name	Object Name	Navigation	Usage
Rapid Entry Template	PYRE_TEMPLATE	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Rapid Entry Paysheet Template	Define the type of earnings and earnings codes to be used in the Rapid Entry Paysheet component. You can define templates based on hours, amounts, or a combination of hours and amounts.

Defining the Rapid Entry Paysheet Template

Access the Rapid Entry Paysheet Template page.

Rapid Entry Paysheet Template

Template Type: Hours or Amounts **Template ID:** CTMPHRAMT

Template Information [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

***Effective Date:**

Description: **Short Description:**

Earnings Code: Regular **Earnings Code Type:** Hours

Earnings Code: Sick Pay **Earnings Code Type:** Hours

Earnings Code: Spcl Bonus **Earnings Code Type:** Amount

Rapid Entry Paysheet Template (hours or amounts)

Note. You cannot change the Template Type once the template has been created.

Earnings Code Select the earnings codes that you want to preset for the template. Available earnings codes are determined by the template type.

Earnings Code Type This field is only available if the template type is *Hours or Amounts*.
Select an earnings code type for each earnings code that identifies whether hours or an amount will be entered on the rapid entry paysheet for the earnings.

Establishing Retro Pay Programs

This section provides an overview of retro pay programs and discusses how to:

- Define retro pay programs.
- Associate earnings codes with retro pay programs.

Understanding Retro Pay Programs

Define retro pay programs to identify sets of earnings codes for calculating and paying retroactive earnings. You can assign these programs to specific pay groups to establish the earnings codes for which you pay employees retroactively.

For example, in a retro pay program, you can specify any number of earnings codes as earnings for which the system can calculate retro pay. For each of these earnings codes, you can specify an earnings code to use for paying the retro pay earnings.

Note. You must designate an earnings code for retro pay in the Earnings table before specifying that earnings code in a retro pay program.

See Also

[Chapter 28, “Processing Retro Pay,” page 599](#)

Pages Used to Establish Retro Pay Programs

Page Name	Object Name	Navigation	Usage
Program Table	RETROPAY_PGM_TBL	Set Up HRMS, Product Related, North American Payroll, Retroactive Process, Retroactive Pay Program	Describe a retro pay program and specify paysheet processing options.
Program Definition	RETROPAY_PGM_DEF	Set Up HRMS, Product Related, North American Payroll, Retroactive Process, Retroactive Pay Program	Establish the earnings codes for which the retro pay program calculates retro pay and those used for paying retro pay earnings. Note. Valid earnings codes for these fields are only those that you specified as eligible for retro pay on the Earnings Table - General page.

Defining Retro Pay Programs

Access the Program Table page.

The screenshot shows a software interface for defining a Retro Pay program. The window title is 'RetroPay' and it has two tabs: 'Program Table' and 'Program Definition'. The 'Program Definition' tab is selected. The form contains the following fields and values:

- Retro Pay Program ID:** CRP
- *Effective Date:** 01/01/1980
- *Description:** Retroactive Pay Program
- Short Description:** Retro Pay
- Offset Earnings Type:** RTN
- *Status:** Active
- Off Cycle ?**
 - Off Cycle
 - Sep Check
- *Tax Method:** Supplemntl
- *Tax Periods:** 1

Program Table page

Retro Pay Program ID

This ID links the earnings codes for this program to the pay groups you assign to this program.

Offset Earnings Type

Select an offset earnings type for any negative earnings generated by the retro pay calculation. To avoid negative checks, link this earnings code to a payback deduction code. The system deducts the amount from subsequent paychecks of applicable employees.

Off Cycle?**Off Cycle**

Select to create retroactive pay associated with this program as off-cycle earnings. If you clear this check box, the system creates retroactive pay associated with this program as on-cycle earnings. After the system creates earnings, you can change this setting before the retro pay calculation on the Retro Pay Review/Update page under Manage Payroll Process.

Sep Check (separate check)

Select to load the earnings associated with this program to a separate check on the paysheets.

Tax Method

Select a tax method to load to the paysheet line to associate with the earnings you load for this program.

Tax Periods

Enter the number of tax periods to load to the paysheet line to associate with the earnings you load for this program.

Establishing Special Accumulator Codes

This section provides an overview of special accumulators and discusses how to:

- Define special accumulator codes.
- Display earnings codes that affect special accumulators.

Understanding Special Accumulators

The Savings Plan table and the General Deduction table use special accumulator codes in calculation routines.

Here's how to set up special accumulator codes:

- Define special accumulator codes on the Special Accumulator Table page.
- Use the Earnings Table - Special Process page to assign earnings codes to add to or subtract from the accumulator balances.
- Use the Deduction Table - Tax Class page to assign deduction codes to add to or subtract from accumulator balances.

Special Accumulator Example

To understand special accumulators, consider this example of setting up a 401(k) retirement savings plan to calculate the 401(k) deduction as a percentage of regular, overtime, holiday, vacation, and sick earnings.

1. Create a three-character code for the Special Accumulator table, such as 401.

This code accumulates all earnings that affect 401(k).

2. For each valid earnings code (such as regular or overtime), enter the 401 special accumulator code on the Earnings Table - Special Process page, and select the Adds To Special Balance option.

This tells the system to add these earnings to the 401 special accumulator.

3. Define the 401(k) calculation in the Savings Plan table, and specify Use 401 Special Accumulator Instead of Total Gross.

The system now calculates 401(k) deduction amounts based on the total amount of earnings designated with the 401 special accumulation code.

Pages Used to Establish and Report on Special Accumulator Codes

Page Name	Object Name	Navigation	Usage
Special Accumulator Table	SPCL_EARNS_TABLE	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Special Accumulator Table	Define accumulators for deduction calculation.
Special Accumulator Earnings	SPCL_ACCUM_EARNS	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Review Special Accumulator	Display the earnings codes that you specified in the Earnings table as having an effect on this special accumulator. This page is display-only.
Special Accumulator Report	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Special Accumulator	Run PAY713, which lists information from the Special Accumulator table. It contains codes that isolate earnings for deductions that are stated as a percent of gross such as 401(k)

Defining the Final Check Process

This section provides an overview of the Final Check process and discusses how to:

- Define action and action reason code combinations that trigger a final check.
- Establish a final check program.
- Define final check earnings.
- Define final check leave accrual rules.
- Define final check deductions.
- Clone a final check program.

See Also

[Chapter 20, “Working With Paysheets,” Creating Final Check Paysheets, page 457](#)

[Chapter 23, “Working With Checks and Direct Deposit,” Processing a Final Check Request, page 509](#)

Understanding the Final Check Process

Employee terminations occur for various reasons: some are initiated by the employee, others by the employer. When employment is terminated, regardless of the reason, the law requires employers to give employees their final wages. Some states require that the employee receives final wages before leaving the premises.

The Final Check process enables you to:

- Define a set of termination rules as a final check program that identifies the earnings, deductions, and leave plans to process when creating a final check.
- Automate the application of these rules to provide a clean, quick way of creating final checks.
- Create a final check for a terminated employee whether or not the termination has been processed through Human Resources.

To process final checks for an employee whose termination has not been processed through Human Resources, enter the employee ID, termination date, and final check program ID on the Final Check Request page.

Note. Because this process is workflow-enabled, the system automatically generates a worklist item to notify the personnel administrator that a final check request has been created for an employee who is not yet terminated on the Job page.

- Assign a final check program to each pay group using a final check program ID that you identify.

The pay group’s final check program becomes the default for final check requests of terminated employees in that pay group. However, you can override the default final check program for any employee on the Final Check Request page.

- Define a set of rules in each program for processing deductions or refunds on an employee’s final check. For example, you might refund or override a general or benefit deduction on a final check.

The system adds deductions and refunds to an employee’s paysheet as one-time deductions. This enables a payroll administrator to further override any values on collections or refunds by deduction class, if there are any additional rules that are outside the scope of final checks.

Pages Used to Define the Final Check Process

Page Name	Object Name	Navigation	Usage
FC Action/Reason (final check action and reason)	TERM_ACTN_RSN	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Action/Reason	Define the action and action reason code combinations that automatically trigger a final check request when an employee termination Job record enters the system.
Final Check Program Table - Program Definition	TERM_PGM_TBL	<ul style="list-style-type: none"> • Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table • Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table USF 	Establish a final check program ID description.

Page Name	Object Name	Navigation	Usage
Final Check Program Table - Earnings Definition	TERM_PGM_DEFERN	<ul style="list-style-type: none"> Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table USF 	Define earnings for the final check program.
Final Check Program Table - Leave Accrual Definition	TERM_PGM_DEFLVE	<ul style="list-style-type: none"> Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table USF 	Define rules that apply to paying leave accruals to employees for whom you decide to pay earned or prorated accruals.
Final Check Program Table - Deduction Definition	TERM_PGM_DEFDED	<ul style="list-style-type: none"> Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Final Check Program Table USF 	Define which deductions to include in a final check and which limits and special rules to use when calculating the deduction.
Final Check Program	RUNCTL_PAY751	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Final Check Program	Generate the PAY751 report. The report lists information from the Final Check Program table, which contains final check processing rule definitions for earnings, leave accruals, and deductions.
Final Check Program Clone - Run Parameters	RUNCTL_FCXCLONE	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Clone Final Check Program	Run the Final Check Clone process.

See Also

PeopleTools PeopleBook: Process Scheduler

Defining Final Check Action and Action Reason Code Combinations

Access the FC Action/Reason page.

The screenshot shows the 'FC Action/Reason' page. At the top, there is a tab labeled 'FC Action/Reason'. Below it, the 'Action:' is set to 'LOF' with the description 'Layoff'. A table titled 'Termination Action' is displayed, with columns for '*Reason Code:' and 'Description:'. The table contains three rows: 'RED' (Staff Reduction), 'SEA' (Seasonal Closure), and 'TMP' (Temporary Closure). Each row has a search icon and a '+ -' button. The table also includes navigation options: 'Find | View All', 'First', '1-3 of 3', and 'Last'.

FC Action/Reason page

Reason Code Select an action reason to associate with the action code.

Maintain action codes and reasons on the Action Reason Table page.

Establishing a Final Check Program

Access the Final Check Program Table - Program Definition page.

The screenshot shows the 'Final Check Program Table - Program Definition' page. It has four tabs: 'Program Definition', 'Earnings Definition', 'Leave Accrual Definition', and 'Deduction Definition'. The 'Final Check Program ID:' is 'KU1'. A table titled 'Final Check Details' is shown, with fields for '*Effective Date:' (01/01/1980), '*Status:' (Active), '*Description:' (US Final Check Program), and 'Short Description:' (US Fnl Ck). There is a checked checkbox for 'Include T&L Payable Time'. The table also includes navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'.

Final Check Program Table - Program Definition page

Include T&L Payable Time Select this check box if you have an interface with PeopleSoft Time and Labor. If you select this check box, the system uses the time from PeopleSoft Time and Labor to create the paysheet for the final check and marks the time and labor paysheet as processed by final check.
(include time and labor payable time)

Defining Final Check Earnings

Access the Final Check Program Table - Earnings Definition page.

The screenshot shows the 'Final Check Details' page with the 'Earnings Definition' tab selected. The page header includes 'Program Definition', 'Earnings Definition', 'Leave Accrual Definition', and 'Deduction Definition'. The main content area is titled 'Final Check Details' and contains the following information:

- Final Check Program ID:** KU1
- Status:** Active
- Description:** US Final Check Program
- Effective Date:** 01/01/1980

Below this information is a table titled 'Earnings' with the following columns: Earnings Code, Description, Override Limit Amount, and Payout Option. The table contains four rows of earnings codes:

Earnings Code	Description	Override Limit Amount	Payout Option
BNS	Bonus	<input type="text"/>	Earns Amt
DBT	Double Time	<input type="text"/>	Earns Amt
OTP	Overtime	<input type="text"/>	Earns Amt
REG	Regular	<input type="text"/>	Earns Amt

Earnings Definition page

Payout Option

Select:

Earns Amt (earnings amount): Select this value if the Final Check process uses the regular earnings amount to pay the earnings for the earnings code.

Goal Dif (goal difference): Select this value if the Final Check process searches for a corresponding additional Pay record for the earnings code and calculates the remaining balance on the employee’s goal amount.

Note. The final check includes only earnings that you identify here. For example, to include additional pay earnings for a car, you must include the appropriate earnings code for those earnings on this page. Otherwise it is not included in employees’ final checks.

Defining Final Check Leave Accrual Rules

Access the Final Check Program Table - Leave Accrual Definition page.

Leave Accrual Definition page

Leave

Override Limit Hours

To apply an override when the payout earned and prorated hours exceed the limit, enter the number of hours.

Payout ErnCd (payout earnings code)

Select a payout earnings code to use for paying the accruals that are earned and awarded for the benefit plan. You can pay only the earned and awarded accruals, only the prorated portion, or both. Define the earnings code you use for paying the earned and awarded accruals in the Earnings Table as earnings that do not reduce regular pay but do add to hours taken. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination.

Prs Neg (process negative)

Select this check box to pay negative accruals.

Prorated ErnCd (prorated earnings code)

Select a prorated earnings code to use for paying the prorated portion of accruals for the benefit plan. You can pay either:

- The entitled and awarded accruals only.
- Both the entitled and awarded accruals along with the prorated but not yet awarded leave.

Define the earnings code you use for paying prorated accruals as earnings that do not reduce regular pay, but do add to hours taken and hours adjusted. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination.

Accrual Proration

If you prorate accruals for the benefit plan, use this group box to establish the proration rules.

\<=Months of Service (months of service less than or equal to) To prorate accruals by months of service, enter the monthly increments. For example, less than or equal to 1 month of service, 2 months of service, and so on. The system computes the months of service based on the employee’s termination date and the last date on which you ran the Leave Accrual process.

\<=Hours of Service (hours of service less than or equal to) To prorate accruals by hours of service, enter the hourly increments. For example, less than or equal to 160 hours of service, 320 hours of service, and so on.

Defining Final Check Deductions

Access the Final Check Program Table - Deduction Definition page.

Plan Type	Deduction Code	Description	Override Limit Amount	Processing Rule
00	KU4UN1	Union Dues		Col GolDif
00	KULON1	Loan Payback		Col GolDif
00	KULON2	Loan Payback		Col GolDif
00	KUNTPY	Net Pay Adjustment		Col GolDif
00	KUUSBD	U.S. Savings Bond Deduction		Ref SBBal

Deduction Definition page

Final Check Program Table - Deduction Definition page

Deduction Code Select the deduction code that identifies the deduction in the Deduction Table.

Processing Rule Select a processing rule for each deduction code:

Col GolDif (collect goal difference): Select this value to collect general deductions only. You collect the amount of the general deduction data goal amount minus the goal balance.

Col PerDed (collect pay period deduction): Select this value to collect general deductions and benefit deductions. You collect the amount of the scheduled pay period deduction.

Ref ESPP (refund employee stock purchase plan balance): This value is reserved for future use.

Ref GolBal (refund goal balance): Select this option to refund general deductions only. You refund the amount of the general deduction data goal balance.

Ref LstDed (refund last deduction): Select this value to refund general deductions and benefit deductions. You refund the amount of the pay deduction data current deduction, which represents the amount deducted at the last time the deduction was taken.

Ref MTDBal (refund month-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data month-to-date deduction.

Ref QTDBal (refund quarter-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data quarter-to-date deduction.

Ref YTDBal (refund year-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data year-to-date deduction.

Ref SBBal (refund savings bond balance): Select this value to refund U.S. savings bond deductions. The amount that you refund depends on the status of each bond. You refund the bond log data accumulated amount when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). You refund the accumulated amount when the bond log status is Ready to Disburse (R).

Ref SBBRTD (refund savings bond balance and disburse amount): Select this value to refund U.S. Savings Bond deductions. The amount that you refund depends on the status of each bond. You refund the bond log data accumulated amount when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). You refund the accumulated amount and disburse amount when the bond log status is Ready to Disburse (R).

Important! The Final Check Process performs normal payroll arrears processing whether or not you include the deduction in the final check program.

Cloning a Final Check Program

Access the FC Program Clone page.

FC Program Clone

Run Control ID: TenureCalc [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

Current Final Check Program	New Final Check Program
Final Check Program ID: <input type="text"/> 🔍	New Final Check Program ID: <input type="text"/>
Effective Date: <input type="text"/> 🔍	New Effective Date: 11/11/2002 📅
<input type="checkbox"/> Clone Earnings Definition <input type="checkbox"/> Clone Leave Accr Definition <input type="checkbox"/> Clone Deductions Definition	

FC Program Clone (final check program clone) page

Identify the final check program you're cloning, specify a final check program ID and the effective date for the new program, and indicate which program elements to copy to the new final check program.

Reviewing and Modifying Payroll Messages

This section provides an overview and tells you how to review and modify payroll messages.

Understanding Payroll Messages

The Pay Message Table identifies all the error messages that can occur during the batch Payroll processes. Each error message has a message ID number and a complete description. PeopleSoft maintains this table and delivers a new version with each new release.

If you modify the system and your changes include new error messages, you can add new error message codes and text. When you add a new message code, use a number greater than 90,000 to avoid conflict with message codes provided by PeopleSoft. You can also modify the error message descriptions to include procedures unique to your environment. For example, you might add:

Call Pat Jones at extension 23, and ask her to run Pay Calc in Final mode.

You can also specify how to proceed when the system encounters each error.

Page Used to Review and Modify Payroll Messages

Page Name	Object Name	Navigation	Usage
Pay Message Table	PAY_MESSAGE_TABLE	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Message Table	Add new error messages, modify message descriptions, and specify nonfatal system messages to bypass during pay calculation.

Adding and Modifying Payroll Messages

Access the Pay Message Table page.

The screenshot shows the 'Pay Message Table' page with the following details:

- Message ID:** 000001
- Description:** Too Many Earnings Types
- Description:** The maximum number of earnings types (displayed below) that can be used on a single check, has been exceeded.
- Continue With This Error:** *Continue With This Error: No (dropdown menu); Maximum Errors: (empty text box)
- Distribute With This Error:** Distribute With This Error

Pay Message Table page

Continue With This Error

Specify how to proceed when the system encounters this error that would otherwise cause the Payroll process to stop:

Yes: Select this value to continue with payroll processing after encountering this error. The Maximum Errors field becomes available for entry.

No: Select this value to stop payroll processing after encountering this error.

System: This value appears for errors for which you cannot select a Continue With This Error value. The entire Continue With This Error group box becomes unavailable for entry.

Maximum Errors

Enter a numerical value to limit the number of times the system bypasses the error message.

Note. When the number of occurrences of the message equals this value, the system bypasses none of the errors. You must correct the errors before continuing the Payroll process.

Distribute With This Error Select this check box to let the Actuals Distribution process continue when it encounters this error.

Handling Employees With Multiple Jobs in the Same Organization

This section provides an overview of multiple job considerations and discusses how to:

- Issue a single check.
- Set up direct deposit for paychecks.
- Take general deductions.
- Set up deduction subsets.
- Set up union dues deductions.
- Set up multiple benefits programs.
- Set limits for general deductions and benefits deductions.

Note. The content of this section is only part of what you must know about multiple jobs. Other relevant information appears in the *PeopleSoft Application Fundamentals PeopleBook*.

Understanding Multiple Job Considerations

In many medical, academic, and industrial settings, employees hold more than one job in the same organization. A professor might double as a dean or a doctor as a professor of medicine. Following are some of the considerations to keep in mind when employees hold more than one job in the same organization.

(USA) FLSA Overtime Requirements for Multiple Jobs

The Fair Labor Standards Act (FLSA) of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week. When an employee has multiple nonexempt jobs in the same organization, PeopleSoft Payroll for North America applies the overtime rule to the total hours for all jobs with the same FLSA period.

For example, suppose an employee has two nonexempt jobs:

- Data entry clerk for 22.5 hours.
- Receptionist for 20 hours.

The system adds together the hours and pays overtime for 2.5 hours at the FLSA rate.

(USA) FICA Status Indicator

An employee who holds multiple jobs might be exempt from the Federal Insurance Contributions Act (FICA) in one job, while eligible for FICA in another job. Designate the FICA status of each job on the Job Data - Payroll page in the Job Data component.

Tax Calculations

If an employee has multiple jobs with different pay frequencies (weekly, biweekly, and monthly), PeopleSoft Payroll for North America calculates the taxes for each job separately, based on the pay frequency. This ensures that you tax an employee's earnings according to the appropriate tax bracket.

Off-Cycle Pay Run

When processing an off-cycle payroll using the right-hand side of the run control page (Off-Cycle group box), do not include multiple-job employees in the same calculation as the single-job employees. You must process the two separately.

Issuing a Single Check

PeopleSoft Payroll for North America can issue a single check that covers all of an employee's FLSA calculations, taxes, benefits, and general deductions for multiple jobs in the same organization.

To issue a single check:

1. Select the Single Check for Multiple Jobs option on the Company Information - Default Settings page.
2. Designate a primary pay group for the employee on the Payroll Data 2 page.

The primary pay group identifies which pay group the system uses when creating consolidated paysheets. It also determines whether the system should take general deductions for a pay period.

PeopleSoft recommends that you select the pay group in which the payee is paid most often. If you do not select a primary pay group, the system uses the pay group associated with the first job into which you hired the employee.

When you run the Paysheet Calculation process, the system combines the paysheets for all jobs into the paysheet for the primary pay group. When you view the individual paysheets online, they appear as OK to Pay, signifying that they are paid through the consolidated paysheet. The system combines pay sheets only when they have the same period end date, check date, FLSA period definition, FLSA calendar ID, FLSA salaried hours used (if subject to FLSA rules), and payroll cycle (on-cycle or off-cycle). The pay frequencies of the paysheets do not have to be the same.

To change paysheets after running the Paysheet Calculation process:

1. Enter changes on the individual paysheets (you can't see the collective paysheet).
2. Run the Paysheet Calculation process again.

Setting Up Direct Deposit for Paychecks

Regardless of how many jobs an employee has, create only one set of direct deposit instructions on the Direct Deposit page.

Taking General Deductions

How you take general deductions is influenced by whether you select the Single Check for Multiple Jobs option on the Company Information - Default Settings page.

When the Single Check Feature is Enabled

The following describes processing when you select the Single Check for Multiple Jobs option:

- The system takes general deductions based on earnings from the total earnings it calculates for all jobs paid in the same check.
- The system always takes general deductions scheduled for the current period when paying the job in the primary pay group.

To have the system take a deduction every time it issues a check for the employee—even when not paying the employee's job in the primary pay group—select the Take on All Paygroups option on the General Deduction Data page. For example, suppose an employee has a weekly job and a biweekly job. The pay group for the weekly job is the primary pay group, because it is the one that the system pays most frequently. Normally, when the system pays the biweekly job, it also pays the weekly job, so it issues a single check. If the system processes the biweekly job at a different time than the weekly job, it takes the deduction only if the Take on all Paygroups check box is selected.

- The system automatically takes general deductions in the appropriate pay periods when an employee receives a single check for jobs that the system pays at different frequencies and deductions have different frequencies.

For example, suppose an employee receives a single check, which includes compensation for a semimonthly pay period and a monthly pay period. The system takes a United Way deduction only in the first pay period of each month. When the system issues a check for the second pay period (the check that covers both the second semimonthly period and the monthly period), the system does not take the United Way deduction.

- To override a deduction for an employee who has jobs in different pay groups (that is, to override the deduction schedule or change the amount), enter the override instructions for the primary pay group on the General Ded Code Override page.

The system ignores override instructions for the employee's other pay groups. To identify an employee's primary pay group, check the Payroll Data 2 page.

When the Single Check Feature is Not Enabled

If the Take on All Paygroups option is not selected on the General Deduction Data page, the system uses the Priority Number field on the Pay Group Table - Definition page to determine whether to take a general deduction. It takes the deduction only when processing the job in the pay group with the lowest priority number.

Setting Up Deduction Subsets for Employees With Multiple Jobs

For employees who receive additional pay:

1. Select a deduction subset on the Additional Pay page.
2. Request that the system issue a separate check using the Sep Chk # (separate check number) field on the Additional Pay page.

The deduction subset overrides other deduction instructions elsewhere in the system.

If you do not request a separate check, the system ignores the deduction subset and follows the deduction instructions from the calendar, the employee's Job record, or payroll data.

If an employee has multiple Additional Pay records with the same separate check indicator, select the same deduction subset for each record. If you select different subsets, the system applies the deduction subset associated with the last Additional Pay record that it processes.

Use deduction subsets to process only a selected set of deductions for a pay run. For example, for a bonus run, you might deduct only one or two of the deductions that you process during the regular monthly pay run.

Select a deduction subset on any of the following pages:

- Pay Calendar Table.
- Payroll Data 2.
- Additional Pay.

When you select subsets on more than one page, the system uses a hierarchy to determine which deductions to process. If you pay an employee for multiple jobs, the system also considers the employee's primary pay group and primary job when making this determination.

See the following scenarios and examples of the processing rules that apply. If you do not use the single check option, the term primary pay group used in the scenarios refers to the pay group for the job that the system is processing.

Scenario 1: Deduction subset on calendars

The system processes:

- General deductions in the subset attached to the calendar for the primary pay group.
- Benefit deductions in the subset attached to the calendar associated with the primary job.

Scenario 2: Deduction subset on calendars and the Benefit Ded Proc Override page

The system processes:

- General deductions included in the subset attached to the calendar for the primary pay group.
- Benefit deductions included in the subset selected on the Benefit Ded Proc Override page.

Scenario 3: Deduction subset on calendars and the Payroll Data 2 page

The system processes:

- General deductions in the subset on the Payroll Data 2 page.
- Benefit deductions in the subset specified on calendar for the primary job.

Scenario 4: Deduction subset on calendars and Benefit Ded Proc Override page and Payroll Data 2 page

The system processes:

- General deductions in the subset on the Payroll Data 2 page.
- Benefit deductions in the subset on the employee's Benefit Ded Proc Override page.

The system ignores the subsets on the calendars because employee-level instructions take precedence.

Example

This table displays the five deduction subsets for the example. All of these deductions have been assigned to the employee on the General Deduction Data page and Benefits Program Participation page.

- (B) indicates a benefit deduction.
- (G) indicates a general deduction.

The following table indicates where the deduction subset is selected.

Additional Pay	Calendar for primary pay group	Job (Benefits Ded Proc Override page)	Calendar (not primary pay group)	Payroll Data
None	401K (B) GARN (G)	FSA-H (B) Bond (G)	FSA-D (B) MISC (G)	401K (B) Garn (G) Bond (G) Charity (G)

This table displays the deductions taken in the following scenarios:

- Scenario 1: Subset defined on calendars.
- Scenario 2: Subset defined on calendars *and* Job data.
- Scenario 3: Subset defined on calendars *and* Payroll Data 2
- Scenario 4: Subset defined on calendars *and* Job Data *and* Payroll Data 2

Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Scenario 1						
Primary job in primary pay group	X			X		
Primary job <i>not</i> in primary pay group			X	X		
Scenario 2						

Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Primary job in primary pay group		X		X		
Primary job <i>not</i> in primary pay group		X		X		
Scenario 3						
Primary job in primary pay group	X			X	X	X
Primary job <i>not</i> in primary pay group			X	X	X	X
Scenario 4						
Primary job in primary pay group		X		X	X	X
Primary job <i>not</i> in primary pay group		X		X	X	X

Setting Up Union Dues Deductions

Set up union dues as general deductions. The system takes these deductions only when paying a job affiliated with the union code. Therefore, if an employee is a member of a union, but one job does not qualify for union membership, the system does not take dues for that job.

If the system calculates union dues as a percentage of earnings, PeopleSoft recommends that you:

1. Assign a unique earnings code to each job associated with the union.
2. Create a special accumulator to track the total earnings for jobs with that earnings code.

Consequently, when calculating the union dues, the system considers only the earnings from jobs enrolled in the corresponding union.

Setting Up Multiple Benefits Programs

If an employee has multiple jobs that are covered by different benefits programs, and you select the Single Check for Multiple Jobs option on the Company Information - Default Settings page, the system breaks down all benefits deductions by benefit record number during processing and stores the balances by benefit record number. For example, if an employee has two jobs covered by two separate benefits programs, and both programs include a 401(k) deduction or a Registered Pension Plan deduction for Canada, the system calculates two deductions and displays both on the paychecks.

Setting Limits for General Deductions and Benefits Deductions

Employees can have different deduction limits for different jobs. When an employee has multiple jobs with multiple benefit programs (Ben_Rcd#s), and each program has the same deduction, the system adjusts each current goal balance (from the Benefits Program Table page) by the appropriate amount. Because you assign a general deduction at the company level, you can have only a single limit per company for those deductions.

For example, suppose an employee's two jobs are covered by different benefit programs, each with an individual retirement account (IRA) deduction. The deductions are as follows:

Empl_Rcd#	Ben_Rcd#	Contribution Amount (% of gross)	Goal Balance
0	0	5%	\$1000
1	1	2%	\$500

The system issues a check that includes:

- \$500 gross pay for Empl_Rcd#0, Ben_Rcd#0.
- \$1000 gross pay for Empl_Rcd#1, Ben_Rcd#1.

The total deduction amount is $(\$500 \times 5\%) + (\$1000 \times 2\%) = \$45$. The current goal balance for Ben_Rcd#0 increases by \$25 and the current goal balance for Ben_Rcd#1 increases by \$20.

CHAPTER 7

Setting Up Garnishments

This chapter discusses how to:

- Establish a garnishment deduction.
- (USA) Maintain garnishment proration rules.
- Define disposable earnings for garnishments.
- (USA) Define U.S. garnishment rules.
- (CAN) Define Canadian garnishment rules.

See Also

[Chapter 13, “Administering Garnishments,” page 285](#)

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Vendors”

Establishing a Garnishment Deduction

This section discusses how to:

- Set up the Deduction table for garnishment deductions.
- Set up the General Deduction table for garnishment deductions.

Setting Up the Deduction Table for Garnishments Deductions

To define deduction information for garnishments:

1. Specify a garnishment deduction priority on the Deduction Table – Setup page.
 - a. Enter a number that is large enough to enable the system to deduct taxes and required deductions before it attempts to deduct garnishments in the *Deduction Priority* field.
 - b. Select *Garnishment* in the Special Processing field. This deduction code becomes the default garnishment deduction code.

Arrears do not apply to garnishment deductions. Instead, establish a proration rule.

Note. (CAN) For Canada, there is no default garnishment deduction code because you can define multiple before-tax and after-tax deduction codes to process garnishments. In addition, proration rules don't apply for Canada.

2. Assign a garnishment deduction classification on the Deduction Table – Tax Class page.
 - a. For the U.S., select *After-Tax* as the *Deduction Classification*. For Canada, select *Before-Tax* or *After-Tax*. For example, a Canadian child support garnishment might be a before-tax garnishment.
 - b. Select *None* as the *Canadian Sales Tax*.
3. Specify how the garnishment affects taxable grosses on the Deduction Table – Tax Effect page.
 - For U.S. companies, garnishments have no effect on taxable grosses.
 - For Canadian companies: after-tax garnishments have no effect on taxable grosses; before-tax garnishments do affect taxable grosses.
4. Specify how the system deducts the garnishment from pay on the Deduction Table – Process page.
 - a. Select the *Partial Deduction Allowed* check box for U.S. only. Don't select for Canada or U.S. federal government. Partial deductions apply only to jurisdictions that permit prorated payments.
 - b. Select the *Deductions Taken From Sep Chk* check box for U.S., Canada, and U.S. federal government.
 - c. Don't select the *Deduction Arrears Allowed* or *Stop Deduction at Termination* check boxes. (For Canadian processing, this would be the recommended setup.)
 - d. The *Maximum Yearly Deduction* should be left blank. Define the garnishment limit on the Garnishment Specification Data page when setting up an employee's garnishment.

Note. Don't specify garnishment withholding frequencies on the Schedule page in the Deduction Table component. Define the withholding frequency for garnishment deductions at the employee level on the Garnishment Specification Data page.

See Also

[Chapter 5, “Defining Deductions,” page 55](#)

[Chapter 7, “Setting Up Garnishments,” \(USA\) Maintaining Garnishment Proration Rules, page 128](#)

Setting Up the General Deduction Table for Garnishment Deductions

To establish a garnishment deduction, select *Flat Amount* as the *Deduction Calculation Routine* on the General Deduction Table page. The system automatically calculates the amount based on the employee's Garnishment Specification records, and deducts the appropriate amount, depending on the garnishment rules.

See Also

[Chapter 5, “Defining Deductions,” Defining General Deductions, page 79](#)

(USA) Maintaining Garnishment Proration Rules

This section provides an overview and discusses how to:

- Apply state rules to employee garnishments.

- Maintain state rules.

Note. (CAN) In Canada proration rules do not apply; courts and authorized agencies issue garnishment orders and determine proration requirements.

Understanding Garnishment Proration Rules

Because garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when there is insufficient monies available to cover all garnishments of the same type (for example, if an employee has two child support garnishments and not enough money to cover both of them).

The system uses the proration rule of the state from the Garnish Law Source field on the Garnishment Specification Data 6 page. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

Pages Used to Maintain Garnishment Proration Rules

Page Name	Object Name	Navigation	Usage
Garn Proration RL	GARN_PRORATE_RL	Set Up HRMS, Product Related, North American Payroll, Garnishments, State Proration Rules	Apply state rules to employee garnishments.
Proration Rule	GARN_PRORATE_DF	Set Up HRMS, Product Related, North American Payroll, Garnishments, Proration Rule Definition	Maintain rules used by states that permit proration of garnishments.
Garnishment Prorate Rules Rpt	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Proration Rules	Generate PAY720 that lists proration rules from the Garnishment table.

Applying Garnishment Proration Rules

Access the Garn Prorate RL page.

Garn Prorate RL		
Proration Rule State:	CA	California
Type of Garnishment:	S	SUPPORT
Garnishment Rule Details Find View All First 1 of 1 Last		
*Prorate Rule ID:	PCTCUR	<input type="button" value="+"/> <input type="button" value="-"/>
Effective Date:	01/01/1980	<input type="button" value="EJ"/>
Maintenance Responsibility:	PeopleSoft	<input type="button" value="v"/>
*Description:	<input type="text"/>	
Comments:	Current support is prorated before arrears. 1) Total the monthly amount from all current orders. 2) Divide the current monthly amount from each order by the total monthly current support amount. 3) Multiply the maximum amount available by the percentages for each order as determined in step 2.	

Garnishment Proration Rule page

Proration Rule ID (proration rule identification) Identifies the proration rule from the Garnishment Proration Definition Table.

Text of Rule Displays the text of the rule the payroll system follows when applying the proration rule. PeopleSoft maintains this information in the Garnishment Proration Definition Table.

See Also

[Chapter 13, "Administering Garnishments," Entering the Garnishment Proration Amount and Pay Mode, page 298](#)

Maintaining State Garnishment Proration Rules

Access the Prorate Rule page.

Proration Rule

*Proration Rule ID: PCTCUR

Comments:

Current support is prorated before arrearages.
 1) Total the monthly amount from all current orders.
 2) Divide the current monthly amount from each order by the total monthly current support amount.
 3) Multiply the maximum amount available by the percentages for each order as determined in step 2.
 If the maximum has not been exhausted, perform the above 3 steps using the arrearages amounts.

Proration Rule page

PeopleSoft maintains the Garnishment Proration Definition Table with a proration rule identification (ID) and text for each rule used by states that permit proration of garnishments. If you make any changes or additions to this table, you become responsible for maintaining these records.

Defining Disposable Earnings for Garnishments

This section provides an overview and discusses how to:

- (USA) Review and update U.S. disposable earnings definitions.
- (CAN) Review and update Canadian disposable earnings definitions.

Understanding Disposable Earnings for Garnishments

Disposable earnings (DE) are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, or local authority). For example, a disposable earnings definition might specify the calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

PeopleSoft maintains and delivers the standard federal and state disposable earnings definitions with PeopleSoft Payroll for North America.

Pages Used to Define Disposable Earnings for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment DE Definition	GARNISH_DE_DEFN	Set Up HRMS, Product Related, North American Payroll, Garnishments, DE Definition	Review and update disposable earnings definitions.
Garnishment DE Defn (Canada)	GARNISH_DE_DEFN_CN	Set Up HRMS, Product Related, North American Payroll, Garnishments, DE Definition CAN	Review and update Canadian disposable earnings definitions.
Disposable Earnings Definition	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Disposable Earnings Definition	Generate PAY716 that lists information from the Disposable Earnings Definition Table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.

(USA) Reviewing and Updating U.S. Disposable Earnings Definitions

Access the Garnishment Disposable Earnings Definition page.

Garnishment DE Definition

DE Definition ID: ALL WAGES

Disposable Earnings Definition

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Maintenance Responsibility: PeopleSoft

*Description: Use Total Wages

Details:

Subtract from Gross

Federal Taxes State Taxes Local Taxes Child Support

Reduction to DE

Find | View All First 1 of 1 Last

*Plan Type:

Benefit Plan:

*Deduction Code:

Deduction Classification

After-Tax

Before-Tax

Garnishment DE Definition page

Note. Courts frequently issue garnishment orders defining disposable earnings definitions that are different from standard federal and state definitions. In such a case, use this page to establish a record of the court's individual definition. You are responsible for maintaining these records.

DE Definition ID This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules Table.

Subtract from Gross Specify what to subtract from the gross, such as an employee's *Federal Taxes, State Taxes, Local Taxes, or Child Support* payments.

Deductions

Use this group box to enter deductions to apply when calculating disposable earnings. Some court orders require that you subtract deductions from the employee's gross pay to arrive at disposable earnings.

Deduction Class Specify *After-Tax* or *Before-Tax*.

For example, if an employee paying child support has health insurance that covers his estranged wife and child, a judge might order you to subtract the health deduction from his disposable earnings.

Important! For U.S. federal tax levies, the IRS defines disposable earnings as gross earnings minus voluntary and involuntary deductions in existence when the employer receives the garnishment order. Therefore, you can apply only *involuntary* increases in those existing deductions to the disposable earnings calculation for garnishments of this type. PeopleSoft provides FEDTAXLEVY as the DE definition ID for federal tax levies and for state tax levies for which the same rules apply. For the DE definition ID FEDTAXLEVY, use the Deductions group box to identify *only* those deductions that you *cannot* apply to the disposable earnings calculation.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered *except* for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions pertaining to specific disposable earnings definitions.

(CAN) Reviewing and Updating Canadian Disposable Earnings Definitions

Access the Garnishment DE Defn (Canada) page.

Note. Most of these fields have the same function as the U.S. version of the Garnishment DE Definition page, except the following:

DE Definition ID PeopleSoft maintains two Canadian federal disposable earnings definitions:

FEDERALCAN: Includes taxable benefits when calculating statutory deductions (that is, income tax, Canada Pension plan [CPP], and employment insurance [EI]) as a reduction to gross.

FEDCANEXBN: Excludes taxable benefits when calculating statutory deductions (that is, income tax, CPP, and EI) as a reduction to gross.

These definitions are part of PeopleSoft Payroll for North America.

Adjustment to Gross

Courts and other authorized jurisdictions might issue garnishment orders establishing disposable earnings that are different from standard definitions. In such a case, use the Garnishment DE Definition page to establish a record of the court's individual definition. The maintenance of these records is *your responsibility*.

Statutory Deductions and Child Support These check boxes are for your information only.

Reductions to DE

Some court orders specify deductions, such as union dues, that you can use to reduce disposable earnings. If so, use this group box to enter the deductions to use when calculating disposable earnings.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered *except* for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions to reduce the disposable earnings definitions.

(USA) Defining U.S. Garnishment Rules

This section discusses how to define a U.S. garnishment rule including exemption calculation methods and data.

Note. PeopleSoft Payroll for North America provides most of the garnishment rules that U.S. federal and state governments use. Federal software also provides information for U.S. localities and Canadian provinces.

Common Elements Used in This Section

Garnish Law Source and Rule ID Displays the jurisdictional entity (garnish law source) and unique rule ID that identify each garnishment rule. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Pages Used to Define U.S. Garnishment Rules

Page Name	Object Name	Navigation	Usage
Garnishment Rules Table1	GARNISH_RULE_TBL1	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table	View the basic definition for a garnishment rule.
Garnishment Rules Table2	GARNISH_RULE_TBL2	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table	Maintain exemption calculation methods and data.
Garnishment Rules Rpt (USA)	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Garnishment Rules	Generate the PAY715 report, which prints the Garnishment Rule Table by listing the rules for each state.

Maintaining Exemption Calculation Methods and Data

Access the Garnishment Rules Table2 page.

The screenshot displays the 'Garnishment Rules Table2' page. At the top, there are two tabs: 'Garnishment Rules Table1' and 'Garnishment Rules Table2'. Below the tabs, the page shows the following information:

- Garnish Law Source:** \$U
- Rule ID:** SUP
- Garnishment Rule Details:** Includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'.
- *Effective Date:** 01/02/1980
- *Status:** Active
- *Maintenance Responsibility:** Customer
- *Description:** Support
- Details:** Garnishment is for child support and employee is not supporting a spouse or dependent other than the one involved in the order.
- *DE Definition ID:** FEDBARN1

Garnishment Rules Table 2 page

Exemption Calculation

If multiple calculation methods exist, the system uses each one and selects the method most favorable to the individual employee—that is, the method with the largest exemption amount, which results in deducting the least possible amount from the employee’s paycheck per pay period.

General Calculation

If you select this option, the system calculates the exemption as follows, based on the exemption variables:

$$\text{exempt percent} + \text{exempt amount} + (\text{exempt amount per dependent} \times \text{number of dependents}) + (\text{exempt amount per allowance} \times \text{number of allowances})$$

The number of dependents comes from the Dep/Exempt Count field on the Garnishment Spec Data 6 page. The number of allowances comes from the Allowance Count field on the same page.

General Calc with Entered Amt (general calculation with entered amount) If you select this option, the calculation is the same as the general calculation except that the system uses the exempt amount from the Garnishment Spec Data 6 page instead of the exempt amount from the Garnishment Rules Table2 page.

Based on Minimum Hourly Wage If you select this option, enter the minimum hourly wage in the Exempt Amount field. The system calculates as follows:

$$(\text{exempt amount} \times \text{exempt hours}) + (\text{exempt amount per dependent} \times \text{number of dependents})$$

Note. You can review the PeopleSoft-maintained information on the Garnishment Rules Table1 and Garnishment Rules Table2 pages in the Define Payroll Process component. However, if you have recommended changes, please contact the PeopleSoft Global Support Center, or follow the guidelines for updating PeopleSoft-maintained tables in *PeopleSoft HRMS Application Fundamentals*, “Setting Up Payroll Tax Tables.”

(CAN) Defining Canadian Garnishment Rules

This section provides an overview of Canadian garnishment formulas and discusses how to:

- Specify adjustments to disposable earnings.
- Select exemption amounts.
- Define calculation formulas.

Note. PeopleSoft Payroll for North America provides garnishment rules for the majority of federal and provincial garnishment requirements.

Understanding Canadian Garnishment Formulas

You define calculation formulas on the Garnishment Rules Table - Calculation Formula page. To better understand how garnishment rules work, consider this example, using the BC garnish law source and GEN/DEP rule ID.

Use the following steps:

1. Calculate the disposable earnings (DE for rule):

$$\text{earnings subject to garnishment} - \text{statutory deductions} = \text{disposable earnings}$$
2. Calculate the total disposable earnings (DE for rule):

$$\text{result of step 1} - \text{selected deductions} = \text{total disposable earnings}$$
3. Calculate the amount of exemptions:

$$\text{result of step 2} \times \text{exempt percent} = \text{exemption}$$

Because the condition is Min/Max Check, the system compares the calculation results to the minimum and maximum exemptions amounts on the Exemption Variables page. If the amount is less than the minimum, the system uses the minimum. If the amount is greater than the maximum, the system uses the maximum.

4. Calculate the amount available for garnishment:
 result of step 2 – result of step 3 = amount available for garnishment
- The step 2 result is the total disposable earnings.
 - The step 3 result is the total amount exempt from the garnishment.

Common Elements Used in This Section

Garnish Law Source and Rule ID

Displays the province code/abbreviation or jurisdictional entity (garnish law source) and unique rule ID that identify a garnishment rule. You can use any rule if it applies to a garnishment situation, regardless of the original province designation. The ZZ value identifies federally related orders. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Pages Used to Define Canadian Garnishment Rules

Page Name	Object Name	Navigation	Usage
Rules Table CAN - Description	GARN_RULE_TBL1_CN	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table CAN	Define basic information for a garnishment rule.
Rules Table CAN - Earnings Inclusions/Exclusions	GARN_RULE_TBL2_CN	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table CAN	Specify adjustments to disposable earnings, override selections in the Earnings Table, and specify whether to include or exclude earnings codes in the Garnishment process.
Rules Table CAN - Exemption Variables	GARN_RULE_TBL4_CN	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table CAN	Specify exemption variables and amounts for specific frequencies (that is, daily, weekly, or monthly).
Rules Table CAN - Calculation Formula	GARN_RULE_TBL3_CN	Set Up HRMS, Product Related, North American Payroll, Garnishments, Rules Table CAN	Define the formulas that calculate a garnishment. Create formulas that consist of multiple steps for calculating disposable earnings for rules, exemptions, the amount available for garnishment, and (in some provinces) the garnishment amount.
Garnishment Rules Report (Can)	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Garnishment Rules CAN	Generate the PAY715CN report, which prints the Garnishment Rule Table by listing the rules for each province and territory.

Specifying Adjustments to Disposable Earnings

Access the Rules Table CAN - Earnings Inclusions/Exclusions page.

The screenshot displays the 'Earnings Inclusions/Exclusions' page. At the top, there are tabs for 'Description', 'Earnings Inclusions/Exclusions', 'Exemption Variables', and 'Calculation Formula'. The page shows 'Garnish Law Source: \$U' and 'Rule ID: LEVY/M'. Under the 'Garnishment Rule Details' section, the description is 'Tax Levy/Married', effective date is '01/01/2002', and status is 'Active'. Below this is a table for 'Earnings Code Inclusions/Exclusions' with one entry: 'B04 Bonus' with an 'Exclude' indicator.

Earnings Inclusions/Exclusions page

Earnings Code Inclusions/Exclusions

Earnings Code This field enables you to override selections in the Earnings Table. If no earnings codes apply, leave this field blank.

Selecting Exemption Amounts

Access the Rules Table CAN - Exemption Variables page.

The screenshot displays the 'Exemption Variables' page. At the top, there are tabs for 'Description', 'Earnings Inclusions/Exclusions', 'Exemption Variables', and 'Calculation Formula'. The page shows 'Garnish Law Source: \$U' and 'Rule ID: LEVY/M'. Under the 'Garnishment Rule Details' section, the description is 'Tax Levy/Married', effective date is '01/01/2002', and status is 'Active'. Below this is a section for 'Exemption Variables' with input fields for 'Exempt Percent', 'Exempt Amount', 'Minimum Exemption', 'Maximum Exemption', 'Dependents Excluded', 'Exempt Amount Per Dependent', and 'Exempt Amount Per Allowance'. There is also a radio button section for 'Amount Frequency' with options for 'Daily', 'Weekly', and 'Monthly'.

Exemption Variables page

Exemption Variables

Dependents Excluded

Specify the number of dependents to exclude before applying the exempt amount per dependent. For example, for an exemption of \$30 per dependent when an employee has more than 2 dependents, enter 2 in this field, and enter \$30 in the *Exempt Amount Per Dependent* field.

Note. If your selections here do not match the previously defined pay frequency, the system automatically performs a conversion for you.

Defining Calculation Formulas

Access the Rules Table can- Calculation Formula page.

Calculation Formula page

Calculation Formula

Use this group box to create step-by-step formulas for calculating garnishments or the amount available for garnishment.

Step Displays the actual step or sequence number in the calculation formula.

DE for Rule, Exemption, or Amt Available for Garnishment (amount available for garnishment) Select the option that identifies what the formula is calculating.

Condition Specify how to handle the end result of each step, when necessary.

Note. It is important that you select the correct DE Definition ID. For Canadian garnishment processing, there are only two supported IDs (FEDERALCAN and FEDCANEXBN).

See Also

Chapter 13, “Administering Garnishments,” Entering the Garnishment Proration Amount and Pay Mode, page 298

CHAPTER 8

(USA) Setting Up and Calculating FLSA Rates

This chapter provides an overview of FLSA and discusses how to:

- Set up for FLSA calculations.
- View FLSA Pay Data.
- Work with multiplication factors in FLSA Calculations.
- Calculate FLSA rates for hourly employees.
- Calculate FLSA rates for hospital employees.
- Calculate FLSA rates for salaried employees.
- Calculate FLSA rates for monthly and semimonthly exception hourly employees.
- Calculate FLSA rates for public safety employees.
- Calculate FLSA rates with mid-period rate changes.
- Calculate single payments over multiple pay periods.
- Calculate FLSA rates and double time pay.

Understanding FLSA Rates

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Government regulations require employers to pay overtime at a rate that is at least equal to the rate calculated according to FLSA regulations. Additionally, you must prorate nondiscretionary bonuses over all applicable FLSA periods and use them to calculate the FLSA regular rate. When an employee has multiple nonexempt jobs in the same organization, the system applies the overtime rule to the total hours for all jobs.

A premium rate is the extra amount of the contractual rate paid for overtime and is stated by percentage. The contractual rate is the hourly rate of pay that an employer promises an employee in exchange for performing a job. The premium amount paid for overtime can be paid either at contractual rate or FLSA rate.

For example, if you compute overtime at 1.5 times the contractual rate, then the overtime premium rate is 50 percent. A contractual rate of \$10 per hour yields overtime earnings of \$15 per hour, with \$5 as the overtime premium paid at contractual rate. Per FLSA regulation, when bonus is factored into the overtime calculation, this premium overtime pay can be higher at FLSA rate.

The Company table enables you to specify what rate to use for overtime premium as follows:

- Always at the FLSA premium.

- At the greater of the FLSA or contractual premium rates.

The employee always receives at least the FLSA premium.

You can calculate overtime pay:

- According to FLSA rules.
- According to a calculation of:

overtime hours × percentage of the contractual rate that you have agreed to pay for overtime work

How you calculate overtime, prorate bonuses, and handle other earnings (such as shift differentials and tips) depends on whether your employees are subject to FLSA standards or exempt from them.

FLSA calculation is affected by the pay frequency. Supported pay frequencies supported are weekly, bi-weekly, monthly and semimonthly. Frequency factors defined on the Frequency table may be required in converting the amounts from pay period to FLSA period frequency.

Note. Some FLSA calculations use constant values for Standard Hours or Work Day Hours from Job for an entire period. Changing Standard Hours or Work Day Hours in the middle of an FLSA period causes inaccurate calculations. Make changes at the end or beginning of the FLSA period.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Working With Multiple Jobs”

Setting Up for FLSA Calculations

This section discusses how to:

- Set up foundation tables for FLSA calculations.
- Set up the Earnings table for FLSA calculations.
- Set up Job Data for FLSA calculations.

Note. Later sections in this chapter provide examples of calculations. Use the examples as a guide while setting up FLSA calculations.

Setting Up Foundation Tables for FLSA Calculations

To set up foundation tables for FLSA calculations:

1. Select the FLSA Required check box on the Company Table page.

On the Company Table page, select the FLSA Required check box if any pay groups in your company require FLSA compliance. If you don't select this check box, FLSA functionality is not available in PeopleSoft Payroll for North America. After you select the FLSA Required check box, the FLSA Rule group box becomes available for entry.

2. Select an option in the FLSA Rule group box on the Company Table page.

Designate whether the system should always use the FLSA premium rate (even when the FLSA rate is less than the contractual rate) or the higher of the FLSA and contractual rates (this is the default).

3. Set up the FLSA calendar on the FLSA Calendar Table page.

Define the FLSA period days and start dates on the FLSA Calendar Table page. This step is not required when you use the Basic Rate Formula for fixed, salaried hours in a fixed FLSA period.

4. Select the FLSA Required check box on the Pay Group Table - Calc Parameters page.

If FLSA functionality applies to this pay group, select this check box to enable the display of the FLSA Period Definition button. You must consider whether FLSA applies when creating pay groups.

5. Define the FLSA period and other parameters for the pay group's FLSA calculation on the Period Definition page.

To access the Period Definition page, click the FLSA Period Definition button on the Pay Group Table - Calc Parameters page.

Note. Unless you enable FLSA functionality at every level in the previous steps, you don't see FLSA functionality at the next lower level. In other words, you must select the NA Payroll check box in the Installation table before you can access U.S.-specific functionality in the Company table. If you do not select the FLSA Required check box in the Company table, you don't see FLSA functionality on the Pay Group Calculation Parameters page. After you select the FLSA Required check box in the Pay Group table, the FLSA Period Definition button becomes available. The country for the pay group must also be USA for FLSA processing. To be included in the FLSA calculation, an employee must have nonexempt status in Job and belong to an FLSA-required pay group.

Setting Up the Earnings Table for FLSA

Use the Earnings Table - General page and the Earnings Table - Calculation page to specify the earnings codes in your company that are affected by FLSA regulations, and to assign the earnings codes to FLSA categories. Only these two pages in the Earnings Table component affect FLSA payment.

The following steps are required, but not necessarily in this order.

- Complete the Earnings Table - General page.
- Complete the Earnings Table - Calculation page.

Completing the Earnings Table - General Page

Use the Effect on FLSA group box to specify whether the hours and/or amount affect FLSA regular rate calculations. For regular pay, the calculation includes both hours and amount. For shift pay only, the calculation includes amount only, because the hours are already recorded in the regular pay.

Completing the Earnings Table - Calculation Page

Assign each earnings code to a FLSA category (Regular, Overtime, or Excluded). If the FLSA category is Overtime, the Regular Pay Included check box becomes available for entry.

Select the Regular Pay Included check box if the multiplication factor for the overtime earnings is greater than 1.0. This depends on your company's business rules. Some companies include all straight time pay with the overtime calculation, while other companies separate straight time pay from the premium portion of overtime.

Setting Up an Employee's Job Data

This step is employee-specific. Complete the USA section of the Job Data - Job Information page when you hire an employee.

FLSA Status	Only nonexempt employees are entitled to FLSA calculation.
Work Day Hours	Displays the number of hours an employee is scheduled to work on a normal day, which the system uses to calculate the FLSA Basic Rate Formula.

Viewing FLSA Pay Data

This section discusses how to view earnings by FLSA period.

Page Used to Review FLSA Calculations

Page Name	Object Name	Navigation	Usage
FLSA Pay Data	FLSA_PAY	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review FLSA Pay Data North American Payroll, Payroll Processing USF, Run Payroll, Review FLSA Pay Data 	<p>View an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page.</p> <p>Before viewing this page, you must run the pay calculation.</p>

Viewing Earnings by FLSA Period

Access the FLSA Pay Data page.

Flsa Pay Data

Employee ID: TZ240 Wade, Arthur
Company: TC2 **FLSA End Date:** 08/01/1998

Earnings
Find | View All First 1 of 1 Last

Pay Group: T2S **Pay Period End:** 07/31/1998 **Page:** 8
Empl Rcd#: 0 **Addl #** **Off Cycle ?** **Line #:** 2
Check #: 964 Regular **Issue Date:** 07/31/1998 **Sep Chk #:**
 Confirmed Check **Reason:** Not Specified
Earnings Begin-End: 07/26/1998 07/31/1998 Fixed Salaried Hours

Rate Code	Hours	Earnings	Hourly Rate:	10.817308
Regular:			FLSA Rate:	12.067250
Overtime:	2.00	12.067250	Shift/Rate:	N/
Reg Earns:	40.00	390.63	State:	KS
Overtime Rate Used:	FLSA Rt		Locality:	

Other Earnings
Customize | Find | View All First 1 of 1 Last

Code	Description	Hours	Rate	Earnings	Effect on FLSA
TPB	Prod Bonus			50.00	Amts Only

Additional Information
Customize | Find | View All First 1 of 1 Last

	FLSA Hours	Rate	FLSA Earns	Days in Period	Work Day Hours	Pay Period Earn
Weekly Wage Equivalent	40.00		432.69			

FLSA Pay Data page

With the exception of the Additional Information group box, all fields on this page are identical to those on the Paysheet page.

Note. For employees in multiple jobs, earnings from jobs that belong to pay groups for which FLSA is not required and jobs not having an FLSA status of Nonexempt are not visible on the page.

Additional Information

Information in the first column identifies the type of calculation. Values are:

Pay Period Average Reg Earns (pay period average regular earnings)

Provides additional information when the annualized allocation of standard hours and rate for regular earnings does not reflect the actual hours and rate worked for a monthly or semimonthly period.

The following fields are populated: FLSA Hours, Rate, FLSA Earns, Days in Period, Work Day Hours, and Pay Period Earn.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” Calculating FLSA Rates for Monthly and Semimonthly Exception Hourly Employees, page 158.](#)

Basic Formula Earnings

Provides information to help compute the Basic Formula FLSA Rate for salaried employees.

The following fields are populated: Days in Period, Work Day Hours, and Pay Period Earn.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” Basic Rate Formula for Fixed Salaried Hours, page 157.](#)

Weekly Wage Equivalent

Provides information to compute the weekly wage equivalent when calculating for semimonthly and monthly salaried employees with fixed or unspecified hours.

For fixed hours calculations, the FLSA Hours field displays the standard hours.

For unspecified hours calculations, the FLSA Hours field is empty because the actual hours in pay check is used.

For both fixed and unspecified hours calculations, the FLSA Earns field displays the Weekly Wage Equivalent Earns.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” Calculating FLSA Rates for Salaried Employees, page 155.](#)

See Also

[Chapter 20, “Working With Paysheets,” Understanding Paysheets and Paylines, page 406](#)

Understanding Multiplication Factors in FLSA Calculations

This section provides examples of:

- Overtime with a multiplication factor of 0.5.
- Overtime with a multiplication factor of 1.5.
- Overtime with a multiplication factor greater than 1.5.

Note. The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In all of the examples in this section, the FLSA field on the Company Table page is set to Higher of FLSA/Contractual.

Contractual Overtime With a Multiplication Factor of 0.5

When using a multiplication factor of 0.5 for overtime, you must either set up a companion earnings with a multiplication factor of 1.0 to record the straight-time hours, or include the straight-time hours with the regular hours.

This example includes the straight-time hours in a companion earnings.

Employee	David
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	\$12.00	\$480.00
Overtime at 0.5	6.5	\$6.00 = \$12.00 × 0.5	\$39.00
Overtime at 1.0	6.5	12.00	\$78.00
Shift 2 differential	12	\$3.25	\$39.00
Shift 2 overtime at 0.5	2	\$7.625 = (\$12.00 + \$3.25) × 0.5	\$15.25
Shift 2 overtime at 1	2	\$15.25 = \$12.00 + \$3.25	\$30.50

David's contractual premium pay is \$54.25:

- $\$12.00 \times 0.5 \times 6.5$ overtime hours = \$39.00.
- $\$15.25 \times 0.5 \times 2.0$ shift overtime hours = \$15.25.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 differential		\$3.25	\$39.00
Shift 2 overtime at 1.0	2	\$15.25	\$30.50
Totals	48.5		\$627.50

Calculations:

- FLSA rate:

$$12.9381 = \$627.50 / 48.5 \text{ total weekly hours.}$$

- Premium pay:

$$\$54.98 = \$12.9381 \times 0.5 \times 8.5 \text{ overtime hours.}$$

Because the FLSA overtime premium of \$54.98 is greater than the contractual premium of \$54.25, use the FLSA rate to calculate David's overtime for the week.

Contractual Overtime With a Multiplication Factor of 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums.

Employee	Laura
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.5	6.5	\$18.00 = \$12.00 × 1.5	\$117.00
Shift 2 differential	12	\$3.25	\$39.00
Shift 2 overtime at 1.5	2	\$22.875 = (\$12.00 + \$3.25) × 1.5	\$45.75

Laura's contractual premium pay is \$54.25:

- $\$12.00 \times 0.5 \times 6.5$ overtime hours = \$39.00.
- $\$15.25 \times 0.5 \times 2.0$ shift overtime hours = \$15.25.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 differential		\$3.25	\$39.00
Shift 2 overtime at 1.0	2	\$15.25	\$30.50
Totals	48.5		\$627.50

Calculations:

- FLSA rate:
 $\$12.9381 = \$627.50 / 48.5$ total weekly hours.
- Premium pay:
 $\$54.98 = \$12.9381 \times 0.5 \times 8.5$ overtime hours.

Because the FLSA overtime premium of \$54.98 is greater than the contractual premium of \$54.25, use the FLSA rate to calculate Laura's overtime for the week.

Contractual Overtime With a Multiplication Factor Greater Than 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums.

Employee	Jane
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.5	3.5	\$18.00 = \$12.00 × 1.5	\$63.00
Overtime at 2.0	4.5	\$24.00 (= \$12.00 × 2)	\$108.00
Shift 2 differential	16	\$3.25	\$52.00
Shift 2 overtime at 1.5	2	\$22.875 = (\$12.00 + \$3.25) × 1.5	\$45.75

Jane's contractual premium pay is \$90.25:

- $\$12.00 \times 0.5 \times 3.5$ overtime hours = \$21.00.
- $\$12.00 \times 1 \times 4.5$ overtime hours = \$54.00.
- $\$15.25 \times 5 \times 2.0$ shift overtime hours = \$15.25.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.0	3.5	\$12.00	\$42.00
Overtime at 1.0	4.5	\$12.00	\$54.00
Shift 2 differential	0	\$3.25	\$39.00
Shift 2 overtime at 1.0	2	\$15.25	\$30.50
Totals	50		\$645.50

Calculations:

- FLSA rate:

$$\$12.91 = \$645.50 / 50 \text{ total weekly hours.}$$

- Premium pay:

$$\$12.91 \times 0.5 \times 10 \text{ overtime hours} = \$64.55.$$

Because the contractual overtime premium of \$90.25 is greater than the FLSA premium of \$64.55, use the contractual rates to calculate Jane's overtime.

Calculating FLSA Rates for Hourly and Exception Hourly Employees

This section provides an overview and discusses how to:

- Calculate overtime pay for a workweek with fewer than 40 hours.
- Calculate FLSA rates when the workweek is 40 hours.

Note. Calculations are different for exception hourly employees paid monthly or semimonthly.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” Calculating FLSA Rates for Monthly and Semimonthly Exception Hourly Employees, page 158.](#)

Understanding FLSA Rates for Hourly Employees

The examples in this section compare premium amounts, rather than rates. The premium is the amount over the regular rate that an employee earns by working overtime. The system adds this to the contractual rate for the overtime hours that an employee works.

If an hourly employee has only regular earnings, the FLSA regular rate is the same as the contractual hourly rate (that is, the rate at which you contracted to pay the employee for a job). If the employee has other included earnings (such as bonuses, shift differentials, multiple pay rates in the same FLSA period, or overtime), the system calculates the FLSA regular rate as shown in the examples in this section, with the exception of overtime pay for workweeks with fewer than 40 hours.

Calculating Overtime Pay for a Workweek With Fewer Than 40 Hours

John receives \$325.00 for a 35-hour workweek. His FLSA regular rate is \$9.2857 (= \$325.00 / 35 hours). According to FLSA requirements, John is entitled to \$9.2857 per hour for overtime worked in the 36th through 40th hour of the week, and to \$13.9285 (= \$9.2857 × 1.5) for overtime worked after 40 hours. John's employer might pay him time and a half for hours that exceed 35 in a workweek, but that doesn't affect his FLSA regular rate.

Calculating FLSA When the Workweek is 40 Hours

The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In this example, the FLSA field on the Company Table page is set to Higher of FLSA/Contractual.

This is the general FLSA formula that also applies to Exception Hourly Weekly and Bi-weekly employees:

- $\text{FLSA Rate} = (\text{Regular Period Pay} + \text{Overtime Pay at Contractual} + \text{Total Other FLSA Eligible Earnings}) / \text{Total FLSA Eligible Hours}$
- $\text{FLSA Overtime Premium} = \text{Overtime Hours} \times .5 \times \text{FLSA Rate}$

Employee	Sam
Contractual hourly rate	\$6.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly
Bonus	\$12.00.

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	\$6.00	\$240.00
Overtime at 1.5	6	\$9.00 = \$6.00 × 1.5	\$54.00
Bonus			\$12.00

Sam's contractual premium pay:

$$\$18.00 = \$6.00 \times 0.5 \times 6 \text{ overtime hours.}$$

If Sam's regular rate is less than the minimum wage, you must calculate his overtime using the higher of the state or federal minimum wage, which is stored in the Federal/State Tax Table.

Sam's bonus might cover a work period that exceeds the current pay period.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	\$6.00	\$240.00
Overtime at 1.0	6	\$6.00	\$36.00
Bonus			\$12.00
Totals	46		\$288.00

Calculations:

- FLSA rate:

$$\$6.26 = \$288.00 / 46 \text{ total weekly hours.}$$

- Premium pay:

$$\$18.78 = \$6.26 \times 0.5 \times 6 \text{ overtime hours.}$$

Because the FLSA overtime premium of \$18.78 is greater than the contractual premium of \$18, use the FLSA rate to calculate Sam's overtime.

Note. For employees working in California, FLSA will be paid on all overtime hours, without first having to verify that employees have at least 40 hours of regular earnings. So, if the paysheet shows 30 REG and 10 OT, FLSA will be paid on the 10 hours of OT (overtime).

Calculating FLSA Rates for Hospital Employees

Hospitals and nursing homes can enter into agreements with employees under which they use a 14-consecutive-day period, rather than a 7-day period, as the basis for calculating overtime. The FLSA Formula is the same as Hourly Employees.

Note. You must select the FLSA calendar with 14 FLSA period in days on the Pay Group FLSA Period definition page. For the FLSA feature to work, you must pay your 8/80 employees biweekly. When you pay some employees 8/80 and some on a 7-day period, you must assign employees to separate pay groups, based on the FLSA method of calculating premium pay.

Employee	Bill
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA period	14 days

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	76	\$12.00	\$912.00
Overtime at 1.5	6.5	\$18.00 = \$12.00 × 1.5	\$117.00
Shift 2 differential	40	\$3.25	\$130.00
Shift 2 overtime at 1.5	4	\$22.875 = (\$12.00 + \$3.25) × 1.5	\$91.50
Sick pay, shift 2	4	15.25	\$61.00
Total wages			\$1311.50

Bill's contractual premium pay is \$69.50:

- $\$12.00 \times 0.5 \times 6.5$ overtime hours = \$39.00.
- $\$15.25 \times 0.5 \times 4.0$ shift overtime hours = 30.50.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	76	\$12.00	\$912.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 differential	0	\$3.25	\$130.00
Shift 2 overtime at 1.0	4	\$15.25	\$61.00
Sick pay, shift 2	0		\$0.00 (not used to calculate FLSA regular rate)
Totals	86.50		\$1181.00

Calculations:

Only use total hours of 86.50 worked for FLSA regular rate. Shift hours are already included in regular, and sick hours are not used.

- FLSA rate:

$$\$13.653 = \$1181.00 / 86.50 \text{ total pay period hours.}$$

- Premium pay:

$$\$71.67 = \$13.653 \times 0.5 \times 10.5 \text{ total pay period overtime hours.}$$

Because the FLSA overtime premium of \$71.67 is greater than the contractual premium of \$69.50, use the FLSA rate to calculate Bill's overtime.

Calculating FLSA Rates for Salaried Employees

This section provides examples of the three ways to calculate FLSA regular rates for salaried, nonexempt employees:

- Fixed hours.
- Unspecified hours.
- Fixed hours using the Basic Rate Formula.

Fixed Salaried Hours

For fixed salaried hours, the FLSA Rate uses Standard Hours from Job Data and uses the Multiplication Factor of 1.5:

- $FLSA\ Rate = (Regular\ Period\ Pay + Total\ Other\ FLSA\ Eligible\ Earnings) / Standard\ Hours$
- $FLSA\ Overtime\ Pay = Overtime\ Hours \times 1.5 \times FLSA\ Rate$
- $Weekly\ Wage\ Equivalent = Regular\ Period\ Pay \times Pay\ Period\ Frequency\ Factor / Weekly\ Frequency\ Factor.$

If the employee doesn't work the whole FLSA work week, then the Weekly Wage equivalent will be prorated by the number of days worked divided by total work days in the week.

In this example Mary has Standard Hours of 40-hour workweek and work week of 5 days. The number of actual working days in the month does not matter, because for FLSA premium purposes, Mary's salary is calculated as a weekly wage. With Mary's Monthly Pay Period Earnings of \$1200, her Weekly Wage Equivalent is \$276.92 ($\$1200 \times 12 / 52$).

Employee	Pay Period Earns	Weekly Wage Equivalent	Hours Per Week	FLSA Regular Rate
Mary	\$1200.00	\$276.92	40	$\$6.92 = 276.92 / 40$

Mary worked 2 hours of overtime in week 1 and 4 hours of overtime in week 3. She is entitled to overtime pay of \$62.28 ($\$6.92 \times 1.5 \times 6$ hours). Her total check for the month is \$1262.28.

If Mary receives a bonus of \$50 for week 1, her hourly rate of pay for that week is \$8.17 ($= \$276.92 + \$50 / 40$). She receives overtime pay of \$24.51 ($\$8.17 \times 1.5 \times 2$) for week 1 and \$41.52 ($\$6.92 \times 1.5 \times 4$) for week 3. Her total check for the month is \$1316.03.

Note. The multiplication factor used to calculate the overtime is 1.5, rather than 0.5, because the straight-time portion of the overtime is not used to determine the FLSA rate.

The Additional Information group box of the FLSA Pay Data page displays the standard hours in FLSA Hours and the weekly wage equivalent earnings in FLSA Earns.

Unspecified Salaried Hours

For salaried unspecified hours, FLSA Rate uses actual hours worked and multiplication factor of .5:

- $FLSA\ Rate = (Regular\ Period\ Pay + Total\ Other\ FLSA\ Eligible\ Earnings) / Total\ Hours\ Worked.$
- $FLSA\ OvertimePremium\ Pay = Overtime\ Hours \times .5 \times FLSA\ Rate.$

If the employee is paid Monthly or Semimonthly, the Weekly Wage Equivalent needs to be calculated using the same formula as specified for Fixed Hours.

In the following example, Mary receives \$1200 per month for however many hours her job requires, but she is entitled to overtime if she works more than 40 hours in a week. Her weekly wage equivalent is \$276.92 ($\$1200 \times 12 / 52$). She works 3 hours of overtime in week 1 and 5 hours of overtime in week 3.

FLSA Calculation

Earnings	Week 1	Week 2	Week 3	Week 4
Weekly Wage Equivalent	\$276.92	\$276.92	\$276.92	\$276.92
Total Hours worked	43 (40 Regular + 3 Overtime Hours)	40 Regular Hours	45 (40 Regular + 5 Overtime Hours)	40 Regular Hours
FLSA rate	$\$6.44 = \$276.92 / 43$ hours	$\$6.92 = \$276.92 / 40$ hours	$\$6.15 = \$276.92 / 45$ hours	$\$6.92 = \$276.92 / 40$ hours
FLSA overtime premium	$\$9.66 = \$6.44 \times 0.5 \times 3$ overtime hours	0	$\$15.38 = \$6.15 \times 0.5 \times 5$ overtime hours	0
Overtime pay	$\$30.42 = (\$6.92 \times 3) + \$9.66$	0	$\$50.00 = (\$6.92 \times 5) + \$15.38$	0
Total Pay Earnings	$\$307.35 = \$276.92 + \$30.43$	\$276.92	$\$326.92 = \$276.92 + 50.00$	\$276.92

If Mary receives a bonus of \$50 for week 1, her FLSA hourly rate of pay for that week is \$7.60 ($(\$276.92 + \$50) / 43$). The FLSA overtime premium is \$11.40 ($\$7.60 \times 0.5 \times 3$). She receives overtime pay of \$32.16 ($(\$6.92 \times 3) + 11.40$).

The Additional Information group box of the FLSA Pay Data page displays the weekly wage equivalent earnings in FLSA Earns.

Basic Rate Formula for Fixed Salaried Hours

The Department of Labor allows the use of a Basic Rate Formula to calculate the regular rate of pay for semimonthly or monthly salaried employees, if the employee agrees. With the Basic Rate Formula, you calculate a salaried employee's FLSA rate using the following formula:

- FLSA Rate = pay period salary / number of days in the pay period / number of hours in a normal workday.
- FLSA Overtime Pay = Overtime Hours x 1.5 x FLSA Rate.

The workday hours come from the employee's Job Data record.

Employee	Pay Period Earnings	Days in Period	Workday Hours	FLSA Regular Rate
Mary	\$1200.00	23	8 hours	$\$6.52 = \$1200 / 23 / 8$

Mary works 2 hours of overtime in week 1 and 4 hours of overtime in week 3. She is entitled to overtime pay of \$58.68 ($\$6.52 \times 1.5 \times 6$ hours). Her total check for the month is \$1258.68. In a month with only 20 workdays, Mary's FLSA rate is \$7.50 ($\$1200 / 20 / 8$). If she works 6 hours of overtime, her overtime pay is \$67.50 ($\$7.50 \times 1.5 \times 6$ hours) and her total check for the 20-day month is \$1267.50

If Mary receives a bonus of \$50 in a month with 20 workdays, her FLSA rate is \$7.81 ($(\$1200 + \$50) / 20 / 8$). If she works 6 hours of overtime, her overtime pay is \$70.29 ($\$7.81 \times 1.5 \times 6$ hours) and her total check for the month is \$1320.29.

The Additional Information group box of the FLSA Pay Data page displays the Days in Period, Work Day Hours, and Pay Period Earns.

Calculating FLSA Rates for Monthly and Semimonthly Exception Hourly Employees

For a monthly or semimonthly pay period, the annualized allocation of standard hours and rate for regular earnings on the paysheet doesn't reflect the actual hours and rate worked. The system therefore calculates:

- Total Hours Worked in Pay Period = work days in pay period \times work day hours from Job Data.
- Pay Period Average Rate = pay period earnings / total hours worked.
- The FLSA Regular Earnings = Pay Period Average Rate \times Actual Hours Worked.
- The calculated FLSA Regular Earnings is the one used in FLSA Rate calculation instead of the Regular Earnings from pay check.

This section provides an example of monthly exception hourly FLSA calculation.

Note. For weekly and biweekly pay periods the calculation is the same as the example for hourly employees.

Example of Monthly Exception Hourly FLSA Calculation

This example shows the calculation method when the FLSA period crosses two months.

Period Definitions

This example relates to the following periods:

Period	Begin — End Dates
Pay period (June)	June 1 – June 30
Pay period (July)	July 1 – July 31
Earnings Period (June end)	June 28 – June 30
Earnings Period (July begin)	July 1– July 4
FLSA period	June 28 – July 4

Annualized Contractual Allocation

This table shows Mark’s annualized allocation of standard hours and rate for regular earnings:

Description	Value	Calculation Formula
Hours per month	173.33	$((40 \text{ standard hours per week} \times 52 \text{ weeks per year}) / 12 \text{ months})$
Regular earnings per month	\$2,291.67	
Hourly rate	\$13.221154	$(\$2,291.67 \text{ earnings per month} / 173.33 \text{ hours per month})$

Regular Paycheck Earnings by Earnings Period

Earnings Period	Rate Code	Hours	Rate	Earnings	Overtime Hours
June 28–June 30	TRG (regular)	16.00	13.221154	211.54	5
July 1–July 4	TRG (regular)	13.33	13.221154	176.24	4

Additional Information on FLSA Pay Data

On Mark’s FLSA Pay Data pages the following information appears in Additional Information for *Pay Period Average Reg Earns* (pay period average regular earnings) calculation:

Earnings Period	FLSA Hours	Rate	FLSA Earns	Days in Period	Work Day Hours	Pay Period Earn
06/28–6/30	16.00	13.020852	208.33	22	8.00	2291.67
07/01–07/04	24.00	12.454728	298.91	23	8.00	2291.67

In the earnings period 7/1–7/4, 13.33 hours are posted for regular earnings. However, from July 1 to July 4, Mark actually worked three 8-hour days, bringing the total FLSA hours worked to 24, instead of the 13.33 hours posted for regular. This illustrates how the annualized allocation of hours doesn't match the actual hours worked.

FLSA Regular Earnings Calculation

Using the FLSA data as shown in the Additional Information group box, the system computes the FLSA Regular earnings using Pay Period Average Rate as follows:

Calculation	Formula	June	July
Total Hours worked in the pay period	work days in pay period × work day hours	$22 \times 8 = 176$	$23 \times 8 = 184$
Pay Period Average rate	pay period earnings / total hours worked	$2291.67 / 176 = 13.020852$	$2291.67 / 184 = 12.454728$
FLSA Regular Earnings	FLSA hours worked × pay period average rate	$16 \times 13.020852 = \$208.33$	$24 \times 12.454728 = \$298.91$

FLSA Rate Calculation

After calculating the pay period average regular earnings, the rest of the FLSA processing remains the same. The system uses the FLSA regular earnings amounts to calculate the FLSA rate as follows:

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
TRG June 28 to June 30	16.00	13.020739 (pay period average rate)	\$208.33
TRG July 1 to July 4	24.00	12.454565 (pay period average rate)	\$298.91
TOV	9.00	13.221154 (annualized contractual hourly rate)	\$118.99

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
TPB			\$100.00
Totals	49		\$726.23

In this case, on the earnings end date of July 4, the total FLSA hours are over 40, so the system processes as follows:

- Divides the total earnings by the total hours to compute the new FLSA rate.
 $\$726.23 / 49 = 14.821020$.
- Applies the new FLSA rate to the current overtime of 4 hours, giving overtime premium of \$29.64 ($\$14.821020 \times .5 \times 4$ hours). Total overtime pay is \$82.52 ((4 hours \times \$13.221154 contractual rate) + \$29.64 FLSA overtime premium)
- Creates a new pay line for the previous period overtime of 5 hours and applies the new FLSA rate.
 $5 \times 14.821020 = 103.16$.
 FLSA overtime premium is \$37.05 ($\$14.821020 \times .5 \times 5$ hours) and total overtime pay is \$103.16 ((5 hours \times \$13.221154 contractual rate) + \$37.05 FLSA overtime premium).
- Reverses the original overtime paid in the previous period at the contractual rate of 13.221154.
 The reversal amount is \$99.16 ($\$13.221154 \times 1.5 \times 5$ hours).

Calculating FLSA Requirements for Public Safety Employees

This section provides an overview of FLSA requirements for public safety employees and discusses:

- Maximum non-overtime hours.
- 28 day, 212-hour FLSA period example.
- 14 day, 86-hour FLSA period example.

Understanding FLSA for Public Safety Employees

The FLSA overtime requirements for public safety employees are different from those of other employees, because a specified number of work hours is needed within the FLSA work period before the FLSA rate can be applied to overtime pay. Their work periods vary from 7 to 28 days, depending on the work period. Some police officers and fire protection employees have 28-day work periods; some have 14-day work periods. These employees usually receive pay biweekly and have 28-day FLSA pay periods. They can report overtime hours throughout the FLSA period, but FLSA overtime regulations are not invoked until the employee works more than the maximum FLSA hours for the period. After the employee works the maximum FLSA hours for the period, you must pay all overtime over the maximum using the FLSA regular rate.

You must pay overtime to fire protection employees for hours that exceed 212 in a 28-day period. You must pay overtime to law enforcement employees for hours that exceed 171 in a 28-day period. If the work period is fewer than 28 days, the hours are prorated. This enables you to balance work hours over an entire FLSA work period.

Understanding Maximum Non-Overtime Hours Under 7K Exemption (Public Safety)

For those with work periods of 7 to 28 days, the system calculates overtime hours that are reported after an employee's FLSA hours equal the number shown in the following table, published by the Wage and Hour Division, U.S. Department of Labor.

Days in Work Period	Fire Protection	Law Enforcement
28	212	171
27	204	165
26	197	159
25	189	153
24	182	147
23	174	141
22	167	134
21	159	128
20	151	122
19	144	116
18	136	110
17	129	104
16	121	98
15	114	92
14	106	86

Days in Work Period	Fire Protection	Law Enforcement
13	98	79
12	91	73
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

Example

A firefighter's work period is 28 consecutive days, and she works 80 hours in each of the first 2 weeks, 52 hours in week 3, and none in week 4. Her total work hours of 212 (80 + 80 + 52 + 0) which does not exceed 212 for the 28-day work period.

Therefore, no overtime pay is due.

If the same firefighter has a work period of 14 days, overtime pay is due for 54 hours (160 minus 106 hours, the amount in the table) for the weeks in which she works 2 consecutive 80 hour weeks.

Days in work period = 14. Overtime pay is due after 106 hours. Therefore, 54 hours of overtime pay is due.

Example: 28-Day, 212-Hour FLSA Period

Firefighter Jane has a 28-day work period and earns an annual salary of \$24,000 for all hours worked. For each FLSA period, Jane receives \$1,846.15 (= \$24,000.00 / 13).

During the last FLSA period, Jane worked 224 hours (12 more than the maximum of 212). Her regular rate is \$8.24 (= \$1,846.15 / 224). Jane's overtime premium is \$49.44 (= 12 × \$8.24 × 0.5).

Example: 14-Day, 86-Hour FLSA Period

This police department uses an 86-hour, 14-day work period. Under present city regulations, police officers can receive pay in several earnings codes for hours that exceed 81 in a 14-day period. They can receive:

- Mandatory overtime (MOT).
- Special event overtime (SOT).
- Comp time (CTO).

If the city pays MOT or SOT in the present payment system, this overtime premium for hours up to the FLSA limit of 86 hours can apply as a credit against FLSA liability. For example:

Crediting Overtime Premium Against FLSA Liability

Employee	Joe
Monthly salary	\$2,631.00
Contractual hourly rate	\$15.179
Scholastic bonus (biweekly)	\$18.47
Special assignment pay	\$30.36
FLSA period	14 day, 86 hours

For a 2-week (14-day pay period), Joe records the following information:

Earnings Code	Description	Hours	Effect on FLSA
REG	Regular	78	Hours and amount
MUP	Move-up	3	Hours and amount
MOT	Mandatory overtime	2	Hours and amount
SOT	Special event overtime	4	Hours and amount
CTO	Comp time	2	None
SCK	Sick leave	2	None
Total		91	

Because all of the earnings except SCK and CTO are eligible, the total eligible FLSA hours is 87. Because this is 1 hour more than the police officer's limit of 86 hours for a 14-day period, Joe has 1 hour of FLSA liability.

Determining the FLSA Regular Rate

To determine the FLSA regular rate, the system calculates: FLSA eligible earnings / FLSA eligible hours.

Earnings Code	Hours	Rate	Earnings
REG	78	\$15.179	\$1,183.96
MUP	3	\$15.938 (= \$15.179 × 1.05)	\$47.81
MOT	2	\$15.179 (straight-time only)	\$30.36
SOT	4	\$15.179 (straight-time only)	\$60.72
Scholastic bonus			\$18.47
Special assignment pay			\$30.36
Total	87		\$1,371.68

FLSA regular rate = $\$1371.68 / 87 = \15.766436 .

Calculating the Overtime Premium

Calculate the overtime premium under FLSA and under the city's method as follows:

- FLSA overtime premium: $1 \times \$15.766436 \times 0.5 = \7.88 .
- City overtime premium: $1 \times \$15.179 \times 0.5 = \7.59 .

The FLSA premium is greater than the city's premium, so the employee should receive the FLSA rate for the 1 hour over the 86-hour limit, if the city pays the higher of FLSA or contractual overtime.

Reversing Overtime

If MOT is the main pay group's overtime earnings code (defined in the Pay Group table), then the system reverses the 1 hour of MOT paid at the contractual rate and pays it at the FLSA rate instead.

Earnings Code	Hours	Rate	Earnings
SCK	2	\$15.179	\$30.36
REG	78	\$15.179	\$1,183.96
MUP	3	\$15.938 (= \$15.179 × 1.05)	\$47.81

Earnings Code	Hours	Rate	Earnings
MOT at contractual	2	\$22.7685 (= \$15.179 × 1.5)	\$45.54
MOT contractual reversal	-1	\$7.59 (= \$15.179 × 0.5)	-\$22.77 (= 15.179 + 7.59)
MOT at FLSA rate	1	\$7.88 (= 15.766 × 0.5)	\$23.06 (= 15.179 + 7.88)
SOT	4	\$22.7685 (= \$15.179 × 1.5)	\$91.07
Scholastic bonus			\$18.47
Special assignment pay			\$30.36
Total wages			\$1,447.86

Note. The original overtime that you enter on the paysheet does not change during pay calculation. If you must pay part of the overtime at a different rate, then instead of reducing the original overtime hours, the pay calculation generates two new paysheet entries: a reversal for those hours at the original rate, and an adjustment entry for the same number of hours at the new rate. These new entries generated are unavailable for selection, and you cannot modify them. Only you (not the pay calculation) can update the original overtime hours. Therefore, multiple recalculation is possible and the original overtime hours is preserved; adjustments and reversals are generated instead to update overtime at different rates if needed.

If there are multiple overtime earnings (for example, MUP, MOT and SOP), the system reverses the overtime hours in sequence, as follows, until the overtime hours that are eligible at the new FLSA rate are zero:

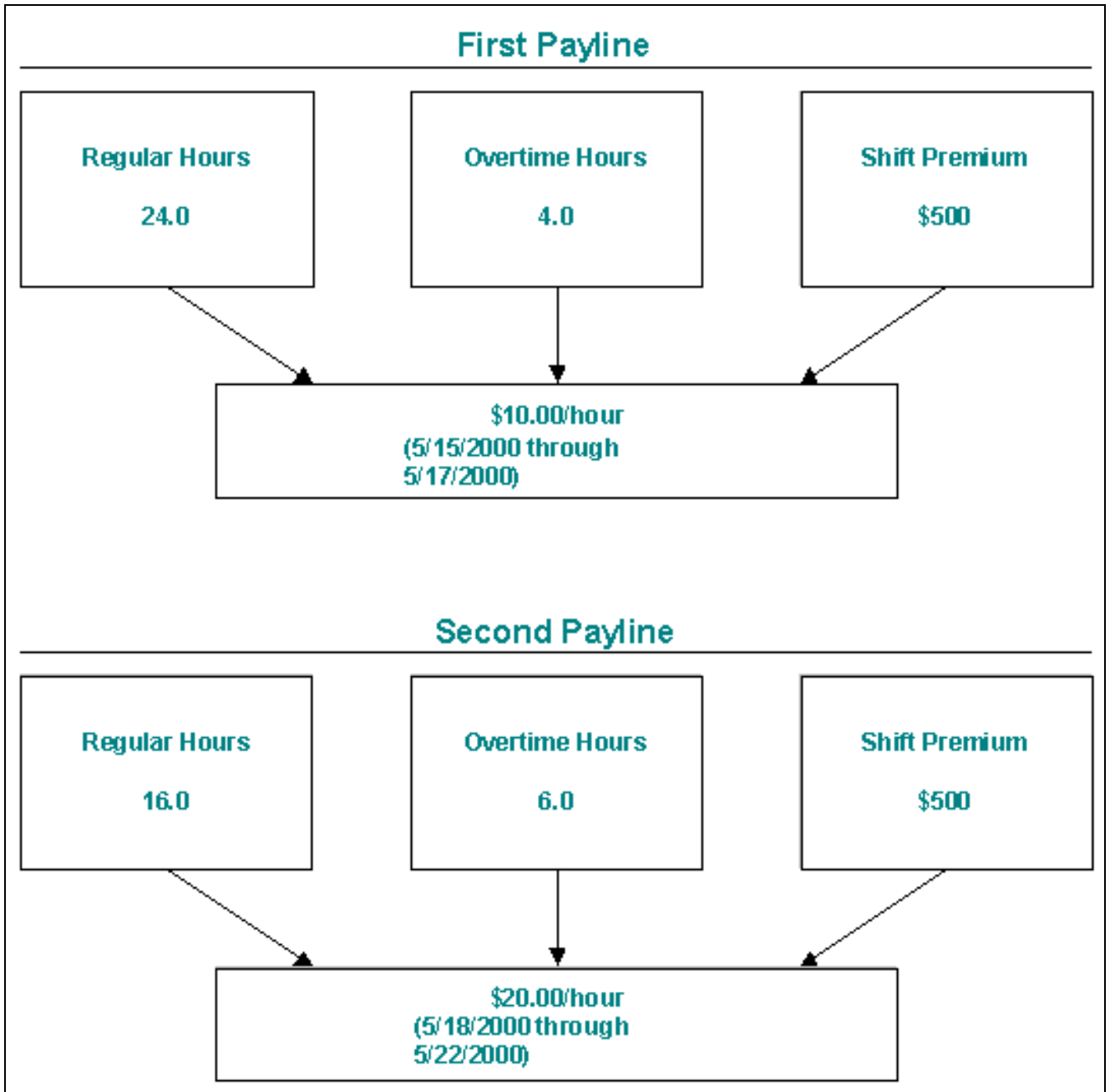
1. Process the main overtime earnings code defined in the pay group's table for overtime hours.
If you process multiple jobs from multiple pay groups on a single check, use the primary pay group's table overtime earnings code first. If there is a rate change, process the one with the lowest contractual rate first.
2. For processing multiple jobs from multiple pay groups on a single check, process overtime defined in the nonprimary pay group's table for overtime hours.
If there are multiple overtime earnings codes, process the one with the lowest contractual rate first in this group.
3. Process all other overtime hours. Process the one with the lowest contractual rate first in this group.

Calculating FLSA Rates With Mid-Period Rate Changes

This example illustrates how the system calculates the FLSA rate when a rate change occurs mid-period.

An employee is paid weekly. The pay period begin date is May 15, 2000 (Monday) and the end date is May 21, 2000 (Sunday). The employee works a Monday-through-Friday schedule. Her rate is \$10 per hour, but she gets a pay rate increase, effective May 18, 2000, to \$20 per hour.

The Paysheet has two paylines:



Two paylines for a mid-period rate change

Note. The system’s FLSA rate calculation incorporates the entire period. This means that only one FLSA rate exists for the entire period.

FLSA Calculation

The following table displays the FLSA Calculation:

Regular hours	24 at \$10.00 per hour	\$240.00
Overtime hours	4 at \$10.00 per hour	\$40.00
Shift premium		\$500.00
Regular hours	16 at \$20.00 per hour	\$320.00
Overtime hours	6 at \$20.00 per hour	\$120.00
Shift premium		\$500.00
Total	50 hours	\$1700.00

The FLSA rate equals \$34.00 per hour, or \$1,700 for 50 hours.

Paycheck Results

The following table displays the paycheck results:

Regular hours	24.0	\$240.00 (24 hrs × \$10 per hour)
Overtime hours	6.0	\$162.00 (6 hrs × \$10 per hour + 6 hrs × 0.5 × \$34 per hour)
Shift		\$500.00
Regular hours	16.0	\$320.00(16 hrs × \$20 per hour)
Overtime hours	4.0	\$148.00(4 hrs × \$20 per hour + 4 hrs × 0.5 × \$34 per hour)
Shift		\$500.00

Note. The system calculates the FLSA rate for the entire period, and the overtime premium (the 0.5 part of the overtime) uses the FLSA rate for both.

Calculating Single Payments Over Multiple Pay Periods

For a special payment (such as a bonus or commission) that applies to more than one FLSA period, the FLSA requires that you prorate it across all the affected FLSA periods. If the bonus is FLSA-eligible, you must use the portion of it that is attributable to an FLSA period when calculating the FLSA rate for that period. To have the system prorate a bonus over multiple FLSA periods, add a new entry on the paysheet with earnings begin and end dates for the period covered by the special payment. (You must create pay calendars and FLSA calendars for the period covered). The system prorates the amount for every FLSA period and recalculates overtime affected by the special payment. This can include future payments.

When you enter an FLSA eligible payment amount for a period that covers multiple FLSA periods in a paysheet, the system assigns a prorated payment amount to each FLSA period that is affected. The system reverses the original payment on the paysheet and replaces it with multiple FLSA periods that cover the payment periods. Each prorated payment equals: $\text{payment amount} \times \text{percent of the number of workdays in the FLSA period over the total number of workdays in the payment period}$. Thus, the system calculates proration by workday, as defined in the employee's Job record.

Example

Jackie earns a bonus of \$2640 for a 6-month period (July 1 to December 31). The 7-day FLSA period runs Sunday to Saturday, and the number of workdays each FLSA period is 5 days, from Monday to Friday. The total number of workdays for the 6-month bonus period is 132. July 1 falls on a Thursday, which gives the first FLSA period 2 workdays. For the first FLSA period (June 27 to July 3), the prorated bonus is \$40 ($= \$2640 \times 2 / 132$). The prorated bonus for the rest of the 26 FLSA-workweek period is \$100 ($= \$2640 \times 5 / 132$). The system adds the \$40 or \$100 to each workweek accordingly, and recalculates overtime pay by including the prorated bonus in the FLSA earnings that it uses to determine the FLSA rate in the workweeks in which Jackie works overtime.

Calculating FLSA Rates and Double-Time Pay

The FLSA process compares the premium overtime amount (the 0.5 in 1.5), as calculated under the FLSA regulations, and the premium overtime amount calculated with the contractual hourly rate. The system then uses whichever rate pays the greater premium amount or always pays at the FLSA rate, according to the specification on the Company table.

In the case of double-time, the FLSA premium amount for overtime is: $\text{overtime hours} \times \text{FLSA regular rate} \times 0.5$.

The contractual premium amount is: $\text{overtime hours} \times \text{contractual rate} \times 1.0$.

In most cases, the contractual premium is more than the FLSA premium.

Example: 10 Overtime Hours, \$15.00 Per Hour

Contractual premium: $\$15.00 \times 1 \times 10 = \150.00 .

FLSA premium:

- $\$795.00 / 50 \text{ hours} = \15.90 FLSA regular rate.
- $\$15.90 \times 0.5 \times 10 = \79.50 overtime premium.

The contractual premium of \$150 is greater than the FLSA premium of \$79.50.

CHAPTER 9

(CAN) Setting Up Additional Canadian Payroll Functionality

This chapter discusses how to:

- Set up Canada Savings Bonds.
- Set up Canada Payroll Savings Plans.
- Set up Canadian low interest loans.
- Set up and calculate group term life insurance.

Setting Up Canada Savings Bonds

This section provides an overview of Canada Savings Bonds and discusses how to set them up.

Note. There is a difference between the Canada Savings Bond functionality versus the Canada Payroll Savings Plan functionality. The documentation for the Canada Savings Bond functionality describes the setups for the original Canada Savings Bond program while the documentation for the Canada Payroll Savings Plan describes the setups for the new Canada Savings Bond program.

See Also

[Chapter 9, “\(CAN\) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canada Savings Bonds, page 171](#)

Understanding Canada Savings Bonds Setup

Canadian customers can establish savings bonds purchase programs through employee payroll deductions.

For each Canada Savings Bond purchase year, use the following pages to establish the new bond series and define the deduction information:

1. Canada Savings Bond Table - CSB Deductions page.
2. Canada Savings Bond Table - CSB Denominations page.

Understanding Purchase Year

A new series of Canada Savings Bonds (one series number per year) goes on sale every October. For example, series 57 is for the year 2002; series 58 is for the year 2003, and so on. A bond purchase year is normally defined as starting on November 1 and ending on October 31. November 1 is usually the last day of purchase for a series. Within a bond purchase year you can set up various plans with different start dates; the year must always end on October 31. For example:

- Plan A starts on November 1 and ends on October 31.
- Plan B starts on January 1 and ends on October 31.

Pages Used to Set Up Canada Savings Bonds

Page Name	Object Name	Navigation	Usage
CSB Deductions	CSB_SERIES_TBL1	Set Up HRMS, Product Related, North American Payroll, Deductions, Savings Bond Table CAN	Define bond deduction criteria for Canada Savings Bonds.
CSB Denominations	CSB_SERIES_TBL2	Set Up HRMS, Product Related, North American Payroll, Deductions, Savings Bond Table CAN	Enter Canada Savings Bond purchase denominations.

(CAN) Defining Deductions for Canada Savings Bonds

Access the CSB Deductions page.

The screenshot displays the 'CSB Deductions' page. At the top, there are two tabs: 'CSB Deductions' (selected) and 'CSB Denominations'. Below the tabs, the 'Bond Series Code' is set to 'C53'. The 'Series Information' section includes a 'Find' button and navigation arrows. The 'Effective Date' is '10/01/1999' and the '*Status' is 'Active'. The 'Description' is 'Series Code 53'. The 'Deduction Details' section includes a 'Find' button and 'View All' option. The 'Company' is 'GBI', '*Pay Group' is 'KC1', '*Deduction Start Date' is '01/01/1999', '*Number of Deductions' is '52', 'Deduction Code' is 'KCCSB1', and '*Deduction Factor' is '0.01985865'. There is also a 'Bond Deadline Date' field which is currently empty.

CSB Deductions page

Deduction Details

For each bond series, specify deduction information for each company and pay group combination that participates in the purchase program.

Deduction Start Date	This can differ from the effective date. This date populates the Deduction Start Date field on the Canada Savings Bond Spec Data – Canada Savings Bonds page for employees belonging to this company and pay group who are registered to purchase bonds for this series.
Deduction Factor	Enter the deduction factor to use when calculating the required payment per \$100 par value of bonds being purchased. Deduction factors appear on the remittance schedules issued by the Bank of Canada.

Setting Up Canada Payroll Savings (CPS) Plans

This section discusses how to:

1. Define a CPS organization ID.
2. Specify CPS campaign information.
3. Define CPS deductions.

See Also

[Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering Canada Payroll Savings Plans, page 306](#)

Pages Used to Set Up a CPS Organization ID

Page Name	Object Name	Navigation	Usage
Canada Payroll Savings Org ID (Canada Payroll Savings organization identification)	CPS_ORG_ID_PNL	Set Up HRMS, Product Related, North American Payroll, Deductions, Payroll Savings Org ID CAN	Specify details about a participating organization.
Canada Payroll Savings Table	CPS_CAMPAIGN_DATA	Set Up HRMS, Product Related, North American Payroll, Deductions, Payroll Savings Table CAN	Enter information specific to each campaign. Specify the parameters required to create the EDR file for transmission to the Bank of Canada.

Defining a CPS Organization

Access the Canada Payroll Savings Org ID page.

Canada Payroll Savings Org ID	
Employer Organization ID:	12345
Organization ID Details	
*Effective Date:	01/01/1997
*Status:	Active
*Description:	Global Business Institute
Short Description:	GBI
*Contact Type:	E-mail
Email ID:	peoplesoft.com

Canada Payroll Savings Org ID page

The information on this page is required to uniquely identify each employer, ensure the secure processing of your employees' contributions, and provide contact information for communications from the Bank of Canada (for example, to confirm file receipt and report the successful completion of batch processing).

Enter the *Employer Organization ID* in the entry dialog box. The Bank of Canada assigns this unique, five-digit identification number to participating employers and organizations.

Contact Type Specify how you require file transmission confirmations from the Bank of Canada: *E-mail, Fax Number, or None.*

Specifying Canada Payroll Savings Campaign Information

Access the Canada Payroll Savings Table page.

Canada Payroll Savings Table page

For each campaign, complete the information on this page to:

- Identify the transmitting organization.
- Identify the employer(s) providing the payroll contributions to the bank on behalf of their employees.
- Determine the number of cheques associated with the transmission file.
- Ensure that employee contribution amounts from the General Deduction Data page meet the minimum limits established by the program.
- Maintain allowable time periods (election periods) for changes to employee contribution information within a campaign period.

Campaign Details

Effective Date Enter the date on which your payroll savings contribution period begins for each annual campaign.

End Date Enter the date on which your payroll savings contribution period ends for each annual campaign.

Employer Organization ID The ID selected here will identify the company with employees who participate in the plan, as indicated on the plan application forms. This ID will be used by the bank to update their system with purchase information. If you select Batch in the Payment Type field, the company specified here will be responsible for forwarding the contributions to the bank on behalf of their employees.

Transmitter Organization ID The ID selected here will identify the company that processes the transmission file and transmits the file to the bank, for one or more companies. If you select Transmission in the Payment Type field, the company specified here

will be responsible for forwarding the contributions to the bank for every employee in all companies included in the transmission file.

Payment Type

Select:

Batch: To send individual cheques for each batch header record or participating company.

Transmission: To send one cheque for the whole transmission.

Note. Multiple Company Processing – As one transmission file will be created for each Pay Run ID, multiple companies sharing the same Pay Run ID will be reported in one transmission file. The same Transmitter Organization ID and Payment Type must be specified for every company participating in a single transmission.

Min. Weekly Contribution Limit (minimum weekly contribution limit)

Enter the minimum limit established by the Bank of Canada for employees paid on a weekly pay frequency. The system uses this value to calculate the minimum contribution limits for employees in all other pay frequencies.

Election Period(s)

Start Date and End Date

Enter start and end dates for the campaign contribution period. These dates represent the earliest and latest dates on which the system accepts payroll savings contribution change information through the General Deduction Data page.

Note. If you permit changes to employee contribution information for the entire campaign contribution period, enter the campaign effective date in the Start Date field and the campaign end date in the End Date field. You can also define multiple election periods for one campaign contribution period.

See Also

[Chapter 12, “Maintaining Payroll Data,” Specifying the Calculation Method for General Deductions, page 259](#)

Setting Up CPS Deduction Codes

Set up CPS deduction codes on the Deduction table and the General Deduction table.

Deduction Table

If you offer both Non-RRSP and RRSP account types, define a separate deduction code to process contributions for each account type.

Plan Type

Define CPS deduction codes as general deductions (plan type *00*).

Special Processing

Select *Bond* to identify Canada Payroll Savings deduction codes for reporting contribution information.

General Deduction Table

Setup the corresponding General Deduction table entry for each deduction code.

See Also

[Chapter 5, “Defining Deductions,” Setting Up Deductions, page 57](#)

[Chapter 5, “Defining Deductions,” Defining General Deductions, page 79](#)

Setting Up Canadian Low Interest Loans

This section discusses how to:

- Specify prescribed interest rates and loan data.
- Activate loan processing.
- Establish loan deductions.

Note. Low interest loan processing is described in the Administering Additional Canadian Payroll Functionality chapter.

See Also

[Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering Canadian Low Interest Loans, page 308](#)

Specifying the Government’s Prescribed Interest Rate

You must maintain the government’s prescribed interest rate on the Canadian Company Tax Table page.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” (CAN) Viewing Canadian Tax Information

Activating Calculation Routines for Low-Interest Loans

To activate the unique calculation routines used for low-interest loans, access the General Deduction Table page and select the *Loan Processing (Canada)* check box.

See Also

[Chapter 5, “Defining Deductions,” Defining General Deductions, page 79](#)

Establishing the Loan Deduction

To establish a loan deduction for payback of the low-interest loan, select and define a deduction classification using the:

- Deduction Table - Tax Class page

- Deduction Table - Tax Effect page

Deduction Table - Tax Class Page

Access the Deduction Table - Tax Class page. In the *Deduction Classification* group box, select *Taxable Benefit*.

Deduction Table - Tax Effect Page

Access the Deduction Table - Tax Effects page. In the *Tax Effects* group box, select the appropriate Canadian Tax Effects: *Add to QIT Gross*, *Add to CPP Gross*, *Add to QPP Gross*, *Add to True T4 Gross*, *Add to True RL Gross*, and *Add to Payroll Tax Gross*.

See Also

[Chapter 5, “Defining Deductions,” page 55](#)

Setting Up Group Term Life Insurance in Canada

This section provides an overview of group term life insurance and discusses how to:

- Select deduction and tax classifications for group term life insurance.
- Interpret imputed income calculations for group term life insurance.

Understanding Canadian Group Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. In Canada, the value of all employer-paid premiums for group-term life insurance on employees and their dependents constitutes a taxable benefit.

Selecting Deduction and Tax Classifications

Access the Deduction Table - Tax Class page.

When you enter the page, enter a plan type from 20–29 (Life).

Selecting Deduction Classifications

After-Tax and Taxable Benefit are the deduction classification options. All group-term life plans must have a Taxable Benefit deduction classification when employer paid for the system to calculate imputed income amounts and consider them income eligible for federal and provincial tax purposes.

- For employee contributions to the group-term life insurance, define an After-Tax deduction classification.
- For employer contributions to the group-term life insurance, define a Taxable Benefit deduction classification.

Selecting Sales Tax

In Ontario and Quebec, premium contributions are subject to Provincial Sales Tax on Insurance (PSTI). For these provinces, define a sales tax type of PSTI, which is associated with both After-Tax and Taxable Benefit deduction classifications.

The employee's province of residence on the Name/Address page in the Personal Data component determines the provincial rate that the system uses when calculating the employee portion of a deduction that is subject to PSTI. The system uses the province in which the employee works to determine and calculate the provincial rate for the employer portion. All other sales tax types use the employee's work location to determine the provincial rate.

See Also

[Chapter 5, "Defining Deductions," \(CAN\) Understanding Canadian Deductions, page 60](#)

[Chapter 5, "Defining Deductions," Specifying Deduction and Tax Classifications, page 69](#)

Calculating Imputed Income for Canadian Group Term Life Insurance

To calculate the taxable benefit for all group-term life plans, the system performs the following processes when you run the Pay Calculation process:

1. Determines an employee's total life insurance coverage (all plans that have a taxable benefit component defined), including both employer- and employee-paid coverage. For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage. (Any plans that are completely employee-paid should not have a taxable benefit defined).
2. Determines the percentage of the total for each plan.
3. Calculates the taxable benefit based on the actual cost to the employer. For example, if the employer pays \$1 for every \$1,000 of coverage, and the employee has \$50,000 of coverage, the system multiplies \$1 by 50 to arrive at \$50, which it uses in the following step.
4. Subtracts employee-paid, after-tax contributions to the coverage. The law stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount added to the employee's taxable gross in the Paycheck record. View this amount using the Paysheets - Paycheck Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Example

Suppose a Canadian employee has three plans:

20	Life	\$100,000	Employer-paid premium: \$50 Employee-paid premium: \$50 \$1 per \$1,000
21	Supp Life (supplemental life)	\$150,000	Employer-paid premium: \$50 Employee-paid premium: \$100 \$1 per \$1,000
25	Dep Life	\$50,000	Employee-paid premium: \$50 (All employee-paid—no taxable benefit)

1. Determine total life insurance coverage for plans subject to taxable benefits:

- Life: \$100,000.
- Supplemental Life: \$150,000.

2. Determine the percentage of total for each plan:

- Life: 40%.
- Supplemental Life: 60%.

3. Calculate the taxable benefit based on the actual cost to the employer:

• Life: $\left(\frac{\$100,000}{1,000}\right) \times 1 = \100

• Supplemental Life: $\left(\frac{\$150,000}{1,000}\right) \times 1 = \150

4. Subtract employee-paid, after-tax contributions to the coverage:

- 20 Life: \$100 – \$50 = \$50.
- 21 Supplemental Life: \$150 – \$100 = \$50.

The employee's Paycheck Deduction record displays:

20	Life	After-Tax	50
20	Life	Taxable Benefit	50
21	Sup (supplemental)	After-Tax	100

21	Sup	Taxable Benefit	50
25	Dep	After-Tax	50

See Also

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

CHAPTER 10

(USA) Setting Up Additional U.S. Payroll Functionality

This chapter discusses how to:

- Set up tip allocation.
- Set up and calculate group term life insurance.

Setting Up the Payroll System for Tip Allocation

This section provides an overview of earnings for tipped employees and discusses how to set up the following information for tip allocation:

- Company table.
- Pay Group table.
- Federal and State Tax table.
- Tip Establishments table.
- General earnings code information.
- Earnings code tax information.
- Earnings code tax calculation information.
- Job Data record.
- Form W-2.

Note. For each tip category, you can set up the general information as described in this section. However, this is only a recommendation. Depending on the company, you might need to change some selections.

See Also

[Chapter 15, “\(USA\) Administering Additional U.S. Payroll Functionality,” Allocating Tips, page 313](#)

Understanding Earnings for Tipped Employees

This section discusses the following:

- Terms and definitions.
- Tip credit and minimum wage adjustment calculations.

- Tax information.

Important Terms and Definitions

Before you set up earnings codes, you must understand how reported tips, tip credit, and minimum wage adjustments are related. The following definitions are provided to aid in the discussion:

Allocated Tips	The total amount of tips that the federal or state regulation believes that an establishment should make in a period.
Tip Credit	The special reduction in paid wages for a tipped employee allowed by the Department of Labor. It is the remainder of the statutory minimum wage that an employee should make through tips.
Statutory Minimum Wage	The higher of the federal or state minimum wage for states that accept tip credit as a component of the statutory minimum wage.
Minimum Wage Adjustment	The amount that the employer must contribute to make sure the employee makes at least the statutory minimum wage if the employee does not make enough in tips to cover the tip credit.

Note. It is the employer's responsibility to know whether the state offers tip credit as an option; some states do not accept tip credit as a component of the statutory minimum wage.

Calculating Tip Credit and Minimum Wage Adjustment

The employer can select the minimum hourly rate to enter in an employee's Job Data record, provided that the rate does not fall below the regulation requirement. The system then determines what portion of the tips reported for an employee constitutes the tip credit for the pay period. The tip credit, in addition to the pay received from the employer, should bring the employee up to the statutory minimum wage pay.

The system calculates the tip credit as follows: $\text{tip credit} = (\text{statutory minimum wage pay}) - (\text{regular rate of pay from employer} \times \text{hours worked})$

If the employee does not make enough in tips to cover the remainder of the statutory minimum wage, a minimum wage adjustment is necessary. The system calculates the minimum wage adjustment as follows: $\text{minimum wage adjustment} = (\text{statutory minimum wage pay}) - (\text{employer paid wages} + \text{tips})$

You must set up earnings codes for tips reported, allocated tips, tip credit, and minimum wage adjustment.

Tax Information

According to federal law, tips of more than \$20 per month are subject to withholding for:

- FIT
- OASDI
- Medicare
- FUTA

Employers do not have to wait until the employee receives \$20 in tips before withholding taxes. The system is flexible enough to withhold taxes before or after the employee receives the \$20.

Employers must pay their portions of OASDI and Medicare taxes even if the employee does not have enough earnings to cover the employee's share. If the employee cannot pay the OASDI and the Medicare taxes owed, the W-2 process calculates the uncollected amount reports it in box 13 on the employee's Form W-2. The system reports the uncollected amount for each tax separately.

If the employee does not have sufficient net pay to withhold the total tax amounts, the system:

1. Withholds taxes on earnings.
2. If there is enough pay available, it withholds taxes on the tips.

Some states consider tips as earnings for state income tax (SIT) and state unemployment insurance (SUI) taxes. Some follow the federal \$20 per month rule. Other state taxes, such as SDI, OFLT, HCSF, WFDP, and workers' compensation might not include tips in the gross that is used to calculate the tax. The taxation of tips for all states is in the Federal and State Tax Tables that are maintained by PeopleSoft.

For localities, tips are usually considered wages if the state considers tips as wages for income tax purposes.

Note. Most of the pages used to set up your payroll system for tipped employees are documented elsewhere in this PeopleBook. This chapter discusses only those pages and fields that pertain to tipped employees and require additional explanation.

Pages Used to Set Up the Payroll System for Tip Allocation

Page Name	Object Name	Navigation	Usage
Tips Processing	COMP_TBL6USA_SEC	Set Up HRMS, Foundation Tables, Organization, Company, Default Settings Click the Tips Processing link on the USA section of the Default Settings page.	Set up tips processing in the Company Table. This is required for the system to account for tipped employees throughout the payroll process.
Tip Establishment	TIPS_ESTAB_TBL	Set Up HRMS, Product Related, North American Payroll, Tip Allocation, Tip Establishment	Set up tip establishment parameters for allocating employee tips. Before using this page, you must define the Tip Establishment field on the Company Table.
Tip Establishments	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Tip Allocation, Tip Establishment Report	Generate PAY750 that lists information from the Tip Establishment Table, which contains the tip establishments and data related to allocating tips to tipped employees.

Setting Up Tips Processing in the Company Table

Access the Tips Processing page.

Company Table Sec Page

Tips Processing

Tips Allocation Controls

*Tip Establishment Field:

Minimum Tips Percent:

*Tips Allocation Method:

Tips Allocation Earnings Code:

Tips Payroll Controls

Delay Withholding of Taxes Adjust to Minimum Wage

Min Wage Adjustment Earns Code:

Tip Credit Earnings Code:

Company Table Sec Page (Tips Processing)

Tips Allocation Controls

These values populate the Tip Establishment table.

Tip Establishment Field and Tips Allocation Earnings Code You cannot override these values in the Tip Establishment table.

Minimum Tips Percent and Tips Allocation Method You can override these values in the Tip Establishment table.

Note. The Minimum Tips Percent value is based on federal and state regulations.

Tips Payroll Controls

These values populate the Pay Group table, where you can override them.

Delay Withholding of Taxes If you select this check box, the system delays withholding until the employee reports \$20 of tips in a month federal and state taxes for each earning that is indicated for tax withholding in the Federal and State Tax table.

Adjust to Minimum Wage Select this check box unless your company has a special agreement with the IRS. This ensures that tipped employees receive necessary wage adjustments to bring them up to the minimum wage.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Setting Default Information for Companies

Chapter 15, “(USA) Administering Additional U.S. Payroll Functionality,” Understanding the Tip Allocation Process, page 313

Setting Up the Pay Group Table for Tip Allocation

Access the Pay Group – Bank/Tip Info page.

Min Wage Adjustment The default values come from the Company Table. However, if you select
Earns Code (minimum wage different values here, they override the Company Table.
earnings code) and **Tip**
Credit Earnings Code

See Also

Chapter 3, “Setting Up Pay Groups,” Establishing Tips Processing, page 25

Viewing the Federal and State Tax Table

These tables are maintained by PeopleSoft.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” (USA) Viewing Federal and State Tax Information

Setting Up the Tip Establishments Table for Tip Allocation

Access the Tip Establishment page.

Tip Establishment

Company: TC8 ST - Test Company 8

Business Unit: TBTC8 Bus Unit for TC8 **Default SetID:** TBGEN

Tips Establishment Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: A Active

Tips Establishment Detail Find | View All First 1 of 2 Last

Tips Establishment ID: TC8TIPG Minimum Tips Percent: 8.00000 Tips Allocation Method: Gross Receipts

Description:

Tip Establishment page

Depending on what you selected as a tip establishment on the Company table you will see a different list of valid values for the Tips Establishment ID field. For example, if you selected Job Location as the Tips Establishment on the Company table, you will see a list of valid locations to choose from. If you selected Job Dept as the Tips Establishment, you will see a list of valid departments.

Minimum Tips Percent Enter a minimum tips percent to allocate tips when employees report total tips that are less than a set minimum percent of total sales. The default comes from the Company Table, but you can override it.

Tips Allocation Method Valid values are: *Gross Receipts*, *Hours Worked*, and *Good Faith (Custom)*. The default is *Gross Receipts*. The default comes from the Company Table, but you can override it.

See Also

[Chapter 15, “\(USA\) Administering Additional U.S. Payroll Functionality,” Understanding the Tip Allocation Process, page 313](#)

[Chapter 10, “\(USA\) Setting Up Additional U.S. Payroll Functionality,” Setting Up Tips Processing in the Company Table, page 185](#)

Setting Up Earnings Codes for Tip Allocation

Access the Earnings Table - General page.

The following table suggests values and options that you might select for each tip category:

Description Field	Payment Type Group Box	Effect on FLSA Group Box	Eligible for Retroactive Pay Group Box
Allocated Tips.	Amounts Only.	None.	Not applicable.
Tip Credit.	Amounts Only.	None.	Not applicable.
Minimum Wage Adjustment.	Amounts Only.	Amounts Only.	Selection depends on company policy.
Reported Tips.	Amounts Only.	None.	Not applicable.

See Also

Chapter 4, “Defining Earnings Codes and Earnings Programs,” Defining Parameters and Rules for Calculating Earnings, page 36

Setting Up Earnings Code Tax Information for Tip Allocation

Access the Earnings Table - Taxes page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tax Method Group Box	Earnings Group Box	U.S. Only Group Box
Allocated Tips.	Specified on Paysheet.	Maintain Earnings Balances.	Not subject to withholding; therefore, leave everything blank. Companies do not have to withhold taxes on allocated tips; however, the employee eventually pays taxes on them.
Tip Credit.	Specified on Paysheet.	Maintain Earnings Balances.	Not taxed; therefore, leave everything blank.

Earnings Code Field	Tax Method Group Box	Earnings Group Box	U.S. Only Group Box
Minimum Wage Adjustment.	Specified on Paysheet.	<ul style="list-style-type: none"> Add to Gross Pay. Maintain Earnings Balances. Subject to Garnishments. 	Subject to all taxes.
Reported Tips.	Supplemental.	Maintain Earnings Balances.	<ul style="list-style-type: none"> Subject to all taxes. Taxable Gross Component ID: <i>TIP</i>. Selecting <i>TIP</i> ensures that you tax tips according to each state's tax regulations.

See Also

Chapter 4, "Defining Earnings Codes and Earnings Programs," Entering Special Options and Tax Methods for Earnings Codes, page 39

Setting Up Earnings Code Tax Calculation Information

Access the Earnings Table - Calculation page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tips Category Field
Allocated Tips.	Tip Alloc (tip allocation).
Tip Credit.	Tip Credit.
Minimum Wage Adjustment.	Not Tips.
Reported Tips.	Rept Tip (report tip).

See Also

Chapter 4, "Defining Earnings Codes and Earnings Programs," Specifying Calculation Rules, page 47

Setting Up the Job Data Record for Tipped Employees

Access the Job Data - Payroll page.

Tipped

This field is available only if you defined tips processing in the Company table.

Directly Tipped: Employees who normally receive tips directly from customers (for example, waiters and waitresses).

Indirectly Tipped: Employees who do not normally receive tips directly from customers, but who might receive tips occasionally (for example, cooks and kitchen helpers).

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Entering Employee Payroll Processing Data

Setting Up Form W-2 for Tipped Employees

Federal and state regulations require that you report tip information on the employee’s Form W-2. PeopleSoft sets up all tax reporting information, except for the earnings code for allocated tips. For allocated tips, select your earnings code in the Earnings Code field on the Tax Form Definition page.

For detailed information about this process, see the relevant year-end processing instructions posted on Customer Connection.

See Also

Chapter 33, “Accessing Year-End Processing Instructions,” page 695

Setting Up and Calculating Group Term Life Insurance in the U.S.

This section provides an overview and discusses how to:

- Define deduction classifications for group term life insurance.
- Define tax options for group term life insurance.
- Interpret calculations of imputed income for group term life insurance.

See Also

Chapter 15, “(USA) Administering Additional U.S. Payroll Functionality,” Adjusting Imputed Income for U.S. Group Term Life Insurance, page 328

Understanding Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. After you set up tables and enroll employees in your plans, the system automatically calculates employees’ imputed income and associated taxes.

Note. (USF) Imputed income is not an issue for federal employers, because Federal Employee Group Life Insurance (FEGLI) is paid by employee deductions and is not employer-provided.

Group Term Life Insurance for an Employee

The value of the first \$50,000 of group-term life insurance that a employer provides to a U.S. employee is not considered taxable income. The value of coverage in excess of \$50,000 (computed according to Internal Revenue Service [IRS] regulations) minus premiums that the employee pays with after-tax dollars, is considered taxable income and is subject to social security and Medicare taxes. Although you must report the amount as taxable income on the employee's Form W-2, the value of excess group-term life insurance coverage is not subject to federal income tax withholding.

Group Term Life Insurance for Dependents

An employer can also provide group-term life insurance coverage for an employee's spouse and children. Dependent group-term life insurance coverage up to a value of \$2,000 does not represent taxable income. However, if the value of the dependent group-term life insurance exceeds \$2,000, the value of the entire coverage amount (computed according to IRS regulations) becomes taxable income and is subject to social security and Medicare taxes. Unlike the taxable income attributed to the employee's excess life insurance, it is also subject to federal income tax withholding.

Defining Deduction Classifications for Group Term Life Insurance

Access the Deduction Table - Tax Class page.

Plan Type	When you enter the page, enter a plan type from 20–29 (Life).
Deduction Classification	Select <i>After-Tax</i> or <i>Before-Tax</i> if the employee pays all or part of the cost of the life insurance.
	Select <i>Nontaxable Benefit</i> if the employer pays all or part of the cost of the insurance.
	Select <i>Taxable Benefit</i> if the employer pays all or part of the cost. This classification is used to record the imputed income when the total amount of life insurance for an employee is over \$50,000.

Example

If, for example, the employer pays for half the plan and the employee pays for the other half, use three classifications:

- Nontaxable Benefit.
- After-Tax (or Before-Tax).
- Taxable Benefit.

Note. (USF) For FEGLI, there are no additional classifications. It is an after-tax employee deduction.

Defining Tax Options for Group Term Life Insurance

Access the Deduction Table - Tax Effect page to set up the deduction so that the system calculates the taxable amount for federal, state, and local taxable income.

In most cases, indicate that imputed income (the taxable benefit):

- Adds to the effect on the Federal Insurance Contributions Act (FICA) FICA gross.
- Has no effect on the Federal Unemployment Tax (FUT) gross.

The cost of group-term life insurance in excess of \$50,000 is not subject to federal withholding tax (FWT). Therefore, to have the system withhold FWT, select the Withhold FWT check box.

If you must calculate state or local taxes based on a taxable gross that differs from the federal taxable gross, enter GTL (group-term life) as the taxable gross component ID. This links the deduction to the Taxable Gross Definition Table. The Taxable Gross Definition Table defines the taxability for earnings or deduction types (such as imputed income) that you must treat differently at the state or local level than at the federal level. The Taxable Gross Definition Table is where you make changes to taxable gross definitions.

PeopleSoft maintains the entries in the Taxable Gross Definition Table for group-term life taxable grosses (for U.S. only). The only time you might change an entry is when state or local taxing authorities alert you about changes in their regulations. PeopleSoft also incorporates the changes in the next tax update. If you discover an error or missing information, please notify the Global Support Center, so PeopleSoft can incorporate the change or addition in the next tax update.

You don't ordinarily change the Taxable Gross Definition Table, but you can change definitions of taxable gross for state and local income taxes, state disability insurance, and state unemployment taxes.

In the Taxable Gross Definition Table, specify whether the withholding for each state follows the federal rules.

Selecting GTL or DPL

Depending on whether you set up an employee group-term life (GTL) plan or a dependent life (DPL) plan, select the appropriate value in the GTL/DPL field on the Deduction Table - Tax Effect page. The system calculates imputed income for dependent life separately from regular (individual) group-term life. Your selection determines which calculation the system uses.

<i>Add to Group Term Life</i>	Select this value if you set up a regular or supplemental employee life plan that qualifies as a group-term plan.
<i>Add to Dependent Life</i>	Select this value if you set up a dependent life plan that qualifies as a group-term plan.
<i>No Imputed Income Calculated</i>	This value is for other types of plans that do not qualify as group-term life plans.

See Also

Chapter 5, "Defining Deductions," Specifying U.S. and Canadian Tax Effect Considerations, page 72

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," (USA) Updating the Taxable Gross Definition Table

Calculating Imputed Income for U.S. Group Term Life Insurance

To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation process:

1. Determines the total life insurance coverage for an employee (except dependent coverage), including both employer- and employee-paid coverage. For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage.
2. Subtracts \$50,000 from the total coverage—the amount of coverage that the IRS does not consider taxable. If the resulting amount is less than or equal to zero, then the employee is not liable for any imputed income. If the amount is greater than zero, then the cost of coverage for that amount is considered taxable, and the system uses that cost to calculate imputed income.
3. Uses the IRS Uniform Premium Table to establish the amount to include in the employee's taxable gross. (The rates in this table are generally less than the actual cost of the insurance). PeopleSoft stores the information from the Uniform Premium Table under *Benefits Tables, IRS Age-Graded Rate Table*. IRS is the Age-Graded Rate Table ID (key) for the information from the Uniform Premium Table.

Note. There is no need to enter the IRS rate table in the Benefit Deduction Program Table, because the system uses it automatically.

4. Subtracts employee-paid, after-tax contributions to the coverage. The IRS stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount to the employee's taxable gross in the Paycheck record. View this amount using the Paysheets - Paycheck Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Dependent Life Plans

In dependent life plans, if the total dependent coverage is \$2,000 or less, the coverage amount is not considered taxable. If the total dependent coverage is greater than \$2,000, the entire coverage amount is considered taxable—not just the amount in excess of \$2,000. Consequently, for dependent life plans:

- In step 1, the system adds up the total dependent coverage.
- In step 2, the system determines whether the total is greater than \$2,000; if it is, the system proceeds with the remaining steps.

The Paysheets - Paycheck Deductions page displays the results of dependent life calculations as a taxable benefit separate from the regular (individual) group-term life taxable benefits.

Example

An employee might be liable for imputed income, even if there is no employer contribution on all of the life insurance plans.

For example, Robert, age 60, has basic life (employer- and employee-paid) and supplemental life (employee-paid):

20	Life	\$150,000	Employer-paid premium: \$49 Employee-paid premium: \$10
21	Suplmntl Life (supplemental life)	\$200,000	Employer-paid premium: \$0 Employee-paid premium: \$100

If the employee has more than one type of life coverage, the system calculates imputed income in an iterative manner.

1. The system calculates the basic life plan:

- a. Determine the total coverage for basic life:

\$150,000

- b. Calculate the amount subject to imputed income by subtracting \$50,000 from the total coverage:

$\$150,000 - \$50,000 = \$100,000$ subject to imputed income.

- c. Apply the IRS Uniform Premium Table.

Robert is 60 years old. In this age bracket, the Uniform Premium Table calls for a calculation of \$1.17 per month per \$1,000 of coverage:

$$\frac{\$100,000}{\$1,000} \times \$1.17 = \$117.00$$

- d. Subtract employee-paid, after-tax contributions to the coverage:

$\$117 - \$10 = \$107$ taxable benefit.

2. The system calculates the supplemental life plan:

- a. Determine the total coverage:

$\$150,000$ basic life + $\$200,000$ supplemental life = $\$350,000$ total coverage.

- b. Subtract \$50,000 from the total coverage to determine the imputed income:

$\$350,000 - \$50,000 = \$300,000$ subject to imputed income.

- c. Apply the IRS Uniform Premium Table. Robert's age of 60 calls for a calculation of \$1.17 per \$1,000 of coverage.

$$\frac{\$300,000}{\$1,000} \times \$1.17 = \$351.00$$

d. Subtract employee-paid, after-tax contributions to the coverage:

$$\$351 - \$110 = \$241 \text{ total taxable benefit.}$$

3. The system subtracts the initial \$107 taxable benefit for basic life from the \$241 total taxable benefit to determine the supplemental life taxable benefit:

$$\$241 - 107 = \$134.00.$$

Robert's Paycheck Deduction record displays:

20	Life	After-Tax	10
20	Life	Nontaxable Benefit	49
20	Life	Taxable Benefit	107
21	Supp (supplemental)	After-Tax	100
21	Supp	Taxable Benefit	134

See Also

[Chapter 15, “\(USA\) Administering Additional U.S. Payroll Functionality,” Adjusting Imputed Income for U.S. Group Term Life Insurance, page 328](#)

CHAPTER 11

(USF) Setting Up Additional U.S. Federal Payroll Functionality

This chapter discusses how to:

- Establish pay plans.
- Define earnings accrual classes.
- Set up for military deposit processing.
- Set up IRR Remarks.

Establishing Pay Plans

This section provides overviews of pay plans and pay limit configuration and discusses how to:

- Define pay plans.
- Establish pay caps and limits and exempt overtime rates.

Understanding Pay Plans

Pay plans establish classification authorities and eligibility for automatic, within-grade increases, premium pay, law enforcement officer (LEO) pay, and so on. Each pay plan also specifies a set of pay limits, exempt overtime rates, and conversion factors. In the Salary Plan table in PeopleSoft Human Resources, you can associate a pay plan with each salary plan. The IDs you assign to pay plans become setIDs that link salary plans with pay plans that you define here.

Understanding Pay Plan Configuration for Pay Caps and Limits

The following table is an example of how to configure the Pay Plan Process Control page to process the OPM GS Maximum Pay Plan limits.

Limit Type	Seq	Earn Proc Type	LEO	LOC	Pay Plan	Grade	Step	Mult Fact
General Schedule	1	Basic Pay			EX	0000	V	100
General Schedule plus LOC	2	Basic Pay		X	EX	0000	IV	100
General Schedule plus LEO	3	Basic Pay	X	X	EX	0000	IV	100
Overtime plus LOC	4	Overtime		X	GS	10	1	100
Overtime plus LEO	5	Overtime	X	X	GS	10	1	100
Biweekly	6	Pay Limit		X	GS	15	10	100
Overtime plus LEO (150% of GS Rate Step 1)	7	Pay Limit	X	X	GS	15	1	150
Overtime plus LEO (Level 5 of Executive Schedule)	7	Pay Limit	X	X	EX	0000	V	100
Annual	8	TotAnnual		X	EX	0000	I	100

See Also

Chapter 16, “(USF) Administering Additional U.S. Federal Payroll Functionality,” Administering Pay Caps and Limits, page 337

Chapter 11, “(USF) Setting Up Additional U.S. Federal Payroll Functionality,” Establishing Pay Caps/Limits and Exempt Overtime Rates, page 200

Pages Used to Establish Pay Plans

Page Name	Object Name	Navigation	Usage
Pay Plan	GVT_PAYPLAN_TBL	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Plan Table USF	Enter a pay plan ID to become a setID selection for the Salary Plan Table. Specify classification authority and eligibility.
Pay Plan Process Control	GVT_PAYPLAN_TBL2	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Plan Table USF	Establish pay caps and limits, exempt overtime rates, and conversion factors for pay plans.

Defining Pay Plans

Access the Pay Plan page.

The screenshot displays the 'Pay Plan' configuration page. At the top, there are two tabs: 'Pay Plan' (selected) and 'Pay Plan Process Control'. Below the tabs, the 'Pay Plan' ID is set to 'GS'. A search bar for 'Pay Plan' is visible with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The main form includes the following fields:

- *Effective Date:** 01/01/1980
- *Status:** Active
- *Description:** General Schedule
- Short Description:** GS
- *Classification Authority:** Title 5, GS Class System

Below these fields is a section titled 'Pay Plan is Eligible for' containing several checkboxes:

- Auto Within Grade Increase
- Interim Geographic Adjustment
- Premium Pay
- Law Enforcement Officer Pay
- Non-Numeric Steps
- Locality Adjusted Pay

At the bottom, there is a section for 'Wage Grade FEGLI Accumulator' with a field for 'FEGLI Accumulator' and a search icon.

Pay Plan Table USF page

Pay Plan

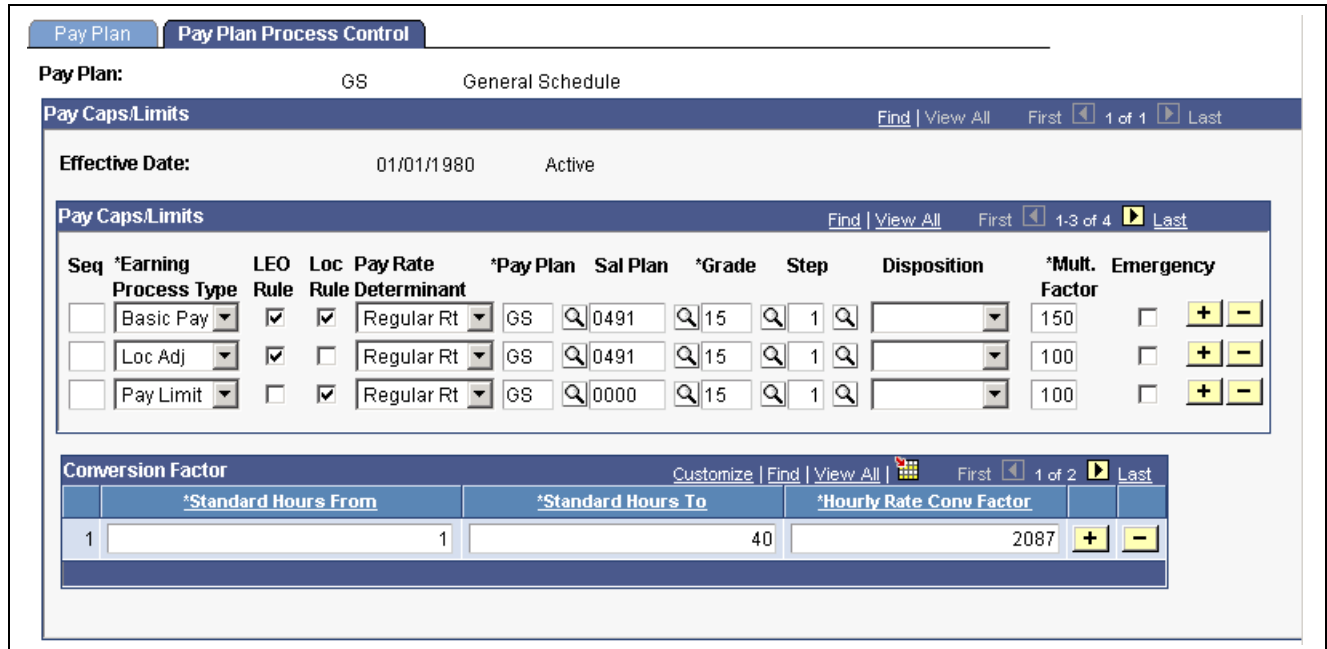
Classification Authority Select the pay plan’s classification authority from the translate table: *Equivalent to GS Class System; Equivalent to Title 5 FWS; Title 38, United States Code; Title 5, GS Class System; Title 5, Other; and Title 5, Prevailing Rate Sys.*

Wage Grade FEGLI Accumulator

FEGLI Accumulator Select the special accumulator used to accumulate FEGLI.

Establishing Pay Caps/Limits and Exempt Overtime Rates

Access the Pay Plan Process Control page.



Pay Plan Process Control page

Pay Caps/Limits and Exempt OT Rates

Each row represents an individual pay rule.

Seq (sequence) Defines the processing order of caps or limits. If an employee qualifies for two scenarios, the system applies the cap or limit with the lower sequence number.

Earning Process Type Select the type of pay caps or limits that apply to this pay plan.

- Basic Pay* (pay cap - basic pay): Base pay is subject to a pay cap.
- Overtime*: Base pay plus overtime is subject to a pay period limit. Overtime hourly rate is subject to an hourly rate limit.
- Pay Limit* (pay limit - premium pay): Earnings are subject to a pay period limit.
- TotAnnual* (pay limit - total annual): Total annual earnings are subject to an annual pay limit.

LEO Rule Select if the cap or limit applies to employees who receive LEO pay.

Loc Rule Select if the cap or limit applies to employees who receive LOC pay.

Pay Rate Determinant Select the pay rate determinant to which the pay cap or limit applies. Values are defined in Title 5 of the U. S. Code and Code of Federal Regulations.

Pay Plan, Sal Plan (salary plan), Grade, Step The pay plan, salary plan, grade, and step that determines the maximum limit of the cap or limit.

The Step value cannot exceed two characters, except for the EX pay plan.

Mult. Factor (multiplication factor)	This factor is used for all caps or limits except overtime, for which the overtime earning code multiplication factor is used.
Disposition	Select the action to use when the employee's compensation exceeds a limit: <i>Defer</i> to the first pay period of the next calendar year or <i>Forfeit</i> .
Emergency	Select if an emergency has been declared for the pay period. For the pay period, the annual limit will apply instead of the pay limit-premium pay.

Conversion Factors

Hourly Rate Conv Factor (hourly rate conversion factor)	Enter the conversion factor to use for converting standard hours to the hourly rate.
--	--

See Also

[Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Understanding Pay Plan Configuration for Pay Caps and Limits, page 197](#)

[Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Understanding Pay Caps and Limits, page 337](#)

Defining Earnings Accrual Classes

This section provides an overview of earnings accrual classes and discusses how to:

- Define accrual class properties.
- Establish ceilings and carryover limits.
- Apply expiration and termination rules.
- Create a schedule for granting leave based on length of service.
- Specify how earnings code hours affect leave balances.
- Set up cascading leave.

See Also

[Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Managing Leave Accrual, page 341](#)

Understanding Earnings Accrual Classes

PeopleSoft Payroll provides streamlined processing and reporting of all U.S. Federal Government leave accrual, usage, transfer, and adjustment activity that affects an employee's leave balances. The system uses accrual classes to track the expiration dates of accrued leave line items, applying leave usage to the oldest line items first and disposing of expired leave balances by the method you specify for the class. The system supports all leave plans and transfer programs currently authorized for federal agencies.

Before you begin defining accrual classes:

- Decide how to convert the processing rules, earnings limits, and other criteria governing leave at your agency into earnings accrual classes. You might want many accrual classes or just a few, depending on how you define the parameters for different leave types, such as annual leave, sick leave, and compensatory time.

For example, you can create a rule limiting certain employees to no more than 240 hours of annual leave, and a rule that allows another group of employees to earn up to 360 hours of leave. Each of these rules requires a different accrual class.

- Establish a naming convention for accrual classes so you can designate and quickly identify different classes for sick leave, compensatory time, military leave, and so on.
- Become familiar with the relationship between earnings codes and accrual classes.

To define accrual classes:

1. Set up and define the earnings codes to associate with each earnings accrual class.
2. Define the parameters of each earnings accrual class in one of the following ways:
 - A set of rules determining the rate at which employees accrue leave based on years of service.
 - A set of rules for applying ceilings, carryover limits, and expiration dates to accrued leave, and for disposing of excess leave when one exceeds these limits.
 - A set of rules to determine how to process, track, and accumulate leave balances.

Understanding the Relationship Between Earnings Codes and Accrual Classes

Every type of leave (such as annual leave or shore leave), is represented in the system by one or more earnings codes, as used on paysheets at the employee level. An accrual class enables you to set limits and parameters for leave earnings represented by an earnings code. This includes expiration periods for leave, leave ceilings, and carryover limits.

Earnings codes are central to their associated earnings classes. By themselves, however, earnings codes don't indicate how to handle leave when one reaches a ceiling or expiration, the order in which the system uses leave earnings, and so on. You can link this kind of information to an earnings code only by associating it with an accrual class.

Earnings codes tell the system what to pay employees if you decide to convert leave to pay upon expiration or termination, or when one exceeds ceiling and carryover limits.

Accrual classes indicate how to process and accumulate leave earnings represented by different earnings codes for individual employees in that class. For example, if you define an accrual class for annual leave, you might:

- Define an earnings code for leave hours taken.
- Specify that the system adds this time to the accumulation of service hours used to calculate leave accrual rates.

When you define an accrual class for one type of leave, you must specify how earnings codes for other types of leave or work time affect accrual balances for employees in the class. For example, if you define an accrual class for annual leave, you might specify another type of leave taken by your employees (such as sick leave or compensatory time) to add to the accumulation of service hours on which annual leave is based.

Annual Leave Entitlement Calculation

The following table includes the formulas used to calculate accrual-specific entitlements. You must select the Annual Entitlement check box on the Earnings Accruals-Class page for this calculation to occur.

Leave	Accrual Unit	Accrual Frequency	Formula	Time Accrued
Annual Full-Time (FT)	Year	Hours/Pay Period	<p>((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period</p> <p>If service is between 3 and 15 years, the formula is:</p> <p>((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period + 4</p>	<p>0–3 years of service: ½ day (4 hours) for each pay period, except based on service.</p> <p>3–15 years of service: ¾ day (6 hours) for each pay period, except 1¼ days (10 hours) in last pay period.</p> <p>15+ years of service: 1 day (8 hours) for each pay period.</p>
Annual Part-Time (PT)	Year	Hours/Hour	<p>((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance</p>	<p>0–3 years of service: 1 hour for each 20 hours in pay status.</p> <p>3–15 years of service: 1 hour for each 13 hours in pay status.</p> <p>15+ years of service: 1 hour for each 10 hours in pay status.</p>
Sick FT	Years	Hours/Pay Period	<p>((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance</p>	<p>½ day (4 hours) for each biweekly pay period.</p>
Sick FT	Years	Hours/Hour	<p>((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance</p>	<p>1 hour for each 20 hours in a pay status.</p>

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “(USF) Managing Leave”

Pages Used to Define Earnings Accrual Classes

Page Name	Object Name	Navigation	Usage
Earnings Accruals Class	GVT_ERN_ACR_CLASS	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Define accrual class properties and key features, including the rules for calculating leave based on time in service and frequency of accrual.
Ceiling/Carryover	GVT_ERN_ACR_CLASS2	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Establish rules for applying ceilings and carryover limits to earnings accrual classes.
Earnings Accruals - Expiration/Termination	GVT_ERN_ACR_CLASS3	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Apply expiration and termination rules to earnings accrual classes.
Rates/Bonus	GVT_ERN_ACR_CLASS4	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Create a schedule for granting leave based on length of service. Establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.
Balance	GVT_ERN_ACR_CLASS5	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Select the earnings codes that add to, or subtract from, leave balances for the class, and specify how the hours associated with these earnings codes affect various balances that track and store leave time (such as hours taken, hours earned, and service hours).
Cascading	GVT_ERN_ACR_CLASS6	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Earnings Accruals USF	Define the sequence and the accrual classes to which each earnings accrual class cascades.

Defining Accrual Class Properties

Access the Earnings Accruals - Class page.

Class	Ceiling/Carryover	Expiration/Termination	Rates/Bonus	Balance	Cascading
Earnings Accrual Class: FMLA					
Earnings Accrual Find View All First 1 of 1 Last					
*Effective Date: 01/01/1980		*Status: Active			
*Description: Family Medical Leave Act		Short Description: FMLA			
Accrual Calculation			Accrual Processing		
Leave Type: FMLA		<input type="checkbox"/> Accrued Balance Go Negative <input type="checkbox"/> Check Non-Pay Hours <input type="checkbox"/> Special Calculation Routine <input type="checkbox"/> Service Calc at Year Begin <input type="checkbox"/> End of Year Indicator <input checked="" type="checkbox"/> Adjustments Allowed <input type="checkbox"/> Use Old First <input type="checkbox"/> Track Nonpay Hours <input type="checkbox"/> Annual Entitlement			
*Accrual Units: Hours					
Accrual Frequency: Hrs/Hour					
*Accrual Year Type: Calendar					
*Accrual Pay Period: 1					
*Effective Rate: Current Rate					
Effective Rate Percent:					

Earnings Accruals — Class page

Accrual Calculation

This information enables the system to record the frequency of accrual and the units of leave time earned by members of the accrual class.

Leave Type

Note. Although you can define many different types of leave in the Earnings Accrual Class component, different accrual types require different rules. For example, because compensatory time does not accrue at regular rates based on years of service, you do not use the Earnings Accruals - Rates/Bonus page to link compensatory time earnings to service time. However, you do use this page for annual leave, which does vary according to years of service.

Accrual Units

Select the unit of time that the system uses to track, store, and quote the service intervals on which it bases accruals: *Hours*, *Months*, *Pay Period*, or *Years*.

This value becomes the default on the Earnings Accruals - Rates/Bonus page, where you associate accrual rates to time in service.

Accrual Frequency

Select the rate at which leave is earned and tabulated:

Hrs/Year: When you select this value, the Accrual Year Type field becomes available for entry.

Hrs/Month: When you select this value, the Accrual Pay Period field becomes available for entry.

Hours/Pay: Select this value to have employees earn leave at a rate of hours in each pay period.

Hrs/Week: Select this value to have employees earn leave at a rate of hours each week.

Note. This value becomes the default on the Earnings Accruals - Rates/Bonus page.

Accrual Year Type

Select the type of dates to use as the beginning and ending dates of the year:

Calendar: The calendar year normally begins January 1 and ends December 31.

Fiscal: The fiscal year normally begins October 1 of a year and ends September 30 of the following year.

Leave: The leave year normally begins with the first full pay period that begins and ends date within the calendar year. However, because the length of the leave year is 26 pay periods, the end date falls within the following year.

Pay: The pay year normally begins with the first full pay period that begins and ends within the calendar year, and it ends with the last pay period that begins and ends in the year.

Note. Before using these accrual year types, you must define them in the Pay Calendar Table. You can modify the standard definitions as needed.

Accrual Pay Period

Select the pay period in which you want to grant leave earnings. For example, if the month contains multiple pay periods and you decide to distribute earnings after the first week, enter any value from 2 to 5 in the accrual pay period field (with 2 indicating week two, 3 indicating week three, and so on). The default is 1 (week one).

Effective Rate

Select the disposition of excess leave balances: *Current Rate*, *Rate Earned*, or *Current Rate Percent*. Convert leave to pay using the pay rate in effect when the leave was originally accrued, the current rate of pay at the time of expiration, or a percentage of the current rate. When you select *Current Rate Percent*, the Effective Rate Percent field becomes available for entry.

Effective Rate Percent

Enter the percentage to use as the basis of calculations.

Accrual Processing

Use this group box to indicate how to process, calculate, and adjust accruals, and to establish a schedule for disposing of dated leave balances.

Accrued Balance Go Negative

For your information only.

Check Non-Pay Hours

Select this check box to tabulate the number of nonpay hours to determine whether to grant accrual earnings. For example, suppose the standard hours for an employee are 80 hours per pay period. The employee has 70 nonpay hours going into a new pay period and takes an additional 10 hours of nonpaid time. The system adds the total number of nonpay hours

(80), determines that this number equals the total of standard hours, and blocks any additional leave accrual for that pay period.

Special Calculation Routine	Not currently used by PeopleSoft HRMS for Federal Government.
Service Calc at Year Begin (service calculation at year begin)	Select this check box to calculate leave hours according to length of service as of January 1 of the current year. To calculate leave hours according to the length of service as of the leave accrual process date, clear this check box. The system uses the service date in the employee's Employment record for this calculation.
End of Year Indicator	Select this check box to expire restored leave at the end of the expiration year (Dec. 31). For example, if you restore an employee's leave on Jan. 15, 1998 and the leave expires in 24 months, the system extends the expiration date beyond the two-year limit to the end of the year in which the leave expires (December 31, 2000). This is for restored leave only.
Adjustments Allowed	Select this check box to adjust leave at the line-item level on the Accrual Ledger page. Otherwise, the Accrual Adjustment button is not available.
Use Old First	Select this check box when processing ceilings, carryovers, and expirations. The system reviews historic rows of leave and uses the oldest available leave first.
Track Nonpay Hours	Select this check box to track nonpay hours for a within-grade increase (WGI). Nonpaid hours will be tracked on the accrual non pay ledger.
Annual Entitlement	Select this check box to activate the annual entitlement calculation. After each pay period, the system calculates the employee's annual accrual entitlement balance along with the next pay period's accrual. This provides the information to determine how many leave hours employees can use before exceeding their full annual accrual entitlement. The number of hours to which an employee is entitled for the remainder of the year appears on the Accrual Summary page. Calculation formulas are provided in the overview. See Chapter 11, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Understanding Earnings Accrual Classes, page 201.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Establishing Ceilings and Carryover Limits

Access the Earnings Accruals - Ceiling/Carryover page.

Class	Ceiling/Carryover	Expiration/Termination	Rates/Bonus	Balance	Cascading
Earnings Accrual Class: FMLA					
Ceiling & Carryover Find View All First 1 of 1 Last					
Effective Date: 01/01/1980			Status: Active		
Description: Family Medical Leave Act					
Accrual Ceiling			Accrual Carryover		
<input type="checkbox"/> Ceiling Set Indicator			<input type="checkbox"/> Max Carryover Indicator		
*Ceiling Interval:	Hours		*Carryover Interval:	Hours	
*Year Type:	Calendar		*Year Type:	Calendar	
*Ceiling Pay Period:	1		*Carryover Pay Period:	1	
*Ceiling Disposition:	Convert to Pay		*Carryover Disposition:	Convert to Pay	
Ceiling Intervals:	<input type="text"/>		Carryover Intervals:	<input type="text"/>	
Maximum Ceiling:	<input type="text"/>		Max Cryovr:	<input type="text"/>	
Ceiling Earnings Code:	<input type="text"/>		Carryover Earnings Code:	<input type="text"/>	
			<input type="checkbox"/> Coordinate with Grandfather		

Earnings Accruals — Ceiling/Carryover page

Accrual Ceiling

Use this group box to place limits on total leave earnings and to specify how to handle excess accruals. Establishing a leave ceiling enables you to limit leave earnings and to trigger various actions when the ceiling has been reached, including the conversion of leave to pay.

Ceiling Set Indicator Select this check box to activate the fields in the Accrual Ceiling group box.

Ceiling Interval Select the interval with which to measure the maximum amount of leave time that members of an accrual class can accumulate: *Hours*, *Months*, *Pay Period*, or *Years*. When you select *Months*, the Ceiling Pay Period field becomes available for entry. When you select *Years*, the Year Type field becomes available for entry.

Ceiling Pay Period Select the week of each month in which you apply the accrual ceiling and determine the disposition of excess leave (*1* represents week one, *2* represents week two, and so on).

Ceiling Disposition Specify how to handle excess leave accruals:

Allowed to Exceed: Select this value to disregard ceilings applied at an earlier date.

Convert to Other: Select this value to convert excess leave to other types of leave. For example, if you place a ceiling on leave accruals, you can convert excess earnings into another leave type by entering its corresponding earnings code in the Ceiling Earnings Code field. However, this value is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay: Select this value to convert excess leave to pay by creating an additional Pay record, either at the rate earned or at the current rate specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accruals summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the Ceiling Earnings Code field becomes available for entry.

Forfeit: Select this value to reduce excess accruals and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Use or Lose: Select this value to reduce excess accruals and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Ceiling Intervals

Not currently used by PeopleSoft HRMS for Federal Government.

Maximum Ceiling

Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can accumulate, depending on the unit of measurement specified in the Ceiling Interval field.

Ceiling Earnings Code

Specify how to compensate employees in an accrual class when leave is converted to pay.

Define earnings codes in the Earnings Tables.

Accrual Carryover

Use this group box to specify the carryover limits and tell the system what operations to perform when one exceeds the limit. Establishing a carryover limit enables you to control the amount of leave employees can carry over from one period to another and to trigger other operations, such as the conversion of excess carryover to pay.

Max Carryover Indicator
(maximum carryover indicator)

Select this check box to activate the fields in the Accrual Carryover group box.

Carryover Interval

Select the interval with which to measure the amount of leave employees in the accrual class can carry over from one period to another: *Hours*, *Months*, *Pay Period*, or *Years*. When you select *Months*, the Carryover Pay Period field becomes available for entry. When you select *Years*, the Year Type field becomes available for entry.

Carryover Pay Period

Select the week of each month in which you apply the accrual carryover and determine the disposition of excess leave (*1* represents week one, *2* represents week two, and so on).

Carryover Disposition

Specify how to handle excess leave accruals:

Allowed to Exceed: Select this value to disregard carryover limits applied at an earlier date.

Convert to Other: Select this value to convert excess leave to other types of leave. For example, if you apply a carryover limit to leave earnings, you can convert excess earnings into another leave type by entering its corresponding earnings code in the Carryover Earnings Code

field. However, this value is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay: Select this value to convert excess carryover to pay by creating an additional Pay record, either at the rate earned or at the current rate specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the Carryover Earnings Code field becomes available for entry.

Forfeit: Select this value to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Use or Lose: Select this value to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Carryover Intervals	Not currently used by PeopleSoft HRMS for Federal Government.
Max Carryover (maximum carryover)	Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can carry over, depending on the unit of measurement specified in the Carryover Interval field.
Carryover Earnings Code	Specify how to compensate employees in an accrual class when converting leave to pay. Define earnings codes in the Earnings Tables.
Coordinate with Grandfather	Select this check box if employees can use <i>grandfathered</i> leave earnings that put them above the carryover limit for their accrual class. For example, if an employee moves from an accrual class that carries a higher carryover limit than is permitted for individuals in the current class, the system checks the Enrollment page for the correct carryover limit for this employee. Employees are eligible to receive a personal carryover limit on the Enrollment page that remains in effect until their leave earnings fall within the carryover limit for the rest of their accrual class. So, an employee entering an accruals class with excess leave isn't forced to lose it, and the system coordinates leave usage so that it uses the oldest leave first.

Note. After you enter the original amount of an employee's grandfathered leave on the Enrollment page, view the grandfathered leave balance on the Accrual Summary page.

See Also

[Chapter 4, "Defining Earnings Codes and Earnings Programs," Establishing Earnings Codes, page 33](#)

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Applying Expiration and Termination Rules

Access the Earnings Accruals - Expiration/Termination page.

Class Ceiling/Carryover **Expiration/Termination** Rates/Bonus Balance Cascading

Earnings Accrual Class: FMLA

Expiration & Termination Find | View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Description: Family Medical Leave Act

Accrual Expiration

Earnings Expiration Indicator

*Expiration Interval: Hours

*Expiration Disposition: Convert to Pay

Expiration Intervals:

Expiration Earnings Code:

Hours **Until Expiration**

Accrual Termination

*Termination Disposition: Forfeit

Termination Earnings Code:

Pay at Termination Percent:

Earnings Accruals — Expiration/Termination page

Accrual Expiration

Use this group box to specify the maximum amount of time that can pass before one must use, forfeit, or convert accrued leave to pay.

Earnings Expiration Indicator

Select this check box to activate the fields in the Accrual Expiration group box.

Expiration Interval

Select the interval with which to measure the expiration period. This value is the default unit of measurement for the Until Expiration field.

Expiration Disposition

Specify how to handle leave upon expiration:

Allowed to Exceed: Select this value to disregard expiration limits applied at an earlier date.

Convert to Other: Select this value to convert expired leave to other types of leave. For example, if you apply an expiration date to leave earnings, you can convert this leave into another leave type by selecting its corresponding earnings code. However, this value is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay: Select this value to convert expired leave to pay by creating an additional Pay record, either at the rate earned or at the current rate specified on the Earnings Accrual – Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the Expiration Earnings Code field becomes available for entry.

Forfeit: Select this value to reduce expired leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Use or Lose: Select this value to reduce expired leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Expiration Intervals

Not currently used by PeopleSoft HRMS for Federal Government.

Expiration Earnings Code

Specify how to compensate employees in an accrual class when converting leave to pay.

Define earnings codes in the Earnings Table.

Until Expiration

Enter the number of hours, months, years, or pay periods until leave expires. The default unit of measurement comes from the Expiration Interval field.

Accrual Termination**Termination Disposition**

Specify how to handle leave upon termination:

Convert to Pay: Select this value to convert unused leave to pay by creating an additional Pay record, either at the rate earned or at the current rate specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. To complete the payout procedure, you must enter this information in the Final Check Program component.

Forfeit: Select this value to record forfeited accruals and create a ledger entry to record the termination. You lose any unused leave.

Termination Earnings Code and Pay at Termination Percent

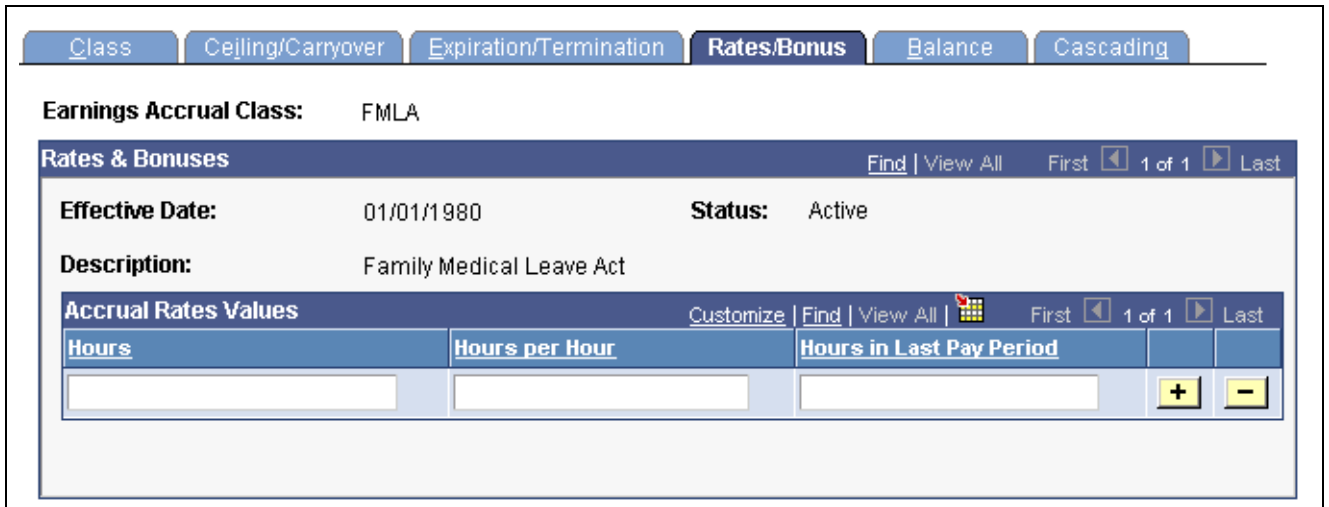
Specify the earnings for which employees in an accrual class are eligible when converting accruals to pay. If your policy is to convert leave to pay at a percentage of the rate represented by the earnings code, enter the percent in the Pay at Termination Percent field.

See Also

Chapter 4, “Defining Earnings Codes and Earnings Programs,” Establishing Earnings Codes, page 33

Creating a Schedule for Granting Leave Based on Length of Service

Access the Earnings Accruals - Rates/Bonus page.



Earnings Accruals — Rates/Bonus page

Accrual Rates Values

The default time period displayed in this group box—in this case hours—comes from the Accrual Units field on the Earnings Accrual - Class page. For example, if you selected Hours as the accrual units on the Earnings Accrual - Class page, you measure service time in hours on the Earnings Accruals - Rates/Bonus page.

of Service: Hours Enter the length of service.

Hrs/Hour Enter the number of hours that accrue per month, year, or pay period. The accrual rate (hours per month, hours per pay period, hours per year, or hours per hour) that displays at the top of this column comes from the Accrual Frequency field on the Earnings Accrual - Class page.

Hours in Last Pay Period Specify a fixed number of leave hours to distribute in the last pay period of the year, independent of the amount that you grant automatically to members of the accrual class.

Specifying How Earnings Code Hours Affect Leave Balances

Access the Earnings Accruals - Balance page.

Class	Ceiling/Carryover	Expiration/Termination	Rates/Bonus	Balance	Cascading
Earnings Accrual Class: FMLA					
Balance Date Find View All First 1 of 1 Last					
Effective Date: 01/01/1980		Status: Active			
Description: Family Medical Leave Act					
Earning Codes Find View All First 1-2 of 2 Last					
*Earnings Code: FFM		FG-Family Medical Leave		+ -	
<input type="checkbox"/> Add to Service Hours	<input type="checkbox"/> Add to Restored Hours Adjust	<input type="checkbox"/> Add to Hours Bought			
<input checked="" type="checkbox"/> Add to Hours Taken	<input type="checkbox"/> Add to Restored Hours Taken	<input type="checkbox"/> Add to Hours Sold			
<input type="checkbox"/> Add to Adjust Hours	<input type="checkbox"/> Add to Hours Earned				
*Earnings Code: FLA		FG-Family Med. Leave Adjustmen		+ -	
<input type="checkbox"/> Add to Service Hours	<input type="checkbox"/> Add to Restored Hours Adjust	<input type="checkbox"/> Add to Hours Bought			
<input type="checkbox"/> Add to Hours Taken	<input type="checkbox"/> Add to Restored Hours Taken	<input type="checkbox"/> Add to Hours Sold			
<input checked="" type="checkbox"/> Add to Adjust Hours	<input type="checkbox"/> Add to Hours Earned				

Earnings Accruals — Balance page

Earnings Code

Select an earnings code for which you want to keep a leave balance.

Add to Service Hours

Select this check box to add to the accumulation of service hours on which accrual rates are based. To view the total service hours for an employee in the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the Accrual Ledger page.

Add to Hours Taken

Select this check box to add to the accumulation of hours taken. To view the total hours taken for an employee in the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the accrual ledger page.

Add to Adjust Hours

Select this check box to specify the capability to adjust accrual balances by addition or subtraction, though you don't actually make the adjustment here. When you enter adjustment data using paysheets, the system accepts positive or negative hours. To view the total hours adjusted year-to-date, use the Accrual Summary page.

Note. You cannot enter or alter adjusted hours directly through the Accrual Ledger page; they become part of the Leave Accrual process through paysheets.

Add to Restored Hours Adjust

Select this check box to add to the balance of adjusted restored hours. To view the balance of adjusted restored hours, use the Restored Hours page.

Note. You cannot enter or alter restored hours directly through the Restored Hours page; they become part of the Leave Accrual process through paysheets. You can change only the expiration date of restored leave on the Restored Hours page.

Add to Restored Hours Taken	Select this check box to add to the balance of restored hours taken. To view the balance of restored hours Taken, use the Restored Hours page.
Add to Hours Earned	Select this check box to add leave to the accumulation of hours earned. To view the total of hours earned, use the Accrual Summary page. To adjust hours earned for an employee, use the Accrual Ledger page.
Add to Hours Bought	Not currently used by PeopleSoft HRMS for Federal Government.
Add to Hours Sold	Not currently used by PeopleSoft HRMS for Federal Government.

Note. Many of these check boxes are replicated in the Earnings Code Table. If you use accrual classes to place limits on earnings codes and to specify how to accumulate the hours associated with them, use the check boxes on this page, rather than those in the Earnings Code Table.

Example 1

Each check box on the Earnings Accruals - Balance page represents a balance to which you can add for:

- Tracking earnings.
- Recording leave hours taken, time in service, and so on.

This enables you to specify:

- How the system tracks and processes an earnings code for the accrual type in the accrual class (annual leave, for example).
- How the hours associated with that code affect accrual rates and other earnings criteria for employees in this class.

For example, select the Add to Service Hours and Add to Hours Taken check boxes for the FAL earnings code (a code representing annual leave hours for the ANN360 accrual class). The system adds together the annual leave taken and the accumulation of service hours on which accrual rates are based.

Example 2

Because earnings codes representing other types of leave or work time also affect leave accruals for employees in the ANN360 accrual class, the leave plan administrator specifies how hours associated with these codes affect balances for employees in the class. In the following example, the system adds together hours associated with the earnings code for religious comp time-off are added and the service hours on which annual leave rates are based. Hours associated with the earnings code for regular earnings have been added to the accumulation of service time.

For example, select the Add to Service Hours check box for regular earnings and religious comp time-off. If employees in the ANN360 accrual class receives 0.02 hours of leave time for every hour of regular time that they work (accrual frequency is hours per hour), and the employees work 30 hours of regular time and take 10 hours of religious comp time-off, the system:

- Adds 40 service hours to their leave plans.
- Updates their leave earnings, causing the leave accrual program to accrue 0.8 hours of vacation time.

Note. This example involves proration, because the system calculates the number of leave hours to grant based on the actual number of service hours. Proration occurs only when the accrual frequency is hours per hour. Other accrual frequencies do not involve proration if the employee works fewer than the normal number of service hours. For example, if the accrual frequency is hours per pay period, the employee receives the full accrual for the pay period if the employee is in an active pay status for any number of hours during that pay period.

See Also

Chapter 16, “(USF) Administering Additional U.S. Federal Payroll Functionality,” [Updating Restored Hours of Leave Expiration Dates](#), page 344

Setting Up Cascading Leave

Access the Earnings Accruals - Cascading page.

Earnings Accruals — Cascading page

Cascade Class

Enter the cascading class from which the system draws hours to prevent the earnings accrual class from becoming negative.

During leave accrual processing, the system automatically decrements hours from the lowest sequenced cascading class until it exhausts that accrual class.

For example, to have employees exhaust annual leave and then exhaust restored leave and sick leave before their annual leave becomes negative, define restored leave and sick leave as cascading classes for the annual leave earnings accrual class.

Accrued Balance Go Negative

Select this check box for the highest sequenced class only. You cannot save this page unless you let the highest sequenced class become negative.

Setting Up for Military Deposits

This section discusses how to:

- Define a deduction code for military deposit.
- Enter the military deposit interest rate on the Military Service Deposit page.

See Also

Chapter 16, “(USF) Administering Additional U.S. Federal Payroll Functionality,” [Crediting Military Service to Civilian Retirement, page 351](#)

Page Used to Set Up the Military Deposit Interest Rate

Page Name	Object Name	Navigation	Usage
Military Deposit Interest	GVT_MIL_INTRST_PNL	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Military Deposit Interest USF	Enter military deposit interest rate.

Defining the Military Deposit Deduction Code

To define a deduction as a military deposit deduction, set up the Federal Distribution Destinations page as follows:

Interface *OPM/RITS Interface*
Reporting Code *Military Deposit Deduction*

See Also

Chapter 5, “Defining Deductions,” (USF) [Specifying Federal Distribution Destinations, page 69](#)

Entering the Military Service Deposit Interest Rate

Access the Military Deposit Interest page.

Military Deposit Interest page

The interest rate on military deposits for post-1956 military service is computed on a calendar year basis, January 1 through December 31. Use this page to record the current interest rate. During the interest calculation process (FGPY020.SQR), the interest rate for the employee's Interest Accrual Date (IAD) is used.

Military Deposit Interest Enter the military service deposit interest rate.

Setting Up IRR Remarks

This section provides an overview of IRR remarks and discusses how to define IRR remarks.

See Also

[Chapter 32, "\(USF\) Generating IRR and ROST Reports," page 677](#)

Understanding IRR Remarks

IRR Remarks include text or employee-specific information that you must document in the IRR. After the system creates the IRR control record, you can select remarks for an employee on the IRR Remarks page.

We provide an IRR remark template generator that enables you to define IRR remarks ahead of time. In the IRR Remarks table, create remarks that contain employee-specific and text components. Enter the employee-specific information when attaching the remark to an employee's IRR on the IRR Remarks page. These components comprise a unique IRR remark.

Setting up IRR remarks in the IRR Remarks table dynamically generates a complete remark for an employee on the IRR Remarks page. When employees separate, you can select the remarks for them.

Page Used to Define IRR Remarks

Page Name	Object Name	Navigation	Usage
IRR Remarks	GVT_IRR_RK_TBL	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, IRR Remarks Table USF	Create IRR remarks that can be associated with employees' IRRs.

Defining IRR Remarks

Access the IRR Remarks page.

IRR Remarks page

Remark Text

Sequence Number

Assign the component a sequence number. PeopleSoft recommends that you assign numbers in increments of five to leave room in case you must modify the remark. This saves you from renumbering the sequence of all the components.

IRR Remark Type

Select the format for this sequence number:

Emp spec (employee specific): If you select this value, the Field Type and Remark Label fields become available for entry.

Text: If you select this value, the Text Remark field becomes available for entry.

Field Type

Select the type of edit used in the remark line of an employee's IRR on the IRR Remarks page: *None*, *Date*, *Number*, and *Text*.

Note. Your operating system (for example, Oracle or DB2/MVS) influences date field values.

Remark Label

Enter a label to identify information in an employee-specific remark type.

CHAPTER 12

Maintaining Payroll Data

This chapter provides an overview of payroll data and discusses how to:

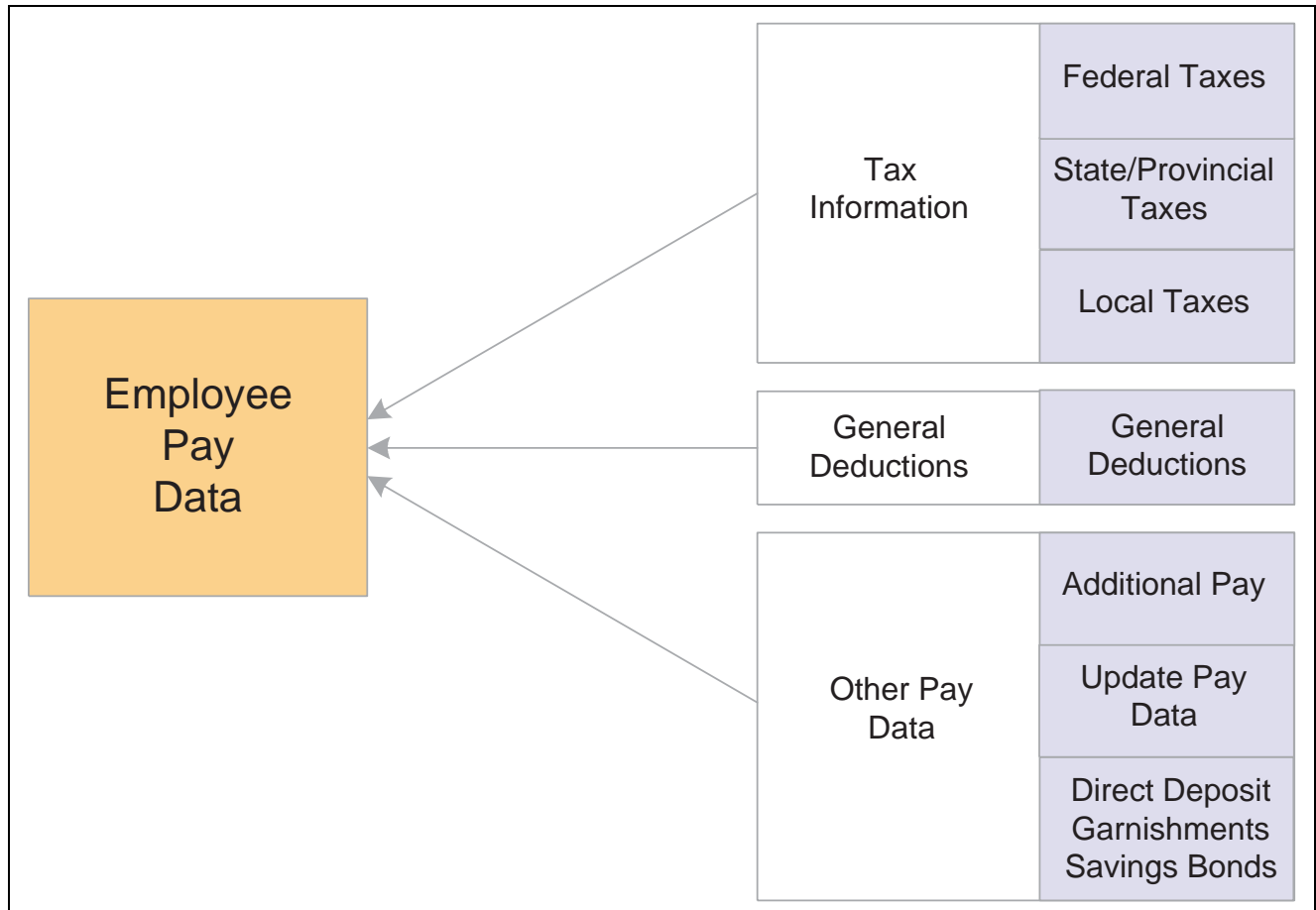
- Enter tax distribution information.
- Enter U.S. employee tax data.
- (CAN) Enter Canadian income tax data.
- (USA) Process W-4 and W-5 employees.
- Set up employee general deductions.
- Specify employee-level benefit deduction overrides.
- Set up direct deposits.
- Define additional pay earnings.
- Maintain optional payroll data.
- Maintain garnishments, savings bonds, and other payroll data.

Understanding Payroll Data

The Employee Pay Data menu contains the PeopleSoft Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, savings bonds, direct deposit, and garnishments information.

These pages work in conjunction with the information you enter on the Workforce Administration pages and the benefit deduction data maintained in Benefits pages.

In addition to the Payroll Data information that is *required* for payroll processing, PeopleSoft also provides optional payroll data pages, where you can maintain and override information concerning check distribution and payroll deductions.



Maintaining payroll data

Searching by National ID

The Employee Pay Data menu also offers the Search by National ID page, part of the Administer Workforce business process in PeopleSoft Human Resources. You can search for employees and their dependents/beneficiaries using their National ID.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Searching by National ID

Entering Tax Distribution Information

This section provides an overview of tax distribution and discusses how to:

- (USA) Enter U.S. tax distribution information.
- (CAN) Enter Canadian tax distribution information.

Understanding Tax Distribution

Every employee must have at least one Tax Distribution record. The system automatically populates the State (Province) and Locality fields from Tax Location field on the employee's Job Data record. The state and locality codes come from the Tax Location table.

Creating Employee Tax Distribution Data Automatically

If you select the Automatic Employee Tax Data option on the Installation table, PeopleSoft Payroll for North America automatically sets up tax distribution records for the employee. It sets up federal, state (multiple, if necessary), provincial, and local (multiple, if necessary) records whenever an employee:

- Is hired through PeopleSoft HRMS or the applicant tracking system.
- Transfers to another company.
- Has a job change that requires a new tax location be entered on Job Data-Payroll page.

You can run SQR TAX016, the Default Tax Data Report - U.S. (TAX016CN is the Canadian version) to verify automatically created tax data. This report lists which employees have such default data on their tax records. The report checks records within the date range that you specify.

Note. (USF) The employee's retirement code coverage helps determine which tax data is generated by the system.

(USA) State Taxes for Multi-State Employees

This is an example of how the system determines state taxes for multi-state employees based on the distribution percents you enter on the Tax Distribution pages.

Employee A is paid weekly and receives \$1000 per week. The employee works 70 percent of the time in New York and 30 percent in Connecticut.

1. The system annualizes the pay period taxable earnings.

Employee A earns \$1,000 for this pay period. Thus, the employee's annual taxable earnings are annualized by multiplying the week's earnings by 52 weeks: $\$1,000 \times 52 = \$52,000$.

2. The system calculates the annual tax for the taxable earnings for each state using the appropriate rate from the state's corresponding tax tables.

New York Annual Tax Calculation:

Because Employee A works 70 percent in New York, his annual taxable earnings is \$52,000 ? 70% = \$36,400. Assume that New York's tax rate from the tax table is 4.5%. Thus, the New York annual taxes are 4.5% ? \$36,400 = \$1,638.

Connecticut Annual Tax Calculation:

Because Employee A works 30 percent in Connecticut, his annual taxable earnings is \$52,000 ? 30% = \$15,600. Assume that Connecticut's tax rate from the tax table is 6%. Thus, the employee's Connecticut annual taxes are 6% ? \$15,600 = \$936.

3. The system converts each state's annual tax amounts to weekly amounts and then applies these amounts to each state.

New York Weekly Tax Calculation:

$\$1,638 \div 52 \text{ weeks} = \31.50 per week

Connecticut Weekly Tax Calculation:

$\$936 \div 52 \text{ weeks} = \18 per week

Note. The Paysheet Creation process uses Tax Distribution information to set the state and locality by default on the paysheet and to distribute the employee’s hours and/or earnings as specified. If this Tax Distribution data is changed after the paysheet is created, you must manually update the paysheet with the distribution changes.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” page 809

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Installing PeopleSoft HRMS,” Setting Up Implementation Defaults

Pages Used to Enter Tax Distribution Information

Page Name	Object Name	Navigation	Usage
Tax Distribution	TAX_DISTRIBUTION	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Adjust Tax Distribution North American Payroll, Employee Pay Data USF, Tax Information, Adjust Tax Distribution 	Enter tax distribution information for US employees only.
Tax Distribution	TAX_DIST_CAN	North American Payroll, Employee Pay Data CAN, Tax Information, Adjust Tax Distribution	Enter tax distribution information for Canadian employees.
Default Tax Data Report	RUNCTL_FRMTHRU_PAY	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Default Tax Data Rpt North American Payroll, Employee Pay Data CAN, Tax Information, Default Tax Data Report North American Payroll, Employee Pay Data USF, Tax Information, Default Tax Data Report 	Run TAX016 (TAX016CN for Canada) to print employee tax and other hire data autogenerated by the system.

(USA) Entering U.S. Tax Distribution Information

Access the Employee Tax Distribution page.

Employee Tax Distribution

Jones,Rebekah Employee EmplID: K0G001 Empl Rcd#: 0

Tax Distribution Find | View All First 1 of 1 Last

*Effective Date: 11/11/2002 Country: Insert Pre-filled Tax Location

States/Localities Customize | Find | View All First 1 of 1 Last

*State	Locality	Distribution %
<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Tax Distribution page

Tax Distribution

Insert Pre-filled Tax Location

When a tax location code contains multiple states, select this check box to have the system:

- Search for the employee's Job record for the Tax Location Code.
- Determine all states/provinces and localities associated with that code.

Create the appropriate number of tax distribution rows.

States/Localities

Distribution %

Enter the percent of the employee's time or earnings that apply to the selected state/locality in the *State* and *Locality* fields. This tax distribution is for work location-based taxes only; this does not include resident-based taxes. If the employee works in one state or locality, the Distribution % should be 100 for that row. However, if an employee is hired or transferred into a tax location that represents more than one state or locality, you must distribute taxes among the different states or localities. All the percentages must total 100%. You cannot save the page until the Distribution % values total 100%.

Note. You can distribute taxes for salaried and exempt hourly employees only. If you select the Use Total Wages for Multi-State Employee check box on the Federal Tax Data 2 page, the system uses 100 percent of the employee's wages to determine the tax rate.

(CAN) Entering Canadian Tax Distribution Information

Access the Canadian Employee Tax Distribution page.

Canada doesn't allow distribution to more than one province.

Note. All fields on this page have the same functionality as the fields on the U.S version except for the following fields.

Province	Enter the province in which the employee works.
Distribution %	For Canadian payroll, the Distribution % must be <i>100</i> for a single row. The default value is <i>100%</i> .

(USA) Entering U.S. Employee Tax Data

This section provides an overview of split local tax distribution and discusses how to:

- Enter federal tax data.
- Enter state tax data.
- Enter local tax data.

Note. (USF) All pages in this section apply to both the generic payroll for North America and U.S. Federal Government functionality, unless stated otherwise. The only difference between the two is their corresponding navigation.

Understanding Split Local Tax Distribution for KY, AL, and OR

The interaction of the Tax Location table, the employee's Local Tax Data table and the employee's Tax Distribution table enables employees to be paid in any of the tax locations comprising a chain of linked localities. When an employee is paid in such a locality, the employee's earnings are included in the taxable grosses of all localities further down the chain. The Other Work Locality field on the following pages provides the links in the chain of localities.

Tax Location Table

The Tax Location Table associates any number of states, localities and linked localities with a Tax Location code. The Tax Location code is used on the Job Data – Payroll page and automatically generates information on the employee's State Tax Data page and Local Tax Data page when Automatic Employee Tax Data has been selected on the Installation table.

In the absence of (or to override) Automatic Employee Tax Data, state, locality and locality-link data may be set up directly on the on the employee's State Tax Data and Local Tax Data pages. The use of the Other Work Locality field described below is identical on both the Tax Location Table and the Local Tax Data pages.

Local Tax Data

The Other Work Locality field on the Local Tax Data table is used where one or more taxes apply to a single location. A school district within a city within a county is such an example. In this case, there would be one chain with three rows. Row #1 would have the school district as the Locality and the city as a link; row #2 would have the city as the Locality and the county as a link; and row #3 would have the county as the Locality only.

The Other Work Locality field on the Local Tax Data table may also be used where one or more taxes apply to multiple locations. Several cities within a county is such an example. In this case, there could be several chains. There would be a separate row for each city with the county as the link. The county, however, would appear only once in the Locality field of a row without a link.

Note. Linked localities may have either the same (congruent) or different (noncongruent) physical boundaries.

When linked localities have the *same* physical boundaries, there should be earnings in only one locality in a chain – namely, the locality at the beginning of the chain (the school district in the above example). Likewise, if the employee is a resident of any one locality, he/she should be a resident of all the localities. Unless the earnings are taxable to residents only, and the employee is not a resident, then all of the localities should have the same *taxable* earnings.

Note. We recommend that a chain of linked localities with the same physical boundaries start with a locality that taxes both residents and non-residents.

When linked localities have *different* physical boundaries, there could be earnings in any locality in a chain. Likewise, an employee may be a resident of only some of the linked localities (and all of the localities down the chain.) Unless the earnings are taxable to residents only, and the employee is not a resident, any earnings in locality with a link will be included in the taxable earnings of all localities further down the chain. They will not be included in the taxable earnings of localities further up the chain.

Important! A chain of linked localities with different physical boundaries should start with the smallest locality and progressively work up to the largest locality.

Employee Tax Distribution

The Employee Tax Distribution table allocates the work-location earnings of salaried and exempt hourly employees. Using this table, 100% of total earnings are allocated to states and localities during the paysheet creation process.

When earnings are allocated to linked localities having the *same* physical boundaries, the allocation should be to the locality at the beginning of the chain. When earnings are allocated to linked localities having *different* physical boundaries, the allocation may be to any or all localities in the chain. As stated earlier, when earnings are allocated to linked localities, the earnings will be included in the taxable earnings of all localities further down the chain.

Example of Special City and County Withholding Tax Situations

In some states, such as Kentucky, both cities and counties can impose payroll withholding taxes on wages for work performed within their jurisdictions. If an employee works in a city that imposes a tax, and that city is located within a county which also imposes a tax, the employee is subject to payroll withholding for both the city and county taxes.

For example, the city of Covington, Kentucky is located within Kenton County, Kentucky. Both the city of Covington and Kenton County impose payroll taxes. In all three of the following situations, the employee is subject to the withholding taxes imposed by both the city of Covington and Kenton County:

- A resident of Covington who also works in Covington.
- A resident of Kenton County (outside of Covington) who works in Covington.

- A resident of another county who works in Covington.

To ensure that both the city and the county local taxes are correctly calculated and withheld in these situations, you must set up the CITY as the first or primary work locality, and the COUNTY as the secondary/linked work locality on both the Tax Location Table and in the employee local tax data set-up.

See Also

PeopleSoft Fundamentals for HRMS PeopleBook, Setting Up Payroll Tax Tables, Defining Tax Locations, Associating States and Localities with the Tax Location Code

Entering Local Tax Data

Entering Tax Distribution Information, (USA) Entering U.S. Tax Distribution Information

Pages Used to Maintain U.S Employee Tax Data

Page Name	Object Name	Navigation	Usage
Federal Tax Data	TAX_DATA1	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Update Employee Tax Data • North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax • North American Payroll, Employee Pay Data USF, Tax Information, Update Employee Tax 	Enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.
State Tax Data	TAX_DATA3	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Update Employee Tax Data • North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax • North American Payroll, Employee Pay Data USF, Tax Information, Update Employee Tax 	Enter and maintain state tax information that the system uses to calculate state taxes for employees.

Page Name	Object Name	Navigation	Usage
Local Tax Data	TAX_DATA5	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Update Employee Tax Data • North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax • North American Payroll, Employee Pay Data USF, Tax Information, Update Employee Tax 	Enter employee tax data for each locality in which an employee lives or works.
Employee Tax Information	RUNCTL_TAX019	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Employee Tax Information Rpt • North American Payroll, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt • North American Payroll, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt 	Run TAX019 to print employee tax withholding information.

Entering Federal Tax Data

Access the Federal Tax Data page.

Federal Tax Data		State Tax Data	Local Tax Data
Jones,Rebekah		Employee	EmpID: K0G001
Company: GBI Global Business Institute			
Effective Date		Find View All First 1 of 1 Last	
*Effective Date: 11/15/2002		This data was last updated by on	
<input type="checkbox"/> Exempt from FUT		<input type="checkbox"/> Use Total Wage for Multi_State	
Special Tax Withholding Status			
<input checked="" type="radio"/> None		<input type="radio"/> Do Not Maintain Taxable Gross and Do Not Withhold Tax	
<input type="radio"/> Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below			
<input type="radio"/> Non-Resident Alien; Tax Treaty/NR Data			
W-4 Processing Status:		<input type="radio"/> None <input type="radio"/> Notification Sent <input type="radio"/> New W-4 Received	
Tax Marital Status: <input type="radio"/> Single <input type="radio"/> Married		Withholding Allowances: 0	
FWT Additional Amount			
Amount: <input type="text"/>		Percentage: <input type="text"/>	
Lock-In Details			
<input type="checkbox"/> Letter Received		Limit On Allowances: 0	

Federal Tax Data page (1 of 2)

Earned Income Credit		W-5 Processing Status	
<input checked="" type="radio"/> Not applicable		<input type="radio"/> None	
<input type="radio"/> Single, or Head of Household		<input type="radio"/> Notification Sent	
<input type="radio"/> Married without spouse filing		<input type="radio"/> New W-5 Received	
<input type="radio"/> Married, both spouses filing			
Tax Treaty/NR Data			
Date of Entry: <input type="text"/>			
Country: <input type="text"/>		Treaty ID: <input type="text"/>	
		Treaty Exp Date: <input type="text"/>	
*Form 8233 Recd: No		8233 In Effect Date: <input type="text"/>	
		8233 Exp Date: <input type="text"/>	
*Form W8 Recd: No		W8 In Effect Date: <input type="text"/>	
		W8 Exp Date: <input type="text"/>	
Form W9 Recd: <input type="checkbox"/>		W9 In Effect Date: <input type="text"/>	
Taxpayer ID Number: <input type="text"/>			
Allowable Earnings Codes			
Income Code (for 1042-S):		Max Earnings Eligible Per Year:	
		Tax Rate (after form):	
		Tax Rate (before form):	

Federal Tax Data page (2 of 2)

Federal taxes include Federal Income Tax, FICA, and FUT. If the employee works for multiple companies, the tax data is defined by company.

Federal tax data last updated by

This display-only field indicates whether the employee's federal tax data was last updated by an online system user or by a Web user, using the PeopleSoft Self-Service Web Application. The date of the most recent update appears.

Exempt from FUT

Select this check box if the employee is exempt from FUT. The default value comes from the FICA/Tax Details page. You can override the default from the Company Table for an employee.

Use Total Wages for Multi-State Employee

Select this check box to use taxable wages from all work states in the calculation of state taxes.

For states, such as Arizona, that base their calculation on a percentage of Federal Withholding Tax:

- Select this check box to apply allocation or distribution percentage to the tax calculated. Select this check box to base the state withholding tax on the allocated portion of Federal withholding tax.
- Clear this check box to not apply allocation or distribution percentage to the tax calculated. Clear this checkbox to base the state withholding tax on the entire amount of Federal withholding tax.

For states, such as Alabama, Iowa, Missouri, and Oregon, that include a credit for Federal withholding tax in their state withholding tax calculation:

- Select this check box to use the allocated portion of the Federal withholding tax as the credit in the state withholding tax calculation.
- Clear this check box to use the entire amount of Federal withholding tax as the credit in the state withholding tax calculation.

Special Tax Withholding Status

None

Select this option if no special tax status exists. With this option, the system calculates federal withholding tax based on the employee's taxable gross, marital status, and withholding allowances. If you select this option, and you specify an amount or percentage in the Additional Withholding group box, the system calculates taxes based on the information in the tax table and also withholds the indicated additional withholding amount.

Do Not Maintain Taxable Gross and Do Not Withhold Tax

With this option, the system does not track federal taxable gross balance at all.

Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below

Select this option to override the normal tax calculation with the amount or percentage indicated in the *Additional Withholding Amount* or *Percentage* fields. The system determines taxable gross for FWT, using the individual earnings an employee is paid. The tax withheld becomes either a flat amount or a percentage of the Federal Taxable wages.

Note. Use this option for employees who claim exemption from withholding on their W-4 form.

Non-Resident Alien\; Tax Treaty/NR Data

Select this option if the employee is to be taxed as a nonresident alien. Typically this is a result of a tax treaty agreement between the United States and the nonresident alien's country of citizenship. When this option is selected, the appropriate taxation information for the nonresident alien is entered on the Federal Tax Data 3 page.

Note. Use the Substantial Presence Test page to track an employee's residency status.

W-4 Processing Status

The system resets this indicator automatically when the employee's status is updated through the W-4 Exempt Employee workflow process. You can also update this status manually.

See [Chapter 12, "Maintaining Payroll Data," \(USA\) Processing W-4 and W-5 Employees, page 251.](#)

None: Select this option if W-4 processing is not applicable to the employee. This is the default value, which the system resets automatically.

Notification Sent: Indicates that the employee has been notified to submit a new Form W-4.

New W-4 Received: Indicates that a new Form W-4 has been received.

Tax Marital Status

Select the appropriate tax marital status for federal withholding taxes as indicated on the employee's completed Form W-4.

Withholding Allowances

Enter the number of allowances that the employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.

FWT Additional Amount

Use these fields to indicate that additional FWT taxes are to be taken. You can specify both an amount and a percentage, if appropriate. The effect of this field depends on the option you select in the *Special Tax Withholding Status* group box.

Amount

Enter an additional flat amount to be withheld.

Percentage

Enter an additional percentage to be withheld. The additional withholding is calculated by taking a percentage of the taxable wages.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to territory withholding at the same rate as federal. The system uses the *Tax Marital Status* and *Withholding Allowances* information on the Federal Tax Data page to calculate the territory withholding required by each of these territories.

Lock-in Details

Letter Received	Select this check box if a letter has been received from the IRS specifying the allowances an employee is allowed to take.
Limit on Allowances	Enter the maximum number of allowances possible. The value that you enter in the <i>Withholding Allowances</i> field cannot exceed the value you enter in this field.

Note. Because the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the tax data pages without first editing the Federal Tax Data page.

Earned Income Credit

Earned Income Credit is a payment from the government that is available to individuals who meet a number of qualifications related to family and income status. Employees can choose to receive advance Earned Income Credit payments with each paycheck, by filling out Form W-5 and giving it to their employer.

Not applicable	Select this option if the employee is not eligible for this credit. No payment is made.
Single, or Married without spouse filing	Select this option if the employee is eligible for the credit and is single or married without the spouse filing.
Married with both spouses filing	Select this option if the employee is eligible for the credit and is married with both spouses filing.

Note. The payment amounts are determined by rates in the Federal/State Tax Table under \$E.

W-5 Processing Status

The system resets this indicator automatically when the employee's status is updated through the Determine W-5 Employee workflow process. You can also update this status manually.

See [Chapter 12, "Maintaining Payroll Data," \(USA\) Processing W-4 and W-5 Employees, page 251](#).

None	Select this option if W-5 processing is not applicable to the employee. This is the default value, which the system resets automatically.
Notification Sent	Indicates that the employee has been notified to submit a new Form W-5.
New W-5 Received	Indicates that a new Form W-4 has been received. See Chapter 12, "Maintaining Payroll Data," Updating the W-4 Processing Status, page 257 .

(E&G) Tax Treaty/NR Data

These fields are available for employees with a 1042 status if you have selected the Education and Government option on the Installation Table.

Use these fields to enter information for nonresident alien employees. The information in this group box assigns the employee to a tax treaty table and enables the eligible employee to be subject to a reduced tax treaty rate.

To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits for only one treaty at any particular time. Employees who want to claim benefits under a tax treaty must submit a written statement to their employer, along with applicable forms.

Use the *Form 8233 Recd?* (form 8233 recorded) and *Form W8-BEN Recd?* (form W8-benefit recorded) check boxes to determine the employee's eligibility for reduced tax treaty rates. You must mark the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earning will be taxed as W-2 earnings instead of 1042 earnings.

Country	Select a country from the list, or select one of the generic entries that are prefixed with \$ that you may have established on the Tax Treaty NR Alien Table.
Treaty ID	Select the appropriate treaty ID.
Treaty Exp Date (treaty expiration date)	The treaty expiration date appears. The system calculates the date based on the Date of Entry and rules established on the Tax Treaty/NR Data Table.
Form 8233 Recd (Form 8233 received)	Form 8223 is required for all income codes except 15 (scholarships and fellowships). Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. Select this check box, and enter the appropriate dates in the 8233 In Effect Date and 8233 Exp Date fields.
Form W8-BEN Recd	Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. Select this check box, and enter the appropriate dates in the W8-BEN In Effect Date and W8 Exp Date fields.
Form W9 Recd	<p>If applicable to the employee, select this check box, and enter the appropriate date in the W9 In Effect Date field. Form W9 was formerly known as Form 1078.</p> <p>Employees who file a Form W9 that takes effect before the end of the current pay period are processed as if they did not have a treaty; their earnings are taxed as W-2 earnings instead of 1042 earnings.</p>
Taxpayer ID Number	Enter the taxpayer ID number of the employee. If you enter a value here, the system uses this value instead of the SSN when producing the 1042 forms/magnetic media.

The system populates the Allowable Earnings Codes group box with information entered on the Treaty/NR Alien Table page according to the country and treaty ID you specify.

Max Earnings Eligible Per Year (maximum earnings eligible per year)	The earnings caps that apply to each earnings type as per the tax treaties for nonresident aliens.
Tax Rate (after form)	For nonresident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that is applied to their income until the income exceeds the maximum earnings specified.
Tax Rate (before form)	For nonresident aliens the tax rate that is applied to the employee's income if their forms (8223 or W8-BEN) have not been completed.

See Also

[Chapter 12, “Maintaining Payroll Data,” \(USA\) Processing W-4 and W-5 Employees, page 251](#)

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” (E&G) Establishing 1042 Processing for Non-resident Aliens

[Chapter 20, “Working With Paysheets,” Entering One-Time Taxes, page 447](#)

Entering State Tax Data

Access the State Tax Data page.

Federal Tax Data		State Tax Data		Local Tax Data	
Jones,Rebekah		Employee		EmpID: K0G001	
Company:		GBI Global Business Institute			
Effective Date		Find View All		First 1 of 1 Last	
Effective Date:		11/15/2002		+ -	
State Information		Find View All		First 1 of 1 Last	
*State:		<input type="text"/>		+ -	
<input checked="" type="checkbox"/> Resident		<input type="checkbox"/> Non-Residency Statement Filed		<input type="checkbox"/> UI Jurisdiction	
Special Tax Status					
<input type="radio"/> None		<input type="radio"/> Do Not Maintain Taxable Gross and Do Not Withhold Tax			
<input type="radio"/> Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below					
<input type="radio"/> Non-Resident Alien; Fed Rules					
*SWT Marital/Tax Status:		<input type="text"/>			
Withholding Allowances:		<input type="text" value="0"/>			
Additional Amount Adjustment					
Amount:		<input type="text"/>		<input checked="" type="radio"/> Increase <input type="radio"/> Decrease	
Percentage:		<input type="text"/>			

State Tax Data page (1 of 2)

Lock-In Details

Letter Received **Limit On Allowances:**

Addl Allowances:

% of Federal W/H:
(AZ Only)

***SDI Status:** ▼

Annual Exemption Amount:
(MS Only)

Retirement Plan **Exempt From SUT**
(PR Only)

California Wage Plan Code

***Disability/Unemployment Plan:** ▼

State Tax Data page (2 of 2)

If the employee works for multiple companies, the tax data is defined by company. If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages.

State Select the state.

Resident Select this check box if the state selected in the *State* field is the state of residence.

Note. The work state is derived from the employee’s Tax Location on the Job Data Table and is used by paysheets when calculating state tax deductions. This check box indicates whether the employee is a resident of the work state; the determination of resident state is made from the employee’s home address.

Non-Residency Statement Filed Select this check box if the employee has completed the necessary nonresidency certificate.

UI Jurisdiction
(unemployment insurance jurisdiction) Select this check box if the state selected in the *State* field is the state of jurisdiction for unemployment insurance tax.

Note. SUT, and SDI if applicable, are usually calculated for the employee’s primary work state.

Special Tax Status Select None if no special tax status exists. The system calculates state withholding tax based on the employee’s gross, marital status, and withholding allowances.

 Select Maintain Gross Taxable to override the normal tax calculation with an amount or a percentage indicated in the Additional Amount Adjustment group box. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

Note. Use this option for employees claiming exemption from withholding on the state equivalent of Form W-4.

Select Do Not Maintain Taxable Gross and Do Not Withhold Tax to indicate that state withholding taxes will not be withheld from the employee's pay and that state taxable gross wages should not be tracked.

(E&G only) Select the Non-Resident Alien; Fed Rules option to calculate state taxes using the same treaty rule as used for federal tax calculations.

SWT Marital/Tax Status
(state withholding tax marital/tax status)

Select the appropriate tax marital status for state withholding taxes.

Note. Depending on the state you selected in the *State* field, different field values for this field appear.

Withholding Allowances

Enter the number of allowances that the employee claims for state withholding tax purposes. This number should match the number on the employee's state withholding allowance certificate.

Additional Amount Adjustment

The *Amount* and *Percentage* fields operate exactly as they do on the Federal Tax Data page.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to territory withholding at the same rate as federal. The system uses the Marital Status and Withholding Allowances information on the Federal Tax Data page to calculate the territory withholding required by each of these territories.

Amount

Enter an additional flat amount to withhold.

Percentage

Enter an additional percentage to withhold. The additional withholding is calculated by taking a percentage of the taxable wages.

Lock-in Details

Letter Received

Select this check box if a letter has been received from the state taxing authority that specifies the allowances an employee is allowed to take.

Limit On Allowances

Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances cannot exceed the value you enter in this field.

Note. Because the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the tax data pages without first editing the Federal Tax Data page.

Addl Allowances (additional allowances)

If applicable, enter any additional allowances the employee claims for State Withholding Tax purposes.

Note: Depending on the state you selected in the *State* field, different field values for this field appear.

% of Federal W/H (% of federal withholding)	This field applies to Arizona only. Enter the percentage of federal withholding that constitutes the state withholding.
SDI Status	<p>This field reflects the value of the SDI Deduction on the State Tax Table and is derived from the Employee's SDI Status entered on the Company Table.</p> <p>Select <i>Exempt</i> if the employee's earnings are exempt from State Disability or Voluntary Disability Insurance tax.</p> <p>Select <i>N/A</i> if the state does not have state disability or does not require employers to carry private disability plans.</p> <p>Select <i>Subject</i> if the employee's earnings are subject to State Disability Insurance tax.</p> <p>Select <i>Vol Dis</i> (voluntary disability) if the company has a voluntary disability plan that covers the employee.</p>
Annual Exemption Amount	This field applies only to Mississippi. Enter an annual exemption amount for the employee from the employee's completed Mississippi withholding exemption certificate. This exemption amount reduces the employee's taxable gross before the state withholding tax calculation for each pay period.
Retirement Plan	(E&G) only. Select this check box to indicate that the employee is a participant in a government pension or retirement plan of the Commonwealth of Puerto Rico. The employee's government or retirement plan contribution is factored into the withholding calculations.
Exempt from SUT (exempt from state unemployment taxes)	Select this check box if the employee's earnings are exempt from state unemployment tax. This field reflects the Company Exempt from SUT value entered on the Company Table.
Disability/Unemployment Plan	<p>The Disability/Unemployment Plan field is used for employees in states with Disability Plans.</p> <p>Values are: <i>DI Exempt/State</i>, <i>None/None</i>, <i>None/State</i>, <i>State/Exempt</i>, <i>State/State</i>, <i>Voluntary/Exempt</i>, and <i>Voluntary/State</i>.</p>

Working in One State and Living in Another

If the employee is a resident of a state other than the primary work state, you must create an additional State entry and select only one of the states as the state of residence.

Use the *Non-Residency Statement Filed* check box to record whether or the employee has completed the necessary nonresidency certificate that some states require when an employee lives in one state and works in another.

For example, employees who reside in Wisconsin but work in Minnesota must file a certificate of nonresidence for Minnesota with their employer in order to avoid having both Minnesota and Wisconsin income taxes withheld from their wages. When employees do not file this certificate, their wages must be fully taxed in both Wisconsin and Minnesota. Employees who fail to file this certificate when required are supposed to be fully taxed in both resident and work states.

For employees who work in multiple states, most states have adopted a set of rules to determine a *state of jurisdiction* for unemployment and disability purposes. The employee's state of jurisdiction is indicated by the *UI Jurisdiction* check box.

The system performs the following edits to determine state of jurisdiction.

- If an employee has only one state (the resident state), that state is the default state of jurisdiction.
- If an employee has two states (one resident, the other nonresident), the nonresident state is the default state of jurisdiction.
- If an employee has multiple nonresident states, and no state is indicated as the state of jurisdiction, the system issues a message requiring you to select the *UI Jurisdiction* check box on one record.

Other Factors Affecting State Tax Calculation

Enter the employee's *SWT Marital/Tax Status* for each state where the employee pays taxes. This is the marital status used for calculating state withholding tax in each state for the employee. It indicates which tax rates the system should use for the SWT calculation. SWT marital status options are located on the SWT Marital Status Table, which is maintained by PeopleSoft.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Employees in these territories are subject to territory withholding at the same rate as federal. You must enter the Marital Status and Withholding Allowances claimed on their withholding certificates on this page and on the Federal Tax Data page.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," (E&G) Establishing 1042 Processing for Non-resident Aliens

Chapter 20, "Working With Paysheets," Entering One-Time Taxes, page 447

Entering Local Tax Data

Access the Local Tax Data page.

The screenshot displays the 'Local Tax Data' page for employee Jones, Rebekah (Employee ID: K0G001) at Global Business Institute. The page is organized into several sections:

- Effective Date:** 11/15/2002
- States:** A section for selecting the state, currently showing 'State:' with expand/collapse buttons.
- Locality:** A section for selecting the locality, including a search field for 'Locality:' and a search icon.
- Resident:** A checked checkbox indicating the employee is a resident of the selected locality.
- Other Work Locality:** A search field for linking to another work locality.
- Special Tax Status:** Radio buttons for selecting the tax status:
 - None
 - Do Not Maintain Taxable Gross and Do Not Withhold Tax
 - Maintain Taxable Gross; LWT zero unless specified in 'Additional Withholding' below
- LWT Marital/Tax Status:** A search field.
- Local Withholding Allowances:** A numeric input field with the value '0'.
- Additional Withholding Amount:** A search field.
- Percentage:** A search field.

Local Tax Data page

Locality

Select the locality that the employee lives or works in. If the employee lives or works in multiple localities, enter a row for each different locality an employee pays taxes in. Define localities on the Company Local Tax Table Page.

Resident

Select this check box if the locality selected in the Locality field is a Resident locality. An employee can have more than one resident tax locality. You may need more than one resident locality entry in cases where two different taxes exist for the same locality, such as a municipality tax and a school district tax.

Note. In Indiana, the employee’s county of residence is the first determining factor for tax withholding. If the county in which an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a nontaxing county. If the county of residence does not impose a tax, but the county in which the principal place of work is located does, you must withhold at the appropriate nonresident rate. For employees moving from out of state into a taxing Indiana locality, withholding does not begin until the next January 1, when residence determination is made.

Other Work Locality

Select another work locality if you have more than one work tax for a given locality. The entry in this field is used to link to another local work tax code.

See [Chapter 12, “Maintaining Payroll Data,” Understanding Split Local Tax Distribution for KY, AL, and OR, page 226.](#)

Special Tax Status

Special Tax Status

Select *None* if no special tax status exists. Under this option, the system calculates local withholding tax based on the employee’s taxable gross and marital status and withholding allowances if applicable (most local taxes are a flat percent rate of the taxable gross). If you select this option, and you specify an amount or percentage in the Additional Withholding Amount or Percentage field, the system calculates taxes based on the information in the tax table and the indicated additional withholding.

Select *Do Not Maintain Taxable Gross and Do Not Withhold Tax* to indicate that the local withholding taxes will not be withheld from the employee’s pay and that local taxable gross wages will not be tracked.

Select *Maintain Taxable Gross* to override the normal tax calculation with the amount or percentage indicated in the Additional Withholding Amount or Percentage field. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

LWT Marital /Tax Status (local withholding tax marital/tax status)

Enter the marital tax status for local withholding taxes. Depending on the locality you selected, different field values appear.

Local Withholding Allowances

Enter the number of allowances the employee claims for local withholding tax purposes.

Additional Withholding Amount

Enter an additional flat amount to withhold.

Percentage

Enter an additional percentage of taxable wages to withhold.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” Associating States and Localities With the Tax Location Code

[Chapter 20, “Working With Paysheets,” Entering One-Time Taxes, page 447](#)

(CAN) Entering and Maintaining Canadian Income Tax Data

This section discusses how to:

- Specify federal income tax data.
- Enter tax information for employees based in Quebec.
- Enter provincial nonrefundable personal tax credit amounts for employees’ provincial TD1 forms.

Pages Used to Enter Canadian Income Tax Data

Page Name	Object Name	Navigation	Usage
Canadian Income Tax Data	TAX_DATA_CAN1	North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax	Specify special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.
Quebec Income Tax Data	TAX_DATA_CAN3	North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax	Enter tax information for employees based in Quebec.
Provincial Income Tax Data	TAX_DATA_CAN4	North American Payroll, Employee Pay Data CAN, Tax Information, Update Employee Tax	Enter provincial nonrefundable personal tax credit amounts for employees' provincial TD1 forms.
Exemption Report	RUNCTL_TAX100CN	North American Payroll, Employee Pay Data CAN, Tax Information, Exemption Report	Generate the TAX100CN report that lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have fewer than 12 months subject to Canada or Quebec pension plan contributions.

Specifying Federal Income Tax Data

Access the Canadian Income Tax Data page.

Canadian Income Tax Data		Quebec Income Tax Data	Provincial Income Tax Data
Jones,Sandra		Employee	
Company: GBI Global Business Institute		EmpID: KUX124	
Tax Information			
*Effective Date:	11/15/2002	*Special CIT Status:	None
Net Claim Amount:	\$0.00	TD1 Adjustment:	\$0.00
Prescribed Area:	\$0.00	Other Tax Credits:	\$0.00
Special Letters:	\$0.00	LCF Amount:	\$0.00
CIT Y Factor:	\$0.00	CIT TH Factor:	\$0.00
<input type="checkbox"/> Cross Province <input type="checkbox"/> Months Subject to CPP/QPP: 12 <input type="checkbox"/> Status Indian <input type="checkbox"/> Payroll Tax Exempt			
<input type="checkbox"/> Additional Withholding <input type="checkbox"/> Commission <input type="checkbox"/> Employment Insurance			
Wage Loss Plan Information			
Empl Rcd#	*Wage Loss Plan		
0			

Canadian Income Tax Data page

Special CIT Status (special Canadian income tax status)

Select options in this field to indicate whether an employee's withholding tax status deviates from the norm.

Select *Exempt (Not Subject to CIT)* if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Select *Maintain gross* (maintain gross) to override the normal tax calculation with an amount indicated in the *Additional Withholding* group box.

Select *None* if no special status exists. If you select this option, the system calculates federal withholding tax based on the employee's gross and net claim amount.

Net Claim Amount

Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the Payroll Calculation process.

TDI Adjustment

Enter the sum of the values entered for Eligible Pension Income and Student Tuition Fees on the TD1 form. This amount is the component of the total Net Claim Amount that is not subject to an automatic cost-of-living adjustment each year. For example, if the CCRA specifies a 3 percent cost-of-living adjustment for the next calendar year, the net claim amounts for all employees could be recalculated as follows:

Net claim amount + 0.03 (net claim amount – TD1 adjustment)

The TD1 Adjustment field is not considered during the Payroll Calculation process. However, it is required by the year-end SQR program TAX103CN (Update Source Deductions), which calculates and inserts new TD1 net claim amounts. This program applies a specified percentage and/or fixed amount increase to the Net Claim Amount that has been reduced by the amount of the TD1 Adjustment.

Prescribed Area

Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories and the Yukon Territory). Note that if an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.

Other Tax Credits

Enter other authorized CCRA tax credits for the year. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Months Subject to CPP/QPP

Enter the month that represents the last month, in which the employee is eligible for CPP/QPP contributions. Use the number that corresponds with the desired month of the calendar year (for example 1 for January). For example, if an employee was subject to CPP/QPP for nine months of the calendar year ending in September, and exempt for the remaining three months, enter 9. If the employee was exempt for the entire year, enter 0. Because employees are usually subject to CPP/QPP contributions for the entire year, the default is 12.

CPP/QPP contributions will continue to be collected until the month defined in the *Months Subject to CPP/QPP* field has been met, or the prorated yearly maximum contribution amount has been reached, whichever comes first.

Note. The system will not take CPP/QPP contributions if the employee is under the minimum age of 18 or over the maximum age of 70, as determined by the Birthdate entered on the Personal Data-Eligibility/Identity page, unless you specify Months Subject to CPP/QPP on this page. Effective January 1, 1998, the maximum age exemption of 70 has been removed for QPP contribution calculations.

Status Indian

Select this check box to identify a Status Indian employee who is wholly tax-exempt. When this check box is selected, the *Special CIT Status* field on this page and the *Special QIT Status* field on the Quebec Income Tax Data page become unavailable for entry and automatically set to an *Exempt* status.

PeopleSoft Payroll for North America provides system processing to support the year-end T4 and RL-1 reporting of employment income for Status Indian employees whose total remuneration received in the reporting year is based on Status Indian requirements.

When the *Status Indian* check box is selected, the relevant tax form definition boxes of the T4 and RL-1 forms, will facilitate the reporting of Status Indian tax-exempt employment income for year-end slip reporting purposes. For further information, refer to the Special Tax Topic on Year-End Processing located on Customer Connection.

Note. If your company does not elect to provide CPP coverage to the Status Indian employees, update the *Months Subject to CPP/QPP* field to 0 (zero).

Payroll Tax Exempt

Select this check box if the employee should not be subject to the Northwest Territories or Nunavut payroll tax. Effective July 1, 1993, the Northwest Territories imposed a one-percent payroll withholding tax on specified remuneration paid for work performed in the Northwest Territories. Effective April 1, 1999, part of the Northwest Territories split off to form the new territory of Nunavut. Only employees who earn more than \$5,000 in one calendar year in the Northwest Territories or Nunavut are subject to this tax. The tax is payable on the full amount of specified remuneration earned while working in the Northwest Territories or Nunavut in the year.

If an employee's Northwest Territories or Nunavut earnings will not be more than \$5,000 for the calendar year, they are eligible for exemption from this tax. You can stop the tax withholding for this employee by selecting the *Payroll Tax Exempt* check box. The system continues to maintain the Payroll Tax Gross for the employee, but the tax is not withheld. If you find later in the year that the employee should be subject to the tax, clear the *Payroll Tax Exempt* check box. On the next system-generated paycheck for the employee, the system will retroactively deduct the tax not previously withheld on all year-to-date Northwest Territories or Nunavut wages.

Note. Before running the final payroll for the calendar year, review the tax balance records of any employees whose Northwest Territories or Nunavut payroll tax status may be in doubt. Employees whose total Northwest Territories or Nunavut earnings will be more than \$5,000 for the year should not be identified as exempt from the tax. Employees whose total earnings will be \$5,000 or less for the year, but for whom tax has been withheld, should be designated as exempt from the tax, and the tax already withheld should be refunded.

Special Letters

If the employee is eligible for annual deductions authorized by a Taxation Office, but not deducted at source from the employee's pay (such as childcare expenses, alimony payments, or maintenance payments), enter that amount here. This amount is used to compute the reduced annual income when calculating provincial income tax. Note that if a special letter is entered mid-year, the amount needs to be prorated by the number of pay periods remaining in the year.

LCF amount

Enter the purchase amount of shares in Labour-Sponsored Venture Capital Corporations (LSVCC). This amount is used to calculate and apply the federal and provincial tax credits at source, for employees who purchase LSVCC shares. The PeopleSoft Canadian Tax Tables maintain the maximum federal and provincial tax credit amounts and rates.

CITY Factor

The CIT Y Factor is used in the calculation of the provincial tax reduction for employees in the provinces of Manitoba, Ontario, and Saskatchewan, and for the nonrefundable provincial surtax credit for employees in the

province of British Columbia. You must enter a dollar amount for the CIT Y Factor and not a number of dependents.

If you leave this field blank for employees who work in Manitoba or Saskatchewan, the provincial tax will be based on the Net Claim Amount you have entered from the employee's TD1 form. If you leave this field blank for employees who work in Ontario, no provincial tax reduction is calculated. If you leave this field blank for employees who work in British Columbia, no provincial surtax credit is calculated.

CIT TH Factor

The CIT TH Factor is the threshold amount used to calculate the provincial net income tax surtax for employees in the province of Manitoba. If you leave this field blank for an employee in Manitoba, the threshold amount is based on the Net Claim Amount you have entered from the employee's TD1 form.

Note. You should review the *CIT Y Factor* and *CIT TH Factor* amounts when provincial tax legislation changes the values of these factors or when a change in the employee's number of dependents would affect these amounts.

Cross Province

An employee who resides in one province or territory and is employed in another, may be subject to excessive tax deductions. If the CCRA approves a written request for tax relief in this instance, the employer is required to limit the employee's tax liability to the amount based upon that employee's province of residence. PeopleSoft Payroll for North America refers to this type of situation as *cross-province taxation* as it applies only between provinces or territories.

Select this check box to generate cross-province tax processing. The default for this check box is unselected.

Use Province of Residence

Select this check box to use the employee's province of residence for calculating the employee's tax liability. The default for this check box is selected.

Or Override

Use this check box to override the employee's province of residence. Specify the applicable province of residence. Tax calculation is based upon province of residence override as defined in this field.

Note. When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability is applied to the federal portion.

Additional Withholding

Amount and Percentage

Indicate additional CIT taxes that should be taken. You can specify both an amount and a percentage if appropriate. The effect this field has depends on the option you select in the *Special CIT Status* field:

If you select *None*, you can only specify an amount for *Additional Withholding*. The system calculates taxes based on the information on the tax table and takes out the additional withholding amount indicated.

If you select *Maintain gross* and specify an amount or a percentage, or both, for *Additional Withholding*, the system overrides the normal

calculated tax and takes only the amount and/or percentage entered in the *Additional Withholding* fields.

Note. If you do not want to take additional withholding from a particular cheque, clear the *Addl Taxes* (additional taxes) check box on the Paysheet - One-Time Taxes page.

Commission

Income	For individuals paid on a commission basis, enter the employee's annual estimated commission income.
Expenses	For individuals paid on a commission basis, enter the employee's annual expenses.
RPP/RRSP Limit	Enter the RPP/RRSP limit. This limit overrides the legislated annual RPP/RRSP Limit maintained by PeopleSoft on the Canadian Tax Table. These fields are used during the commission tax method calculation to arrive at taxable gross.

Employment Insurance

Calc Status (calculate status)	<p>The only options applicable as of January 1, 1997 are <i>EI Rules</i> and <i>EI Exempt</i>. The Payroll Calculation process uses this field to determine whether to deduct EI premiums. Pre-January 1, 1997 the only options available were the UI Yearly and UI Period options.</p> <p>Select <i>EI Rules</i> if the employee is subject to Employment Insurance premiums. This is the default premium calculation formula.</p> <p>Select <i>EI Exempt</i> if the employee is exempt from paying EI premiums.</p>
Yearly Maximum	When a <i>Calc Status</i> of <i>UI Yearly</i> is selected, the system displays the current year's annual maximum insurable earnings amount in the Yearly Max field as listed in the Canadian Tax Table. Note that you must review and update this value if the employee starts after the beginning of the year or terminates before the end of the year.

Note. UI Yearly and UI Period cannot be selected on records dated later than 01/01/1997. The only valid Calc Status selections effective after January 01/01/1997 are EI Rules and EI Exempt.

Wage Loss Plan Information

Wage Loss Plan	<p>Select the appropriate wage loss plan code. This applies the correct employer EI premium rate as determined by the benefit coverage level of the wage loss replacement plan for short-term disability.</p> <p>You define valid wage loss replacement plan codes in the Canada Wage Loss Plan Table component in Define Payroll Taxes. You must create these codes <i>before</i> you use them elsewhere in the system.</p>
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Note. If the Multiple Jobs feature is enabled, you can enter multiple Wage Loss Plans per employee. If the Multiple Jobs Allowed check box is cleared, you can enter only one wage loss plan per employee.

If the Automatic Employee Tax Data check box on the Installation Table – Products Specific page is selected, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company.

The wage loss plan default that you specify on the Pay Group Table - Definition page becomes the default Wage Loss Plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Entering Quebec Income Tax Information

Access the Quebec Income Tax Data page.

Quebec Income Tax Data page

Tax Information

Special QIT Status (special Quebec income tax status)

These options are similar to those on the Canadian Income Tax Data page. Your selection indicates whether the employee has any special tax status for QIT purposes.

Net Claim Amount

Enter the total sum of all Quebec income tax exemption amounts from the employee’s Source Deductions Return.

Other Tax Credits

Enter other authorized *Revenu Quebec* tax credits for the year. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Prescribed Area	Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories and the Yukon Territory). Note that if an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.
Other Deductions	Enter other authorized <i>Revenu Quebec</i> annual deductions—such as the deduction representing alimony or maintenance payments.
Special Letters	If the employee is eligible for annual deductions authorized by a Taxation Office, but not deducted at source from the employee's pay (such as childcare expenses, alimony payments, or maintenance payments) enter that amount here. Note that if a special letter is entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Additional Withholding

Amount and Percentage	<p>Indicate additional QIT taxes that should be taken. You can specify both an amount and a percentage, if appropriate. The effect this field has depends on the option you select in the <i>Special QIT Status</i> field:</p> <p>If you select <i>None</i>, you can only specify an amount for Additional Withholding. The system calculates taxes based on the information on the tax table and takes out the additional withholding amount indicated.</p> <p>If you select <i>Maintain gross</i> and specify an amount or a percentage, or both, for additional withholding, the system overrides the normal calculated tax and takes only the amount and/or percentage entered in the <i>Additional Withholding</i> fields.</p>
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Note. If you do not want to take additional withholding from a particular check, clear the Addl Taxes (additional taxes) check box on the Paysheet One-Time Taxes page in Manage Payroll Processes.

Commission

Income	For individuals paid on a commission basis, enter the employee's estimated annual commission income.
Expenses	For individuals paid on a commission basis, enter the employee's estimated annual expenses for individuals paid on a commission basis.

Entering Provincial Income Tax Data

Access the Provincial Income Tax Data page.

Canadian Income Tax Data		Quebec Income Tax Data		Provincial Income Tax Data	
Jones,Sandra		Employee		EmpID: KUX124	
Company: GBI		Global Business Institute			
Tax Information		Find View All		First 1 of 1 Last	
Effective Date:		11/15/2002		+ -	
Details		Find View All		First 1 of 1 Last	
*Province:		<input type="text"/>		+ -	
Prov. Tax Credit Amount (TCP):		<input type="text" value="\$0.00"/>			
Labour Sponsored Shares Amount:		<input type="text" value="\$0.00"/>			
Dependant Claim Amount (Y):		<input type="text" value="\$0.00"/>			
Other Provincial Credits (K3P):		<input type="text" value="\$0.00"/>			

Provincial Income Tax Data page

Prov. Tax Credit Amount (TCP)

Enter the Total Claim Amount from the employee’s or pensioner’s provincial form TD1. This is the sum of all of the individual personal tax credit amounts reported on the provincial form TD1 contributing to the Total Claim Amount.

Labour Sponsored Shares Amount

Enter the provincial or territorial labour-sponsored funds tax credit amount that is applicable to Nova Scotia, New Brunswick, Ontario, Manitoba, Saskatchewan, British Columbia, Yukon Territory, Nunavut, and the Northwest Territories.

Note. If a Provincial Income Tax Data record exists, the value specified in the Labour Sponsored Shares Amount field (including zero) is used for the provincial income tax calculation and the LCF Amount field on the Canadian Income Tax Data page is used for the federal income tax calculation. If no Provincial Income Tax Data record exists, by default the system uses the federal labour-sponsored funds tax credit amount indicated in the LCF Amount field of the Canadian Income Tax Data page for both federal and provincial income tax calculations.

Note. (Employers Paying Employees in the Province of Saskatchewan). Investment amounts in venture capital corporations that are registered federally only must be entered into the LCF Amount field of the employee’s Canadian Income Tax Data page. Investment amounts in venture capital corporations that are registered in Saskatchewan must be entered into the Labour Sponsored Shares Amount (LCP) field of the employee’s Provincial Income Tax Data page

Dependant Claim Amount (Y)

Where applicable, calculate and enter the total Dependent Claim Amount (Y). This is the total sum of the calculated reduction factor

Y amounts applicable to Manitoba and Ontario used in determining the provincial tax reduction (factor S).

Other Provincial Credits (K3P)

This field is currently not in use. Currently, although factor K3P is referenced in the TONI formulas, the details of the other provincial tax credits authorized by a tax services office or tax centre related to this factor have not yet been determined by the government.

Important! For cross-province taxation to be calculated correctly, entries should be created on the Provincial Income Tax Data page for both the province of employment *and* the province of residence. If entries do not exist for one or both provinces, the provincial basic personal amounts from the Canadian Tax Table will be applied.

(USA) Processing W-4 and W-5 Employees

This section provides overviews of W-4 and W-5 workflow processes and W-4 reporting and discusses how to:

- Run the Determine W-4 or Determine W-5 process.
- Generate a Reset W-4 or Reset W-5 list report.
- Prepare W-4 data for IRS submission.
- Update the W-4 or W-5 processing status.

Understanding W-4 Exemption and W-5 Advance EIC Eligibility Processing

Employees who claim exemption from withholding must complete a new Form W-4 each year to maintain their exempt status. Employees who receive advance EIC (Earned Income Credit) payments, must complete a new Form W-5 each year to continue to receive advance EIC payment.

PeopleSoft payroll for North America provides two workflow-enabled Process Scheduler jobs that you can run at the end of each year to determine which employees need to complete new W-4 or W-5 forms. Each process produces a report that lists employees.

You can also gather W-4 employee data manually with the Federal Tax Data Status report.

Use the W-4 IRS report to submit W-4 information to the IRS.

Using the Determine W-4 Exempt Employees Workflow Process

Run the W-4 Exempt Employees workflow-enabled process at the end of each year. This process:

- Identifies employees for whom Additional Withholding Amount equals zero, Additional Withholding Percentage equals zero, and the Special Tax Withholding Status is Maintain taxable gross but do not withhold tax.
- Automatically sends each of these employees (except terminated employees) an email informing them that they must submit a new Form W-4 by February 15 of the coming year.
- Changes the W-4 Processing Status of each of these employees to *Notification Sent*.

- Creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the W-4 Processing Status for applicable employees.

Click the Workflow link to access the Federal Tax Data page and update the employee W-4 Processing Status.

Listing Exempt Employees and Updating W-4 Processing Status with Workflow

The Reset W-4 Exemptions Report (TAX103):

- Identifies employees who have not yet filed a new Form W-4 by the due date to continue their exemption from withholding.
- Inserts a new Federal Tax Data record to reset the employee federal withholding status, marital status, and withholding allowances.
- Updates future-dated records that currently specify exemption from withholding.

Listing Employees Who Update W-4 Exemption on the Web

Use the W-4 Audit Report (TAX107) to identify employees who create or update their W-4 information on the Web using the PeopleSoft ePay transaction. You must update the processing status of these employees.

Determining W-4 Exempt Employees Manually

The Federal Tax Data Status Report (Tax 100) is a manual alternative to the W-4 Workflow process. Use it to list employees with exceptional federal withholding status. Contact employees as necessary.

Submitting W-4 Information to the IRS

Use the TAX106 - W-4 IRS report to identify employees for whom Form W-4 (Employee's Withholding Allowance Certificate) should be submitted to the IRS. The report produces a one-page listing for each employee who claims either exemption from federal withholding or more than 10 allowances. The listing for each employee includes all of the information on the Form W-4 with the employer's name, address, and identification number.

Using the Determine W-5 Eligibility Process

Use the W-5 Employees workflow-enabled process at the end of each year. This process:

- Identifies all nonterminated employees for whom an EIC status other than *Not applicable* has been selected.
- Automatically sends each of these employees an email informing them that they must submit a new Form W-5 by January 1 of the coming year.
- Changes each employee's W-5 Processing Status to *Notification Sent*.
- Creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the W-5 Processing Status for applicable employees.

Click the Workflow link to access the Federal Tax Data page and update the employee W-5 Processing Status.

Listing Eligible Employees and Updating W-5 Processing Status with Workflow

The Reset W-5 List (TAX113) report:

- Identifies employees who have not yet refiled by the due date to continue their advance payments of EIC.

- Inserts a new Tax record to reset the employee EIC status to None.
- Updates future-dated records that currently specify EIC status.

Pages Used to Process W-4 and W-5 Employees

Page Name	Object Name	Navigation	Usage
Runctl Pay W4 W5	RUNCTL_PAY_W4W5	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Determine W-4 Exempt • North American Payroll, Employee Pay Data USF, Tax Information, Determine W-4 Exempt • North American Payroll, Employee Pay Data, Tax Information, Determine W-5 • North American Payroll, Employee Pay Data USF, Tax Information, Determine W-5 	Run the Determine W-4 Exempt Employees process or the Determine W-5 Eligibility process.
Runcontrol TAX 103/113	RUNCTL_TAX103	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Reset W-4 Exempt List • North American Payroll, Employee Pay Data USF, Tax Information, Update W-4 Exempt List • North American Payroll, Employee Pay Data, Tax Information, Reset W-5 List • North American Payroll, Employee Pay Data USF, Tax Information, Update W-5 List 	Generate either of the following Workflow-related reports in <i>update</i> or <i>report</i> mode: <ul style="list-style-type: none"> • TAX103 - Reset W-4 Exempt List report. • TAX113 - Reset W-5 List report.
W-4 Audit Report	RUNCTL_TAX107	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, W-4 Audit Report • North American Payroll, Employee Pay Data USF, Tax Information, W-4 Audit Report 	Generate the TAX107 report that lists all employees who either created or updated their W-4 information on the web.

Page Name	Object Name	Navigation	Usage
Fed Tax Data Status	RUNCTL_TAX100	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Fed Tax Data Status Report North American Payroll, Employee Pay Data USF, Tax Information, Fed Tax Data Status Report 	Generate the TAX100 report that lists all employees in each company who have elected a federal Special Tax Withholding Status.
W-4 IRS Report	RUNCTL_TAX106	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, W-4 IRS Report North American Payroll, Employee Pay Data USF, Tax Information, W-4 IRS Report 	Generate the TAX106 report that prints a one-page listing for each employee who claims either exemption from federal withholding or more than 10 allowances.

See Also

Chapter 12, “Maintaining Payroll Data,” Using the Determine W-4 Exempt Employees Workflow Process, page 251

Chapter 12, “Maintaining Payroll Data,” Entering Federal Tax Data, page 229

Running the Determine W4 or Determine W5 Process

Access the Runctl Pay W4 W5 page.

Runctl Pay W4 W5

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Enter date of first day of new year (Example: 1/1/97)

If processing by company, enter Company. Otherwise leave field blank.

Company:

Runctl Pay W4 W5 page

Company Select a company to run the process for all employees in that company only. To run the process for all employees in all companies, leave this field blank.

Processing W-4 Exempt Employees Who Fail to Re-file

Run this report on February 15 of each new tax year in either *Report* or *Update* mode.

Report Select to print a list of all employees whose W-4 Processing Status is *Notification Sent*, but who have not filed a new W-4 by February 15. The report also identifies future-dated records.

Update Select to insert a new record to update the Special Tax Withholding Status to *None*, the Tax Marital Status to *Single*, and the Withholding Allowances to *zero*.

Processing W-5 EIC Employees Who Fail to Re-file

Run this report on January 1 of each new tax year, in either *Report* or *Update* mode.

Report Select to print a list of all employees whose W-5 Processing Status is *Notification Sent* but who have not filed a new W-5 by January 1. The report also identifies future-dated records.

Update Select to insert a new record to set the Earned Income Credit status to *Not Applicable*.

Generating a Reset W-4 or Reset W-5 List Report

Access the Runcontrol TAX 103/113 page.

Runcontrol TAX 103/113 page

Due date for W-4/W-5 forms Enter the due date for the W-4 or W-5 forms. The report uses this date to check for Federal Tax records with an effective date.

Date to be used for Effective date on inserted records Enter the effective date.

All Employees Select this option to include all employees in this process.

By Company and Company Select this option to include specific companies, and enter the company name.

Report Only (W-4) Select this option to identify employees who, although notified by the W-4 Exempt Notification process, have not yet filed a new Form W-4 by the due date to continue their exemption from withholding.

(W-5) Select this option to identify employees who, although notified by the W-5 EIC Notification process, have not yet refiled by the due date to continue their advance payments of EIC.

Update

(W-4) Select this option to insert a new Tax record to reset the employee’s federal special tax withholding status to *None*, marital status to *Single*, and withholding allowances to zero.

(W-5) Select this option to insert a new Tax record to reset the employee EIC status to *Not applicable*.

Preparing W-4 Data for IRS Submission

Access the W-4 IRS Report page.

The screenshot shows the 'W-4 Report' interface. At the top, there is a 'Run Control ID: 1' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameters' section with 'Tax Year' and 'Tax Quarter' input fields. The 'Report Type - Employees' section contains radio buttons for 'All Employees' (selected), 'Web created/Updated Employees', 'Single Employee', and 'EmpIID' with an input field. The 'Report Exception/Allowances' section contains radio buttons for 'Claim Exempt', 'Exempt/ >10 Allowances' (selected), 'More Than Ten Allowances', and 'All'.

W-4 Report page

All Employees

If you select this option, all employees who updated their W4 information as of the date specified appear in the report.

Web Created/Updated Employees

If you select this option, only employees who created or updated their W-4 information on the Web as of the date specified appear in the report.

Single Employee and EmpIID (employee identification)

If you select this option, you must enter an employee ID number. The employee’s W-4 information as of the date specified appears in the report.

Claim Exempt

If you select this option, only employees who claimed exemption from federal withholding as of the specified date appear in the report.

Exemption^{>}10 Allowances	If you select this option, employees who either claimed exemption from federal withholding or claimed more than ten allowances as of the specified date appear in the report.
More Than Ten Allowances	If you select this option, only employees who claimed more than ten allowances at any time during the quarter appear in the report.
All	If you select this option, all employees with W-4 data having an effective date during the specified quarter appear in the report.

Updating the W-4 Processing Status

Access the Federal Tax Data page.

You can manually change an employee's W-4 Processing Status on this page.

Notification Sent	<p>If Workflow is enabled, when you manually set an employee's status to <i>Notification Sent</i>, the system:</p> <ul style="list-style-type: none"> • Generates a worklist item for the Payroll Administrator workflow role. • Generates an email message to the employee informing that employee that a new Form W-4 is required by February 15 of the upcoming year to continue exempt status.
New W-4 Received	<p>When an employee submits a new Form W-4 for exemption from withholding, select this value on the current record or on a new effective-dated row.</p> <p>The Effective Date of the new row must be earlier than or equal to February 15 of the new tax year. If there are future-dated records, the W-4 Processing Status of those records must also be set to this value.</p>

See Also

[Chapter 12, "Maintaining Payroll Data," Entering Federal Tax Data, page 229](#)

Setting Up Employee General Deductions

This section provides an overview of deduction overrides and discusses how to:

- Assign a general deduction and specify the calculation method.
- (USF) Enter employee deduction distribution information.
- Override individual deduction code processing parameters for an employee.

Understanding Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

Permanent Deduction Overrides

To make a permanent change to deduction data:

- Use the Deduction Table pages to change the basic attributes of a deduction, such as:
 - Processing priority.
 - Classification (before-tax, nontaxable benefit).
 - Effect on Federal Insurance Contributions Act (FICA) gross and federal unemployment tax (FUT) gross.
 - Maximum yearly deduction.
 - Deduction frequency.
 - Pay periods in which the deduction is taken.
- Use one of the Benefits Table pages (for benefit deductions) or the General Deduction Table page (for nonbenefit deductions) to change how the system calculates a deduction.
- Use the General Ded Code Override page (for nonbenefit deductions) or the Benefit Ded Proc Override page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table:
 - Pay periods in which the deduction is taken.
 - Information on maximum arrears payback.
- Use the General Deduction Data page to change employee-specific deduction data not governed by the Deduction table. This data includes:
 - The calculation option, with related dollar amounts, rates, or percentages.
 - Start and stop dates.
 - A goal amount and current goal balance.

One-Time Deduction Overrides

Enter one-time deduction overrides on the paysheet.

See Chapter 20, “Working With Paysheets,” Recording One-Time Deductions, Garnishments, and Taxes, page 440.

See Also

Chapter 20, “Working With Paysheets,” Understanding Deduction Override Processing, page 411

Pages Used to Set Up Employee General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create General Deduction North American Payroll, Employee Pay Data CAN, Deductions, Create General Deductions 	Assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction.
General Deduction Data	GVT_GNL_DED_DATA	North American Payroll, Employee Pay Data USF, Deductions, Create General Deduction	Specify the calculation method for a Federal –specific general deduction.
Deduction Distribution Information	GVT_EMPE_DIST_SEC	Click the Distribution Information link on the General Deduction Data page.	Enter employee distribution information.
General Ded Code Override (general deduction code override)	GENL_DED_OVERRIDE	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Override General Deductions North American Payroll, Employee Pay Data CAN, Deductions, Override General Deductions North American Payroll, Employee Pay Data USF, Deductions, Override General Deductions 	Override deduction code settings contained on the Deduction Table for a particular employee.

Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.

General Deduction Data

Jones,Rebekah Employee **EmplID:** K0G001
Company: GBI Global Business Institute

General Deduction Find | View All First 1 of 1 Last

*Deduction Code:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: **Take on all Paygroups**

*Deduction Calculation Routine:

Deduction End Date: **Deduction Rate or %:**

Loan Interest %: **Flat/Addl Amount:**

Goal Amount: **Current Goal Balance:**

Ded. stopped by Self Serv User

This data was last updated by **Data last updated on**

General Deduction Data page

General Deduction

Deduction Code

Select the code for the general deduction the system should take for this employee. The prompt table lists only those deductions defined for the employee’s company on the Company General Deductions page.

Deduction Details

Take on all Paygroups

This option applies only to employees who have jobs in more than one pay group. It instructs the system whether to take the deduction when the employee’s pay group is not being processed. This field works in conjunction with the Single Check for Multiple Jobs field on the Company Table – Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system processes this deduction each time a check is issued for the employee, regardless of whether the employee’s job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction is always taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system takes the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction is calculated for an employee.

Select *Default to Deduction Table* to use the deduction calculation routine specified on the Deduction Table. If you select this option, the system takes the amount or percent from the Deduction Table; thus, the *Flat/Addl Amount* (flat/additional amount) field and the *Deduction Rate or %* field on this page is not available for entry. To specify a different amount or percent, you must select an alternate deduction calculation routine and the appropriate amount or percent.

Select *Flat Amount* to establish the deduction as a flat amount. Enter the amount in the *Flat/Addl Amount* field, which is treated as an amount per pay period.

Select *Percent of Federal Gross* to calculate the deduction as a percent of Federal gross income. Enter the percent in the *Deduction Rate or %* field.

Select *Percent of Net Pay* to calculate the deduction as a percent of net pay. Enter the percent in the *Deduction Rate or %* field.

Select *Percent of Special Earnings* to calculate the deduction as a percent of a special accumulator, such as 401K. Enter the percent in the *Deduction Rate or %* field. Special accumulator codes are defined on the General Deduction Table.

Select *Percent of Total Gross* to calculate the deduction as a percent of total gross income. Enter the percent in the *Deduction Rate or %* field.

Select *Rate x Hours Worked* to calculate the deduction as rate multiplied by hours worked (hours with the FLSA flag selected). Enter the rate in the *Deduction Rate or %* field.

Select *Rate x Special Hours* to calculate the deduction as a rate multiplied by hours that have a special accumulator associated with them. Enter the rate in the *Deduction Rate or %* field. The Special Accumulator Code is defined on the General Deduction Table.

Select *Rate x Total Hours* to calculate the deduction as a rate multiplied by total hours. Enter the rate in the *Deduction Rate or %* field.

Select *Special Deduction Calculation* to indicate that you have written a special calculation that you want to use. This option requires assistance from an IT person.

Deduction Rate or %

Depending on the value you select for the *Deduction Calculation Routine* field, you may need to enter a rate or percent in this field. This will determine how much to take out for the deduction.

(CAN) Loan Interest %

If this deduction is for payback for a loan, enter the interest rate here. If this was a low-interest Canadian loan and you entered a value for the *Loan Interest %* field that is less than the Prescribed Interest Percent entered in your Canadian Company Tax Table, the system calculates a low-interest loan taxable benefit for the employee.

Flat/Addl Amount

Depending on the value you select for the *Deduction Calculation Routine* field, you may need to enter a flat or additional amount in this field.

Note. The system maintains the maximum yearly deduction amount for the deduction in the Deduction Table. The system checks this maximum before processing the deduction during the Pay Calculation process.

Goal Amount	Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached. For example, if the maximum yearly deduction amount allowed for United Way is \$80, and an employee's goal amount for United Way is \$100, the system stops taking the deduction when \$80 is reached.
Current Goal Balance	Displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation process. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must increase the Goal Amount to the new total to be deducted.
Ded. stopped by Self Serv User	If the employee stops a voluntary deduction using the Voluntary Deduction Update self-service Web application, the system will automatically select this check box.
This data was last updated by, On	Each time the general deduction is updated, the system indicates whether an Online user or a self-service Web user made the update, and it displays the date of the most recent update. Online users can update online using the General Deduction Data page. The employee, also known as the Web user, can update using the Voluntary Deduction self-service application.

(USF) Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.

Note. All fields on this page have the same functionality as the fields on the General Deduction Data page (commercial version), except for the following fields.

Deduction Code	For military deposits, select the Military Deposit Deduction reporting code you defined in the Deduction table.
Distribution Cd (distribution code)	If distribution has been set up for this deduction in the General Deduction Distribution table, the available distribution codes are visible in the drop down list. If the deduction does not have a distribution code, the field is unavailable for entry.
Distribution Information	Click this link to access the Deduction Distribution Information page, which holds the details of the deduction distribution.
Deduction End Date	When a military deposit is closed or canceled, update the deduction end date to stop the deduction from being taken during payroll processing.

Flat/Addtl Amount	For military deposits, the pay period deduction amount defined on the Military Deposit Earning Information page.
Goal Amount	For military deposits, the total military deposit liability (the sum of all open deposit accounts, interest, and unscheduled payments).

Handling Military Deposits

After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data Table is automatically updated with the flat amount and goal amount.

Note. The effective date populated is the system date. You may need to change it.

(USF) Entering Employee Deduction Distribution Information

Access the Deduction Distribution Information page.

Employee Distribution

Employee Distribution Info.

Payment Method:

Electronic Funds Transfer Info

Routing Number:

Account Number:

Account Type:

Check Address Information

Country: United States

Payee Name:

Address 1:

Address 2:

City:

State:

Zip:

Employee Distribution page

If a distribution code was selected on the General Deduction Data page, the information from the General Deduction Distribution page appears. If the deduction is an allotment, you must enter the distribution details. If the deduction has a unique distribution for the employee, you must enter the information here. If the deduction does not have a distribution, leave these fields blank.

Electronic Funds Transfer Info

If you select *EFT* (Electronic Funds Transfer) as the payment method, you must enter the following information:

- Routing Number** Enter the routing number (bank transit number). The number must be 9 digits. If the Account Type is Checking or Savings, the system validates the bank transit number you enter.
- Account Number** Enter the account number.
- Account Type** Enter the type of account: *Checking, Expense, Issue Check, Liability, NA, and Savings.*

Check Address Information

If you select check as the payment method, you must enter the check address information.

Overriding General Deduction Code Processing Parameters for an Employee

Access the General Ded Code Override page.

The screenshot displays the 'General Ded Code Override' page. At the top, it identifies the employee as Jones, Rebekah (Employee, EmplID: K0G001, Empl Rcd#: 0) and the company as GBI Global Business Institute. The 'Pay Group' field is empty. The main content area is titled 'Deduction Override Settings' and features a search bar for 'Deduction Code'. Below this is a section titled 'Deduction Taken In' with five checkboxes: 'First Pay Period' (checked), 'Second Pay Period', 'Third Pay Period', 'Fourth Pay Period', and 'Fifth Pay Period'. To the right of these checkboxes are two fields: 'Maximum Arrears Payback' (with an unchecked checkbox) and 'Maximum Payback Amount' (with an empty input field). Navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible at the top right of the settings section.

General Ded Code Override page

If you’ve defined benefit deductions on the General Deduction Table, you can also use this page to override benefit deductions. For most companies, you rarely use this page unless you have a policy that offers employees flexibility to take deductions out of a different pay period than the one specified on the Deduction Table. Before you can set up employee deductions, you must establish your deductions on the General Deduction Table page and the Deduction Table pages before you can use them anywhere else in the system.

Note. If the multiple jobs feature is enabled, and you’ve activated the Single Check for Multiple Jobs option, enter the override instructions for the employee’s primary pay group.

- Deduction Taken In** The default pay periods are specified on the Deduction Table. To use the default pay periods in the Deduction Table, do not select any of these check boxes. To override the default pay periods in the Deduction Table, select all of the appropriate check boxes for the pay periods in which this deduction should be taken.

Select the corresponding Period check box that you want the system to take the deduction in.

Maximum Arrears Payback

Select this check box to specify a limit on how much the system deducts from the employee's pay each pay period to reduce an arrears balance.

Specifying Arrears Payback Limits

An arrears balance is created when an employee's net pay in a pay period is insufficient to cover a deduction. In the subsequent pay period, the system may attempt to recapture the arrears balance from the employee's pay during payroll processing; this depends on how you set up deduction payback rules on the Deduction Table. The Maximum Arrears Payback option enables you to indicate a limit for how much the system takes when a deduction amount goes into arrears. The amount you specify here becomes the maximum amount that can be deducted from the employee's pay each pay period to reduce an arrears balance.

There are several ways to use the *Maximum Arrears Payback* fields:

- To use the payback settings on the Deduction Table, leave both fields blank.
- To override the payback settings on the Deduction Table, select the *Maximum Arrears Payback* check box and specify the maximum payback amount per pay period in the amount field.
- To stop the system from taking the deduction for the arrears, select the *Maximum Arrears Payback* check box, and leave the amount field blank.

Note. The system will always try to take any outstanding arrears on the employee's next check—even if the next check is a separate check or a final check.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Working With Multiple Jobs”

[Chapter 5, “Defining Deductions,” page 55](#)

[Chapter 20, “Working With Paysheets,” Understanding Deduction Override Processing, page 411](#)

Specifying Employee-Level Benefit Deduction Overrides

This section provides an overview and discusses how to specify benefit deduction overrides.

Understanding Benefit Deduction Overrides

Benefit Deduction Processing Override applies to benefit deductions only and overrides the Benefit Deductions Taken value on the Pay Calendar table at the employee level. Multiple job employees can have multiple benefit records and each benefit record can have its own deduction override set up. These are reflected on separate paylines.

Page Used to Specify Employee-level Benefit Deduction Overrides

Page Name	Object Name	Navigation	Usage
Benefits Ded Proc Override	DED_SUBSET_BENF	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Override Benefits Deductions North American Payroll, Employee Pay Data CAN, Deductions, Override Benefits Deductions North American Payroll, Employee Pay Data USF, Deductions, Override Benefits Deductions 	Specify overrides to benefit deductions at the employee level.

Defining Employee-Level Benefit Deduction Overrides

Access the Benefit Ded Proc Override page.

The screenshot shows the 'Benefit Ded Proc Override' page for employee Jones, Rebekah. The page header includes the employee's name, 'Employee' role, 'EmpID: K0G001', and 'Empl Rcd#: 0'. The status is 'Active'. A section titled 'Deductions Taken' contains a dropdown menu for '*Deductions Taken' set to 'NoOverride' and a 'Deduction Subset ID' field with a search icon.

Benefit Deduction Processing Override page

Deductions Taken

Select a value to indicate how to take benefit deductions for this employee. The default value is NoOverride. Selections made on this page override the values entered for the pay run in the Benefit Deductions Taken field on the Pay Calendar table.

- *NoOverride*. This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing.
- *Deduction*: Select this value to process the standard benefit deductions for this employee as set up on the Deduction table.
None: Select this value if no benefit deductions should be taken out of the paycheck.
- *Subset*: Select this value to take only those benefit deductions included in the Deduction Subset you specify in the Deduction Subset ID field.

Deduction Subset ID You must specify the subset ID if you select Subset in the Deductions Taken field.

Setting Up Direct Deposits

This section provides an overview of direct deposits and discusses how to set them up.

Understanding Direct Deposits

In PeopleSoft Payroll for North America, direct deposit distributions are performed during the Pay Confirmation process.

U.S. employees who are set up for direct deposit continue to receive checks until the prenote (prenotification) period has passed. If the prenote wait period is 10 days, and you're running a weekly payroll, employees will most likely receive two paychecks before direct deposit starts. The number of days required for a prenote wait period is defined on the US Source Bank Additional Data page.

Setting Up Multiple Deposits

Each direct deposit can be stated as either a percent of net pay or a dollar amount. For example, suppose that an employee wants \$50 deposited to a savings account, a \$100 check for pocket money, and 100 percent of the remaining net pay deposited to a checking account. To do this, you set up three rows of Distribution Data:

Objective	Priority	Account Type	Amount
\$50 to Savings	300	Savings	\$50
\$100 Check	350	Issue Check	\$100
Deposit remainder in Checking	400	Checking	100% Net Pay

In this case, make sure that you assign the savings and separate check entries lower priority numbers than the checking account direct deposit; this ensures that they are taken out first. Otherwise, 100 percent of the employee's net pay goes into checking before the system checks the other direct deposit guidelines.

Designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made. To designate an account to receive remaining funds, select *Balance* as the deposit type. If you do not do this, the remaining balance is issued through a check.

Understanding the Prenotification Status and Prenote Date

The prenote process is a test run for direct deposits to verify that bank IDs and employee account numbers are valid. When you first set up an employee for direct deposit and save the record, the Prenote Status will show as *Not Submitted*, and the Prenote Date will be blank. After you run your next payroll, you run the SQR program DDP001 Transmittal File. This program will prompt you for a Prenote Date. After you've run the SQR, the date you entered will be reflected in the Prenote Date on the Direct Deposit page, and the Prenote Status on this page will be *Submitted*.

For example, suppose that it's the end of January and you're running a payroll with the dates 1/1/01 to 1/31/01. You confirm the payroll on January 31. You run DDP001 on the same day—because you have to get the direct deposit transmittal file off to the bank—and enter a Prenote Date of 1/31/01. Ten working days from that date (or whatever time interval you've specified on the Bank Table), the system will change the Prenote Status from *Submitted* to *Completed*. At that point, direct deposits go into effect.

To change or discontinue direct deposits, set up the appropriate effective-dated rows, using the Direct Deposit page.

Note. (CAN) The prenotification process does not apply in Canada.

Note. You can stop direct deposits for a single paycheck by selecting the Disable Direct Deposit check box on an employee's paysheet. This causes the system to produce an actual paycheck for the employee, rather than a direct deposit.

See Also

[Chapter 23, "Working With Checks and Direct Deposit," Generating a Direct Deposit File, page 500](#)

Pages Used to Set Up Direct Deposits

Page Name	Object Name	Navigation	Usage
Direct Deposit	DIRECT_DEPOSIT	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Record Direct Deposit North American Payroll, Employee Pay Data USF, Request Direct Deposit 	(USA) Enter the information to enable the direct deposit of employee pay to checking /or savings bank accounts.
Direct Deposit	DIRECT_DEPOSIT_CAN	North American Payroll, Employee Pay Data CAN, Request Direct Deposit	(CAN) Enter the information to enable the direct deposit of employee pay to checking or savings bank accounts. Note. The Canadian Direct Deposit page is nearly identical to the generic Direct Deposit page.

Entering Direct Deposit Information

Access the Direct Deposit page.

Direct Deposit	
Jones,Rebekah	Employee EmplID: K0G001
Deposit Information Find View All First 1 of 1 Last	
*Effective Date:	11/15/2002 <input type="checkbox"/> *Status: <input type="text"/> <input type="checkbox"/> Suppress DDP Advice Print <input type="button" value="+"/> <input type="button" value="-"/>
Distribution Information Find View All First 1 of 1 Last	
*Account Type:	Savings <input type="button" value="+"/> <input type="button" value="-"/>
*Deposit Type:	Percent <input type="button" value="+"/> <input type="button" value="-"/>
% Net Pay/\$ Amount:	100.00 <input type="text"/>
Bank ID:	033 <input checked="" type="checkbox"/> Prenotification Required
Account#:	8557043 Prenote Date:
Priority:	<input type="text"/> Prenotification Status: Not Submtd
<hr/> This data was last updated by Data last updated on	

Direct Deposit page

Suppress DDP Advice Print Select this check box to indicate that the employee has elected to receive their pay advice electronically, rather than having it generated from the DDP Advice Print SQR programs (DDP003 and DDP003CN). (This could be used for companies that are using our self-service application for employees with direct deposit to view their paycheck information. Also, if an employee has a part of his check being direct deposited and a part in a live check, the live check would also show the DDP information).

Distribution Information

Account Type Select the applicable value to indicate a direct deposit to a checking or savings account, or if the system will issue a check: *Checking, Savings, and Issue Check*.

Deposit Type Select *Amount* if the employee wants a fixed dollar amount to be deposited in this account.

Select *Balance* if the balance of an employee's pay is to be deposited in this account.

Select *Percent* if the employee wants a specific percentage of his net pay to be deposited in this account.

%Net Pay/\$ Amount Enter a specific dollar amount if you selected *Amount* in the *Deposit Type* field. Enter a percent if you selected *Percent* in the *Deposit Type* field.

Bank ID Enter the Bank ID, which must be 9 digits.

(US) If the Account Type is *Checking* or *Savings*, the system validates the bank transit number you enter.

Note. You must enter a Bank ID and Account # for each Account Type.

Branch ID	(CAN) Enter the Branch ID. This field applies to Canada only.
Account #	Enter the employee's account number. The account number represents the employee's checking or savings account into which the money should be deposited.
Priority	Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits—in this case, only the higher priority deposits is made.
Prenotification Req'd (prenotification required)	Select this check box if prenotification is required.
Prenotification Status and Prenote Date	To verify that the Bank ID and Account numbers are valid, the system creates a prenote status file the first time it processes direct deposits for each employee and displays the date of the most recent update.
	<hr/> Note. (CAN) In PeopleSoft Canadian Payroll, the prenotification process is not applicable. <hr/>
This data was last updated by	Each time direct deposit data is updated, the system indicates whether an online user or a self-service Web user made the update, and it displays the date of the most recent update. Online users can update online using the Direct Deposit page. The employee, also known as the Web user, can update using the Direct Deposit self-service application.

Defining Additional Pay Earnings

Additional pay refers to earnings that an employee will be paid on a regular basis *in addition* to regular pay—a car allowance, for example. This section discusses how to set up additional pay earnings.

Note. Do not confuse additional pay with a one-time payment, such as overtime or an expense reimbursement, which you enter directly on the paysheet.

Page Used to Define Additional Pay Earnings

Page Name	Object Name	Navigation	Usage
Additional Pay	ADDITIONAL_PAY1	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Create Additional Pay North American Payroll, Employee Pay Data CAN, Create Additional Pay North American Payroll, Employee Pay Data USF, Create Additional Pay 	Override the current job data for each additional pay earning, change default additional pay settings, and override the employee tax data for additional pay earnings.

Entering Additional Pay Earnings Information

Access the Additional Pay page.

Additional Pay

Jones,Rebekah Employee **EmplID:** K0G001 **Empl Rcd#:** 0

Additional Pay

Find | View All First ◀ 1 of 1 ▶ Last

***Earnings Code:** + -

Effective Date

Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: + -

Payment Details

Find | View All First ◀ 1 of 1 ▶ Last

*Addl Seq #: <input type="text"/>	End Date: <input type="text"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="📅"/>		
Rate Code: <input type="text"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="🔍"/>	Reason: <input type="text" value="Not Specif"/> <input style="font-size: 8px; vertical-align: middle;" type="button" value="▼"/>		
Earnings: <input type="text"/>	Hours: <input type="text"/>	Hourly Rate: <input type="text"/>	
Goal Amount: <input type="text"/>	Goal Balance: <input type="text"/>		
Sep Chk #: <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit	<input type="checkbox"/> Prorate Additional Pay	<input type="checkbox"/> OK to Pay
Applies to Pay Periods: <input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth			

Additional Pay page (1 of 3)

Job Information	
Compensation Rate/Frequency:	\$7,242.000000/ Monthly
Standard Hours:	40.00
Employee Type:	Not Appl.
Default Job Data	
Position:	
Business Unit:	GBIBU Global Business Institute BU
DeptID:	10000 Human Resources
Job Code:	140035 Analyst-Financial
Account Code:	
GL Pay Type:	
Shift:	N/A
Job Data Override	
Position:	<input type="text"/>
Business Unit:	<input type="text"/>
DeptID:	<input type="text"/>
Job Code:	<input type="text"/>
Account Code:	<input type="text"/>
GL Pay Type:	<input type="text"/>
*Add Shift:	Use Job

Additional Pay page (2 of 2)

Tax Information	
State:	<input type="text"/>
Tax Periods:	1
Locality:	<input type="text"/>
*Tax Method:	Annualized
*Tax Frequency:	Pay Grp's
*Benefit Deductions Taken:	NoOverride
Benefit Ded Subset ID:	<input type="text"/>
*General Deductions Taken:	NoOverride
General Ded Subset ID:	<input type="text"/>

Additional Pay page (3 of 3)

Note. (USF) This page can be populated automatically through the USF Hire - Data Control page in Administer Workforce. On the Hire pages, a PeopleSoft Human Resources user can designate compensation data to be pushed to this page. Awards and bonus processing also push Earnings Codes for additional pay to this page.

Changes that you make to an employee's Additional Pay record can initiate the Retro Pay function. Retro Pay is initiated by any Additional Pay change with an Effective Date that is earlier than or equal to the latest pay end date of a check that has already been paid to the employee.

Payment Details

Addl Seq # (additional sequence number)	Every additional pay entry that you set up requires an additional sequence number. The system uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data you set up. For example, you may charge the additional pay to different departments. The additional sequence number you enter here is brought forward to the Paysheet pages. The additional sequence number should always be <i>1</i> , unless there are multiple additional pay records for an earnings type.
End Date	Specify an earnings end date for each additional pay. For example, if you know that the employee will be working in the Controller's office for only six months, January 2 through June 30, you can enter those dates in the <i>Effective Date</i> and <i>Earnings End Date</i> fields, respectively.
Rate Code	You can apply a compensation rate code to an Additional Earnings record by selecting a rate code. If you select a rate code for the additional earnings, the system uses the rate or percent defined for the rate code on the Compensation Rate Code Table, Job Code Table, or Employee Compensation Table. Therefore, after you've selected your rate code, the system makes the <i>Earnings</i> and <i>Hourly Rate</i> fields unavailable on this page.
Reason	Indicate the reason the employee is receiving additional pay. Although this field is not used for payroll processing, the system generates a new Pay Earnings record for each additional pay earnings code where you have defined a different reason. You create your own reason codes according to your business needs. PeopleSoft Payroll for North America delivers one reason code, <i>BAS Credit</i> . This reason code is populated by data from PeopleSoft Benefits Administration.
Earnings	Enter a flat amount for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is a fixed amount, you must enter the fixed earnings amount in this field.
Hours	Enter the number of hours that are payable for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is variable, depending on the number of payable hours, then you must enter those hours in the field and the hourly rate in the <i>Hourly Rate</i> field.
	For example, assume there is a nurse that, aside from her normal routine, works 8 hours in the Intensive Care Unit (ICU). Her regular rate of pay is \$25 per hour. However, when she works in the ICU, she is paid an additional \$10 per hour, thus, making \$35 per hour.
	In this scenario, to account for this additional pay, enter <i>8</i> in the <i>Hours</i> field and enter <i>10</i> in the <i>Hourly Rate</i> field.

Hourly Rate	Enter the hourly rate. The hourly rate comes from the Job record if this field is blank.
Goal Amount	Enter a goal amount. This causes the system to stop the additional pay after the amount has been reached.
Goal Balance	The system updates the balance every time you run Pay Confirmation.
Sep Chk # (separate check number)	<p>Enter a check number from 1 to 9 in this field, if you want the additional pay to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee, in addition to the regular paycheck. The additional pay is put on the check that you specify here. If you leave this field blank, the additional pay is included with regular pay in one paycheck.</p> <p>If the employee has multiple jobs, and you plan to select a deduction subset in the <i>Tax Information</i> group box, enter a check number in this field. Otherwise, the deduction subset is ignored and the standard deductions are taken.</p>
Disable Direct Deposit	Select this check box if the additional pay will be paid by check versus direct deposit to the employee's bank account. In this case, a separate check is processed for the additional pay amount when a sequence number is entered in the <i>Sep Chk #</i> field.
Prorate Additional Pay	Select this check box if you want the system to prorate the additional pay, based on the employee's Job record. If the employee has a mid-period, effective-dated change on their Job record, the system prorates the additional pay. The system does not prorate the additional pay based on the effective date of this Additional Pay record.
OK to Pay	Select this check box if the employee is to be paid automatically. In contrast, if the employee's additional pay must be approved before payment, do not select this check box. In this case, after approving the payment, the person manually selects the OK to Pay check box on the Paysheet page. If the employee is set up to receive more than one check, each check has its own OK to Pay check box on the Paysheet pages.
Applies to Pay Period	<p>Select the pay periods in which this additional pay should be identified on the Paysheets. For example, if an employee is paid twice a month, there are only two pay periods. Thus, you can select only the <i>First</i> or <i>Second</i> check box or both of those check boxes. If you selected both, the employee would receive the additional pay on each of his or her semi-monthly checks.</p> <p>The system checks the pay calendar and then at the additional pay data, to determine what applies to the pay period, when processing a payroll.</p>

Default Job Data

This group box displays the accounting information as entered on the employee's Job record. By default, additional pay is charged to the same Department, Job Code, and GL account as the employee's regular pay. You can override this information in the *Job Data Override* group box.

Job Data Override

The fields in this group box enable you to make adjustments to individual additional pay earnings. You also use this section of the page for other reasons. For example, you may have an employee who works a few hours a week in a department other than the one on that employee's Job record. To ensure that the department shown on the Job record is not charged for the time the employee spends in the other department, you could create an additional pay entry and enter the applicable information for the other department. If you enter information in any of these fields, the system creates a separate Pay Earnings record on the paysheet.

Position, Business Unit, DeptID, Job Code, Account Code, GL Pay Type

Select any of these fields to override the default value.

Addl Shift (additional pay shift)

Select *1* for the first shift.

Select *2* for the second shift.

Select *3* for the third shift.

Select *N/A* for no shift.

Select *Use Job* to use the shift specified on the employee's Job record.

Tax Information

State

Enter the state the employee worked in, if different from the employee's regular pay. This field is validated against the employee's State and Local Tax Data.

Tax Periods

Enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with the Tax Frequency field to determine how much tax to withhold each pay period. For example, if the employee's additional pay earnings were set up as biweekly, and you entered *3* in this field, the taxes are calculated as if they were earned over a six-week period.

Locality

Enter the locality the employee worked in, if different from the employee's regular pay. This field is validated against the employee's State and Local Tax Data.

Tax Method

The tax method indicates the tax calculation method to be used for the additional pay. For example, for a U.S. employee receiving a monthly bonus payment, select *Supplemental*. In contrast, for a Canadian employee receiving the same bonus payment, select *Bonus*. Select one of these values:

(U.S.) Select *Aggregate* to tax the lump sum of the current payment with a previous payment. The system takes the last confirmed paycheck for that pay period and adds the current payment to it. Taxes are calculated on that lump sum amount, the taxes that were withheld on the confirmed check are subtracted, and the resulting tax difference is the tax for the current payment.

Select *Annualized* to annualize the earnings, calculate the tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method.

(CAN) Select *Bonus* to tax bonus payments.

(CAN) Select *Commission* to tax commission payments.

Select *Cumulative* to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system deannualizes the tax by dividing it by the number of tax periods you specified on the paysheet. The result is compared to the year-to-date withholding; if it is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. You generally use this for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.

(CAN) Select *Lump Sum* to tax lump sum payments.

Select *Paysheet* to tax the additional pay using the default method specified on the paysheets.

Select *Supplemental* to calculate taxes as a straight percentage of earnings. This method is typically used for one-time pays, such as bonuses. For example, federal supplemental withholding is 28 percent of earnings, and California requires withholding at 6 percent. Other states may vary the percentage, based on annual income, while some require PeopleSoft-maintained tax tables to calculate withholding.

Tax Frequency

Select the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the Job record: *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly, Use Pay Group Frequency, Weekly*.

Benefit Deductions Taken

Select a value to indicate how to take benefit deductions for this additional pay that is paid on a separate check. The default value is *NoOverride*.

Selections made on this page override the values entered for the pay run in the Benefit Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Benefit Deduction Processing Override page.

- *NoOverride*: This is the default value. If this is unchanged, the deductions specified on the Pay Calendar Table, and Benefit Deduction Processing Override pages are not overridden on the paysheet for this additional pay on a separate check.
- *Deduction*: Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *None*: Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *Subset*: Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.

Benefit Ded Subset ID (benefit deductions subset ID)

You must specify the subset ID if you select *Subset* in the Benefit Deductions Taken field.

If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same Sep Chk #, select the same benefit deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest Addl Seq # with the same separate check number.

General Deductions Taken

Select a value to indicate how to take general deductions for this additional pay that is paid on a separate check. The default value is *NoOverride*.

Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Payroll Data 2 page.

- *NoOverride*: This is the default value. If this is unchanged, the deductions specified on the Pay Calendar Table and Payroll Data 2 pages are not overridden on the paysheet for this additional pay on a separate check.
- *Deduction*: Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *None*: Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *Subset*: Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.

General Ded Subset ID (general deductions subset ID)

You must specify the subset ID if you select *Subset* in the General Deductions Taken field.

If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same Sep Chk #, select the same deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest Addl Seq # with the same separate check number.

See Also

[Chapter 4, "Defining Earnings Codes and Earnings Programs," \(CAN\) Understanding Canadian Tax Methods, page 31](#)

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Working With Multiple Jobs"

[Chapter 28, "Processing Retro Pay," page 599](#)

Maintaining Optional Payroll Data

This section discusses how to enter optional employee payroll processing information.

Note. The following Payroll Data pages are not required for payroll processing, with the exception of multiple jobs processing when the single check option has been selected.

Pages Used to Maintain Optional Payroll Data

Page Name	Object Name	Navigation	Usage
Payroll Data 1	PAYROLL_DATA1	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Update Pay Data • North American Payroll, Employee Pay Data CAN, Request Paycheque Delivery • North American Payroll, Employee Pay Data USF, Request Paycheck Delivery 	Enter optional employee payroll processing information.
Payroll Data 2	PAYROLL_DATA2	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Update Pay Data • North American Payroll, Employee Pay Data CAN, Request Paycheque Delivery • North American Payroll, Employee Pay Data USF, Request Paycheck Delivery 	Enter other optional payroll processing information.

Entering Optional Payroll Processing Information

Access the Payroll Data 1 page.

The screenshot shows a web interface for maintaining payroll data. At the top, there are two tabs: "Payroll Data 1" (active) and "Payroll Data 2". Below the tabs, the employee's name "Jones,Rebekah" is displayed on the left, and "ID: K0G001" and "Company: GBI" are on the right. Underneath, there are three radio button options for "Paycheck Delivery Option": "Company Distribution" (selected), "Postal Service", and "Home Address". Below this is a section titled "Distribution Mail Option" with three radio button options: "Home Address" (selected), "Mailing Address", and "Check Address". To the right of these options is a link "Update Check Address". Below the "Distribution Mail Option" section is a box titled "Employee's Current Address" containing a form with "Country:" set to "USA United States" and "Address:" with a text area containing "Box 200090", "Route 99", "Highway 215", "Castroville, CA 93333", and "Monterey".

Payroll Data 1 page

Paycheck Delivery Option

This field is used by the check print program to indicate what address it should print under the employee's name on the check stub.

Select *Company Distribution* to indicate that the check should be handed out as part of a regular company distribution.

Select *Postal Service* to indicate that the check should be mailed using the Postal Service.

Distribution Mail Option

Home Address

Select this option to send checks to the employee's home address. The system automatically displays the home address from the employee's Personal Data in PeopleSoft Human Resources.

Mailing Address

Select this option to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's Personal Data in PeopleSoft Human Resources.

Check Address

Select this option to send checks to the employee's check address. The system automatically displays the check address from the employee's Personal Data in PeopleSoft Human Resources.

Update Check Address

Click the link to update the employee's check address here, rather than on the Personal Data component.

Entering Other Optional Payroll Processing Information

Access the Payroll Data 2 page.

Payroll Data 1
Payroll Data 2

Jones,Rebekah
ID: K0G001
Company: GBI

Paycheck Location Option

Home Department Location

Job Location

Other Location SetID: Location CD:

Mail Drop ID:

Paycheck Name:

Deductions Taken

*Deductions Taken:

Deduction Subset ID:

Payroll Data 2 page

Pay Group

Primary Pay Group

Displays only when the employee has multiple jobs. Identifies the pay group for which a consolidated paysheet will be created when an employee is being paid for jobs in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay should be taken for the pay period.

PeopleSoft recommends that you select, as the primary pay group, the one in which the employee is paid most often. If you leave this field blank, the system uses the default pay group associated with the first job into which the employee was hired.

Paycheck Location Options

These fields specify which location code is used as a sort option for printing paychecks for this pay group. These options are used only if:

- Paycheck Sequence option is set to Company Distribution Order on the Pay Group Table - Check Distribution page.
- Paycheck Location Option is set to Select on Payroll Data Page on the Pay Group Table - Check Distribution page.
- Location is entered as a Check Print Sequence on the Pay Group Table - Check Sequencing page.

Note. You must create Location Codes in the Location Table before you can use them here or elsewhere in the system.

Home Department Location	The Location Code (in the Department Table) associated with the Department ID on the employee's Job record is used as a sort option for printing checks.
Job Location	The Location on the employee's Job record is used as a sort option for printing checks.
Other Location	<p>Enter a different location code to use as a sort option for printing checks. In this case, the system uses the Designated Agent Address and transmits the check for office delivery.</p> <p>If you select this option, you also must select a setID and a location CD.</p> <p>Select the setID for the location CD.</p> <p>Select a location CD to indicate this location as a sort option for printing checks. Use this option only if the Paycheck Location Option on the Check Distribution page of the Pay Group Table is set to <i>Select on Payroll Data Page</i>.</p>
Mail Drop ID	Enter the employee's mail drop ID.
Paycheck Name	Use this field to indicate a name, other than the employee name entered on the Personal Data record, to whom the paycheck should be made out. This field is not formatted, so enter the name exactly as you want it to appear on the paycheck.
Deductions Taken	<p>Select a value to indicate how to take deductions for this employee. Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table. The default value is <i>NoOverride</i>.</p> <ul style="list-style-type: none"> • <i>NoOverride</i>: This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing. • <i>Deduction</i>: Select this value to process the standard general deductions for this employee as set up on the Deduction table. • <i>None</i>: Select this value if no general deductions should be taken out of the paycheck. • <i>Subset</i>: Select this value to take only those general deductions included in the Deduction Subset you specify in the Deduction Subset ID field.
Deduction Subset ID	You must specify the subset ID if you select Subset in the Deductions Taken field.

Maintaining Garnishments, Savings Bonds, and Other Payroll Data

This section contains links to other chapters in this PeopleBook that address the maintenance of employee pay data.

Garnishment Data

See [Chapter 13, “Administering Garnishments,” page 285](#).

Savings Bond Data

Savings bonds are addressed separately for the U.S. and Canada.

See Also

[Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering the Canada Savings Bond Program, page 303](#)

[Chapter 15, “\(USA\) Administering Additional U.S. Payroll Functionality,” Administering U.S. Savings Bonds Purchases, page 321](#)

(E&G) Employee Contract Data

See [Chapter 17, “\(E&G\) Administering Contract Pay,” page 361](#).

(CAN) Canadian Low Interest Loan Payroll Data

See [Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering Canadian Low Interest Loans, page 308](#).

(CAN) Canada Payroll Savings Plan Data

See [Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering Canada Payroll Savings Plans, page 306](#).

(USA) Employee Tip Allocation Data

See [Chapter 15, “\(USA\) Administering Additional U.S. Payroll Functionality,” Allocating Tips, page 313](#).

(USF) Military Deposit Payroll Data

See [Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Crediting Military Service to Civilian Retirement, page 351](#).

(USF) Employee IRR Data

See [Chapter 32, “\(USF\) Generating IRR and ROST Reports,” page 677](#).

(USF) Employee Accrual Enrollment

See Chapter 16, “(USF) Administering Additional U.S. Federal Payroll Functionality,” Managing Leave Accrual, page 341.

(USF) W-2 and W-2C Information

W-2 functionality is documented with year-end tax updates.

See Chapter 33, “Accessing Year-End Processing Instructions,” page 695.

CHAPTER 13

Administering Garnishments

This chapter lists prerequisites and discusses how to:

- Define employee payroll data for garnishments.
- (USF) Define U.S. Federal Government employee payroll data for garnishments.
- Verify garnishment data compliance.
- Process one-time deduction overrides.
- View garnishment information.

Prerequisites

Before you can administer garnishments for employees, you must set up garnishment processing. Setup includes the following tasks:

- Establish a garnishment deduction.
- (USA) Maintain garnishment proration rules.
- Define disposable earnings for garnishments.
- (USA) Define U.S. garnishment rules.
- (CAN) Define Canadian garnishment rules.

See Also

[Chapter 7, “Setting Up Garnishments,” page 127](#)

Defining Employee Payroll Data for Garnishments

This section provides an overview of garnishment limitation specification, lists common elements, and discusses how to:

- Enter garnishment order information.
- Enter garnishment payee information.
- Define garnishment deduction parameters and limitations.
- Define deduction information when deducting from all payrolls.

- Define a garnishment payment schedule.
- Apply garnishment rules.
- Enter the garnishment proration amount and pay mode.

Understanding Garnishment Limitation Specifications

Some courts impose monthly limitations on the garnishment and the company and payee fees. When processing monthly limitations, the system uses the actual paycheck date—not the pay period end date, which might be in a different month. For example, a pay period might end on January 31, but the paycheck date might be February 1.

PeopleSoft Payroll for North America normally calculates deductions, including garnishments, as follows:

1. Annualizes a monthly amount (multiplying it by 12).
2. Divides by the appropriate number of pay periods (for example, 52 in the case of weekly pay periods).

In months of the year containing 5 weekly pay periods instead of 4, this can result in deductions of more than the original intended monthly amount. In months containing 4 pay periods, the system deducts less than the intended monthly amount.

For example, Steven has been ordered to pay spousal support of \$1,000 per month. Ordinarily, the system:

1. Annualizes this amount to \$12,000 per year.
2. Divides by 52 to arrive at a weekly garnishment of \$230.77.

If January has 5 weekly pay periods, the system takes \$1153.85 of Steven's pay. If February has 4 pay periods, the system takes \$923.08.

To handle this situation, define a flat amount for the deduction calculation on the Garnishment Spec Data 5 page. You must also select the Deduct by Schedule option on the Garnishment Spec Data 3 page. However, to establish a monthly garnishment limitation only to prevent the system from taking more than a certain amount in a given month, enter that amount in the Garnishment field in the Monthly Limit Amounts group box. This causes the system to stop taking the deduction after reaching the limit amount.

Common Elements Used in This Section

% DE + Amount (percent of disposable earnings plus amount)

Select this option to calculate:

Deduction = percent of disposable earnings + flat amount

Use for garnishments such as child support.

% Gross + Amount (percent of gross plus amount)

Select this option to calculate:

Deduction = percent of earnings subject to garnishment + flat amount

Greater of % DE or Amount (greater of percent of disposable earnings or amount)

Select this option to calculate:

Deduction = greater of a percent of disposable earnings OR a flat amount

Greater of % Grs or Amount (greater of percent of gross or amount)

Select this option to calculate:
Deduction = greater of a percent of earnings subject to garnishment OR a flat amount

DE% (disposable earnings percent)

If the deduction is a flat amount only, leave this field blank to indicate that the percent is zero.

Pages Used to Define Employee Payroll Data for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1	North American Payroll, Employee Pay Data, Deductions, Create Garnishments	Enter garnishment order information.
(CAN) Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1_CN	North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments	Enter garnishment order information.
Garnishment Spec Data 2 (garnishment specification data 2)	GARNISH_SPEC2	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	Enter information regarding the payee.
Garnishment Spec Data 3 (garnishment specification data 3)	GARNISH_SPEC3	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	Define garnishment deduction parameters and limitations.
Garnishment Spec Data 4 (garnishment specification data 4)	GARNISH_SPEC4	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	Define deduction information when deducting from all payrolls. Before using this page, select the Deduct on All Payrolls option on the Garnishment Spec Data 3 page.
Garnishment Spec Data 5 (garnishment specification data 5)	GARNISH_SPEC5	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	Define the payment schedule for the garnishment. Before using this page, select the Deduct by Schedule option on the Garnishment Spec Data 3 page.

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 6 (garnishment specification data 6)	GARNISH_SPEC6	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	Indicate which garnishment rule governs each garnishment.
Garnishment Spec Data 7 (garnishment specification data 7)	GARNISH_SPEC7	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Deductions, Create Garnishments North American Payroll, Employee Pay Data CAN, Deductions, Create Garnishments 	<p>Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET.</p> <p>Also specify the pay mode for integration with PeopleSoft Payables.</p>
(CAN) Garnishment Spec Data 7 (garnishment specification data 7)	GARNISH_SPEC7_CN	North American Payroll, Employee Pay Data CAN, Garnish Wages, Create Garnishments, Garnishment Spec Data 7	(CAN) Specify the pay mode for integration with PeopleSoft Payables.
Garnishment Prorations	RUNCTL_PAY719	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Garnishment Prorations North American Payroll, Payroll Processing USF, Reports, Garnishment Prorations 	Generate PAY719 that provides a listing by Court ID of employees whose garnishment amounts were prorated.

Entering Garnishment Order Information

Access the Garnishment Spec Data 1 page.

Garnishment Spec Data 1		Garnishment Spec Data 2		Garnishment Spec Data 3		Garnishment Spec Data 4	
Silvers,Ruth		Employee		EmpID: TZ489			
Company: TCA ST - Test Company A							
Garnishments Find View All First 1 of 1 Last							
*Garnish ID:	TCHSUP		*Status:	Received		+ -	
*Received Date/Time:	07/15/1997	9:00					
*Respond By Date/Time:	07/20/1997	5:00					
*Type:	Child Support						
Garnishment Support Type:	Current						
*Court Name:	Family Support of Alameda County						
*Court Document IDs:	FSAC-76565-DEF-1						
Remarks:							

Garnishment Spec Data 1 page

Note. Define only one garnishment specification for each garnishment order that you receive for an employee. Each garnishment specification must have a unique garnish ID.

Status

Update this field as the status changes throughout the life of the garnishment. This is important because it affects the payroll processing of the garnishment deduction.

Received: Select this value when you establish a new Garnishment record, or to define an off-cycle entry for the employee to test the garnishment deduction before you put it into production.

Approved: Select this value when you inform the court, authorized agency, or government agency that you will comply with the garnishment or levy.

Completed: Select this value when the garnishment is paid in full.

Rejected: Select this value if you cannot comply with the garnishment or levy. For example, if you have terminated the employee and there are no wages to garnish, you can reject the garnishment.

Suspended: Select this value to stop the garnishment deduction in payroll while preserving the garnishment specification data.

If you select *Received* or *Approved*, the system processes the garnishment when you run Pay Calculation. If you select *Completed*, *Rejected*, or *Suspended*, the system ignores the garnishment during the Calculation process.

Deduction Code

This field is required for Canada only. Select a valid before-tax or after-tax garnishment deduction code.

If you select a before-tax deduction code:

- The following warning appears: Before-tax garnishment requires separate general deduction(s) for Company and Payee Fees.
- The fields associated with the processing of garnishment fees (on the Garnishment Spec Data 3, 4, and 5 pages) become unavailable for entry.

Because the system must process company and payee fees associated with garnishments as after-tax deductions, you must define them separately as general deductions. When defining these general deductions, clear the Garnishment Process flag in the Deduction Table.

Received Date/Time	Enter the date and time you received the writ of garnishment or tax levy from the court, authorized agency, or government agency.
Respond By Date/Time	Enter the date and time by which you must tell the court, authorized agency, or government agency whether you can comply with the garnishment order. For example, if the employee is no longer employed, you cannot garnish wages.
Type	Select the type of garnishment or levy: <i>Writ of Garnishment:</i> Typical garnishment type for failure to pay. <i>Tax Levy:</i> Failure to pay taxes. <i>Chapter 13 Bankruptcy:</i> Bankruptcy in Canada, or Chapter 13 bankruptcy in the U.S. <i>Wage Assignment:</i> Similar to a writ, signifying a failure to pay. <i>Child Support, Spousal Support, and Dependent Support:</i> Typically ordered by a family court. If you select this value, also select Current or Arrears in the <i>Garnishment Support Type</i> field.
Garnishment Support Type	U.S. Only. Applies only for Child Support, Dependent Support, and Spousal Support garnishment types.
Court Name	Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.
Court Document IDs	Enter any codes with which you identify the garnishment documents from the court or reports that you send back to the court or government agency. For example, garnishment documents might carry a file or case number, but a tax levy is usually uses a date and the employee's social security number (SSN) or social insurance number (SIN).

Entering Garnishment Payee Information

Access the Garnishment Spec Data 2 page.

Silvers,Ruth Employee EmpID: TZ489
Company: TCA ST - Test Company A

Garnishments Find | View All First 1 of 1 Last

Garnish ID: TCHSUP Child Support
SetID: SHARE Vendor ID: TPCHSUP1 Address: 1
Payee Name:
Country: USA United States
Address: 2233 Shorline Drive Alameda, CA 94501 [Edit Address](#)

Contact
Name:
Phone:

Garnishment Spec Data 2 page

Enter the *SetID*, *Vendor ID*, and *Address* number (the number that represents the remittance address in the Vendor Table) and the complete address will display.

Defining Garnishment Deduction Parameters and Limitations

Access the Garnishment Spec Data 3 page.

Garnishment Spec Data 1	Garnishment Spec Data 2	Garnishment Spec Data 3	Garnishment Spec Data 4
Silvers,Ruth		Employee	EmplID: TZ489
Company:	TCA	ST - Test Company A	
Garnishments Find View All First 1 of 1 Last			
Garnish ID:	TCHSUP	Child Support	+ -
Deduction			
*Deduction Schedule:	Deduct by Schedule	Priority:	1
<input checked="" type="checkbox"/> Include Company Fee Within DE	<input checked="" type="checkbox"/> Include Payee Fee Within DE		
Limitations			
Start Date:	<input type="text"/>	Stop Date:	<input type="text"/>
Stop Date Days:	<input type="text"/>	Limit Amount:	<input type="text"/>
		Limit Balance:	<input type="text"/>
Monthly Limit Amounts			
Garnishment:	<input type="text"/>	Company Fee:	<input type="text"/>
		Payee Fee:	<input type="text"/>

Garnishment Spec Data 3 page

Deduction

Deduction Schedule

Specify how to deduct garnishments:

Deduct on All Payrolls: If you select this value, use the Garnishment Spec Data 4 page to complete the deduction information.

Deduct by Schedule: If you select this value, use the Garnishment Spec Data 5 page to create the deduction schedule and complete the deduction information.

Priority

Select the processing priority of the garnishment in relation to other garnishments for the employee. This is not the same as the deduction priority in the General Deduction Table. The system uses this value to process garnishments to which proration rules do not apply.

If you leave this field blank, or assign the same priority number to more than one garnishment specification, the system determines the processing priority by garnish ID. The lower the number, the higher the priority. For example, 100 is a higher priority than 200.

Include Company Fee Within DE and Include Payee Fee Within DE

Select the check boxes to deduct fees from the employee's disposable earnings before taking garnishment deductions.

Note. PeopleSoft Payroll for North America provides a garnishment proration option for states that permit proration of garnishments when an employee has more than one of the same type. If you use this option, the system uses the value in the Priority field only for garnishments to which proration does not apply.

Limitations

The fields in this group box impose time and amount restrictions on the garnishment deduction. This functionality is useful when you handle multiple garnishment orders from states where regulations prohibit the collection of more than one garnishment order at a time, or where they impose time limits on the collection of a garnishment.

Start Date	To start the garnishment deduction immediately, leave this field blank.
Stop Date	Leave the Stop Date field blank if you want the garnishment deduction to go on until the garnishment is satisfied. Otherwise, enter the date the deduction should stop. This date must be greater than the check date for a pay period to withhold the garnishment for that pay period. For example, if the pay period has an end date of 3/10/2000 and a check date of 3/12/2000, then the garnishment stop date must be greater than 3/12/2000 to withhold the garnishment in the 3/10/2000 pay period.
Calculate Stop Date or Stop Date Days	<p>Select this check box to have the system calculate a stop date when you don't know the exact stop date. For example, Tennessee currently has a rule for garnishments of the Writ type, specifying a term of 90 days. In other words, you can only garnish money for 90 days. The 90-day term does not begin until you actually begin taking money from the employee (that is, until the employee has money available to garnish). For example, you might receive a garnishment order on September 1. If the employee has another garnishment of a higher priority, there might be no money available to garnish until November.</p> <p>In this situation, you cannot enter a stop date because you don't know what the exact start date is. Instead, select the Calculate Stop Date check box and enter the length of the garnishment term (90 for Tennessee) in the Stop Date Days field. As soon as the system can take money for this garnishment, it:</p> <ol style="list-style-type: none"> 1. Calculates the stop date by adding 90 days to the processing date of the current pay period. 2. Enters that date in the Stop Date field. 3. Clears the Calculate Stop Date check box. <p>From this point on, the system takes the garnishment until the end of the term, or until other limits are satisfied.</p>
Limit Amount	Enter a limit amount to establish a maximum total amount for the garnishment deduction. Each time you run Pay Confirmation, the system updates the limit balance, displaying how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. To not set a limit, leave the limit amount blank.
Limit Balance	<p>This field does not automatically reflect adjustments that you make to garnishment balances. If you make an online balance adjustment to garnishments, make the same update in this field.</p> <p>Calculations for limit processing use the YTD Garnishment Balance field on the Garnishment Balances page. Update the Limit Balance field with that value after making any adjustments to garnishment balances.</p>

Note. Your company or the payee might charge voucher fees, which are handling fees related to garnishments. Enter the fees owed to your company or to the payee in the Processing Fees Defaults group box on Garnishment Spec Data 4 page or Garnishment Spec Data 5 page, depending on which deduction option use.

See Also

Chapter 20, “Working With Paysheets,” Entering One-Time Garnishments, page 446

Chapter 13, “Administering Garnishments,” Entering the Garnishment Proration Amount and Pay Mode, page 298

Chapter 13, “Administering Garnishments,” Understanding Garnishment Limitation Specifications, page 286

Defining Deduction Information When Deducting From All Payrolls

Access the Garnishment Spec Data 4 page.

The screenshot shows the 'Garnishment Spec Data 4' page. At the top, there are tabs for 'Garnishment Spec Data 1' through '4'. The main content area includes:

- Employee: Silvers, Ruth; EmpID: TZ489
- Company: TCA ST - Test Company A
- Garnishments: TCHSUP Child Support
- Deduct on All Payrolls Option**
 - Deduction Calculation Defaults**
 - Maximum**
 - % DE + Amount (DE Percent:)
 - % Gross + Amount (Flat Amount:)
 - Greater of %DE or Amount
 - Greater of %Gross or Amount (*Frequency: M Monthly)
 - Processing Fees Defaults**

Greater of	%Deduction	or Flat Amount
To Company:	<input type="text"/>	<input type="text"/>
To Payee:	<input type="text"/>	<input type="text"/>

Garnishment Spec Data 4 page

Deduction Calculation Defaults

- Maximum** Select this option to calculate:
Deduction = disposable earnings – exemptions

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

Frequency

If you specify a flat amount, enter a deduction frequency. The system uses this frequency to adjust the flat amount to the employee’s pay frequency to calculate the deduction amount per pay period.

Processing Fees Defaults

Based on the details of the court order, enter processing fees consisting of a percentage of the deduction or a flat amount to be paid to the company or to the payee. On the Garnishment Spec Data 2 page, you specified whether to include the company and payee fees in the employee’s disposable earnings.

Some garnishment orders might require that you compare a flat amount with a percentage of the deduction and take the greater of the two. In that case, enter both, and the system automatically takes the greater amount.

Defining a Garnishment Payment Schedule

Access the Garnishment Spec Data 5 page.

The screenshot displays the 'Garnishment Spec Data 5' page. At the top, it identifies the employee as 'Silvers, Ruth' with 'EmpID: TZ489' and the company as 'TCA - Test Company A'. The main section is titled 'Garnishments' and shows a 'Garnish ID' of 'TCHSUP' for 'Child Support'. Below this is the 'Deduct by Schedule Option' section, where the '*Pay Frequency' is set to 'Biweekly' and the '*Pay Period' is 'First'. The 'Deduction Calculation Routine' section has five radio button options: 'Maximum Allowed', '% DE + Amount' (which is selected), '% Gross + Amount', 'Greater of %DE or Amount', and 'Greater of %Gross or Amount'. The 'Flat Amount' field is populated with '1200.00'. The 'Processing Fees' section includes a 'Greater of %Deduction or Flat Amount' option and two rows for 'To Company' and 'To Payee', each with two empty input fields.

Garnishment Spec Data 5 page

Deduction Calculation Routine

Maximum Allowed

Select this option to calculate:

$$\text{Deduction} = \text{disposable earnings} - \text{exemptions}$$

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

Specifying Different Garnishment Amounts in Different Pay Periods

Suppose you receive a garnishment order for an employee who you pay weekly. The order specifies that you garnish \$150 in the first pay period of the month, \$200 in the second, \$250 in the third, \$200 in the fourth, and nothing in the fifth (for those months that have 5 pay periods). To set this up:

1. Enter a pay frequency of Weekly and a pay period of First to define what to deduct in the first weekly pay period.
2. In the Deduction Calculation group box, select the %DE + Flat Amount option and enter a flat amount of \$150. Leave the DE Percent field blank.
3. Insert a row for the second pay period.
4. Select a pay period of Second and enter a flat amount of \$200.
5. Repeat these steps for the remaining pay periods.

Applying Garnishment Rules

Access the Garnishment Spec Data 6 page.

Garnishment Spec Data 6 page

Note. (CAN) For Canadian processing, you can use any rule if it applies to a garnishment situation, regardless of the original province designation.

Garnish Law Source and Rule ID

Select the jurisdictional entity (garnish law source) and unique rule ID for the garnishment you're calculating.

Maintain this information in the Garnishment Rules Table.

You can enter multiple garnish law sources and rule IDs for each employee. Typically, you enter the federal code (*\$U*), then insert a row for each applicable state.

Note. (CAN) In Canada, you typically enter only the province code or *ZZ* for federally supported rules.

Note. (USA) In the U.S., when an employee has more than one garnishment in a single state, the system determines proration rules based on the garnish law source. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

Note. For proration rules CRTORD and CRTDET, the courts supply amounts or percents for prorating garnishments. For multiple garnishments with either of these proration rules, enter the court-ordered proration amount or percent for each of the garnish IDs on the Garnishment Spec Data 7 page.

Exemption Parameters

The system uses this group box to calculate the most favorable garnishment deduction amount for the employee. Depending on the exemption calculation routine (in Garnishment Rules Table 2) that applies to this rule, the system uses one or more of these exemption parameters to calculate the amount of disposable earnings that are exempt from garnishment. You must enter only the exemption parameters that are appropriate to the rule.

Dep/Exempt Count (dependent or exemption count)	Enter the number of dependents or exemptions claimed by the employee.
Allowance Count	Enter the number of allowances claimed by the employee.
Exempt Amount	If the court determines an exemption amount, enter it here.
Amount Frequency	If the court determines an exemption amount frequency (daily, weekly, or monthly), select it here.
Form 668–W Year	This field appears on the page when the garnishment is a U.S. tax levy. For U.S. tax levies the exemption amount is calculated using the year in which the levy was received unless the employee files a new Form 668-W with the employer. If the employee files a new Form 668-W, enter the year of the new Form 668-W here. The exemption amount is calculated using the exemption values for the specified year.

Canadian

This group box enables you to override amounts on the Garnishment Rules Table (CAN) – Exemption Variables page.

Deductions Allowed in DE Calc

For U.S. tax levies, the system populates this group box when run the first payroll that includes the tax levy deduction. This identifies the deductions that were in place before the tax levy was received and that are included in the calculation of the disposable earnings for the levy. Deductions established for the employee after the levy was received are not included in the disposable earnings calculation and are deducted from the net pay remaining after the deduction of the tax levy.

Splitting Garnishment Orders

You can split complex orders such as:

- One-time handling fees.

For example, a court might want a one-time \$10 fee in conjunction with a garnishment. You can define separate garnishment specifications to handle:

- The fee.
- The garnishment itself.

- Multiple payees.
- Multiple document IDs.

For example, when a child support order for an employee with three children requires you to report to the court by child.

Entering the Garnishment Proration Amount and Pay Mode

Access the Garnishment Spec Data 7 page.

The screenshot displays the 'Garnishment Spec Data 7' page. At the top, there are four tabs: 'Garnishment Spec Data 4', 'Garnishment Spec Data 5', 'Garnishment Spec Data 6', and 'Garnishment Spec Data 7'. The main content area shows the following details:

- Employee:** Silvers,Ruth (EmpID: TZ489)
- Company:** TCA ST - Test Company A
- Garnishments:** TCHSUP Child Support (1 of 1 records)
- Proration Rule State:** [Empty field]
- Proration Rule ID:** [Empty field with search icon]
- Proration Override:**
 - Court Ordered Percent:** [Empty field]
 - Court Ordered Amount:** [Empty field]
- Pay Mode:**
 - Pay Mode:** [S] [Search icon] Pay at Specified Date
 - AP Payment Date Type:** Check Date (dropdown menu)
 - Separate AP Payment

Garnishment Spec Data 7 page

Pay Mode

Use this group box to interface with PeopleSoft Payables.

Pay Mode	<p>Specify how PeopleSoft Payables makes the garnishment payment:</p> <p><i>Pay as Deducted:</i> Select this value to pay the vendor each time PeopleSoft Payroll for North America calculates this deduction.</p> <p><i>Pay at Specific Date:</i> Select this value to pay the vendor on a date that you specify in the <i>AP Payment Date Type</i> field.</p> <p><i>Pay when Bond Price met:</i> This value does not apply to garnishments.</p> <p><i>Pay When Collection Completed:</i> Select this value to pay the vendor only when you reach the goal amount or deduction end date. (This pay mode is valid for general deductions and garnishments).</p>
AP Payment Date Type (accounts payable payment date type)	Specify which type of date to use when creating the accounts payable voucher. This field becomes available when you select Pay at Specified Date in the <i>Pay Mode</i> field.
Separate AP Payment (separate accounts payable payment)	Select this check box if the payment for this garnishment should be on a separate check when PeopleSoft Payables makes the payment.

(USF) Defining U. S. Federal Employee Payroll Data for Garnishments

This section discusses how to:

- (USF) Enter garnishment payee information.
- (USF) Enter garnishment deduction distribution information.

Note. The Garnishment Spec Data component for Federal users is very similar to the component of the same name for the U.S. and Canada, but retains unique object names and provides slight variations in fields.

See Also

Chapter 13, “Administering Garnishments,” Defining Employee Payroll Data for Garnishments, page 285

(USF) Pages Used to Define Employee Payroll Data for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Spec1 (garnishment specification 1)	GVT_GARNISH_SPEC1	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Enter garnishment order information.
Garnishment Spec2	GVT_GARNISH_SPEC2	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Enter information regarding the payee.
Deduction Distribution Information	GVT_GARN_SPEC2_SEC	Select the Distribution Information link on the Garnishment Spec2 page.	Enter the payee's garnishment deduction distribution information.
Garnishment Spec3	GVT_GARNISH_SPEC3	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Define garnishment deduction parameters and limitations.
Garnishment Spec4	GVT_GARNISH_SPEC4	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Define deduction information when deducting from all payrolls. Before using this page, select the Deduct on All Payrolls option on the Garnishment Spec Data 3 page.
Garnishment Spec5	GVT_GARNISH_SPEC5	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Define the payment schedule for the garnishment. Before using this page, select the Deduct by Schedule option on the Garnishment Spec Data 3 page.
Garnishment Spec6	GVT_GARNISH_SPEC6	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Indicate which garnishment rule governs each garnishment.
Garnishment Spec7	GVT_GARNISH_SPEC7	North American Payroll, Employee Pay Data USF, Deductions, Create Garnishments	Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET.

(USF) Entering Garnishment Payee Information

Access the Garnishment Spec 2 page.

Garnishment Spec 2 page

Payee Name (No Table Edit) Enter a payee's name that is not from an existing table.

Distribution Information Select this link to access the Deduction Distribution Information page where you enter distribution information for this garnishment.

(USF) Entering Garnishment Deduction Distribution Information

This page is identical to the General Deduction Distribution Information page.

See Also

[Chapter 5, "Defining Deductions," \(USF\) Entering General Deduction Distribution Information, page 84](#)

Verifying Garnishment Data Compliance

When you receive a garnishment order for an employee, PeopleSoft Payroll for North America enables you to determine quickly whether you can comply.

To verify that the system can withhold the garnishment deduction as required by the garnishment order:

1. Enter the garnishment information for the employee.
2. Use the Online Check feature to enter the payroll information for that employee as if you are going to create a single check.
3. Create a paysheet.
4. Calculate pay.

Note. Delete the online check before you run your payroll.

See Also

Chapter 23, “Working With Checks and Direct Deposit,” page 495

Processing One-Time Garnishment Deduction Overrides

Enter one-time garnishment deduction overrides on the paysheet.

See Chapter 20, “Working With Paysheets,” Recording One-Time Deductions, Garnishments, and Taxes, page 440.

See Chapter 20, “Working With Paysheets,” Entering One-Time Garnishments, page 446.

Viewing Garnishment Information

This section provides links to discussions of how to:

- View garnishment deduction balances using the Garnishment Balances page.
- View online adjustments to garnishment balances using the Garnishment Balance Adjustment page.
- View garnishments on a paycheck.

See Also

Chapter 29, “Reviewing, Adjusting, and Deleting Employee Balances,” Reviewing and Adjusting Garnishment Balances, page 630

Chapter 21, “Calculating Pay,” Viewing Paycheck Deductions, page 481

CHAPTER 14

(CAN) Administering Additional Canadian Payroll Functionality

This chapter discusses how to:

- Administer Canada Savings Bonds.
- Administer Canada Payroll Savings plans.
- Administer Canadian low interest loans.

See Also

[Chapter 30, “\(CAN\) Setting Up and Processing Business Payrolls Survey Reporting,” page 645](#)

[Chapter 31, “\(CAN\) Generating a Canadian Record of Employment,” page 655](#)

[Chapter 13, “Administering Garnishments,” page 285](#)

[Chapter 9, “\(CAN\) Setting Up Additional Canadian Payroll Functionality,” page 171](#)

Administering the Canada Savings Bond Program

This section provides an overview and discusses how to:

- Register employees in the Canada Savings Bond program.
- Run the Bond Purchase report.

Understanding Canada Savings Bond Deductions

The system automatically generates a row of General Deduction data for the employee when you save a bond registrant enrollment record. However, corrections to the data are not automatic. Whenever you correct the Canada Savings Bond table or Canada Savings Bond Spec data, you must make corresponding corrections to the General Deduction data, when applicable.

If an employee transfers to a different pay group and the transfer results in a change to the bond deduction amount, enter a new General Deduction data record to reflect the Effective Date of the change, the new Flat/Addl Amount, the new Goal Amount, and the Current Goal Balance.

Just as for any other deduction with a goal amount, special handling is required for employees who leave the company or change to an unpaid status.

See Also

Chapter 12, “Maintaining Payroll Data,” Setting Up Employee General Deductions, page 257

Prerequisites

Before you can administer Canada Savings Bonds, you must first:

- Define deductions for Canada Savings Bonds.
- Enter Canada Savings Bond denominations.

See Also

Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canada Savings Bonds, page 171

Pages Used to Administer the Canada Savings Bond Program

Page Name	Object Name	Navigation	Usage
Canada Savings Bond Spec	CSB_REG_DATA	North American Payroll, Employee Pay Data CAN, Deductions, Savings Bond Purchases	Register employees participating in the Canada Savings Bond program.
Canada Savings Bond Purchase	RUNCTL_PAY131CN	North American Payroll, Payroll Processing CAN, Payroll Information Reports, CSB Purchase Reports	Run PAY131CN, which generates a listing of employees' Canada Savings Bond (CSB) purchases through payroll deduction.

Registering Employees in the Canada Savings Bond Program

Access the Canada Savings Bonds page.

Canada Savings Bonds page

Savings Bond Information

CSB Series Code (Canada Savings Bond series code) Select the CSB series code for which you’re registering the employee.

Registrant Details

Employee Select this check box if the principal registrant is the employee. If you select this check box, the Or Dep/Benef field becomes unavailable for entry.

Or Dep/Benef (or dependent/beneficiary) Select this check box if the principal registrant is a dependent or beneficiary of the employee.

Joint Registrant Enter any joint registrant.

Bond Specifications

Denomination Enter the denomination of the bonds to be purchased.

Par Value The Par Value is maintained by the system. Par Value represents the face value of the bonds.

Deduction Amount This is the Par Value multiplied by the Deduction Factor from the Canada Savings Bond Table. The Deduction Amount total is maintained by the system and is sent to the employee’s General Deduction Data page for payroll processing.

Goal Amount	The goal amount is the Deduction Amount multiplied by the Number of Deductions from the Canada Savings Bond Table. The Goal Amount total is maintained by the system and is sent to the employee's General Deduction Data page for payroll processing.
Total for Registrant(s)	Represents the total amount for all registrants.

Note. You may want to start keying future-dated registrant information before the CSB series effective date to balance your workload. Because of the PeopleSoft effective-dating logic, the Effective Date on the Canada Savings Bond Table must be dated early enough to enable selection of the series code on the registrant page. For example, if the bond series code is effective October 1, 2001, but you want to start keying CSB registrant information on September 1, 2001, the CSB Series Code Effective Date must be entered as September 1, 2001.

Using the Bond Purchase Report

The Canada Savings Bond Purchase Report (PAY131CN) lists all bonds that have been purchased for the specified CSB Series code. It provides detailed information for each employee, such as registrants, bond quantities, denominations, par values, carrying charges, goal amounts, deduction amounts, and cancellation dates.

Administering Canada Payroll Savings Plans

This section provides an overview of the Canada Payroll Savings (CPS) plan, lists prerequisites, and discusses how to:

- Maintain CPS employee contributions.
- Create an electronic data file for transmission to the Bank of Canada and produce a summary report of the output.

Note. For further information, see the published guides that are available through your Canada Payroll Savings Representative.

Understanding Canada Payroll Savings Plans

PeopleSoft Payroll for North America provides functionality to support the Canada Payroll Savings (CPS) plan and helps you effectively manage the activities as a participating organization.

After the CPS plan is set up, the employee specifies a contribution amount, the employer automatically deducts that amount from the employee's pay cheque on a regular basis, and the contribution details are transmitted electronically to the Bank of Canada for credit to the employee's savings plan account.

CPS Transmittal File and Report

The SQR program PAY132CN produces the CPS transmittal file that includes detailed employee contribution information (by pay run ID) for transmission to the Bank of Canada. At the same time, the system produces a transmission summary report for your reference. The detailed employee deduction information to support this summary report is available on the corresponding Deduction Register (SQR program PAY001CN).

Prerequisites

Before you can administer employees' contribution amounts, you must perform the following setup steps:

1. Define a CPS organization ID.
2. Specify CPS campaign information.
3. Define CPS deductions.

See Also

[Chapter 9, “\(CAN\) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canada Payroll Savings \(CPS\) Plans, page 173](#)

Page Used to Administer Canada Payroll Savings Plans

Page Name	Object Name	Navigation	Usage
Payroll Savings Create File	RUNCTL_PAY132CN	North American Payroll, Payroll Distribution, Additional Integrations CAN, Create Canada PY Savings File	Run the PAY132CN report to create a Canada Payroll Savings (CPS) electronic data transmission file and a Transmission Summary report for your reference. The system produces the transmission file in accordance with the format provided by the Bank of Canada.

Maintaining CPS Employee Contributions

Access the General Deduction Data page to enroll employees in the Canada Payroll Savings program and set up each employee's contributions.

Deduction Code	Select the appropriate Canada Payroll Savings deduction code as you have set up on the Deduction table. If both non-RRSP and RRSP options are offered, two deduction codes are necessary. Employees may elect to contribute to both types of accounts concurrently. In this event, two separate general deduction data records must be created; one for non-RRSP contributions and the other for RRSP contributions.
Effective Date	This date is validated against the Election Period(s) specified on the Canada Payroll Savings Campaign table to ensure that changes to contribution information are entered for allowable periods.
Deduction Calculation Routine	Specify <i>Flat Amount</i> .
Flat/Addl Amount (flat/additional amount)	Enter the employee's CPS contribution amount per pay period.

See Also

[Chapter 12, “Maintaining Payroll Data,” Setting Up Employee General Deductions, page 257](#)

Processing the CPS Transmittal File

Access the Payroll Savings Create File page.

Pay Run ID	Enter the pay run ID for the data you’re transmitting.
Reference ID	Enter optional reference information that you require to recognize the transmission.

Note. See the New Canada Payroll Savings Technical Specifications booklet for further information regarding the technical aspects of creating or transmitting files to the Bank of Canada.

Create this file once per pay period, and only after the corresponding Pay Confirmation process is complete. The system automatically maintains a record of the pay run IDs that have been processed to prevent duplication of the file.

The system also uses the Last CPS Transmission ID # (last Canada Payroll Savings transmission identification number) field in the Installation table to ensure that each transmission ID number that it generates is unique.

Locating the CPS Transmittal File Output

The PAY132CN SQR process creates the CPS transmittal file in the PeopleSoft report output directory. The following list identifies the naming convention of the output files for each platform:

- DB2/AS400: File Name is CPSCN(D0001)
- MVS: File Name is CPSC0001
- Others: File Name is CPS_0001

Here, 0001 is a uniquely generated CPS transmission ID number.

See Also

[Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Understanding Canada Payroll Savings Plans, page 306](#)

Administering Canadian Low Interest Loans

This section provides an overview of low interest loans, lists prerequisites, and discusses how to specify the loan percentage.

Understanding Canadian Low Interest Loans

When an organization provides an employee with an interest-free or low-interest loan, the employee receives a taxable benefit equal to the amount of interest that would have been paid for the year at the government-prescribed interest rates, minus the amount of interest that the employee pays in the year, or within 30 days after the end of the year. This benefit has no taxable GST component.

The value of the taxable benefit changes throughout the year as the prescribed rate (which is set each quarter by the federal government) changes, and as the employee pays down the loan (and/or any interest).

Note. A loan also includes any other indebtedness. For example, if the employer purchases a computer for the employee and the employee proceeds to have payroll deductions for that computer, the company has made a loan for the computer's price less any employee down payments.

Taxable Benefit Calculation Example

PeopleSoft Payroll for North America calculates the low-interest loan taxable benefit as follows:

Loan Balance ? Prescribed Interest Rate % on Canadian Company Tax Table

minus

Loan Balance ? Loan Interest Rate % on General Deduction Data page for employee

equals

Annual low-interest loan taxable benefit for the employee

To calculate the actual amount of the taxable benefit on an employee's individual paycheque, the system divides the annual low-interest loan taxable benefit by the number of the employee's pay periods per year.

For example, on January 1, 2001, company VNB lends Joan Avery \$10,000 at a rate of 5 percent. The government-prescribed rates for 2001 are:

1st quarter	8 percent
2nd quarter	7 percent
3rd quarter	6 percent
4th quarter	5 percent

Joan chooses to pay back the loan through payroll deductions at \$500 per monthly pay period starting February. The system calculates the monthly low-interest loan taxable benefit as shown on the following chart:

Pay Period	Loan Balance	Prescribed Interest Percent (Government Rate)	Loan Interest % (Company Rate)	Monthly Taxable Benefit
January	\$10,000	8%	5%	\$25
February	\$9,500	8%	5%	\$23.75
March	\$9,000	8%	5%	\$22.50
April	\$8,500	7%	5%	\$14.17
May	\$8,000	7%	5%	\$13.33
June	\$7,500	7%	5%	\$12.50
July	\$7,000	6%	5%	\$5.83
August	\$6,500	6%	5%	\$5.42
September	\$6,000	6%	5%	\$5
October	\$5,500	5%	5%	\$0
November	\$5,000	5%	5%	\$0
December	\$4,500	5%	5%	\$0
Total				\$127.50

The total taxable benefit for the year in this example is \$127.50.

Home Purchase or Home Relocation Loan Calculation

The system does not calculate the taxable benefit of low-interest home purchase or home relocation loans. For these types of loans, the prescribed rate in effect at the time the loan is made (not the current quarterly adjusted prescribed rate) should be used to calculate the taxable benefit throughout the loan period, for up to five years. If the prescribed rate is lowered during the five-year period, the lower prescribed rate is used until such time as the rate goes up again. After five years, the prescribed rate at that time is used for the next five years, and so on.

Note. Home purchase or home relocation loan calculation is subject to change depending on legislated requirements.

Prerequisites

Before you can specify an employee's loan percentage, you must perform and maintain the following setup steps:

- Maintain prescribed interest rates and loan data.
- Activate loan processing.
- Establish loan deductions.

See Also

Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Setting Up Canadian Low Interest Loans, page 177

Specifying the Loan Percentage

Access the General Deduction Data page to specify the employee's loan percentage.

Loan Interest %	If the Loan Interest % specified here is less than the Prescribed Interest Percent in the Canadian Company Tax Table, the system calculates a low-interest loan taxable benefit for the employee. If the field is left empty, it is assumed that the interest rate is zero.
Goal Amount	Specify the total amount of the loan in this field. When the deduction balance equals this amount, the loan payback is complete.
Current Goal Balance	Displays the total amount taken to date from the employee's pay for this deduction. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. The system updates this amount after every payroll run, during the Pay Confirmation process.

See Also

Chapter 12, “Maintaining Payroll Data,” Setting Up Employee General Deductions, page 257

CHAPTER 15

(USA) Administering Additional U.S. Payroll Functionality

This chapter discusses how to:

- Allocate tips.
- Administer U. S. Savings bonds.
- Adjust imputed income for U.S. group term life insurance.
- (E&G) Certify time and effort to meet A-21 Certification requirements.

See Also

[Chapter 10, “\(USA\) Setting Up Additional U.S. Payroll Functionality,” page 183](#)

[Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” page 141](#)

[Chapter 13, “Administering Garnishments,” page 285](#)

Allocating Tips

This section provides overviews of the Tip Allocation process and calculation methods, lists prerequisites, and discusses how to:

- Enter employee tip allocation data.
- Select the tip allocation end date.
- Run the Calculate Allocated Tips process.
- Update allocation balances.
- View allocations by individual employee or establishment.
- Report on the Tip Allocation process.
- Review the Tip Allocation process status.

Understanding the Tip Allocation Process

Most large hospitality industry employers must report additional information to the IRS concerning the establishment’s receipts and the employees’ tip incomes, by establishment. A large establishment is one that employs more than 10 people on a typical business day.

Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. The amount that you allocate is the difference between the total reported tips and the specified percent of your establishment's gross receipts. You can apply for a lower percentage, if you can show, in writing, that the tip rate at your establishment is less than the specified percent.

Each tip establishment allocates tips. An establishment is an individual restaurant, hotel, and so on, at a unique location. If a company has 15 restaurants, it allocates tips separately for each restaurant. In addition, allocated tips are not subject to withholding; therefore, the system does not withhold taxes. However, the system maintains the year-to-date allocated tips shortfall balance and reports it on the employee's Form W-2. Also, the system reports allocated tips on the paycheck stub as memo earnings because memo earnings do not add to the check gross and are not included in taxable grosses.

The Tip Allocation process consists of four steps:

1. Calculate the allocated tips.
You can calculate allocated tips any number of times for an allocation date before approving the calculation.
2. Use the SQR reports to check your results.
After you approve the calculation for an allocation date, you cannot recalculate for that date.
3. Approve the tips.
After you approve the calculation for an allocation date, you cannot recalculate for that date.
4. Update the allocated tips balances.
Allocated tips must be approved before the balances can be updated.

Understanding Tip Allocation Calculation Methods

There are three acceptable tip allocation calculation methods:

- Gross receipts.
- Hours worked.
- Good faith agreement.

In each method, the company allocates tips once per month, quarterly, annually, or for each pay period.

Gross Receipts Method

This method calculates an allocation amount for each directly tipped employee, using the gross receipts that are attributable to directly tipped employees. These steps are based on Form 8027.

To use the gross receipts method:

1. Calculate the allocation base for an allocation period:
 $\text{gross receipts in that period} \times \text{specified percent}$
2. Calculate the tipped employee allocation base:
 $\text{allocation base} - \text{total tips reported by indirectly tipped employees}$
3. For each directly tipped employee, calculate the employee's gross receipt ratio:
 $\text{total gross receipts for all tipped employees} / \text{gross receipts attributable to the employee}$

4. Calculate the employee's share of the allocation base:
 $\text{tipped employee allocation base} \times \text{employee's gross receipt ratio}$
5. Calculate the employee's shortfall:
 $\text{employee's share of the allocation base} - \text{employee's reported tips}$
 If the amount is less than zero, it is considered zero.
6. Calculate the total shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all the tips reported by directly and indirectly tipped employees.
8. Calculate the total allocation amount:
 $\text{allocation base} - \text{total tips}$
9. Calculate the employee's shortfall ratio:
 $\text{employee's shortfall} / \text{total shortfall}$
10. Calculate the employee's allocated amount:
 $\text{total allocation} \times \text{employee's shortfall ratio}$

Hours Worked Method

This method calculates an allocation amount for each directly tipped employee using the hours worked by the employee.

Note. Only establishments that employ fewer than 25 employees (tipped and nontipped) during a pay period can use this method.

To use the hours worked method:

1. Calculate the allocation base for an allocation period:
 $\text{gross receipts in that period} \times \text{specified percent}$
2. Calculate the tipped employee allocation base:
 $\text{allocation base} - \text{total amount of tips reported by indirectly tipped employees}$
3. For each directly tipped employee, calculate the employee's hours worked ratio:
 $\text{employee's total hours worked during this period} / \text{total hours worked by all tipped employees that worked during this period}$
4. Calculate the employee's share of the allocation base:
 $\text{tipped employee allocation base} \times \text{employee's hours worked ratio}$
5. Calculate the employee's shortfall:
 $\text{employee's share of the allocation base} - \text{employee's reported tips}$
 If the amount is less than zero, it is considered zero.
6. Calculate the total shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all tips reported by both directly and indirectly tipped employees.
8. Calculate the total allocation amount:

allocation base – total tips

9. Calculate the employee's shortfall ratio:

employee's shortfall / total shortfall

10. Calculate the employee's allocated amount:

total allocation amount × employee's shortfall ratio

Good Faith Agreement Method

A good faith agreement is a written agreement between the employer and at least two-thirds of the employees in each occupational category that receives tips (for example, waiters, waitresses, and bus persons). The agreement must provide an allocation of the difference between total tips reported and the specified percent of the gross receipts among the tipped employees. The company decides how to configure the system to allocate tips; however, the formula the company creates must allocate tips based on the actual distribution of tip income among the employees.

Prerequisites

Before you can allocate tips, you must set up the following information for tipped employees:

- Company table.
- Pay Group table.
- Federal and State Tax table.
- Tip Establishments table.
- General earnings code information.
- Earnings code tax information.
- Earnings code tax calculation information.
- Job Data record.
- Form W-2.

See Also

[Chapter 10, “\(USA\) Setting Up Additional U.S. Payroll Functionality,” Setting Up the Payroll System for Tip Allocation, page 183](#)

Pages Used to Allocate Tips

Page Name	Object Name	Navigation	Usage
Employee Allocation Data	TIPS_EMPL_INPUT	North American Payroll, Periodic Payroll Events, Tip Allocation, Update Gross Receipts	Specify the gross receipts to which an employee's tips apply in each tip establishments.
Alloc End Date (allocation end date)	TIPS_ALLOC_PD	Set Up HRMS, Product Related, North American Payroll, Tip Allocation, Allocation End Date	Select the end date for the tip allocation.

Page Name	Object Name	Navigation	Usage
Calc Allocatd Tip (calculate allocated tip)	RUNCTL_TIPS_ALLOC	North American Payroll, Periodic Payroll Events, Tip Allocation, Calculate/Approve Allocation	Run the Calculate Allocated Tips process, and (after you are satisfied with the results) approve the allocated tips.
Update Alloc Bals (update allocation balances)	RUNCTL_TIPS_ALLOC	North American Payroll, Periodic Payroll Events, Tip Allocation, Update Allocation Balances	Run the Update Allocated Tips Balances process and produce the Update Allocations Balances audit report. The report lists, by employee, the current allocation amount, the year-to-date (YTD) allocation amount after the current update, the YTD hours (if tip allocation method is hours), and the allocated tips earnings code that is updated. Before using this page, you must approve the allocated tips calculation.
Empl Allocation (employee allocation)	TIPS_EMPL_PD	North American Payroll, Periodic Payroll Events, Tip Allocation, Review Allocation by Employee	View the record of an individual employee's allocations. You can view all the allocations of an individual employee even if that employee has allocations for more than one establishment. This page is display-only.
Allocate by Empl	RUNCTL_TIPS_ALLOC	North American Payroll, Periodic Payroll Events, Tip Allocation, Create Allctn by Employee Rpt	Generate the PAY051 report, which lists tip employees, sorted by establishment.
Allocations by Establishment	RUNCTL_TIPS_ALLOC	North American Payroll, Periodic Payroll Events, Tip Allocation, Review Allctns by Establishmnt, Tips Estab Data	View tip allocation data, by employee, for an establishment. Use the subtotals on this page for troubleshooting.
Employee Receipts	RUNCTL_TIP_PAY055	North American Payroll, Periodic Payroll Events, Tip Allocation, Employee Receipt Rpt	Generate the PAY055 report, which lists gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.
Allocate by Estab	TIPS_ESTAB_PD	North American Payroll, Periodic Payroll Events, Tip Allocation, Allctn by Estab Rpt	Generate the PAY050 report, which lists tip allocation information for establishments.

Page Name	Object Name	Navigation	Usage
Tips Alloc Status (tips allocation status)	TIPS_ALLOC_ST	North American Payroll, Periodic Payroll Events, Tip Allocation, Review Allocation Status	Review the status of the Tip Allocation process for a company.
Verify Balance	RUNCTL_TIP_PAY	North American Payroll, Periodic Payroll Events, Tip Allocation, Balance Verification Rpt	Generate the PAY052 report, which lists directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.

Entering Employee Tip Allocation Data

Access the Employee Allocation Data page.

Empl Allocation

Jones,Rebekah
Employee
EmplID: K0G001
Empl Rcd#: 0

Details Find | View All First 1 of 1 Last

Posted Date:			
Company:			
Business Unit:			
Tips Establishment ID:			
YTD Gross Tippable Hours:	0.00	YTD Gross Tips:	\$0.00
YTD Gross Receipts:	\$0.00	YTD Shortfall Ratio:	0.000000
YTD Rcpt or Hrs Ratio:	0.000000	YTD Total Alloc Amt:	\$0.00
YTD Employee Share:	\$0.00	YTD Prev Alloc Tips:	\$0.00
YTD Employee Shortfall:	\$0.00	Current Allocation:	\$0.00

Employee Allocation page

Employment Rcd Nbr Enter an employment record number for employees with multiple jobs.
(employment record number)

Receipts Data

Gross Receipts Enter the gross receipts to which the employee’s tips apply.

Selecting the Tip Allocation End Date

Access the Alloc End Date page.

Posted Date This date must match the date entered on the run controls for calculating allocated tips and for updating the balances.

Running the Tip Allocation Calculation Process

Access the Calc Allocated Tip page.

The screenshot shows the 'Calc Allocated Tip' page. At the top, there is a tab labeled 'Calc Allocated Tip'. Below the tab, the 'Run Control ID' is set to 1. There are three links: 'Report Manager', 'Process Monitor', and a yellow 'Run' button. A 'Process Request Parameter(s)' window is open, displaying search criteria. The '*Company:' field contains 'TC7' and 'ST - Test Company 7'. The '*Posted Date:' field contains '10/25/1997'. The 'Start Date:' field is empty. There are two checkboxes: 'Calculate Allocated Tips' (checked) and 'Approve Allocated Tips' (unchecked). The window also has a search bar and navigation buttons like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Calculate Allocated Tip page

Posted Date

Select the end date of the period for which you're calculating or approving tip allocation.

Start Date

Select the start date of the period for which you're calculating or approving tip allocation.

Calculate Allocated Tips

Select this check box to run or rerun the Calculate Allocated Tips process. You can run the calculation process as many times as you like *until* you run the Approve Allocated Tips process. After you run the Approve Allocated Tips process, you cannot run the Calculate Allocated Tips process again for that company and allocation date.

Approve Allocated Tips

After you check the results of the Calculate Allocated Tips process, and you are satisfied with the calculation, select this check box to run the Approve Allocated Tips process.

Updating Allocation Balances

Access the Update Alloc Bals page.

Allocation Date

Select the end date of the period for which you're updating tip allocation balances. The value comes from the Allocation End Date setup.

Viewing Allocations for an Establishment

Access the Allocations by Establishment page.

Tips Estab Data

Company: TC7 ST - Test Company 7
Business Unit: TBTC7
Tips Establishment ID: TC7TIPG

Tips Establishment Data Find | View All First 1 of 1 Last

Posted Date: + -

YTD Gross Receipts:		YTD Total Shortfall:	\$0.00
YTD Gross Tips:	\$0.00	YTD Total Alloc Amt:	\$0.00
YTD Gross Indirect Tips:	\$0.00	YTD Gross Rpt Tippable Hrs:	
YTD Allocation Base:	\$0.00	Employee Count:	
YTD Direct Tip Allocation Base:	\$0.00		

Allocation by Employee Find | View All First 1 of 1 Last

EmplID:	Empl Rcd#:	0		
YTD Gross Tippable Hours:		0.00	YTD Gross Tips:	\$0.00
YTD Gross Receipts:		\$0.00	YTD Shortfall Ratio:	0.00000
YTD Rcpt or Hrs Ratio:		0.00000	YTD Total Alloc Amt:	\$0.00
YTD Employee Share:		\$0.00	YTD Prev Alloc Tips:	\$0.00
YTD Employee Shortfall:		\$0.00	Current Allocation:	\$0.00

Tips Establishment Data page

Note. Access the Empl Allocation (employee allocation) page to view allocations for an individual employee.

Reporting on the Tip Allocation Process

The system provides the following Tip Allocation reports:

- Allocation Earnings Balances (Pay 052).
- Employee Receipts (Pay 055).
- Allocations by Establishment (Pay 050).
- Allocations by Employee (Pay 051).

See Also

[Appendix D, “PeopleSoft Payroll for North America Reports,” page 809](#)

Reviewing the Tip Allocation Process Status

Access the Tips Alloc Status page.

The screenshot displays a web-based interface for 'Tips Alloc Status'. At the top, the company is identified as 'TC7 ST - Test Company 7'. Below this, a 'Details' section shows the 'Posted Date' as '10/25/1997'. A sub-section titled 'Tips Allocation Status' contains three items, each with an unchecked checkbox:

- Allocated Tips Calculated
- Allocated Tips Approved
- Allocated Tip Balances Updated

Tips Allocation Status page

Tips Allocation Status

This group box indicates the company's tip allocation status as of the allocation end date.

Administering U.S. Savings Bonds Purchases

This section provides an overview of U.S Savings Bonds purchases and discusses how to:

- Enter data to process payroll accumulations toward the purchase of bonds.
- View the activity of bond purchases and amounts collected towards each bond.
- Run the Bond Purchase report.
- Produce magnetic media output in Federal Reserve System format.

Understanding U.S. Savings Bonds Purchases

As part of their employee benefits package, many employers offer their employees the opportunity to purchase U.S. Savings Bonds through a Payroll Savings Plan. PeopleSoft delivers the U.S. Savings Bond table complete with all savings bond types that employees can purchase through a payroll deduction. The system uses this table to edit employee bond specifications and to process bonds during pay confirmation.

PeopleSoft Payroll for North America enables you to:

- Keep track of bond owners, beneficiaries, and purchase distribution information.
- Deduct the appropriate installments from employee paychecks.
- Define different deduction characteristics for each pay group within your company.
- Track the accumulation of funds for each denomination, for each bond owner.
- Automatically process the resultant deduction amounts and goal balances for:
 - Deductions from employees' pay.

- Reporting.
- Magnetic media output in Federal Reserve System format.
- Enable the employee to purchase multiple bonds, using a single general deduction.

Pages Used to Administer U.S. Savings Bonds Purchases

Page Name	Object Name	Navigation	Usage
U.S. Savings Bond Table	SAVINGS_BOND_TABLE	Set Up HRMS, Product Related, North American Payroll, Deductions, U.S. Savings Bond Table	View bond deduction criteria for U.S. savings bonds. This table controls bond purchasing within PeopleSoft Payroll for North America. Note. PeopleSoft delivers all information for U.S. Bonds. You do not have to enter information on this page.
Run Control	PRCSRUNCNTL	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, US Savings Bond Table	Generate the Bond Table report (PAY706). The report lists information from the U.S. Bond Table, which contains bond types.
U.S. Savings Bond Specification	SAVINGS_BOND_SPEC	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Deductions, Purchase U.S. Saving Bonds • North American Payroll, Employee Pay Data USF, Deductions, Purchase Saving Bonds • Payroll Interface, Update Payroll Information, U.S. Savings Bond Spec 	Enter data to process payroll accumulations toward the purchase of U.S. Savings Bonds.
U.S. Savings Bond Activity Log	SAVINGS_BOND_LOG	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Deductions, Review U.S. Savings Bonds Info • North American Payroll, Employee Pay Data USF, Deductions, Review Bond Totals 	Display the activity of bond purchases and amounts collected.
Bond Purchase	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Bond Purchase • North American Payroll, Payroll Processing USF, Reports, Bond Purchase 	Generate PAY016A and FGPY011A (USF Bond Purchases) reports that list all bonds purchased since the last process run.

Page Name	Object Name	Navigation	Usage
Bond-Federal Reserve	RUNCTL_PAY016B	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Bond-Federal Reserve North American Payroll, Payroll Processing USF, Reports, Bond-Fed Reserve 	Produces magnetic media output (Report PAY016B) in Federal Reserve System format for the purchase of bonds.
Bond-Fed Reserve — Run Parameters	RUNCTL_PAYINIT2	North American Payroll, Payroll Processing USF, Reports, Bond-Fed Reserve	Produces magnetic media output (Report FGPY011B) in Federal Reserve System format for the purchase of bonds.

Entering Data to Purchase Savings Bonds

Access the U.S. Savings Bond Specification page.

U.S. Savings Bond Specificatn

Jones,Rebekah Employee **EmplID:** K0G001 **Empl Rcd#:** 0

Active **Company:** GBI Global Business Institute

Effective Date

Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:**

Priority

Find | View All First ◀ 1 of 1 ▶ Last

Priority: ***Denomination:** Series EE \$100

Bond Owner Employee

Employee *or **Dependent ID:**

Other Registrant

None
 Co-Owner
 Beneficiary

Portion of Deducted Amount

Flat Amount: or **% of Deduction:** **Excess** **Partial Allowed**

US Savings Bond Specification page (1 of 2)

US Savings Bond Specification page (2 of 2)

Priority

Priority

Enter a priority number. During bond deduction processing, distributions are made to bond specifications in order of the priority established on this page. As with other deductions, the lower the number, the higher the priority. Priorities for the bonds themselves become part of the key information for the bond, so each bond must have a unique priority. Bond priority, however, has nothing to do with deduction priority. Do not use priority *999*; it's reserved for system use only.

Denomination

Select a denomination for the bond. The denominations displayed are the only ones offered by the federal government for payroll purchase of bonds.

Bond Owner Employee

Employee

Select if the employee is the registered owner of the savings bond.

or Dependent ID

Select the dependent's ID if the employee is buying the bond for someone else. This person must be on the employee's dependent/beneficiary list.

Other Registrant

None

Select if the employee's name is the only one on the savings bond.

Co-owner

Select if there are two owners of the bond. Additional fields become available for entering the co-owner information.

Beneficiary

Select if there is a beneficiary for the bond. Additional fields become available for entering the co-owner information.

Employee	Select if the employee is the co-owner or beneficiary.
Or Dependent ID	Enter the dependent ID if a dependent is the co-owner or beneficiary.

Note. The bond owner, co-owner, or beneficiary must be either the employee or someone on the employee's dependent/beneficiary list (on the Dependent/Beneficiary pages in the Benefits menu). The system does not allow you to specify the same person as both the bond owner and co-owner/beneficiary. If there is another registrant, select dependent/co-owner; then you can enter the appropriate ID.

Portion of Deducted Amount

The fields in this group box determine how the bond deduction is distributed.

Flat Amount	Enter a flat amount to apply to this bond. Typically, only one deduction is set up for bonds, but you can distribute the deduction among multiple bond specifications. Use either this field or the Or % of Deduction field for a given bond specification, but not both.
Or % of Deduction	Enter a percent of the total bond deduction that applies to this bond.
Excess	Select this check box if you want this bond specification to receive any funds left over after bond distributions are completed. At least one bond must have this check box selected, even if the employee has only one specification.

Example

Assume that your bond deduction is \$100 per pay period. You could specify that \$50 of the deduction be applied toward one bond, \$20 toward another bond, and 10 percent toward the third bond. Because the three deductions add up to only \$80, the excess \$20 is posted to the bond specification that is selected to receive the excess.

Partial Amount	Select this check box to allow the distribution to be less than the amount defined in the bond specification.
-----------------------	---

Example

Assume that you have a bond deduction of \$100, and you have specified that \$70 goes toward one bond and \$30 towards another. If you have only \$90 to disburse, and the Partial Amount check box is selected for the second bond, \$20 is allocated for the second bond.

Delivery Address

Same Address as Employee	Select if the address you want the bond certificate mailed to the same as the employee's address.
Address Type	If the employee is the bond owner, select the appropriate address from the list of employee addresses.

If a dependent is selected as the Bond Owner, Co-Owner, or Beneficiary, you can have the bond certificate mailed to a dependent's address.

To send a bond certificate to an address other than the employee’s, clear the Same Address as Employee check box. A group box displays within the Delivery Address group box asking you whether the delivery address should be for the Bond Owner or Other Registrant. The default is Bond Owner and the Bond Owner address displays. If Other Registrant is selected, the address of the Other Registrant will display.

Viewing Bond Purchase and Amount Activity

Access the U.S. Savings Bond Activity Log page.

The screenshot shows the 'US Savings Bond Activity Log' page. At the top, it identifies the employee as 'Espinosa, Carmichael' with 'EmpID: KU0015'. Below this is a 'Company Information' section with the following details:

- Bond ID:** 100 Series EE \$100
- Owner:** 01 Espinosa, Louisa
- Other Registrant:** Beneficiary
- Bond Activity Seq #:** 8
- Bond Activity Status:** Funds Ready to Disburse (with a 'Reversed' checkbox that is unchecked)
- Check #:** 1695
- Paycheck Issue Date:** 04/21/2000
- Amount Collected:** \$50.00
- Amount Disbursed:** \$50.00
- Number of Units Purchased:** 1
- Remaining Balance:** \$0.00
- AP Status:** (blank)

Below the company information is a 'Purchase Details' section with the following fields:

- Bond Purchase Units:** (blank)
- Bond Purchased Date:** (blank)

US Savings Bond Activity Log page

This is a display-only page that is maintained by the system to show the status of bond activity. The system doesn’t purchase bonds for you, but it does show how much money has been deducted toward bond purchases and how many units that money will buy. It’s updated when you run the Pay Confirmation process.

Bond Activity Status

The status of the bond activity appears:

Funds Not Ready: Indicates that there are insufficient funds to purchase the bond.

Funds Ready to Disburse: Indicates that there are sufficient funds to purchase the bond when you run the Bond Purchase report.

Funds Disbursed: Indicates that you have run the Bond Purchase report and that the funds have been disbursed for every employee whose record showed Funds Ready to Disburse prior to running the report.

(USF) This field is updated by the Treasury/Bond Interface. Details are presented in the Purchase Details group box.

AP Status (accounts payable status)

This is system-maintained and indicates whether bond monies have been sent to PeopleSoft Payables for payment. This is not applicable to U.S. Federal organizations.

(USF) Purchase Details

These fields are updated after the Treasury/Bond Interface is run. This group box appears for U.S. Federal organizations only.

Bond Purchase Units The number of units purchased in the pay period.

Bond Purchased Date The pay check issue date of the pay period in which units were purchased.

Running the Bond Purchase Report

The Bond Purchase Report (PAY016A and FGPY011A), lists all bonds that have been purchased since the report was last run. The system *marks* a bond as having been purchased (that is, when the employee's deductions are sufficient to cover the cost of the bond) by setting the BOND_LOG_STATUS to *R* (ready to purchase) in the PS_BOND_LOG Table. The Bond Purchase Report SQR selects all Bond Log rows with BOND_LOG_STATUS of *R* and prepares the report. It then sets the status to *D* (disbursed) for each row selected. The report also identifies relevant information on co-owners and/or beneficiaries.

PAY016A also prepares a Bond Purchase File; each transaction contains the fields shown in the following table:

Field	Number of Positions
Denomination	5 positions
No. of Bonds Purchased	3 positions
Purchase Date	6 positions – YYMMDD
Owner Name	30 positions
Owner SSN	9 positions
Other Registrant Name	30 positions; optional field
Other Registrant SSN	9 positions
Other Registrant Type	1 position; optional field

You can change this format to accommodate your particular interface requirements.

Producing Magnetic Media Output in Federal Reserve System Format

PAY016B (USF FGPY011B) works the same way as PAY016A (USF FGPY011A), but it produces magnetic media output in Federal Reserve System format for the purchase of bonds.

Adjusting Imputed Income for U.S. Group Term Life Insurance

This section provides an overview of the Imputed Income Adjustment process and discusses how to:

- Run the Imputed Income process.
- View results and print reports.

See Also

Chapter 10, “(USA) Setting Up Additional U.S. Payroll Functionality,” Setting Up and Calculating Group Term Life Insurance in the U.S., page 191

Understanding Imputed Income Adjustments

PeopleSoft Payroll for North America addresses imputed income every pay period. Although imputed income calculations are accurate with the information available in a pay period, you might require adjustments at the end of the year, as a result of changes in coverage or an employee being terminated. To make adjustments, use the Imputed Income Adjustment (IMPCALC) process.

Understanding the Imputed Income Adjustment Process

The Imputed Income process (PSPIMRUN) performs calculations and creates a file containing one-time adjustment records for all employees who require them.

Review the calculation results using SQR PAY033, the Imputed Income Adjustments report, before loading the transactions into paysheets.

When you're ready to load the imputed income transactions into paysheets, run Imputed Income Processing in Update Paysheets mode, and the system makes the adjustments as one-time deductions with a Taxable Benefit deduction classification. The system establishes these one-time deductions as off-cycle manual checks (paylines).

The manual checks that Imputed Income Processing creates do not have an amount in the Total Gross and Net Pay fields. This is not necessary, because the imputed income adjustment that the process creates is a taxable benefit deduction class, and it does not affect gross or net pay.

When Imputed Income Processing creates the adjustment paysheet, it changes the Deductions Taken field value on the Paysheet - One-Time Deductions page to None. This prevents the system from taking normal taxable benefits and employer deductions on the adjustment check.

You cannot rerun Imputed Income Processing. For example, suppose you run the process once and it produces an error after loading some paysheets. If you run it again using the same run control information (the same company, pay group, pay end date, date range, and so on), you receive another error, because the system attempts to insert duplicate rows into the database. Therefore, if you must rerun the process, delete the paysheets that the process added previously.

Attach your adjustment paysheets to a pay calendar that does not contain any other off-cycle paysheets. In other words, there should be no other off-cycle paysheets entered for the same calendar in which you create the imputed income adjustments.

Example

Joanne is a CCB employee in a monthly pay group. Her coverage changes in the middle of the year. From January 1 to June 30, she has basic and supplemental life. Her basic life is fully employer-paid; her supplemental life is fully employee-paid.

Plan Type	Description	Coverage	Premium
20	Life	\$25,000	Employer-paid premium: \$15
21	Supplemental Life	\$25,000	Employee-paid premium: \$1.25

1. Because the IRS does not consider the first \$50,000 of coverage taxable, the system performs no imputed income calculations for Joanne during the first half of the year.
2. On July 1, however, Joanne suddenly gets a big increase in her basic life coverage:

Plan Type	Description	Coverage	Premium
20	Life	\$50,000	Employer-paid premium: \$30
21	Supplemental Life	\$25,000	Employee-paid premium: \$1.25

3. Because Joanne now has coverage totaling \$75,000, starting with the next payroll after July 1, \$25,000 is considered taxable as imputed income. Joanne is 37 years old. In this age bracket, the Uniform Premium Table calls for a calculation of \$.11 per month per \$1,000 of coverage:

$$\frac{\$25,000}{\$1,000} \times \$.11 = \$2.75$$

4. The system subtracts Joanne's employee-paid, after-tax contribution to the coverage:
\$2.75-\$1.25 = \$1.50 taxable benefit.

These calculations are correct beginning with the end-of-July payroll. However, the IRS stipulates that any contributions made by the employee must be factored into the equation. In Joanne's case, you must include all her contributions from January 1 to June 30. The result is a reduction in her true tax liability for the year as a whole.

At the end of the year, Imputed Income Processing:

1. Recalculates Joanne's imputed income (without subtracting her monthly contributions) for every month of the year.
2. Adds up the monthly figures to arrive at a total.

3. Adds up her monthly contributions.

This table shows the process:

Month	Imputed Income	Employee Contribution
January	0	\$1.25
February	0	\$1.25
March	0	\$1.25
April	0	\$1.25
May	0	\$1.25
June	0	\$1.25
July	\$2.75	\$1.25
August	\$2.75	\$1.25
September	\$2.75	\$1.25
October	\$2.75	\$1.25
November	\$2.75	\$1.25
December	\$2.75	\$1.25
<i>Totals:</i>	<i>\$16.50</i>	<i>\$15</i>

Joanne's total imputed income for the year is \$16.50; her contributions amount to \$15. On this basis, her taxable benefit for the year should be only \$1.50 (\$16.50 – \$15). However, because the system calculates her taxable benefit on a month-by-month basis, her taxable benefit is \$9 (6 months × \$1.50 per month). Therefore, the system must reduce Joanne's taxable benefit for the year by \$7.50:

Total taxable benefit from month-by-month calculations (\$9.00) – total taxable benefit from end-of-year calculation (\$1.50) = end-of-year adjustment (\$1.50).

See Also

[Chapter 10, “\(USA\) Setting Up Additional U.S. Payroll Functionality,” Calculating Imputed Income for U.S. Group Term Life Insurance, page 194](#)

Prerequisites

Before running imputed income adjustment processing, you must establish the taxable benefit deduction that you plan to use for adjustments. You can use either an existing deduction code of 20-29, or establish a new deduction code only for adjusting imputed income.

See Also

Chapter 10, “(USA) Setting Up Additional U.S. Payroll Functionality,” Setting Up and Calculating Group Term Life Insurance in the U.S., page 191

Pages Used to Adjust Imputed Income for U.S. Employees

Page Name	Object Name	Navigation	Usage
Imputed Income	RUNCTL_IMP_CALC	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Imputed Income Adjustments, Calculate Adjustments North American Payroll, Periodic Payroll Events USF, Imputed Income Adjustments, Calculate Adjustments 	Calculate imputed income adjustments and update paysheets with the adjustment amounts.
Imputed Income Adjustment Rpt	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Imputed Income Adjustments, Adjustments Report North American Payroll, Periodic Payroll Events USF, Imputed Income Adjustments, Adjustments Report 	Generate the PAY033 report, which contains imputed income adjustments.

Running the Imputed Income Process

Access the Imputed Income page.

Imputed Income

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Date Range Find | View All First 1 of 1 Last

Off-Cycle Pay Calendar

*Company: [] [Q] *Tax Year: [] [Q] [+ -]

*Pay Group: [] [Q] *Process From Month: []

*Pay End Date: [] [Q] *Thru Month: []

Processing Mode

Calculate Impute Adjust Only Update Paysheets Only Both

Apply GLT/DPL adjustments to Customize | Find | View All | [] First 1 of 1 Last

DPL Effect	Plan Type	Benefit Plan	Deduction Code		
[]	[]	[] [Q]	[] [Q]	[+]	[-]

Imputed Income page

Process From Month and Thru Month

Enter a numerical value for the first and last months in the date range. (Ordinarily, this is 1 through 12—January through December).

Processing Mode**Calculate Impute Adjust Only**

Calculates imputed income for the selected period and creates transaction files, but does not load the transactions into paysheets.

Update Paysheets Only

Loads calculated imputed income transactions created in a previous run into paysheets as one-time deductions.

Both

Calculates imputed income and creates transaction files, then loads the transactions into paysheets as one-time deductions.

Use these options as follows:

1. Run the process in Calculate Impute Adjust Only mode.
2. Run SQR PAY033, the Imputed Income Adjustments report, and review the results.
3. If the results are acceptable, run the process in Update Paysheets Only mode to load the transactions into paysheets.
4. If the results are not acceptable, fix the problems and go back to step 1.

Apply GTL/DPL adjustments to

Use this group box to designate the deduction codes to which you want the system to apply the imputed income transactions when it loads the transactions into paysheets.

DPL Effect

Select the type of adjustment.

You must have one row for *Add to DPL* and one row for *Add to GTL*.

Note. Under ordinary circumstances, your run control has only two rows in the Apply GTL/DPL adjustments to group box. Even if some employees have more than one GTL or DPL plan, the process applies their adjustments to a single plan—one for GTL and one for DPL.

Deduction Code

Deduction codes must be valid for all employees in the run.

Note. This COBOL process takes one or two minutes to process each employee. If you have many employees, the process could take hours or even a full day.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Viewing Imputed Income Calculation Results

View the results of imputed income calculations by running SQR PAY033. Access the Imputed Income Adjustment Rpt page.

Note. If you used the process to load transactions into paysheets, use the Paysheet or Payline pages to view the one-time deductions.

(E&G) Certifying Time and Effort

This section provides an overview of time and effort certification and discusses how to:

- Select time and effort earnings codes.
- Run the Time and Effort report.

Understanding Time and Effort Certification

Higher education organizations can use the Time and Effort report to satisfy A-21 Certification requirements. Time and effort certification applies to any individual who receives funding through your institution's sponsored programs office and to anyone who charges more than one funding source or project/grant. Each institution handles this reporting requirement differently.

See Also

PeopleSoft Grants PeopleBook

Pages Used for Time and Effort Certification

Page Name	Object Name	Navigation	Usage
Earnings Codes for TE	GM_TEC_OT_ERNCD	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Grants Time & Effort Certif	Select earnings codes to include in time and effort certification.
Time & Effort	RC_GM_TE	North American Payroll, Payroll Distribution, Additional Integrations, Time/Effort Certificatn Rpts	Run the Time and Effort report (GMTEC002). The payroll must first be complete.

Specifying Time and Effort Earnings Codes

Access the Earnings Codes for TE page.

The screenshot shows the 'Earnings Codes for TE' page. At the top, there's a header 'Earnings Codes for TE'. Below it, the 'Company' is set to 'ACC State of Accord'. The 'Effective Date' is '11/01/2002'. There are navigation buttons for 'Find', 'View All', 'First', and 'Last'. Below this, there's a section titled 'Codes Included for T & E Certification' with a search bar and a table header for '*Earnings Code' and 'Description'. There are also '+' and '-' buttons for adding and removing codes.

Earnings Codes for TE page

Earnings Code

Select the earnings code to include in the Time and Effort Certification.

The SQR normally includes all regular earnings hours and amounts, but each employee may have a number of other earnings (additional pay, overtime, bonus, parking allowance, expense reimbursement, and so on). You will not want all of these earnings to be included in the Time and Effort Certification report. You can control which of these other earnings to include in the report by listing the specific earnings codes on this page.

Running the Time and Effort Report

Access the Time & Effort page.

This page is identical to the common run control page used for many payroll processes and reports.

See Chapter 27, "Reporting Payroll," Using the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 Pages, page 582.

CHAPTER 16

(USF) Administering Additional U.S. Federal Payroll Functionality

This chapter discusses how to:

- Administer pay caps and limits.
- Manage leave accrual.
- Process WGI/tenure nonpay hours.
- Report on FEFFLA and FMLA leave.
- Credit military service to civilian retirement.
- View employee annuitant information.
- View Semi-Annual Headcount report details.

Administering Pay Caps and Limits

This section provides an overview of pay caps and limits, lists prerequisites, and discusses how to:

- Review results of pay caps and limits processing.
- Pay out deferred earnings.
- Change a pay limit to an emergency limit.

See Also

[Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Establishing Pay Plans, page 197](#)

Understanding Pay Caps and Limits

This section describes how the system processes the following four earning process types used to set up pay caps and limits:

- Pay Cap – Basic Pay.
- Pay Limit – Premium Pay.
- Pay Limit – Total Annual.
- Overtime.

Pay Cap – Basic Pay Processing

The cap is applied when you change the Pay Plan/Table/Grade/Step values on the Compensation Data page in PeopleSoft Human Resources. If compensation reaches the defined cap, the system:

- Reduces base, Leo, or Loc pay.
- Issues a message on the Expected Pay page—“Pay Cap has been reached. Pay was reduced”.
- Creates PAR Remark Code P26—“Payable salary limited to \$xxx.xxx by U.S.C. 5305(f)”.

Pay Limit – Premium Pay Processing

The pay limit is applied during payroll calculation. The calculation process compares the pay period earnings to the pay limit defined on the Pay Plan table. If the pay period compensation exceeds the limit, the system:

- Reduces earnings.
- Lists a payroll error message—“Pay Limit has been exceeded”.

Note. This message does not appear if you run Recalculate Where Needed and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year.

Pay Limit – Total Annual

Total annual earnings are subject to an annual pay limit.

The pay limit is applied during payroll calculation. The calculation process estimates total annual earnings and compares that to the annual limit defined on the Pay Plan table. If the estimated total annual earnings are greater than the limit, the system:

- Reduces current pay.
- Lists a payroll error message—“Pay Limit has been exceeded”.

Note. This message does not appear if you run Recalculate Where Needed and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year.

Overtime

Overtime hourly rate is subject to an overtime rate limit.

- During pay calculation the system reduces pay to the limit.
- No message is issued.

Prerequisites

To set up for administering pay caps and limits you must:

- Set up pay caps and limits by pay plan.

See [Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Establishing Pay Plans, page 197.](#)

- Define the earnings codes that are subject to the caps and limits.

See [Chapter 4, “Defining Earnings Codes and Earnings Programs,” \(USF\) Specifying Pay Limit Processing, page 52.](#)

Pages Used to Administer Pay Caps and Limits

Page Name	Object Name	Navigation	Usage
Pay Plan Process Control	GVT_PAYPLAN_TBL2	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Plan Table USF	Establish pay caps and limits, specify disposition of reduced pay, and change to and from emergency limit.
Compensation - Other Pay Information	GVT_OTH_PAY_SEC	Workforce Administration, Increase Workforce, Hire Employee USF, Compensation, Other Pay Information	Warning is issued if the additional pay is applicable for pay limits.
Compensation - Expected Pay	GVT_LOC_PAY_SEC	Workforce Administration, Increase Workforce, Hire Employee USF, Compensation, Expected Pay Information	View the message indicating that pay has been reduced due to the pay cap on base pay.
Pay Limit	GVT_PAY_LIMITS	North American Payroll, Payroll Processing USF, Run Payroll, Review Pay Limits/Caps	View the results and status of pay limits transactions. This page is display-only.
Payroll Error Messages	PAY_MESSAGES	North American Payroll, Payroll Processing USF, Review Processing Messages, Error Messages	View messages about pay limits applied during payroll processing.

Reviewing Results of Pay Caps and Limits Processing

Access the Pay Limit page.

Pay Caps/Limits	
Agency: AG	Page #: Line #:
Pay Group:	Off Cycle ?:
Pay Period End Date:	
EmplID:	Empl Rcd #: 0
Name:	
<div style="text-align: right;">Find View All First ◀ 1 of 1 ▶ Last</div>	
Earning Process	+ -
Type:	
Earnings Code:	
Disposition:	
Amount Adjusted:	
Pay Caps/Limits	Date
Flag:	Completed:

Pay Caps/Limits page

Earnings Code	The page displays a row of data for each earning code that has been reduced during the pay period.
Disposition	Values are <i>Forfeit</i> or <i>Defer</i> , as defined on the Pay Plan table.
Amount Adjusted	The reduction in earnings.
Pay Limits Flag	The status of the limit. The values are <i>Calculated</i> , <i>Confirmed</i> , <i>Processed</i> or <i>Calendar Year Unconfirm</i> .

Paying Out Deferred Earnings

To pay out deferred earnings, select *Defer* in the *Disposition* field for the earnings process type on the Pay Plan Process Control page when you set up the pay plan. The deferred earning will be paid out on the first pay period of the next calendar year. The system determines the pay period and year by the settings in the pay calendar.

See Also

[Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Establishing Pay Caps/Limits and Exempt Overtime Rates, page 200](#)

Changing a Pay Limit to an Emergency Limit

To change a pay limit to the emergency limit, select the *Emergency* check box on the Pay Plan Process Control page. You may make this change at any time. To remove the emergency limit, clear the *Emergency* check box.

See Also

Chapter 11, “(USF) Setting Up Additional U.S. Federal Payroll Functionality,” Establishing Pay Caps/Limits and Exempt Overtime Rates, page 200

Managing Leave Accrual

This section provides an overview of leave accrual, lists prerequisites, and discusses how to:

- Process leave accruals.
- View an employee’s leave balances summary and leave activity.
- Update the expiration dates of restored hours.
- View employee’s individual leave accrual transactions.
- Change individual leave accrual transactions.
- Print leave accrual and SF1150 audit reports.

Understanding Leave Accrual

After confirming pay, run Leave Accruals Processing (FGPACCRL) to calculate employees’ leave accrual awards and resulting leave balances. View and adjust balances as necessary.

Prerequisites

Before you can process, adjust, and report on leave accrual you must:

1. Set up leave accrual classes.

See Chapter 11, “(USF) Setting Up Additional U.S. Federal Payroll Functionality,” Defining Earnings Accrual Classes, page 201.

2. Enroll employees in leave plans.

See *PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce*, “(USF) Managing Leave”.

Pages Used to Manage and Report on Leave Accrual

Page Name	Object Name	Navigation	Usage
Employee Accruals	GVT_ACCR_PLAN	North American Payroll, Employee Pay Data USF, Employee Accrual Enrollment	Specify information to track employee leave accruals.
Run Leave Accruals	RUN_FGPACCRL	North American Payroll, Payroll Processing USF, Run Payroll, Calculate Leave Accrual Balnces	Run the Leave Accruals Processing (FGPACCRL) COBOL program to process employee leave accruals.
Accrual Summary	GVT_ACCR_SUMM	North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Accruals	View an employee's leave balances summary and leave activity.
Accrual Restore	GVT_REST_HRS_SEC	Click the Restored Hrs button on the Accrual Summary page.	Update the expiration dates of restored hours.
Accrual Ledger	GVT_ACCR_LDGR	North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Accruals	View an employee's individual leave accrual transactions.
Adjustment	GVT_ACCR_ADJ_SEC	Click the Adjustment button on the Accrual Ledger page.	Change an individual leave accrual transaction.
Accrual Nonpay	GVT_ACCR_NPAY	North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Accruals	View the employee's nonpay hour details.
Run Control	PRCSRUNCNTL	North American Payroll, Payroll Processing USF, Reports, Leave Accruals	Generate the FGPY013 report, which lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.
Leave Audit SF1150 Report	RUNCTL_FGSF1150	North American Payroll, Payroll Processing USF, Run Payroll, Leave Audit SF1150 Report	Print the SF1150 Leave Audit report, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.

Viewing Employees' Leave Balance Information

Access the Accrual Summary page.

Accrual Summary		Accrual Ledger	Accrual Nonpay
Rodriguez,Anna Lucia	Employee	EmplID: L00001	Empl Rcd#: 0
Earnings Accrual Class:	ALFT	Annual Leave -- Full Time	
Accrual Balances			
Effective Date:	10/06/2001	Leave Type:	Annual
Hours Balance:	60.000	Unprocessed Service Hours:	
Projected Next Period Hrs Bal:	66.000	Hours Taken Year-to-Date:	64.000
Projected Annual Hours Bal:	100.000	Hours Sold Year-to-Date:	
Hours Carried Over-Prev Year:		Hours Non-Pay YTD:	
Hours Earned Year-to-Date:	124.000000	Grandfathered Carryover:	
Hours Bought Year-to-Date:		Reduction Hours YTD:	Adjustment Applied <input type="checkbox"/>
Hours Adjusted Year-to-Date:		Must-Use Hours YTD:	Restored Hrs
Service Hours YTD:	1600.000	Max Carryover Excess:	
Forfeit Hours YTD:			

Accrual Summary page

- Hours Balance** The accrual the employee has earned up to and including the pay period end date.
- Projected Next Period Hrs Bal** (projected next period hours balance) The accrual earnings the employee will have after the next pay period.
- Project Annual Hours Bal** (projected annual hours balance) The entitlement the employee has earned and will earn during the remainder of the year.
- Hours Carried Over-Prev Year** Total hours carried over from the previous year for leave accruals that allow carryover.
- Hours Earned Year-to-Date** Hours earned within the year.
- Hours Bought Year-to-Date** Not currently used in PeopleSoft Payroll for U.S. Federal Government.
- Hours Adjusted Year-to-Date** Total hours adjusted for the year. Earnings class adjustments are processed prior to rates, ceilings, and carryovers.
- Service Hours YTD** Total hours added to service hours for the year.
- Forfeit Hours YTD** Total hours forfeited for the year.
- Leave Type** Set by default from the earnings table according to your selection.
- Unprocessed Service Hours** Excess service hours remaining to be used for leave calculation at the next leave accrual processing.
- Hours Taken Year-to-Date** Accrued hours taken within the year.
- Hours Sold Year-to-Date** Not currently used in PeopleSoft Payroll for U.S. Federal Government.

Hours Non-Pay YTD	Total nonpay hours for the year. The result of standard hours less the service earning codes paid YTD defined in Earnings Accrual Class.
Grandfathered Carryover	Total hours of grandfathered carryover. Displays only when an employee transfers from one leave accrual to another such as ANN240 to ANN720.
Reduction Hours YTD	Total credit reduction hours. Credit reduction is a credit offset that reduces leave hours accrued by employees on nonpay status.
Must-Use Hours YTD	Total hours that must be used by the end of the year for leave accruals that have expirations.
Adjustment Applied	After leave accrual processing has been run and an adjustment has been made, the system selects this check box. See the Accrual Ledger page for adjustment details.
Restored Hrs (restored hours)	Click this button to access the Accrual Restore page. This button is active only for Accrual Type Restored.

Note. To ensure that the annual leave entitlement calculations are correct, you must have the Annual Entitlement option selected on the Earnings Accruals-Class page.

Updating Restored Hours of Leave Expiration Dates

Access the Accrual Restore page.

Accrual Restore page

Restored Hours Balance	The original number of hours restored.
Restored Hours Taken	The number of restored hours used since they were restored. The current balance is the difference between Restored Hours Balance and Restored Hours Taken.
Expiration Date	Make any changes to the expiration date.

Restored leave, such as restored annual leave, is reinstated on the paysheet. When payroll processes restored leave, the expiration date is set by default to 24 months from the process date. You cannot enter or change restored hours on the Accrual Restore page. You can only modify the expiration date.

Number You can accumulate up to three sets of restored hours. The leave accrual process uses the restored leave with the oldest date first.

The leave accrual process places the restored hours and expiration date on the first line. If another restored leave is processed, for another year, for example, the process moves the original restored leave information down to the second line and places the new restored leave information on the first line. If a third restored leave must be processed, the restored leave information from the second line moves to the third line and the restored leave information from the first line moves to the second line. The process places the most recent restored leave on the first line.

Viewing Employee’s Individual Leave Accrual Transactions

Access the Accrual Ledger page.

Accrual Summary
Accrual Ledger
Accrual Nonpay

Rodriguez,Anna Lucia Employee **EmplID:** L00001 **Empl Rcd#:** 0

Earnings Accrual Class: ALFT Annual Leave -- Full Time

Effective Dated Accrual Ledgers Find | View All

Effective Date: 10/06/2001

Earn Code	Seg	Description	Carryover Hours	Hrs Earned	Hrs Taken	Hrs Bought	Hrs Sold	Svc Hours	Nonpay Hrs	Hours Cascaded	Credit Reduction Hours	Forfeit Hrs	Must Use Hrs
		ACCRUAL AWARDED	<input type="text"/>	6.000000						<input type="text"/>			
REG		PAYROLL ENTRY	<input type="text"/>					80.000		<input type="text"/>			

Accrual Ledger page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

Description	The COBOL process that created the ledger row.
Hours Bought	Not currently used in Payroll for U.S. Federal Government.
Hours Sold	Not currently used in Payroll for U.S. Federal Government.
Service Hours	Hours added to service hours.
Hours Cascaded	Hours cascaded from another accrual class.
Credit Reduction	A credit offset that reduces leave hours accrued by employees on nonpay status.
Must-Use Hours	Hours that must be used by the end of the year for leave accrual classes that have expirations.
Rate Amount	Dollars-per-hour rate at the time the leave accrual was earned.
Expiration Date	Expiration date of the leave accrual, for leave accrual classes that have expirations.

Adjustment

Click this button at the end of a row to access the Adjustment page. The accrual class does not allow adjustments if this button is unavailable for entry. You can only make adjustments to the earnings code displayed. To change the earnings code for the transaction, enter a separate adjustment directly on the paysheets, rather than using these pages.

Note. All individual accrual classifications can be viewed on the Accrual Ledger page except for Restored Hours.

Changing Individual Leave Accrual Transactions

Access the Accrual Adjustments page.

Accrual Adjustments													
Adjustment Records													
Eff Seq	Seq	Adj Date	Adjustment Reason	Carryover Hours	Hrs Earned	Hrs Taken	Hrs Bought	Hrs Sold	Svc Hours	Nonpay Hrs	Cr Red Hrs	Forfeit Hrs	Expire Dt
1		11/18/2002											

Accrual Adjustments page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

- Eff Seq** (effective sequence) If you made multiple transactions for an earnings code and an effective date, this field displays the sequence in which the transactions occurred.
- Sequence** If you made multiple adjustments for a particular ledger entry, this field displays the sequence in which the adjustments occurred.
- Adj Date** (adjusted date) This system-generated, display-only field displays the pay end date.
- Hours Bought** Not currently used in PeopleSoft Payroll for U.S. Federal Government.
- Hours Sold** Not currently used in PeopleSoft Payroll for U.S. Federal Government.
- Hours of Service** Hours added to service hours.
- Credit Reduction Hours** A credit offset that reduces leave hours accrued by employees on nonpay status.
- Expiration Date** Expiration date of the leave accrual, for leave accrual classed that have expirations.
- Rate Amount** Dollars an hour rate at the time the leave accrual was earned.
- Adjustment Applied** After the adjustment is processed, *Y* or *N* appears, to indicate whether the adjustment was applied.

Processing WGI, Tenure, and Probation Nonpay Hours

This section discusses how to:

- Manage WGI, tenure, and probation dates with nonpay hours.
- Use the WGI/Tenure Update process and report.

Managing WGI, Tenure, and Probation Dates with Nonpay Hours

Federal employees' within grade increase (WGI) Due Date, Tenure Conversion Date, and Probation Date may be impacted when they are on leave without pay (LWOP) for an extended period of time. PeopleSoft Payroll for North America links with PeopleSoft Human Resources to report employees who have WGI, tenure, or probation dates that are impacted by LWOP.

Prerequisites

Perform the following to set up the WGI threshold and to track the nonpay hours for WGI:

- On the Salary Step table, define the threshold number of LWOP hours that an employee may have before their WGI Due Date is extended.

See *PeopleSoft 8.8 Human Resources PeopleBook: Plan Salaries*, “Setting Up Plan Salaries,” (USF) Establishing Salary Steps Within a Salary Grade.

- On the Earnings Accrual Class page, select Check Nonpay Hours and Track Nonpay Hours for accrual classes that have Accrual Calculation Type set to *Annual*.

This setup causes the employee's nonpay hours to be tracked on the Accrual Nonpay page.

See [Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Defining Accrual Class Properties, page 204.](#)

Note. The nonpay hours are tracked on your existing *Annual* leave classes; you do not need a separate LWOP Earnings Accrual Class.

WGI Date Management

Here are the steps for managing WGI dates:

1. Hire employees and enroll them in an annual accrual class.

The system calculates the WGI due date based on the step increment type and the pay group's pay calendar pay period dates. WGI increase data is recorded on the Employment 1 page.

2. Calculate and confirm pay with nonpay (LWOP) hours.
3. Run the Leave Accrual process to update the Accrual Nonpay page.
4. Run the WGI/Tenure Update process.
5. Review the Accrual Nonpay page for the Annual leave class.

This page displays the nonpay activity within the pay period.

6. Review the WGI/Tenure Update report.
7. Submit a PAR to update the employee's Job record.

Use information from the WGI/Tenure Update report to update the WGI Due Date and Nonpay Hours WGI fields on the Employment 1 page.

Tenure and Probation Date Management

Here are the steps for managing tenure and probation dates:

1. Hire employees and enter tenure status and conversion dates and probation dates.
Enter Tenure Conversion Dates on the Employment 1 page. Enter Probation Dates and Tenure Status on the Employment 2 page.

2. The employee takes a leave of absence without pay and returns.
3. Run the WGI/Tenure Update process.
4. Review the WGI/Tenure Update report.
5. Submit a PAR to adjust the tenure and probation dates and enter the LWOP hours.

Use information from the WGI/Tenure Update report to update the Job record as follows:

- Tenure: Enter the extended date in the Service Conversion Dates group box on the Employment 1 page. Enter the LWOP hours in the Career Tenure Hours field on the Non Pay Data page.
- Probation: Enter the extended date in the Probation Dates group box on the Employment 2 page. Enter the LWOP hours in the Probation Hours field on the Non Pay Data page.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “(USF) Hiring Employees,” Entering Current and Historical Employment Information

Using the WGI/Tenure Update Process and Report

Run the WGI/Tenure Update application engine process (FGHR031) after every payroll is confirmed and accruals are processed. The WGI/Tenure Update process performs different steps for WGI due date reporting than for tenure and probation date reporting.

WGI Due Date Processing

When processing WGI, the WGI/Tenure Update process performs the following steps for WGI Due Date reporting:

1. Sums all Unprocessed Nonpay Hours for each employee within the pay period on the employee’s annual leave Accrual Nonpay page.
2. Compares the sum of Unprocessed Nonpay Hours to the threshold.
3. Prepares the WGI/Tenure Update report listing employees whose sum of Nonpay Hours is greater than the threshold.
4. Updates each impacted employee’s Annual Accrual Nonpay page to indicate that the hours used to extend the WGI Due Date have been processed.

For example, if an employee had 50 Unprocessed Nonpay Hours in pay period 1 and 50 in pay period 2, the WGI/Tenure Update process adds the hours from both pay periods and determines that they were over the 80 hour threshold defined on the Salary Step table. The process uses 80 hours to extend the WGI Due Date, 50 from pay period 1 and 30 from pay period 2. It records the remaining 20 nonpay hours as Unprocessed Hours on the Accrual Nonpay page for the *Annual* class.

Tenure Conversion Date and Probation Date Processing

When processing tenure or probation dates, the WGI/Tenure Update process selects all employees who have returned from leave without pay within the pay period. The report lists each employee who was on leave for over 30 calendar days.

Report Description

The WGI/Tenure Update report lists the following for employees whose dates are impacted:

- Employee ID.
- The number of nonpay (LWOP) hours.
- The current WGI due date, tenure conversion date, or probation date.
- The extended WGI due date, tenure conversion date, or probation date.
- Text to state which date has been impacted.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “(USF) Processing Automatic Actions for Probation, Tenure, and Within-Grade Increases”

Pages Used to Process WGI, Tenure, and Probation Nonpay Hours

Page Name	Object Name	Navigation	Usage
WGI/Tenure Update	RUN_FGNONPAY	North American Payroll, Payroll Processing USF, Run Payroll, Update WGI/Tenure	Run this process each pay period after leave accrual to determine the amount of nonpay hours an employee has accumulated.
Accrual Nonpay	GVT_ACCR_NPAY	North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Accruals	If Track Nonpay Hours is selected on the Earnings Accrual - Class page, the Leave Accruals Process adjusts the nonpay hours on the Accrual Nonpay page.
Employment 1	GVT_EMPLOYMENT1	Workforce Administration, Increase Workforce, Hire Employee USF, Employment 1	Enter current and historical employment information, such as employee service computation and conversion dates, and within-grade-increase data.
Employment 2	GVT_EMPLOYMENT3	Workforce Administration, Increase Workforce, Hire Employee USF, Employment 2	Enter additional employment data including union, probation, RIF, tenure, and security data. Also record the retained grade and reports to information.
Employment 2: Non Pay Data	GVT_NONPAY_SEC	Click Non Pay Data on the Employment 2 page.	Track information related to a status of non-pay. Information on this page affects FEHB eligibility and FEGLI.

Reporting on FEFFLA and FMLA Leave

This section discusses how to generate employee FEFFLA and FMLA reports.

Pages Used to Generate FEFFLA and FMLA Reports

Page Name	Object Name	Navigation	Usage
Paid/Non Paid FEFFLA Summary	RUNCTL_FEFFLA	Workforce Administration, Leave Administration USF, Reports, FEFFLA	Generate Report FGPY023 that lists the FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's FMLA year.
FGFMLA - FMLA History Summary	RUNCTL_FGFMLA	Workforce Administration, Leave Administration USF, Reports, FMLA	Generate Report FGPY025 that lists the FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours taken in the employee's FMLA year.
Paid/Non Paid - FMLA Summary	RUNCTL_FGFMLA	Workforce Administration, Leave Administration USF, Reports, FMLA	Generate Report FGPY026 that lists the FMLA hours taken in the requested calendar year and the hours taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken.
Non Paid FEFFLA Limit Report	RUNCTL_FEFFLA	Workforce Administration, Leave Administration USF, Reports, FEFFLA	Generate Report FGPY024 that summarizes all employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year.
Non Paid FGFMLA - FMLA Limit	RUNCTL_FGFMLA	Workforce Administration, Leave Administration USF, Reports, FMLA	Generate Report FGPY027 that lists all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.

Crediting Military Service to Civilian Retirement

This section provides an overview of crediting military service to civilian retirement, lists prerequisites, and discusses how to:

- Enter employee information about the type and dates of military service.
- Enter employee service period earnings and deduction information.
- View employee deposit and interest transaction information.
- Run the military service interest calculation process.
- Identify closed military deposit accounts.

- Generate an OPM Military Deposit worksheet.
- Process closed military service deposit accounts.

Understanding Military Service Crediting

Federal civilian employees with prior military service, whose military service is not otherwise creditable for the purposes of civilian retirement, may in certain cases choose to *buy into* or *buy back* that military service so that it will be creditable for civilian retirement. This applies to military service after December 31, 1956. Military service may not otherwise be creditable for civilian retirement because the employee did not make their required contributions to the selected civilian retirement system (FERS or CSRS) while they were in military service. Therefore, to make their military service creditable, they must get their contributions to their civilian retirement account up-to-date. Military service deposits are subject to interest accruals.

This feature enables you to:

- Record past service details required for OPM Form 1514.
- Process military service payroll deductions using PeopleSoft Payroll for North America.
- Calculate interest adjustments and add them to the military deposit register.
- Process accounts through automatic payroll deductions or unscheduled deposits you track manually.
- Maintain current balance records of scheduled and unscheduled payments and annual interest assessments.
- Identify closed military service deposit accounts that require a PAR (FGPY012).
- Generate the required Individual Retirement Record for military service payments.
- Create and print OPM Military Deposit Worksheet (Form 1514).

Military Deposit Interest

The Calculate Military Service Deposit Interest process (FGPY020) is generally run weekly to calculate military deposit interest and post the values to the military deposit ledger. The process determines who has interest due and reads the interest rate stored on the Military Deposit Interest page to determine the correct amounts.

See [Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Running the Calculate Military Service Deposit Interest Process, page 357.](#)

Closed Accounts

Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you must:

- Process a PAR to change the SCD-Retire.
- Print OPM Form 1514.
- Generate an IRR.

You can produce the OPM Military Deposit Worksheet, an report (FG1514), for reporting to OPM when the military service deposit is completed.

See [Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Processing Closed Military Service Deposit Accounts, page 357.](#)

Prerequisites

Before you can credit military service, you must:

- Define a deduction code for military deposit.
- Enter the military deposit interest rate on the Military Service Deposit page.

See Also

[Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Setting Up for Military Deposits, page 217](#)

Pages Used to Credit Military Service to Civilian Retirement

Page Name	Object Name	Navigation	Usage
Service Information	GVT_MILDEP_PNL	North American Payroll, Employee Pay Data USF, Military Deposits, Identify Military Serv Deposit	Enter information about the type and dates of military service.
Earnings Information	GVT_SVCPER_PNL	North American Payroll, Employee Pay Data USF, Military Deposits, Identify Military Serv Deposit	Enter service period earnings and deduction information.
Transaction Information	GVT_SVCTR_N_PNL	North American Payroll, Employee Pay Data USF, Military Deposits, Identify Military Serv Deposit	View dated deposit and interest information.
Calc Military Service Interest	GVT_RUN_FGPY020	North American Payroll, Employee Pay Data USF, Military Deposits, Calc Military Service Interest	Run the military service interest calculation process.
Closed Accounts	RUN_FGPY012	North American Payroll, Employee Pay Data USF, Military Deposits, Mil Dep Closed Acct Rpt	Run the FGPY012 report, which lists closed military service deposit accounts that need a retirement date adjustment PAR for the date range specified.
OPM 1514	RUN_FG1514	North American Payroll, Employee Pay Data USF, Military Deposits, Military Dep OPM-1514	Run the FG1514 process, which creates an Office of Personnel Management (OPM) report listing closed military service deposit accounts.

Entering Military Service Deposit Information

Access the Service Information page.

The information entered here appears on the military service IRR and on OPM Form 1514.

Retirement Plan

The retirement plan is set by default from the employee’s election on the FEGLI/Retirement Data page of the PAR Job Data page.

Service Comp Date-Retire (service computation date-retire) The date is set by default from the Employee Data 1 page.

Account Information

Account Number The system automatically assigns an account number, in sequence, for each military service period; you can override it. If, for example, an employee served in Panama, Grenada, and Desert Storm, when you define the three different accounts, the system assigns them account numbers: 1, 2, and 3, in that respective order.

Status Account Select *Open* if the account record is active.

Select *Cancelled* if the employee chooses to stop payments and cancel the previously opened record.

Select *Closed* if the employee paid the full amount. If the employee has a balance, the system does not let you select *Closed*. When the account is closed, the system opens the Data Control page to create PAR process to adjust the Service Computation dates.

Status Date The default is the system date when you establish the account and is used as the Date of Computation on OPM Form 1514. The system will not change the date when the status changes, but you can update it when the account closes or leave the original date.

Period of Service

Start Date/End Date Select the Start and End Date for the service period. You obtain Period of Service information from the employee's military documentation, and the system prints it on the IRR and on OPM Form 1514.

Total Days in Service The total days in service appears. The system calculates the Total Days in Service between the start and end dates. If an employee's DD-214 was produced before 1979 and therefore indicates lost days, you must manually adjust the End Date to account for the lost days.

Interest Accrual Date The Interest Accrual Date (IAD) is the annual date when interest is added to the deposit owed by the employee. It is recorded on OPM Form 1514.

The initial IAD for CSRS employee is three years from the date the employee returns to a position subject to CSRS retirement deductions. The FERS law provides a two-year interest free grace period on deposits.

The initial date must be entered manually. The Military Interest Calculation (FGPY020) updates the IAD for the remaining years.

Entering Service Period Earnings and Deduction Information

Access the Earnings Information page.

Retirement Plan This field value is set by default from the employee's election on the FEGLI/Retirement Data page.

Service Comp Date-Retire This field value is set by default from the Employee Data 1 page.

Service Period Earnings Information

Amount of Earnings Enter earnings (in dollars) for each service period, based on verified documentation supplied by the employee. This is the cumulative total amount that the employee earned while in the service branch for this account. This field value appears on OPM Form 1514.

Withhold % (withholding %) Enter the withholding percent, either 3% for FERS or 7% for CSRS, determined by the retirement service that is in effect during the military service period. This field value appears on OPM Form 1514.

Amount Balance The system multiplies earnings amount by withholding percent to calculate the amount balance. This field value appears on OPM Form 1514.

Take Deduction Select this check box if the employee elects to pay military deposits through a payroll deduction. If this check box is not selected, enter the promissory amount in the Deduction Amount field.

Deduction Amount Enter a deduction amount that is greater than \$50 if the employee elects to pay military deposits through a payroll deduction. The system creates a new row in the employee's General Deduction Data page with the deduction code you previously set up (for example, MILDEP) and populates the Flat/Addl Amount field with the deduction amount you enter on this page.

Multiple Military Service Deposit Accounts

For multiple Military Service deposit accounts, the employee can only pay one account at a time through payroll deductions. If you have multiple accounts and select the Take Deduction check box, the system makes the Deduction Amount field and Take Deduction check box unavailable for entry for all other accounts.

When an account closes, the system applies deductions to the next account. It makes the Take Deduction check box and Deduction Amount field unavailable on the closed account and makes available for entry these fields on the next account. For this next account, the system selects the Take Deduction check box and populates the Deduction Amount field with the amount from the most recently closed account. You can enter a different deduction amount if necessary. When you save the page, the system automatically reflects the value on the General Deduction Data page.

Viewing Deposit and Interest Information

Access the Transaction Information page.

The first transaction is type *A* which is the account opening information including the status date and deposit balances. As payroll is processed, transaction information is updated with the pay period end date, transaction type *S*, deduction amount and remaining balances. Interest Adjustments and unscheduled payments can be added in the Transaction Information, which will update the balance in the Transaction Page and the General Deduction Page.

For employees with Military Deposit payroll deductions, the system maintains current values of the Goal Amount and Current Goal Balance for Military Deposit deductions on the employee's General Deduction Data page. The Goal Amount value is the total amount to be paid by payroll deductions: the sum of the Initial Deposit Amount and Interest Adjustments, less any Unscheduled Payments, for all Military Service accounts. This automatic updating occurs when you save the Military Service Deposit component. The system also adjusts the Current Goal Balance during Pay Confirmation after posting the Military Service deduction. Current Goal Balance displays the total amount already paid by payroll deduction.

Trans Date (Transaction Date)	<p>The Transaction Date is the Status Date when the account was opened.</p> <p>The date is populated differently depending on the type of transaction; for scheduled payments it is the pay period end date, for unscheduled payments it is the system date, for interest adjustments it is pay end date of the last confirmed payroll.</p> <p>You can change this date because it might not be the true historical date the employee started making deposits.</p>
Trans Type (Transaction Type)	<p>Select the type of transaction from the drop-down list box.</p> <p>The system creates <i>A</i> the first row to record the initial balance. Trans Date is the status date when the account was opened. You can change this date, because it might not be the true historical date the employee started making deposits. Both Begin Balance and End Balance show the Amount Balance from the previous page. Trans Amount is left blank.</p> <p>Select <i>I</i> if this is an interest adjustment. Enter the interest calculation date in the Trans Date column and the manually calculated interest amount in the Trans Amount column. You must enter this information, the system does not calculate interest.</p> <p>Transaction Type <i>S</i> is a scheduled payment. The system enters automatic payroll deductions here during Pay Confirmation. Trans Date is the date the deduction is posted. Trans Amount comes from the employee's General Deduction Data page.</p> <p>Select <i>U</i> if this is an unscheduled payment. Enter the Trans Date and Trans Amount for all other payments, for example, check payments. For employees transferring into your agency, use this transaction type to document payments made while with the previous federal employer.</p>
Trans Amount (Transaction Amount)	This is the dollar amount the employee owes.
Begin Balance	Displays the previous row's end balance. The beginning balance is first calculated from the Amount of Earnings and Withhold % you defined for the deposit on the Earnings Information page.
End Balance	The system calculates this by subtracting the Transaction Amount from the Begin Balance, or for interest payments, adding the Transaction Amount to the Begin Balance.
Comments	Enter comments here. When the system enters a scheduled payment row, it inserts a comment that the row is a Payroll Deduction.

Running the Calculate Military Service Deposit Interest Process

Access the Calc Military Service Interest page.

Select the appropriate Pay Run ID and run this process (FGPY020). The Pay Run ID identifies the next open pay period.

Interest is calculated for employees with an Interest Accrual Date (IAD) that is within the next open pay period. The interest is calculated on the ending balance, reporting in the transaction field, and then added to the end balance. The transaction date is the pay end date of the last payroll the RITS Interface was run.

If the interest period crosses multiple years, the process will calculate accordingly. The process increases the IAD date by one year, if applicable.

Listing Closed Accounts

Access the Closed Accounts page.

Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you must process a PAR to change the SCD-Retire, print OPM Form 1514, and generate an IRR. You can produce the OPM Military Deposit Worksheet report (FG1514), for reporting to OPM when the military service deposit is completed.

As of Date The report identifies military deposit accounts closed on, or before, this date. The default value is the system date.

Generating an OPM Military Deposit Worksheet

Access the OPM 1514 page.

Status Account *Cancelled:* Prints canceled Military Service Deposit reports.
Closed: Prints closed Military Service Deposit reports.
Open: Prints open Military Service Deposit reports.
None: Prints all reports.

Print All Status 1514 Reports Select this check box to print a report for each employee of the designated status.

EmplID (employee identification) Select the employee ID of each employee for whom you want to print a report.

Processing Closed Military Service Deposit Accounts

When the End Balance on the Transaction Information page reaches zero, the Military Deposit account must be closed.

If the balance drops to zero when a payroll deduction is posted during RITS Interface processing, the system changes the Status Account to Closed. To identify accounts that have closed during RITS Interface processing, run the Military Deposits Closed Accounts Report (FGPY012) as often as you need to, most likely after your payroll runs are completed for the pay period. This report alerts you to take further action to fulfill your regulatory requirements. You must process a Personnel Action Request (PAR) to change the employee's Service Computation Date for Retirement (SCD-Retire). Use a Nature of Action (NOA) Code 882 and adjust the date earlier by the total days in service listed on the Service Information page.

If you enter an unscheduled payment that zeroes the account balance online, the system changes the Status Account on the Service Information page to Closed and makes the field unavailable for entry when you save the page. It then transfers you to the HR Processing PAR page, where you create a PAR with NOA code 882.

When the system changes the status to Closed, it also creates a Military Deposit Individual Retirement Record (IRR) control record. This IRR is separate from any other that the employee may have, and each different period of Military Service has its own IRR. The IRR includes Military Deposit payroll deductions by year and service period information. Print the final IRR for transfer to OPM. Consult the OPM CSRS/FERS Handbook for guidance on preparing the Military Deposit IRR.

Process the Military Deposit Report (OPM1514) to print the OPM Military Deposit Worksheet.

See Also

[Chapter 32, "\(USF\) Generating IRR and ROST Reports," page 677](#)

Viewing Re-Employed Annuitant Information

This section discusses how to:

- View annuity report details.
- View annuity report totals.

Pages Used to View Re-Employed Annuitant Information

Page Name	Object Name	Navigation	Usage
Annuity Report Details	GVT_ANNUIITY_DTL	North American Payroll, Payroll Processing USF, Reports, Retired Employed Annuitant	View details about re-employed annuitants (Federal retirees that are re-employed by the Federal government) to ensure that they are not receiving pay from more than one Federal government source. This page is display-only.
Annuity Report Totals	GVT_ANNUIT_TOT	North American Payroll, Payroll Processing USF, Reports, Retired Employed Annuitant	View totals pertaining to re-employed annuitants. This page is display-only.

Viewing Annuity Report Details

Access the Re-Employed Annuitant - Annuity Report Details page.

Hire Date, Rehire Date, and Termination Date	Displays the hire or termination date if the date is equal to, or between, the pay period start and end dates.
FEHB Participant	This check box is selected if the employee belongs to a health plan.

Viewing Annuity Report Totals

Access the Re-Employed Annuitant - Annuity Report Totals page.

Total Amount Remitted	Displays the annuity offset amount.
Total Reemployed Annuitants	Displays the total number of employees reported.
Total New Hires	Displays the total number of newly hired employees. A date also displays in the Hire Date field on the Annuity Report Details page.
Total Separations	Displays the total number of employees who have separated. A date also displays in the Termination Date field on the Annuity Report Details page.
FERS Reemployed Annuitants	Displays the total number of employees who have a retirement type of K, L, M, or N.
CSRS Reemployed Annuitants	Displays the total number of employees who have a retirement plan type of 1, 6, C, E, R, or T.

Viewing Semi-Annual Headcount Report Details

This section provides an overview and discusses how to generate and view various Semi-Annual Headcount reports.

Understanding Semi-Annual Headcount Reports

Public law 105-33 requires that, for headcounting purposes, you must produce a 2812-A report that separates enrollees who pay the full FEHB premium amount from those for whom the employing agency pays a portion. When you run the Temporary Employee Buying FEHB (FGPY019) process, the system creates a separate report for each of the following categories:

- Employee and annuitants.
- Former spouses.
- Temporary continuation of coverage.
- Temporary employees.

The Semi-Annual Headcount report (FGPY021) provides the OPM with a snapshot of agency-wide enrollment in FEHB, FEGLI, and retirement programs semiannually.

The report extracts data from the last payroll period that you paid during the first 15 days of March and September. If you paid two payrolls during the period, report the headcount data for the second payroll period that you paid.

You must attach and submit this report with SF2812 and SF2812A.

Pages Used to Generate Various Semi-Annual Headcount Reports

Page Name	Object Name	Navigation	Usage
Temp Emp Buying FEHB	GVT_RUN_FGPY019	North American Payroll, Payroll Processing USF, Reports, Temp Employees Buying FEHB	Run the Semi-Annual Headcount process provides up to four separate 2812A reports, based on four categories of employees. The Report FGPY019 differentiates enrollees for whom the employing agency contributes a portion of the FEHB premium from those for whom it does not.
Semi-Annual Headcount	GVT_RUN_FGPY021	North American Payroll, Payroll Processing USF, Reports, Semi-Annual Headcount	Generate the FGPY021 Semi-Annual Headcount report, which details life insurance and health benefits withholding contribution data for the Civil Service Retirement (CSRS) and Federal Employee Retirement Systems (FERS). Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.

CHAPTER 17

(E&G) Administering Contract Pay

This chapter provides an overview of the Contract Pay feature and discusses how to:

- Set up contract pay.
- Process contract pay.
- Administer contract prepay.
- Adjust contract employee prepay balances.

Understanding the Contract Pay Feature

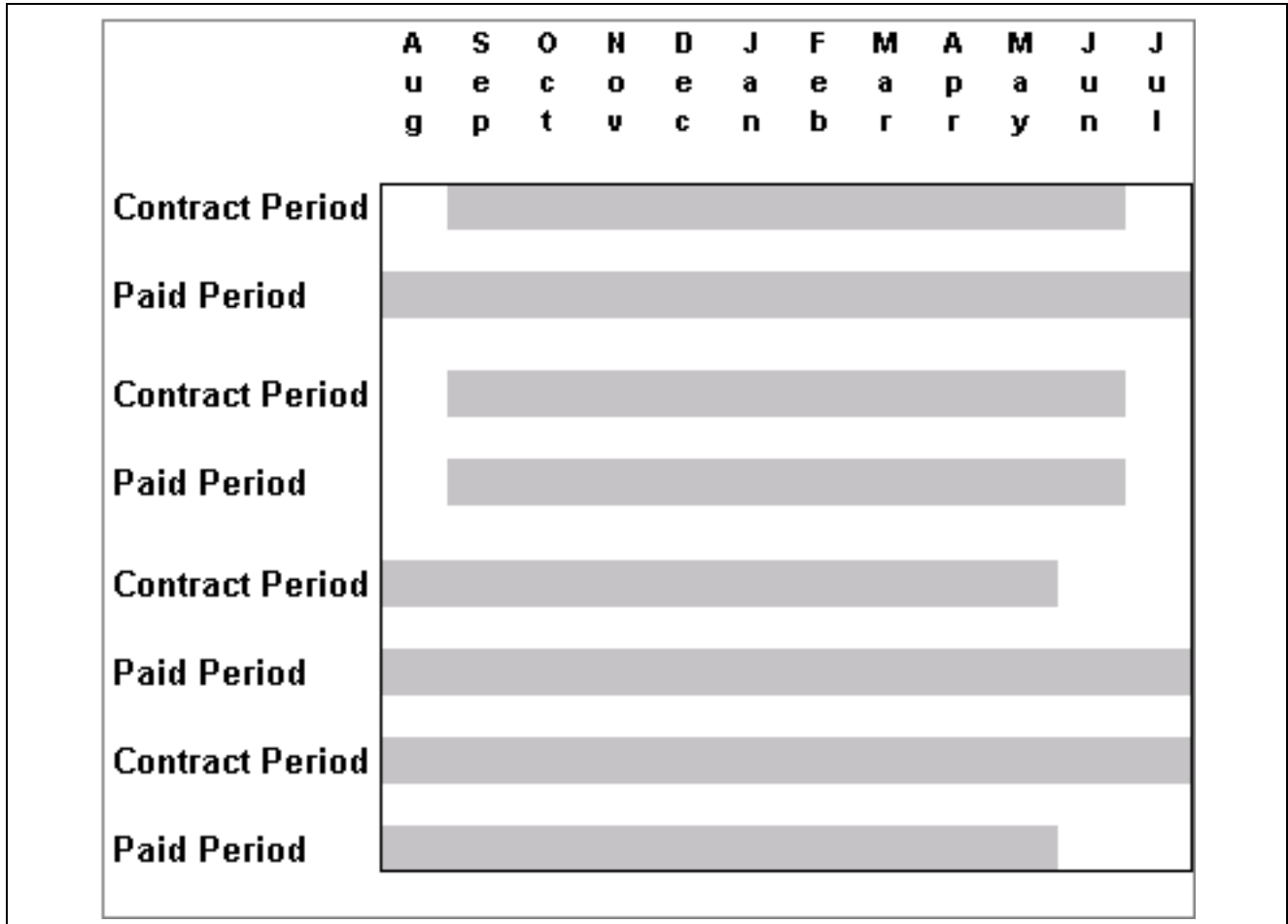
This section discusses:

- Contract periods.
- Interaction between PeopleSoft Human Resources and contract pay.
- Taxation based on each paycheck.
- Example of contract pay.

Contract Periods

Employers in higher education must often process payroll and benefits over a period of time that differs from the employee's contract period. PeopleSoft Payroll for North America addresses this need with the Contract Pay feature.

The following chart illustrates the flexibility that the Contract Pay feature provides:



Defining the paid period of a contract

You can define the paid period of a contract independent of the actual contract period.

How the Contract Pay Feature Interacts With PeopleSoft Human Resources

To pay an employee by contract, select the Contract compensation frequency on the Job Data - Compensation page. The system uses the Contract Pay - Contract Pay page to determine how to pay the employee.

Taxing Based on Each Paycheck

PeopleSoft Payroll for North America enables you to tax an Education and Government employee based on each paycheck. In the annualization process of the U.S. Tax Calculation routine, the system considers the number of pay periods in the contract rather than assuming that the employee is paid the same amount for the entire year.

Contract Pay Example

The following are the details of the scenario of this example:

Contract Amt (contract amount) \$12,000

Payment Begin January 1
Payment End December 31
Contract Begin May 1
Contract End August 31
Pay Frequency Monthly

Month	Gross Pay =	Regular Pay (CRG) +	Paid Not Earned (PNE) +	Earned Not Paid (ENP)
January	\$1000	0	\$1000	0
February	\$1000	0	\$1000	0
March	\$1000	0	\$1000	0
April	\$1000	0	\$1000	0
May	\$1000	0	-\$1000	-\$1000
June	\$1000	\$3000	-\$1000	-\$1000
July	\$1000	\$3000	-\$1000	-\$1000
August	\$1000	\$3000	-\$1000	-\$1000
September	\$1000	0	0	\$1000
October	\$1000	0	0	\$1000
November	\$1000	0	0	\$1000
December	\$1000	0	0	\$1000
Total	\$12,000	\$12,000	0	0

Setting Up Contract Pay

This section discusses how to:

- Define Contract Types.
- Enter employee contracts.
- View employees' contract earnings and payments.

Pages Used to Set Up Contract Pay

Page Name	Object Name	Navigation	Usage
Contract Type Table	CONTRACT_TYPE_TBL	<ul style="list-style-type: none"> • Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Contract Type Table • Workforce Administration, Job Information, Contract Administration, Define Contract Types 	Define contract types of varying periods and payment terms.
Contract Pay	CONTRACT	Workforce Administration, Job Information, Contract Administration, Contract Pay NA	Enter employee contracts for any period, including durations of less than one year.
Contract Actuals	HP_CONTRACT_ACTUAL	Workforce Administration, Job Information, Contract Administration, Contract Pay NA	View what an employee has earned and what they've been paid to date.

Defining Contract Types

See *PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Setting Up and Tracking Employment Contracts.

Entering Employee Contracts

Access the Contract Pay page.

Contract Pay		Contract Actuals	
King,Fisher		Employee	
		EMPLID: TZ029	Empl Rcd#: 0
Contract Information Find View All First 1 of 1 Last			
*Effective Date:	11/18/2002		
Contract Pay Type:	Faculty Paid over Contract		
*Payment Term:	Pay Over Contract		
*Monthly Frequency:	M9MTH	Pay Period Hours:	
*Assign Hours To:	Not Applicable		
Renew Contract Automatically:	<input type="checkbox"/>		
*Contract Begin Date:		*Contract End Date:	
Payment Begin Date:		Payment End Date:	
Actual Start Date:		Termination Date:	

Contract Pay page

Payment Term

Select:

Pay Over 12 Months: Pay contracts over 12 months, starting on or before the contract begin date, and ending on or after the contract end date.

Pay Over Contract: Pay contracts over the length of the contract, as defined in the *Contract* fields.

Pay Over X Months: Pay contracts over a greater time period than the contract period, but less than a year.

Pay with Lump Sum

Pay Period Hours

If you require hours data for other processes (for example, leave accruals), enter the pay period hours for this contract.

Renew Contract Automatically

Select this check box to automatically renew the contract using the Contract Renewal process.

Assign Hours To

If you specify pay period hours, select whether to specify the hours over only the contract period or over the entire paid period.

Contract Begin and End

You can enter these dates, or the system can calculate them.

Payment Begin and End

Enter begin and end dates for when to make a payment to the contractor, according to the selected payment term. The system can calculate the payment end date, based on the information you provide. You can also enter an end date for contracts paid over *X* months.

Actual Start Date

Enter the date the employee actually starts work, if different from the contract begin date.

Termination Date Enter the date the employee terminates the contract, if different from the contract end date.

Viewing Employee Earnings and Payments

Access the Contract Actuals page.

Track Actual Earnings	Select to have the system track actual earnings versus paid earnings.
Use Holiday Schedule	Select to have the system use the holiday schedule when calculating days worked.
Work Days in Contract	Displays the number of work days in a contract, using the contract begin and end dates on the Contract Pay – Contract Pay page.
Paid to Date	Displays the amount paid to the employee to date, using the total of all contract earnings paid to the employee.
Earned to Date	Displays the amount earned by the employee to date, calculated using the following formula: total contract amount * days worked to date / work days in contract
Days Worked to Date	Displays the number of days the employee has worked since the actual start date.

Processing Contract Pay

This section provides an overview of the Contract Renewal process and discusses how to:

- Run the contract additional pay process.
- Run the contract renewal process.
- Update contract pay actuals.
- Recalculate actual days in a contract.

Understanding the Contract Renewals Process

The Contract Renewals process (CNTPAY02) completes the following tasks:

- Generates a new effective-dated entry on the Contract Pay-Contract Pay page and on the Job Data page for the next contract period.
- Decreases the number of renewals on the Contract Type Table page by one (unless 99 is specified, in which case it's left untouched).
- Creates and inserts a new job row on the Job Data - Job Information page. The new data row uses the same information from the old contract to create a new contract based on the new contract dates supplied in the run control.

Pages Used to Process Contract Pay

Page Name	Object Name	Navigation	Usage
Contract Additional Pay - Run Parameters	RUNCTL_PAYINIT3	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Contract Additional Pay North American Payroll, Payroll Processing CAN, Create Paysheets, Contract Additional Pay 	<p>Run the Contract Additional Pay process to generate Contract Pay records.</p> <p>Run this process before creating paysheets.</p>
Contract Renewals	RUNCTL_CNTPAY02	Workforce Administration, Job Information, Contract Administration, Renew Pay Contracts NA	Run the Contract Renewals process. This process enables you to automatically renew contracts that meet the criteria you specify.
Update Contract Pay Actuals - Run Parameters	RUNCTL_CNTPAY03	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Update Contract Pay Actuals North American Payroll, Payroll Processing CAN, Run Payroll, Update Contract Pay Actuals 	Update the contract actuals accumulators after each pay period.
Contract Work Days	PRCSRUNCNTL	Workforce Administration, Job Information, Contract Administration, Contract Work Days NA	Recalculate the actual days in a contract when you modify the holiday schedule.

Running the Contract Additional Pay Process

Access the Contract Additional Pay - Run Parameters page.

On-Cycle Run

Pay Run ID If you are running the process by on-cycle run, enter the pay run ID that you are processing.

Off-Cycle Pay Calendar

Company, Pay Group, and Pay End Date If you are running the process by off-cycle pay calendar, enter the Company, Pay Group and Pay End date of that you are processing.

Payroll Cycle

On-Cycle, Off-Cycle, and Both Select if you are running this process for on-cycle or off-cycle payroll runs, or both.

Lump Sum Retro Payments

Separate Check Indicate if you are running this process for a lump sum payment to be paid using a separate check.

Running the Contract Renewal Process

Access the Contract Renewals page.

The screenshot shows a web interface for 'Contract Renewals'. At the top, there is a blue header with the text 'Contract Renewals'. Below this, on the left, is the label 'Run Control ID:' followed by the text 'test'. To the right of this are two blue links: 'Report Manager' and 'Process Monitor', and a yellow button labeled 'Run'. Below these elements is a section titled 'Report Request Parameters' with a blue header. Inside this section, there are two rows of input fields. The first row is labeled 'Company:' and contains a text box with 'ACC', a magnifying glass icon, and the text 'State of A'. The second row is labeled 'Pay Group:' and contains a text box with 'PAM', a magnifying glass icon, and the text 'Acc Mnth'. At the bottom of the section, there is a label 'All Contracts expiring in the next' followed by a text box containing the number '1' and the text 'days to be processed.'

Contract Renewals page

Enter selection criteria.

Updating Contract Pay Actuals

Access the Update Contract Pay Actuals - Run Parameters page.

On-Cycle Run

Pay Run ID If you are processing an on-cycle pay period, select a Pay Run ID.

Off-Cycle Pay Calendar

Company, Pay Group, and Pay End Date If you are processing an off-cycle pay period, select the Company, Pay Group, and Pay End Date you want to process.

Recalculating Actual Days in a Contract

When you modify a holiday schedule that affects contractors, you must run the Contract Work Days process from the Contract Work Days page (CNTPAY04) to update the actual number of days in the contracts.

Administering Contract Prepay

This section provides an overview of contract prepay and discusses how to use the prepay option.

Understanding Contract Prepay

The Contract Prepay Option page enables employees who are paid only during their contract period to prepay their deductions for benefits that extend past the term of their contract. For example, if benefits coverage is 12 months and an employee has a 6-month contract and is paid only during the contract period, the employee can choose to prepay the remaining 6 months benefits deductions during the contract (and pay) period. This prepayment option is only available to employees who are paid over the contract period and who have a payment term of Pay Over Contract on the Contract Pay page.

The Contract Prepay Option functionality does not allow for gross-up checks.

Note. The Contract Prepay Option is not recommended for employees that have multiple contracts that, taken together, span the benefits period.

The balance accrued with the prepayment deductions covers benefits deductions after the contract period ends. The system doesn't take the prepay deductions to cover them if there are insufficient funds in the paycheck. The system takes all current deductions first. The following situations outline when the system takes deductions and when it uses the prepay balance to cover deductions:

- If there are sufficient funds in the paycheck to take the prepay deductions, the system takes the prepay deductions, but only up to the prepay limit (a percentage of the net pay).
- If there are funds in the paycheck for the prepay limit to cover some of the prepaid deduction, the system takes a partial deduction, if the prepay deduction is set up for partial deductions.
- If there are insufficient funds in the paycheck to cover the prepaid deduction, the system does not take the deduction.
- If there are insufficient funds to cover all of the current deduction, the system takes as much as possible of the deduction from the prepaid balance.
- When the employee no longer receives a paycheck (the contract and payment period have ended), the system takes current deductions from the prepaid balance.

It is possible to prepay too much or too little in some circumstances, such as:

- The deduction rates are based on age.
- The deductions are based on current pay earnings, and there is a pay change.
- The deduction rate changes after the contract is over.
- The prepayment factor causes over payment.

If an employee prepays too much for benefits, use paysheets to make a one-time deduction refund.

If an employee prepays too little, make a one-time benefits payment.

Prerequisite

You must set up the Company General Deductions page to use PREPAY as a deduction code.

See Also

Chapter 5, “Defining Deductions,” Assigning General Deductions to a Company, page 86

Page Used to Prepay Deductions

Page Name	Object Name	Navigation	Usage
Contract Prepay	CONTRACT_PREPAY	Workforce Administration, Job Information, Contract Administration, Contract Prepay Opt NA	Enable a contract employee to prepay benefits over the course of the contract and pay period when the employee’s benefits coverage extends past the term of the contract.

Using the Prepay Option

Access the Contract Prepay page.

Contract Prepay page

Contract Number of Days

The default value is the length of the contract period for the contract that is effective on the prepay options effective date. You can override this field.

Prepay Limit % (prepay limit percent)

Enter the percentage of the net pay amount that you can use to prepay benefits. For example, if this value is 15 percent, then you can use a maximum of 15 percent of the net pay amount to prepay benefits. If the prepay benefits amount exceeds 15 percent of the net pay amount, the system takes up to the 15 percent limit.

Employee Deduction Pre-Payment Options

PrePay Option

Indicate how to calculate the prepaid deductions for this benefit:

Contract: The system prorates the deductions that extend past the term of the contract across the contract pay period.

Factor: The system adds a factor of the regular deduction to each pay period that falls in the time period in the *Begin Date* and *End Date* fields.

The following are three possible prepay scenarios in the case of a 9-month contract with monthly payroll and 12-month benefits coverage. Assume the monthly benefits deductions are \$60.

- If you select *Contract*, the system prorates the cost of the remaining three months of benefits deductions over the course of the contract. In our example, the total pay period benefits deductions are \$80, which is calculated

as
$$\$60 \times \left(\frac{\text{frequency factor}}{\text{number of days in contract}} \right)$$
. Use the frequency factor of the monthly frequency on the Contract Pay NA- Contract Pay page.

- If you select *Factor*, indicate the time period during which the system should apply the prepayment calculations. If you decide to pay the benefits deductions for the remaining three months of the year in the first six months of the contract, indicate the dates of those months in the *Begin Date* and *End Date* fields. Then decide the factor of the deduction to add to the regular benefits deduction for each month in the period. If you enter 0.5 in the *PrePay Factor* field, the system adds \$30 ($0.5 \times \60) to the regular monthly deductions of \$60 for the first six months, for a total of \$90. For the remaining three months of the contract and pay period, the system deducts only the regular benefits deduction of \$60.
- You can also indicate a prepay factor and a flat amount. If you indicate the middle seven months of the contract in the *Begin Date* and *End Date* fields, you might use a factor and a flat amount to spread the prepaid deductions across those seven months. If you enter 0.4 in the *PrePay Factor* field and \$1.72 in the *Flat Amt* (flat amount) field, the system deducts \$24 ($0.4 \times \60) and \$1.72, for a total of \$25.72, for each of the seven months.

PrePay Factor

Enter the prepay factor of the deductions you are prepaying. For example, if you enter 2, the system deducts twice the pay-period deduction amount, in addition to the regular pay-period deduction, for each pay period between the begin and end dates. Use this field only when you select *Factor* in the *PrePay Option* field.

Note. Using the *PrePay Factor* option might cause an overpayment of deductions.

Adjusting Contract Employee Prepay Balances

This section presents an overview of making adjustments to a contract employee's benefits prepay balance when the amount is not corrected by a paycheck, and discusses how to:

- Review contract prepay balances.
- Review contract prepay balance adjustments.
- Enter reason for adjustments to an employee's benefits prepayment balance.
- Change an employee's benefits prepayment balance.

Understanding Contract Employee Prepay Balance Adjustments

The system creates a prepay balance record when the pay confirmation process is run, and it shows a benefits deduction prepayment. The Pay Confirmation process continues to update the prepay balance record with each run. When the prepay balance reaches zero, the system deletes the record.

You cannot make an adjustment to issue a refund for overpayment using the PrePay Balance component. Use paysheets to make a one-time deduction refund.

Note. You must set up a PREPAY deduction code on the Company General Deductions Table to use PREPAY as a deduction code.

Pages Used to Adjust Contract Prepay Balances

Page Name	Object Name	Navigation	Usage
Prepay Balances	BALANCES_PREPAY1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, PrePay North American Payroll, Periodic Payroll Events CAN, Balance Reviews, PrePay 	<p>Review a contract employee's benefits deduction prepay balances if you use the Contract PrePay feature.</p> <p>Before using this page, you must set up the Contract PrePay Option page.</p>
Prepay Balance Adjustments	BALANCES_PREPAY2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, PrePay North American Payroll, Periodic Payroll Events CAN, Balance Reviews, PrePay 	<p>Review a contract employee's benefits deduction prepay balance and balance history if you use the Contract PrePay feature.</p> <p>Before using this page, you must set up the Contract PrePay Option page.</p>
Adjust Prepay Balance 1	ADJ_PREPAY_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, PrePays North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, PrePays 	<p>Enter reason for adjustments to an employee's benefits prepayment balance.</p>
Adjust Prepay Balance 2	ADJ_PREPAY_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, PrePays North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, PrePays 	<p>Adjust an employee's benefits prepayment balance.</p>

Reviewing Contract Prepay Balances

Access the Prepay Balances page.

Company

The company that issued the contract.

PrePay Balance

The employee's benefits deduction prepay balance (how much the employee has overpaid in anticipation of benefits coverage that extends past the pay period).

Reviewing Contract Prepay Balance Adjustments

Access the Prepay Balance Adjustments page.

Sequence Number	The sequence number of the adjustment reason. If more than one adjustment occurs in a day, the number in this field indicates which adjustment took place first.
PrePay Balance	The amount of the prepay balance adjustment. For example, if you increase prepayments by \$20 per month for the remaining 6 months of the contract period, this field displays <i>\$120</i> ($\$20 \times 6 \text{ months} = \120).
Prepay Total	
Before and After	Displays the prepay balance before and after the adjustment.

Entering a Reason for Prepay Balance Adjustments

Access the Adjust Prepay Balance 1 page.

Adjustment Reason	Enter the reason for the adjustment to the benefits deduction prepayments.
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Changing Prepay Balances

Access the Adjust Prepay Balance 2 page.

PrePay	Enter the amount of the PrePay adjustment in either positive or negative amounts.
Balance	Displays the balance of the prepaid deduction amount after taking into consideration the PrePay adjustment amount.

CHAPTER 18

Administering the Interface with PeopleSoft Time and Labor

This chapter provides an overview of the interface with PeopleSoft Time and Labor and discusses how to:

- Set up for the interface with PeopleSoft Time and Labor.
- Load payable time into paysheets.
- Extract Time and Labor costs.

Understanding the Time and Labor Interface

This section provides overviews of the following topics:

- Processing steps.
- Processing summary.
- Consolidation.

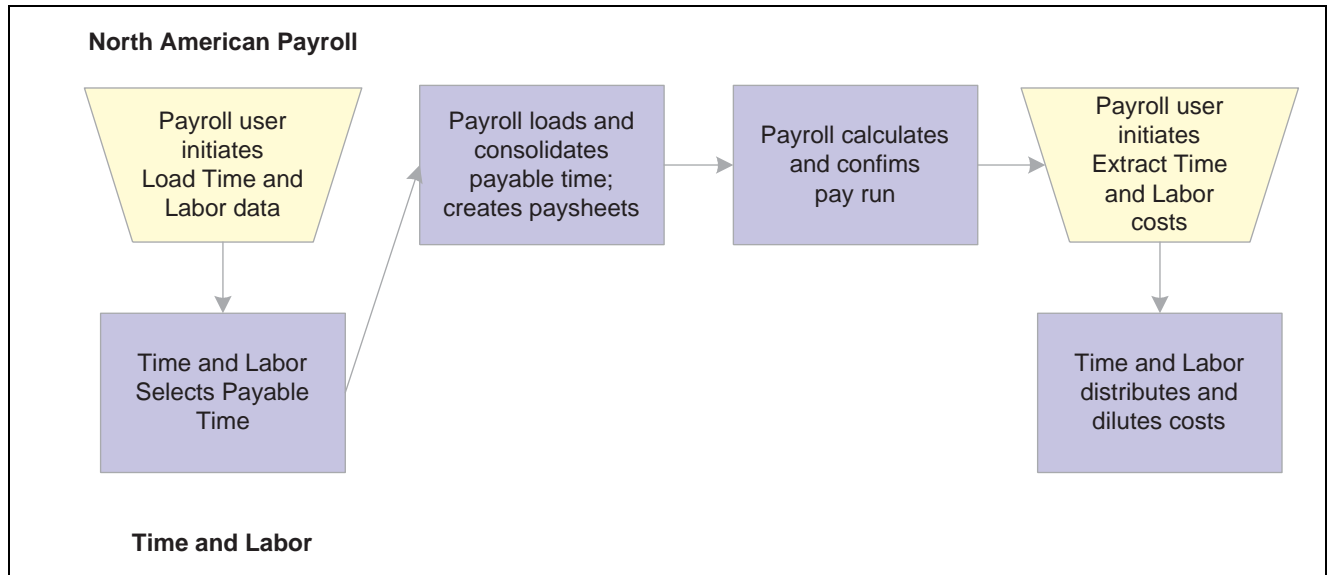
Processing Steps

To process a payroll in PeopleSoft Payroll for North America using PeopleSoft Time and Labor data:

1. Set up the interface between PeopleSoft Time and Labor and People Soft Payroll for North America.
2. Load Time and Labor data into Paysheets.

PeopleSoft recommends executing the Load Time and Labor process immediately before executing the payroll calculation. This ensures that the payroll system receives the most current information for processing.

3. Review payroll messages. If errors result from payable time, resolve them in Time and Labor and load data again.
4. Run the pay calculation process and remaining phases of the payroll cycle through confirmation.
5. Extract time and labor costs from PeopleSoft Payroll for North America into PeopleSoft Time and Labor.



Relationship between PeopleSoft Payroll for North America and PeopleSoft Time and Labor

Note. The system excludes nonemployee data from being updated in PeopleSoft Payroll for North America.

Processing Summary

PeopleSoft Time and Labor generates payable time that can be transmitted to a payroll application using an integration feature between the two applications. All interactions between PeopleSoft Time and Labor and Payroll for North America are initiated from the payroll pages.

Loading of Time and Labor Data for On-Cycle or Off-Cycle Processing

Initiate the loading of the PeopleSoft Time and Labor data from the Load Time and Labor component. The process uses the Pay Run ID as the identifier for which data you want to load from PeopleSoft Time and Labor.

The data load from PeopleSoft Time and Labor may be performed on-cycle or off-cycle. For on-cycle processing, the system selects all employees that were active at any time during the pay period. For off-cycle processing, the system selects the employees you specifically indicate on the Off-Cycle Data page.

You may run and rerun the update process on an iterative basis. The first time you run the update process, the system updates all Time and Labor earnings for the corresponding pay calendar (Pay Run ID) for all employees to the paysheets. Then, any subsequent load runs under the same Pay Run ID update only data that needs to be updated, such as earnings for employees who have a Job change or whose Time and Labor earnings have changed since the last pay update process was run. Data is also updated if there are new rows of Time and Labor data eligible to be transferred to paysheets.

Based on the options you select on the Load Time and Labor page and the Off-Cycle Data page, the appropriate payable time is selected from Time and Labor records.

Time and Labor as Other Earnings

After being selected, the payable time is consolidated, and the appropriate paysheets are created/updated. Time and Labor data are loaded into the paysheets as Other Earnings. The paysheets are marked as Other Earnings. After processing is complete, the system identifies the Time and Labor data in Pay Other Earnings by selecting the TL Records check box on the parent Pay Earnings record.

Additional paysheet transactions, unique other earnings lines on the paysheet, are generated for Time and Labor data based on any of the following information in effect for the employee during the pay period:

- Tax Distribution.
- Earnings Distribution.
- Prior Period Adjustments.
- Task Element Overrides to Paysheets.
- FLSA Adjustments.
- Job Change (Pay Group, Department, Rate Change, and so on).

If a paysheet already exists for the employee, that paysheet is updated. If the paysheet does not exist for the employee, the paysheet creation process creates one for both on-cycle and off-cycle runs.

Hourly and Exception Hourly Employees

For Hourly or Exception Hourly employees, any Regular Hours created by the paysheet process, posted in the Reg Hrs In field on the paysheet, are set to zero during the loading of Time and Labor payable time to paysheets.

You should report the hours, units, or dollars that represent regular time through Time and Labor.

Salaried Employees

Because salaried employees are not paid on an hourly basis, it is not appropriate to pay them based on the number of regular hours reported in Time and Labor. In this case, the Load Time and Labor process does not set to zero any regular earnings created by the paysheet process, nor does it load paysheets with any Time and Labor earnings mapped to the default Regular earnings code for the salaried employee's pay group. Salaried employees are paid the amount that is posted in the Reg Salary field on the paysheet earnings line. However, salaried employees can also get payroll costs labor distributed in Time and Labor.

Holiday Hours

Regardless of employee type, any holiday hours created by the paysheet process are removed prior to loading Time and Labor Earnings through the Load Time and Labor process. It is expected that all holiday time be reported through Time and Labor or created by Time and Labor system processes.

Consolidation

PeopleSoft Time and Labor maintains employee time information at the work day and task levels to meet a variety of requirements such as project costing and various accounting functions. However, this level of detail is not required for payroll processing. Because such detail is not necessary, and to minimize payroll processing time, the update process selects and consolidates Time and Labor data to load into paysheets.

Consolidating Time and Labor Data for Paysheets

The system uses the Time and Labor Date Under Report and Pay Calendar Pay Begin and End Dates to identify which daily time transactions to select for consolidation to the paysheets. Any current period information that has been paid in a previous off-cycle pay run is not included in an on-cycle pay run for the current period. Only daily Time and Labor time records with the following criteria are selected:

- A Payable Status of *Estimate*, *Approved*, *Rejected by Payroll*, *Taken by Payroll*, *Paid-Labor Distributed*, or *Paid-Labor Diluted*.

- Prior period adjustments that have a Date Under Report less than the Pay Begin Date.
- Payable status of *Sent to Payroll* or *Closed* and Payroll Request Number is zero (time has not already been paid) and Record-Only Adjustment is "N" (No).

Both the corresponding adjustment amounts for Prior Period Adjustments and any offsets are updated to the paysheets.

Consolidation Criteria

PeopleSoft Time and Labor selects the appropriate payable time and transfers the data to Payroll for North America and consolidates the data. Consolidation of data entries takes place when the following criteria are met:

- The Date Under Report (the date for which time was reported) is the same for multiple rows of payable time (the rows are consolidated).
- The employee's Job information has not changed during the pay period.
- The earnings codes are the same.
- The payment types for the earnings code match (Either Hours or Amount OK; and Hourly Only).
- The State, Locality, Override Rate, and Compensation Rate Code, if entered for the payable time, match.
- The Account Code, Business Unit, Department, Job Code, and Position Number, if entered for the payable time, match.

Payroll for North America only checks these five task-related elements if they have been defined on the Pay Group Table – Time and Labor page. For example, if Entry 1 has an account code of 123, and Entry 2 has an account code of 456, the system combines these entries if all of the other consolidation requirements are met, unless Account Code has been defined on the Pay Group Table – Time and Labor page.

Prior period adjustments are consolidated separately from current period earnings. In addition, positive and negative prior period adjustments are consolidated separately.

Prior period adjustments are always consolidated one day at a time, so the Earnings Begin and End dates in Payroll for North America are always equal to the adjustment's Date Under Report in Time and Labor. This provides Payroll for North America with enough information to recalculate FLSA rates.

Linking Consolidated Entries to Original Entries

The system keeps track of how it consolidates payable time and informs PeopleSoft Time and Labor which entries are combined by passing back a set of sequence and cross-reference numbers for each time entry. This information is important to the labor distribution process.

Setting Up for the Interface with PeopleSoft Time and Labor

This section provides an overview of pages with related Time and Labor fields and discusses how to set up the Pay Group table for the Time and Labor interface.

Understanding Pages With Related Time and Labor Fields

There are some pages in the system that are not used exclusively in the Time and Labor data load process, but that do have impact on the process. While those pages are not fully documented in these sections, we provide links to the relevant sections.

Installation Table Time and Labor Fields

There are five check box fields in the T&L/NA Payroll Paysheet Opt group box on the second (Product Specific) page of the Installation Table component. These five fields relate specifically to how the Time and Labor to Payroll for North America integration functions.

On the Product Specific page (in the Installation Table component), select the T&L/NA Payroll Paysheet options you want to use. PeopleSoft recommends:

- Do not select the *Change Final Check*, *Change Online Check*, or *Change Reversal Adjustments* options. These options let you control whether users can make paysheet changes to data retrieved from Time and Labor. Any changes made directly to the paysheets aren't transmitted back to Time and Labor.
- Select the *Load in Preliminary Calc* option. This option enables the automatic loading of payable time. Payroll for North America automatically loads Time and Labor data each time a user initiates the preliminary Pay Calculation process. It only loads payable time not previously sent to payroll.

Pay Calendar Table Time and Labor Field

There is a display-only TL Distribution check box on the Pay Calendar Table page that indicates whether labor distribution has been run for this pay calendar. The system selects this check box if the labor distribution process has been run.

Final Check Program Table Time and Labor Field

There is an Include T&L Payable Time check box on the Final Check Program Table page that should be selected if you want to include Time and Labor payable time during a Final Check process.

See Also

[Chapter 6, "Setting Up the Payroll Process," Defining the Final Check Process, page 109](#)

Pages Used to Set Up the Paygroup Table for the Time and Labor Interface

Page Name	Object Name	Navigation	Usage
Pay Group Table - Time and Labor	PAYGROUP_TABLE9	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Pay Group Table. Click the Pages 7-9 link and then select the Time and Labor tab.	Define which Time and Labor elements are loaded into paysheets. This page is also used to define pay groups.

Defining Which Time and Labor Elements Are Loaded Into Paysheets

Access the Pay Group Table - Time and Labor page.

The screenshot shows the 'Pay Group Table - Time and Labor' page. At the top, there are three tabs: 'Report Parameters', 'Bank/Tip Info', and 'Time and Labor'. Below the tabs, the following information is displayed:

- Company:** ACC State of Accord
- Pay Group:** PAM Accord Monthly

The main section is titled 'Pay Group Information' and includes a 'Find' button and navigation arrows. It shows:

- Effective Date:** 01/01/1990
- Status:** Active

Below this is a section titled 'Task Elements to Load to Payroll' with a 'Find' button, 'View All' link, and navigation arrows. It contains a dropdown menu labeled 'Department' and a table area for defining task elements. At the bottom of the page, there are three pagination buttons: 'Pages 1 - 3', 'Pages 4 - 6', and 'Pages 7 - 9'.

Pay Group Table — Time and Labor page

Task Elements to Load to Payroll

Insert a row for each Time and Labor element you want to be loaded onto paysheets: *Account Code*, *Business Unit*, *Department*, *Job Code*, *Locality*, *Position Number*, and *State*.

Separate lines are created on the paysheets whenever a new set of Time and Labor elements is encountered. For example, if you select *Business Unit* and then put a different Business Unit on the regular hours reported for each day (for five days), five lines would be created on the paysheet. However, if you select *Business Unit* and *Department*, then enter the same Business Unit and Department on all hours reported for the pay period, one line would be created on the paysheet.

Certain values also have dependencies. If you select *Department*, you must also select *Business Unit*. If you select, *Job Code*, you must also select *Business Unit*. If you select *Locality*, you must also select *State*.

Note. The Payroll for North America system is delivered with the default values of *State* and *Locality* already inserted on this page. If you designate multiple task elements on this page, it may cause problems with your array size. Take this into consideration when defining this page.

Loading Payable Time into Paysheets

This section provides overviews and discusses how to:

- Load payable time for payroll processing.
- Select employees or earnings codes for off-cycle processing.
- Review results and correct errors.
- View loaded on-cycle Time and Labor data.
- View loaded off-cycle Time and Labor data.

Understanding Processing Steps

To process a payroll in PeopleSoft Payroll for North America using Time and Labor data:

1. Load Time and Labor data into paysheets.
2. Review results and correct errors.
3. Start the pay calculation process and remaining phases of the payroll cycle.

Understanding Processing Guidelines

Use the following guidelines to ensure an accurate transfer of PeopleSoft Time and Labor data to PeopleSoft Payroll for North America paysheets.

Payroll Processes That Load Time and Labor Time

The following PeopleSoft Payroll for North America processes load payable time from PeopleSoft Time and Labor:

- Final Check.
- Online Check.
- Pay Calculation.
- Load Time and Labor – On-Cycle and Off-Cycle pay runs.

Iterative Processing

The update process is iterative. When you update payroll with new Time and Labor information the system selects only those employees who've had a change in Time and Labor since the last time you updated Payroll for North America. Any processing errors or messages related to payable time received from Time and Labor appear on the Payroll for North America system's error pages.

Running the Load Time and Labor process iteratively makes sense if you administer a salaried group of employees who have a very low exception rate. In this situation, you can run the Load Time and Labor process after you create time at the beginning of a pay period, then run a preliminary pay calculation and do some cleanup. Then, at the end of the pay period, you can run the Load Time and Labor process again to select only those employees who have reported exceptions during the period, such as the odd vacation or sick leave. Even with the odd exception time, remember that the Load Time and Labor process performs a complete re-update of the employee's time to ensure that the time is properly summarized.

Prior Period Adjustments

Prior period adjustments in Time and Labor are automatically updated through the Load Time and Labor process. The Load Time and Labor process populates the paysheet with both the negative and positive hours, amounts, or unit in Other Earnings. The process summarizes all negative and positive adjustment entries by date and by Earnings Code.

The Load Time and Labor process creates a new earnings entry for each prior period adjustment and sets the pay Earning's Begin/End Dates equal to the prior period adjustments Date Under Report.

Single OnlineCheck

When you request a single online check, you first see a message box that asks if you want to use the Paysheet Creation process. If you answer Yes, and the Time and Labor application is installed, you get a second message box that asks if you want the process to retrieve available Time and Labor data.

Final Check

You can use an existing on-cycle calendar to run the Final Check process. The Final Check process takes any existing paysheets, including Time and Labor, and copies them to an off-cycle paysheet. Then it marks the source paysheets as Not OK to Pay. In effect, the Final Check process generates an off-cycle request for one employee. It uses the same logic as the final check currently uses to determine the Pay End Date to use for the creation of the Time and Labor paysheets. The system always asks if you want to use existing paysheets or create new ones.

The Final Check Request page includes a Include T&L Payable Time check box which you select if you want to include Time and Labor Payable Time in the Final Check Paysheet Creation process. This option brings a separate Pay Other Earnings Rows sourced from Time and Labor.

See Also

Chapter 23, "Working With Checks and Direct Deposit," page 495

PeopleSoft 8.8 Time and Labor PeopleBook, "Integrating With Payroll Applications"

Understanding Refresh Request

A Refresh Request is a method of recapturing lost data. It is not generally a normal stage in the regular processing cycle.

A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where Payable Status is set to Estimate, Closed, Sent to Payroll, or Rejected by Payroll).

Use the Review T/L Load History – Load Time and Labor page and the Review T/L Load History – Off-Cycle Data page to determine the correct run to refresh prior to running the refresh process.

The selection process for refresh requests is the same as an original request. The only difference is that prior to the loading of data, a process runs that performs the following functions:

- Deletes the Payroll Request Number and Pay System value on the Payable Time record.
- Deletes all applicable transactions in Pay Earnings and Pay Other Earnings.
- Resets Payable Status.

Prerequisites

In addition to other set-up steps previously discussed, you must define the Pay run ID and pay calendars prior to running this process.

See Also

[Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” Setting Up for the Interface with PeopleSoft Time and Labor, page 378](#)

Pages Used to Load Payable Time Into Paysheets

Page Name	Object Name	Navigation	Usage
Load Time and Labor	PY_LDTL_RC	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Load Time and Labor North American Payroll, Payroll Processing CAN, Create Paysheets, Load Time and Labor North American Payroll, Payroll Processing USF, Create Paysheets, Load Time and Labor 	Run the process to load payable time from Time and Labor into Payroll for North America paysheets for on-cycle processing.
Load Off-Cycle Data	PY_LDTLEMP_RC	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Load Time and Labor North American Payroll, Payroll Processing CAN, Create Paysheets, Load Time and Labor North American Payroll, Payroll Processing USF, Create Paysheets, Load Time and Labor 	Select employees or earnings codes to load payable time from Time and Labor into Payroll for North America paysheets for off-cycle processing.
Review T/L Load History - Load Time Labor	PY_LDTL_TBL	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Review T/L Load History North American Payroll, Payroll Processing CAN, Create Paysheets, Review T/L Load History 	View the on-cycle Time and Labor data that has been loaded. You must have already loaded the Time and Labor data using the Load Time and Labor page.
Review T/L Load History - Off-Cycle Data	PY_LDTLEMP_TBL	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Review T/L Load History North American Payroll, Payroll Processing CAN, Create Paysheets, Review T/L Load History 	View the off-cycle Time and Labor data that has been loaded. You must have already loaded the Time and Labor data using the Load Off-Cycle Data page.

Loading Payable Time for Payroll Processing

Access the Load Time and Labor page.

Load Time and Labor page

Pay Run ID

Select the *Pay Run ID* that identifies the pay calendars you want to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This selects employees that have been active any time during the pay period.

Description

Use this field to discriminate between multiple instances of loading Time and Labor data when using the Review T/L Load History – Load Time Labor Page and Review T/L Load History – Off-Cycle Data page.

On or Off-Cycle

Select *On Cycle* to process a regularly scheduled payroll for a pay group and pay period.

Select *Off Cycle* to process a payroll outside the normal pay group's pay period schedule. Typically, off-cycle payroll processing is performed for on-demand or final payments to employees who are leaving the company.

If you select *Off Cycle*, use the Off-Cycle Data page to select only those employees you want to process and/or only those earnings codes you want to process.

While you could conceivably select *Off Cycle* here and not use the second Load OffCycle Data Page to narrow the population for which paysheets are created, it is strongly discouraged. This is because not using the Load OffCycle Data page in such a situation results in the system selecting all employees for the Pay Run ID. This could result in paying employees you did not intend to pay.

OK to Pay

Select if you want all Time and Labor earnings to be marked as OK to Pay on the paysheet. If you do not select this check box, you must manually mark every paysheet as OK to Pay on the Paysheet Page.

Refresh Request

Select to restart the selection process for all employees in the pay run. This should be used only when you must recover data if paysheets have been corrupted. This option should not be used on a normal rerun of Load Time and Labor, when more time is to be updated.

A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where Payable Status is set to Estimate, Closed, Sent to Payroll, or Rejected by Payroll).

See Understanding Refresh Request

Request Source

This is a display-only field. It displays the source of the request: *Pay Calc*, *Final Calc*, *Online Check*, or *User*. It indicates whether you or someone else generated the loading of Time and Labor data or if the system did it automatically through the Pay Calculation, Final Calculation, or Online Check Process.

Note. If you do not want to run labor distribution and dilution and do not select these options on the Pay System page in Time and Labor, then when the Load Time and Labor process runs to completion, it sets the payable status to *Closed* in Payable Time. When time is set to *Closed*, it can be published to PeopleSoft Projects as Actuals.

See Also

[Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” Reviewing Results and Correcting Errors, page 387](#)

Selecting Employees or Earnings Codes for Off-cycle Processing

Access the Off-Cycle Data page.

The screenshot shows the 'Off-Cycle Data' page. At the top, there are two tabs: 'Load Time and Labor' and 'Off-Cycle Data'. Below the tabs, there is a 'Run Control ID: Test' field, a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. There are two data tables. The first table is titled 'Employee(s)' and has columns for '*EmplID', 'Empl Rcd #', and 'Name'. It shows one record with 'Empl Rcd #' as '0'. The second table is titled 'Earnings Code(s)' and has columns for '*Code' and 'Description'. Both tables have 'Customize | Find | View All' options and navigation buttons for 'First', '1 of 1', and 'Last'.

Off-Cycle Data page

Note. The fields on this page are not available if you selected On-Cycle in the On or Off-Cycle field on the Load Time and Labor page.

Employee IDs

Enter the employee ID for the employees you want to process. The employee must be in a company and pay group within the selected Pay Run ID. Off-cycle paysheets are created only for employees who have available payable time.

The box to the right of the Employee ID is the Employee Record Number. The value is set by default to 0 (zero). If the employee has multiple jobs within your company, and you want to load off-cycle Time and Labor data for that employee for a particular job, enter the Employee Record Number corresponding to that job.

Earnings Codes

Add earnings codes, if you want to load data for a special payment, such as a bonus run. If no earnings codes are selected, the system assumes that you want to load data for all earnings codes.

See Also

[Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” Reviewing Results and Correcting Errors, page 387](#)

Reviewing Results and Correcting Errors

After running the Load Time and Labor process, review the Check Pay Message page after each Load Time and Labor process is run.

You can check the status of the process with Process Monitor. However, the only error conditions that Process Monitor recognizes are those that affect the successful completion of the programs.

Note. If you encounter errors or discrepancies after you run pay calculation, PeopleSoft recommends that instead of making corrections on the paysheets, you make any Time and Labor corrections in Time and Labor, then rerun the Load Time and Labor process. Your Time and Labor records and Payroll for North America records will then be synchronous.

Interpreting and Correcting Errors

For payable time that does not map to an earnings code, the system changes the Payable Time Status to Rejected and generates an error message that can be reviewed through Payroll for North America’s error message page.

If you receive an “Invalid Mapping of TRC to NA Earnings Code” error message during processing, you must correct the TRC to NA Earnings Code mapping and rerun the Load Time and Labor process.

If you receive an “Invalid Currency of TRC for the NA Pay Group” error message during processing, you have a conflict between the default currency for the Pay Group and the TRC currency. You must resolve this conflict, then rerun the Load Time and Labor process.

Viewing Loaded On-Cycle Time and Labor Data

Access the Review T/L Load History - Load Time Labor page.

Load Time Labor		OffCycle Dat	
Pay Req Num:	2	Load Process Date && Time:	07/04/2000 5:51PM
Pay Run ID:	KU1-00-01		US Wk01-00
On or Off-Cycle:	On-Cycle	Description:	US KU1 Weekly Pay 01 Jan 00
<input checked="" type="checkbox"/> OK to Pay	<input type="checkbox"/> Refresh Request	Request Source:	User

Review T/L Load History – Load Time and Labor page

Enter the appropriate Last Payroll Req (Request) Number. When the page appears and you click *OK*, a list of already processed Payroll Request Number appears with a description and/or a request source. Only Time and Labor data loads that are user-generated display a description. For those Time and Labor data loads that are system generated, you use the displayed Request Source to help determine which Payroll Request Number to select. This page is a display-only version of the Load Time and Labor page.

Cleanup for Restart

This check box displays only if the Load Time and Labor process does not complete, and the payable time from Time and Labor remains in a *SP* (Sent to Payroll) payable status.

By selecting this check box, you can refresh the payable status to *RP* (Rejected by Payroll). You also need to save the page to complete the refresh of payable time. If you re-enter the page for the same payroll request number, the check box should no longer appear if the payable time refresh is complete. This enables you to reload the payable time to paysheets when the Load Time and Labor process is run again.

Viewing Loaded Off-Cycle Time and Labor Data

Access the Review T/L Load History – Off-Cycle Data page.

Enter the appropriate Last Payroll Req (Request) Number. When the page appears and you click *OK*, a list of already processed Payroll Request Number appears with a description and/or a request source. Only Time and Labor data loads that are user generated display a description. For those Time and Labor data loads that are system generated, you use the displayed Request Source to help determine which Payroll Request Number to select. This page is a display-only version of the Load OffCycle Data page.

Extracting Time and Labor Costs

This section provides overviews and discusses how to extract time and labor costs from PeopleSoft Payroll for North America to PeopleSoft Time and Labor.

Understanding How to Extract Time and Labor Costs

After you have loaded Time and Labor payable time into Payroll for North America and then run and confirmed the payroll calculation process, you can extract the Time and Labor costs from Payroll for North America into Time and Labor. This process updates the Payable Time record in Time and Labor and flags the data with an indicator that the data originated from Payroll for North America. The extracting of Time and Labor costs is also referred to as labor distribution.

Note. You define that you want labor distribution and labor dilution to be processed on the Time and Labor Pay System page.

Costs are returned to Time and Labor during the Extract Time and Labor Costs process from the following processes:

- On-Cycle and Off-Cycle Pay Calculation.
- Check Reversal/Adjustment (Time and Labor would get a zero cost for reversal and would get a new value for an adjustment to Time and Labor sourced time).
- Online Check.
- Final Check.

See Also

PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Payable Time”

Page Used to Extract Time and Labor Costs

Page Name	Object Name	Navigation	Usage
Extract TL Costs	PY_TL_XTRACT_COST	<ul style="list-style-type: none"> • North American Payroll, Payroll Distribution, Additional Integrations, Extract Time/Labor Costs • North American Payroll, Payroll Distribution, Additional Integrations CAN, Extract Time/Labor Costs 	Extract Time and Labor Costs from Payroll for North America to Time and Labor. You must have already loaded Time and Labor data and finalized the payroll calculation before you can extract the costs.

Extracting Time and Labor Costs from Payroll for North America to Time and Labor

Access the Extract Time and Labor Costs page.

Extract TL Costs

Run Control ID: Test

[Report Manager](#)
[Process Monitor](#)
Run

Process Request Parameter(s)

Commitment Accounting

Run Actuals Distribution

On-Cycle Run

Pay Run ID:

WkPy52-00

or

Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date:

Process

Page #:
Thru:

Actuals Distribution Parameter

*Distribution Prorate Option:

Payroll Cycle

On-Cycle
 Off-Cycle
 Both

Extract TL Costs page

Run Actual Distribution

If you use PeopleSoft Human Resources: Commitment Accounting, select to have the Labor Distribution process run first from Time and Labor, which then triggers Actual Distribution, which summarizes the rows of Payable Time linked to a Commitment Accounting account code (funding source) and prepares it for the interface to PeopleSoft General Ledger. After Actuals Distribution runs, then the ACTUAL_TIME_BATCH_ADD message is triggered to publish to PeopleSoft Projects, if that application is installed.

See *PeopleSoft 8.8 Human Resources PeopleBook: Manage Commitment Accounting*, “Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Actuals Distribution Process.

Use either the group box on the left for on-cycle or off-cycle earnings or the group box on the right just for off-cycle earnings.

On-Cycle Run

If you use this group box, the process references the Pay Run ID and not all of the associated pay calendars attached to the Pay Run ID. The Pay Run ID can be attached to on-cycle and off-cycle pay calendars. The process extracts all of the pay calendars related to the Pay Run ID and checks the earnings attached.

The Extract Time and Labor Costs process can be run for on-cycle earnings, off-cycle earnings, or both.

Pay Run ID	Select the Pay Run ID that identifies the pay calendars from which you want to extract Time and Labor costs.
On-Cycle	If you select this option, on-cycle earnings are distributed only once.
Off-Cycle	If you select this option, off-cycle pay earnings attached to an on-cycle pay calendar are rerun again, as there might be additional off-cycle pay earnings that have been added. If the off-cycle pay earnings are associated to an off-cycle pay calendar, the TL Distribution Flag on the Pay Calendar Table page is set to <i>Y</i> when it is first run, and those costs aren't rerun through labor distribution.
Both	If you select this option for an on-cycle pay calendar, any associated off-cycle earnings to that calendar are resent, but on-cycle earnings aren't resent.

Off-Cycle Pay Calendar

You can use this group box to specify the selection criteria for the extraction of Time and Labor costs for an off-cycle run. With this group box you can control the extraction of Time and Labor costs for multiple off-cycle runs that are attached to a single on-cycle run.

Process Page #	Enter the page numbers that correspond to the paysheets from which you want to extract Time and Labor costs.
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Note. If you receive a “Multiple currencies cannot be distributed” error message during processing, you have a conflict between currencies. You must correct the conflict, then rerun the process.

CHAPTER 19

Administering Interfaces With PeopleSoft HRMS and PeopleSoft Expenses

This chapter provides an overview and discusses how to:

- Administer the interface with PeopleSoft Human Resources: Manage Variable Compensation.
- Administer the interface with PeopleSoft Human Resources: Recruit Workforce.
- Administer the interface with PeopleSoft Stock Administration.
- Administer the interface with PeopleSoft Expenses.

See Also

[Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” page 375](#)

[Chapter 24, “Administering the Interface with PeopleSoft General Ledger,” page 535](#)

[Chapter 25, “Administering the Interface with PeopleSoft Payables,” page 551](#)

Understanding Interfaces with PeopleSoft HRMS and Expenses

When you use PeopleSoft Human Resources, PeopleSoft Stock Administration, or PeopleSoft Expenses with PeopleSoft Payroll for North America, you can load the following types of data directly into paysheets:

- Monetary and nonmonetary awards (with the exception of stock).
- Refunds for stock purchase contributions.
- Taxes related to stock options.
- Expense advances and reimbursements.

Load data into paysheets using the Load Reset Paysheet Transactions process. Both on-cycle and off-cycle processing is fully supported. Payroll performs gross-ups and issues payments in a separate check or consolidated check, according to the instructions entered in the source application. After a pay cycle is confirmed, you can send processed data back to the originating application, keeping records in all your applications complete and up-to-date.

Enterprise Integration

Communication between PeopleSoft Payroll for North America and Expenses and Human Resources is accomplished through the use of Application Messaging, which works in the background to quickly transfer data back and forth. Communication with PeopleSoft Stock Administration is accomplished through the use of shared tables.

See Also

Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426

Administering the Interface with PeopleSoft Human Resources: Manage Variable Compensation

This section provides an overview of the interface with the Manage Variable Compensation business process and discusses how to:

- Validate or reject award data from Manage Variable Compensation.
- Load Variable Compensation data into paysheets.
- Notify Variable Compensation of paid awards.

Understanding the Interface with Manage Variable Compensation

If you're using the Variable Compensation business process in PeopleSoft Human Resources, you can load data for monetary awards and nonmonetary/nonstock awards into PeopleSoft Payroll for North America before a pay run. Payment is always made in the currency associated with the employee's pay group. The earnings Begin and End Dates on the paysheet are set to the award date.

The interface begins when the Variable Compensation administrator publishes awards to PeopleSoft Payroll for North America. The following procedure explains what to do after the records are sent:

1. Check PS Application Message Monitor to confirm receipt of the award records.
2. Run the validation process from the Validate Variable Comp Awards page.
3. Load data into paysheets using the Load/Reset Paysheet Transactions process.
4. Run the rest of the payroll process and issue checks or advices.
5. Publish a verification of payment to the Variable Compensation administrator using the Notify Variable Compensation page.

Validation of Awards

During the Process VC Awards process (PY_200_VC), Payroll for North America validates the records, rejecting records that are not acceptable. The validation process publishes an acknowledgement of rejected or errored awards to the Variable Compensation administrator. The Variable Compensation administrator makes any corrections that are necessary and resubmits the revised records to payroll.

The following are the valid payroll rejection reason codes:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).
- Reject All – Requested by User.

After an award passes the validation process, it cannot be changed or canceled other than rejecting all records for the selected Plan ID and Payout Period.

You can view any error messages that are produced during the validation process through PS Application Message Monitor, though these messages are intended for the Variable Compensation administrator. The Variable Compensation administrator also receives an email notice if there are any errors.

Rejecting All Award Records

If the Variable Compensation Administrator submits the wrong set of awards records to payroll, use the Reject All option on the Validate Variable Comp Awards page to reject all records for a selected Plan ID and Payout Period before running the Load Paysheet Transactions process. This prevents further processing of the data and should be used only at the request of the Variable Compensation administrator.

Notification

The Notify Variable Compensation process (PY_300_VC) publishes the following information to Human Resources with a status of paid:

- Empl ID and Empl Rcd Nbr.
- VC Plan ID.
- VC Payout Period.
- Group Build Group ID.
- VC Award Date.

Enterprise Integration Points

The interface between PeopleSoft Payroll for North America and PeopleSoft Human Resources: Manage Variable Compensation employs two enterprise integration points (EIPs) that use application messaging technology.

EIP Name	Message Name	Message Definition
Variable Comp Request for Payment	VAR_COMP_PAYMENT_REQUEST	The Human Resources application publishes data to the PS_VCPY_RQT_PUB table for subscription by the Payroll for North America application.
Acknowledgement/Verification of Variable Comp Payment	VAR_COMP_PAYMENT_ACKNOWLEDGE	The Payroll for North America application publishes validation and payment data to the PS_PYVC_ACK_PUB table. Human Resources then subscribes to the table to retrieve payroll data.

Note. To research the technical details of any EIP used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

Pages Used to Administer the Interface With Manage Variable Compensation

Page Name	Object Name	Navigation	Usage
Validate Variable Comp Awards	RUNCTL_VCAWARD	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Additional Integrations, Notify Variable Comp of Awards North American Payroll, Payroll Distribution, Additional Integrations CAN, Notify Variable Comp of Awards 	Run the Process VC Awards process (PY_200_VC) to validate award data submitted by Variable Compensation and send acknowledgement of validation. Also use to reject an entire transmission of awards data.
Notify Variable Compensation	RUNCTL_PAYSHEET	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Additional Integrations, Variable Comp Acknowledgement North American Payroll, Payroll Distribution, Additional Integrations CAN, Variable Comp Acknowledgement 	Run the Notify Variable Compensation process (PY_300_VC) to send a verification of payment to the HR Variable Compensation administrator, notifying them that awards have been paid.

See Also

Chapter 20, “Working With Paysheets,” Pages Used to Load Paysheet Transactions, page 429

Validating or Rejecting Award Data from Variable Compensation

Access the Validate Variable Comp Awards page.

Validate Variable Comp Awards page

Reject All

Select this option only if you want to reject all award data for a selected plan ID and payout period that has been sent by the Variable Compensation Administrator since you last ran the paysheet load process.

You cannot save this page if any awards for the plan ID and payout period that you select in the next two fields have already been processed through payroll, regardless of the stage of payroll processing.

Warning! The Reject All option should be selected only at the request of the Variable Compensation Administrator.

VC Plan ID

This field appears only if you select the *Reject All* check box. Select the variable compensation plan for which you want to reject awards.

Payout Period ID

This field appears only if you select the *Reject All* check box. Select the payout period for which you want to reject awards.

Process Request

Click to run this request. PeopleSoft Process Scheduler runs the process VC awards process at user-defined intervals.

See Also

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

Loading Variable Compensation Data into Paysheets

See [Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426.](#)

Notifying Variable Compensation of Paid Awards

Access the Notify Variable Compensation page.

Pay Run ID Select the Pay Run ID associated with awards data you want to send to Human Resources.

This process runs successfully only if on-cycle and off-cycle are confirmed for the selected pay run ID.

If necessary, you can start this process more than once for the same Pay Run ID.

Administering the Interface with PeopleSoft Human Resources: Recruit Workforce

This section discusses how to administer the interface with PeopleSoft Human Resources: Recruit Workforce.

Understanding the Interface With Recruit Workforce

If you're using the employee referral program functionality of PeopleSoft Human Resources: Recruit Workforce, you can load data for monetary awards and nonmonetary/nonstock awards into PeopleSoft Payroll for North America before a pay run. Payment is always made in the currency associated with the employee's pay group. The earnings Begin and End Dates on the paysheet are set based on the on-cycle pay run or an off-cycle pay run selected on the run control page.

The interface begins when the employee referral program administrator publishes employee referral program awards to payroll. This process is initiated by the. The following procedure explains what to do after the records are sent:

1. Check PS Application Message Monitor to confirm receipt of validated records.
2. Load data into paysheets using the Load/Reset Paysheet Transactions process.
See [Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426.](#)
3. Run the rest of the payroll process as usual and issue checks and advices.
4. Publish a verification of payment to the employee referral program administrator using the eRecruit Payment Notification page.

Validation of Awards

The Payroll system receives the employee referral program records, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to the employee referral program administrator automatically so they can be corrected and resent:

- Invalid Earning Code.

- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).

Notification of Payment

The eRecruit Payment Notification application engine process (PYER_NOTIFY) publishes the following information to Human Resources when awards have been paid.

- Employee ID and Employee Record Number.
- Applicant ID.
- Award Amount.

If a paycheck has been reversed, the reversed amount is returned. Human Resources is not notified if a paycheck is adjusted.

- Award date.
- Award currency.
- Earnings code.
- Department ID.
- Gross up indicator.
- Separate check indicator.

If gross up is requested, a separate paycheck is for the award.

- Paycheck status.
- Paycheck number and check date.

Enterprise Integration Points

The interface between PeopleSoft Payroll for North America and PeopleSoft Human Resources: Recruit Workforce employs three application messaging enterprise integration points (EIPs).

EIP Name	Message Name	Message Definition
eRecruit Request for Payment	PAYMENT_ERECRUIT_REQUEST	Employee referral programs publish award data to the PYER_RQT_SUB staging table.

EIP Name	Message Name	Message Definition
Acknowledgment/Verification of eRecruit Payment	PAYMENT_ERECRUIT_ACKNOWLEDGE	Payroll validates the requested awards and publishes the results of validation to the PYER_ACK_PUB staging table.
Payroll Issued eRecruit Payment	PAYMENT_ERECRUIT_ISSUED	Payroll publishes notification of payment to the PYER_ISS_PUB staging table.

Note. To research the technical details of any EIP, used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

Page Used to Send Notification of Payment Data to Recruit Workforce

Page Name	Object Name	Navigation	Usage
eRecruit Payment Notification	PRCSRUNCNTL	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Additional Integrations, Notify Recruiting of Payments North American Payroll, Payroll Distribution, Additional Integrations CAN, Notify Recruiting of Payment 	Run the eRecruit Payment Notification (PYER_NOTIFY) application engine process to populate the staging table PYER_ISS_PUB with payment data and publish the payment notification.

See Also

Chapter 20, “Working With Paysheets,” Pages Used to Load Paysheet Transactions, page 429

Administering the Interface with PeopleSoft Stock Administration

This section provides an overview and discusses how to:

- Refund contributions to Stock Purchase plans.
- Calculate taxes on exercises of stock options.

- Update an employee's payroll records with taxes that result from the exercise of stock options.

Understanding the Integration with PeopleSoft Stock Administration

Integration with PeopleSoft Stock Administration is accomplished through table sharing.

Loading Refunds to Stock Purchase Contributions

To load data for refunds to Stock Purchase contributions:

1. Confirm that your Stock Administrator has prepared the refund data.
Before you initiate the load process, check with your Stock Administrator to ensure the refund data has been generated.
2. Use the Load Paysheet Transactions process to load data into the paysheets.
3. Run the rest of the payroll process as usual.

See Also

Chapter 20, "Working With Paysheets," Loading Paysheet Transactions, page 426

Calculating Taxes for Stock Options

PeopleSoft Stock Administration enables users to calculate the taxes that result from the exercise of stock options. The Stock Administrator clicks the Calculate Taxes button on the Exercise Taxes page and the employee's tax liability is calculated by PeopleSoft Payroll for North America and displayed on the Exercise Taxes page.

Loading Tax Data for Exercised Stock Options

To load tax data for exercised stock options:

1. Confirm that your Stock Administrator has sent the tax data to Payroll for North America.
After the Stock Administrator is satisfied with the tax amounts that appear in the Stock Administration system's Exercise Taxes page, he clicks the Update Payroll button to send the tax data to Payroll for North America. Before you initiate the load process, check with your Stock Administrator to ensure the tax data has been sent.
2. Use the Load Paysheet Transactions Process to load tax data into the paysheets.
3. Run the rest of the payroll process as usual.

The Payroll system updates the employee's balances, but does not issue a check.

See Also

Chapter 20, "Working With Paysheets," Loading Paysheet Transactions, page 426

Administering the Interface with PeopleSoft Expenses

This section discusses how to administer the interface with PeopleSoft Expenses.

See Also

PeopleSoft Expenses PeopleBook

Understanding the Interface With PeopleSoft Expenses

When you use the PeopleSoft Expenses with Payroll for North America interface, you can pay approved expense advances and reimbursements in on-cycle or off-cycle pay runs. Payroll for North America processes the unique taxation and reporting requirements of each type of reimbursement based on the transactions received from Expenses. The earnings code indicates the tax status of each payment.

The interface begins when someone enters a request in PeopleSoft Expenses to send expense data to payroll. The following procedure explains what to do after the records are sent:

1. Check PS Application Message Monitor to confirm receipt of records.
2. Load data into paysheets using the Load/Reset Paysheet Transactions process.
See [Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426](#).
3. Run the rest of the payroll process.
4. If you use PeopleSoft General Ledger Interface, you must generate and load accounting lines after the pay run is confirmed.
5. Publish payment data back to PeopleSoft Expenses using the Expenses Payment Notification page.

Validation of Data

The Payroll system receives the expense records, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to Expenses automatically so they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Problem in loading to file (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).

Processing Rules

Processing rules for expenses are as follows:

- If gross-up instructions have been entered in PeopleSoft Expenses, payroll creates a separate check for the expense. Gross up items cannot be combined with other earnings that are not to be grossed up.
- Negative adjustments to expenses previously sent to payroll must be processed in an on-cycle pay run with other items that offset the negative amount.

GL Interface

Running GL interface before sending payroll data to PeopleSoft Expenses enables you to send the GL account number along with the expense data sent to Expenses. If you use GL Interface, you must run both the GL Interface process (PAYGL01) and the HR Accounting Line process (PAY039) before sending payment notification to PeopleSoft Expenses.

See [Chapter 24, “Administering the Interface with PeopleSoft General Ledger,” Preparing and Transferring Payroll Data to General Ledger, page 546.](#)

Notification of Payment

The Expenses Payment Notification application engine process (PYEX_NOTIFY) publishes the following payment data back to PeopleSoft Expenses:

- Employee ID and Employee Record Number.
- Reimbursement amount.
- Reimbursement currency.
- Document ID (Sheet ID or Advance ID).
- Document Type (Sheet or Advance).
- Sequence number.
- Status (Paid).
- Check type (Normal, Reversal, Rev/Adj).
- Check number.
- Check date.
- Check/advice stock.
- GL account (if using PeopleSoft GL Interface).

Enterprise Integration Points

The interface between PeopleSoft Payroll for North America and PeopleSoft Expenses employs three application messaging enterprise integration points (EIPs).

EIP Name	Message Name	Message Definition
Expenses Request for Payment	PAYMENT_EXPENSES_REQUEST	Expenses publishes data.
Acknowledgment/Verification of Expenses Payment	PAYMENT_EXPENSES_ACKNOWLEDGE	Payroll validates the data and publishes the results of validation.
Payroll Issued Expenses Payment	PAYMENT_EXPENSES_ISSUED	Payroll publishes notification of payment.

See Also

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

Page Used to Notify PeopleSoft Expenses

Page Name	Object Name	Navigation	Usage
Expenses Payment Notification	PRCSRUNCNTL	<ul style="list-style-type: none"> • North American Payroll, Payroll Distribution, Additional Integrations, Notify Expenses of Payment • North American Payroll, Payroll Distribution, Additional Integrations CAN, Notify Expenses of Payment 	Run the Expenses Payment Notification application engine process (PYEX_NOTIFY), which publishes a verification of payment to PeopleSoft Expenses. Use this page after you confirm a pay run.

See Also

Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426

CHAPTER 20

Working With Paysheets

This chapter provides overviews of compensation rates, paysheets, and deduction overrides, and discusses how to:

- Create paysheets automatically.
- Enter hours or amounts using rapid entry paysheets.
- Load or reset paysheet transactions.
- View and update paysheets.
- Record one-time deductions, garnishments, and taxes.
- Set up and process payback deductions.
- Process gross-ups.
- Create final check paysheets.
- Review paysheet balances.
- Use paysheet reports.

Understanding Compensation Rates

You base employee compensation on various rates of pay, including:

- Basic compensation:
 - Normally paid each payroll period.
 - Might involve multiple components, such as regular pay and merit pay.
 - Normally defined as an hourly or salary amount.
- Additional rates of pay:
 - Not necessarily paid each period.
 - Might include pay for working under hazardous conditions, working in a different job, or completing a certain task.

You typically assign compensation rates to an employee, a job code, or the general employee population. Each rate might represent an hourly rate, a flat amount, or an addition to the base hourly rate. Use the Compensation Rate Code table to establish compensation rate codes that identify the compensation rates you assign to employees and their job codes.

Because compensation rates are independent of earnings codes, you have the flexibility to associate any earnings code with a rate. You can also associate all employee-specific rates with each job change.

You can view totals of:

- All base compensation.
- All components that comprise base pay and additional pay.

Paysheets reflect total base compensation and any rate code that you specify on an Additional Pay record to indicate an alternate rate of pay. You can apply an alternate rate of pay to various earnings (such as regular, overtime, other earnings). This rate can represent earnings from a prior or future period. You can enter this rate manually on the paysheet or derive it from the compensation rate codes specifically defined for the job code, employee ID, or the general employee population.

The payroll calculation derives the necessary rates to calculate earnings.

All types of check processing, except manual checks, support additional rates. This includes:

- On-cycle.
- Off-cycle.
- Online.
- Reversal.
- Reversal and adjustment.
- Gross-up.
- Final check.

All rates of pay used during the Payroll Calculation process are available for reviewing, reporting, and audit trails.

See Also

PeopleSoft Human Resources PeopleBook: Administer Compensation

Understanding Paysheets and Paylines

This section provides overviews of:

- Paysheets.
- The differences between paylines and paysheets.
- Paysheet page messages.

Paysheets

Before you run payroll calculations, you must create paysheets. Paysheets contain the data required to calculate employee pay for each pay period.

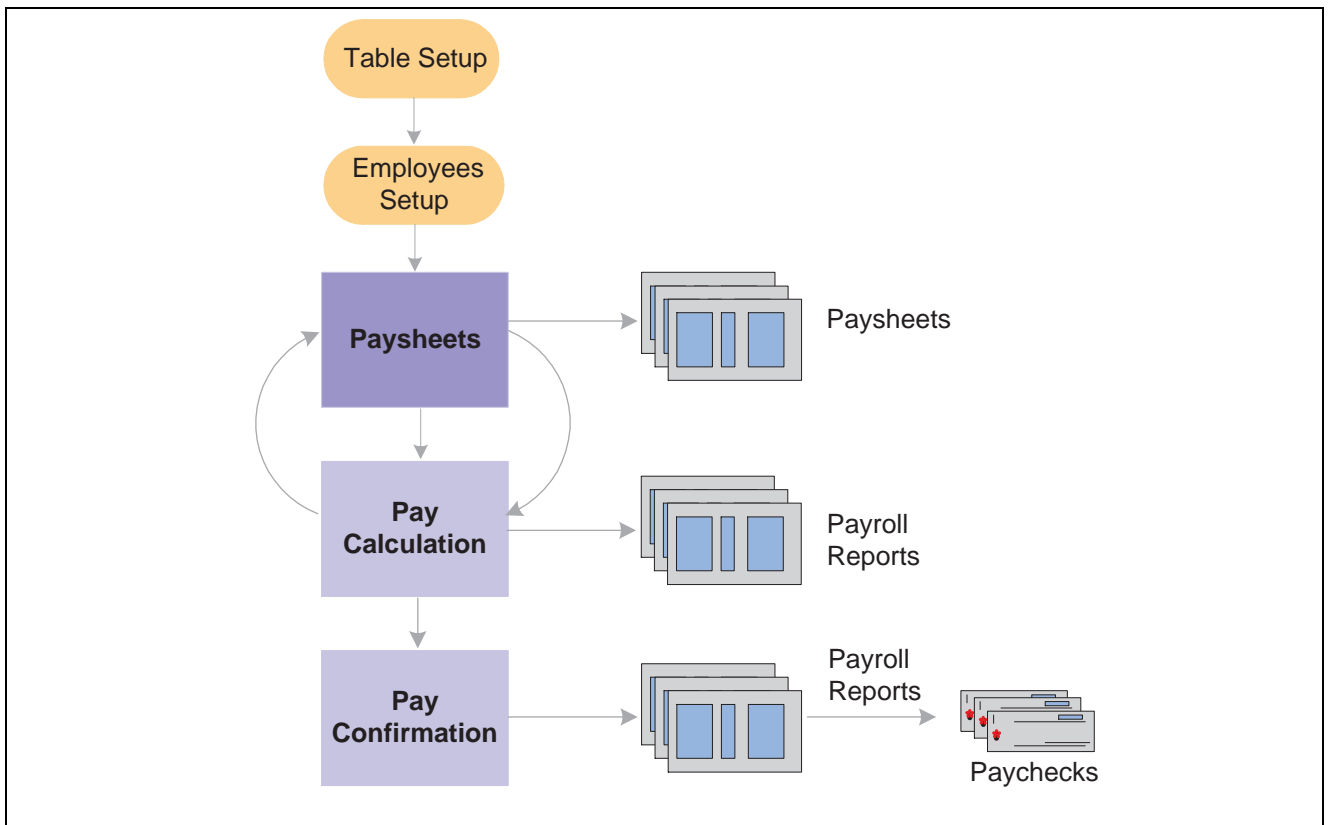
To create a paysheet automatically, use the Paysheet Creation process. This process gathers information about the employees for whom to process payroll from system tables and generates the pay earnings information for each payline.

To create a paysheet manually, create a blank paysheet with only the pay begin and end dates specified.

Use the paysheets in the Payroll Processing menu to enter time and any additional payroll-related information for the current pay period (such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods) before you run the Pay Calculation process.

Use the Rapid Entry Paysheet functionality to quickly input basic payroll data entry information based on hours worked, amounts, or a combination of both.

After you create paysheets, you can print them for review.



Paysheets in the payroll process

See [Appendix A, “Configuring Batch Processes,” Payroll Processes, page 730](#).

Understanding the Differences Between Paylines and Paysheets

Before automated data processing, payroll departments used sheets of ruled paper to compile the information required to calculate pay and produce paychecks for the employees scheduled to be paid in a pay period. These were called paysheets, and each horizontal row of data on the paysheet, typically representing one employee, was called a line or payline. PeopleSoft Payroll for North America uses an online version of the pencil-and-paper paysheets and paylines.

Before running the Pay Calculation process, you can make pay-related adjustments for the current pay period. Paysheet and Payline pages display the same content, but you access them differently. The Paysheet page includes many paylines. You can view only one payline at a time on the Payline page.

Use the Paysheet pages to scroll through paylines for a paysheet run, entering any required data. After the initial calculation run, use the Payline pages to enter corrections and last-minute adjustments for employees, because you can access the employee much faster through the individual payline.

If you use paysheet reports to enter payroll information, use one of the Paysheet pages. However, to review pay earnings entries for an employee or group of employees, use one of the Payline pages.

Paysheets

The By Paysheet - Paysheet page brings together information from many different sources in the system. The default information appears as a payline for each employee when you access the page. Paysheets are arranged by pages and lines. A paysheet contains many lines. Each employee appears on a separate line that contains standard pay information, such as the amount of regular pay, number of regular hours, and job data.

When you view a printed paysheet report, several paylines appear on the same page. When you view paysheets online, you only see one payline per page on the By Paysheet - Paysheet page. Specify the number of paylines to appear on a paysheet in the Company Table. Specify the sort sequence for paysheets in the Pay Group Table.

During the Paysheet Creation process, the system creates one payline for each employee to be paid:

- Active employees.
- Employees who are on leave with pay.
- Employees who were terminated or on unpaid leave for only part of the pay period.

For terminated employees or new hires who did not appear on the paysheet, create a new By Paysheet - Paysheet page to include last-minute pay data for the terminated employee, or to indicate how much to pay a new hire who you hired after creating the paysheets. If you select the Automatic Paysheet Update check box on the Pay Group Table - Paysheets page, the system creates paysheets for new hires and updates paysheets with employee job, deduction, and other changes during the Pay Calculation process.

In some cases, depending on the data provided, the system automatically creates multiple pay earnings. Otherwise, enter additional records manually before running the calculation. The system automatically creates the following:

- Multiple paylines, if the employee has multiple job records and additional employment records.
- Multiple pay earnings records, if the following criteria are valid:
 - The pay is charged to different departments and account codes as specified in the Job Data record in the Workforce Administration menu.
 - The employee has different rates of pay due to a pay rate change during the pay period.
 - The employee worked in multiple departments, states, or locations during the pay period, resulting from a Job record or location change.
- Other Earnings records, if the employee has additional pay entries.

Paylines

A payline consists of:

- Line number.
- Employee ID.
- Employment record number (used for multiple jobs).
- Benefit record number.
- Employee name.
- Manual Check indicator.

A payline is associated with one or more Pay Earnings records. Each Pay Earnings record associated with a payline contains the following information:

- Amount of regular pay.
- Number of regular hours.
- Additional pay.
- Other earnings.
- Tax information.
- Job data, such as department and job code.

Note. Each employee who you scheduled to pay during a pay period must have at least one payline and one Pay Earnings record. Otherwise, the system has no information with which to calculate earnings, taxes, and deductions.

Paysheet Page Messages

Paysheet pages display messages that might appear for each pay earnings on the paysheet. The messages indicate either the status of the pay earnings, or what the pay earnings represent.

Normal Payroll Processing Messages

The following table lists the normal payroll processing messages:

Message	Explanation
No Message	The standard message indicates that nothing unusual has happened.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's Job record was updated with an effective date that falls between the pay period begin and end dates.

Message	Explanation
Pay Data Change	<p>Indicates that one or more of the employee's records was updated since the last time you ran the Pay Calculation process. If you haven't already recalculated the employee's pay, the system recalculates it the next time you run the Pay Calculation process. To select all employees whose pay data changed and requires recalculating, select the Calculation Required value in the Job Pay Data Change field on the Payline Update/Display page.</p> <p>Entering Y in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.</p>
Pay Data Change - Partial Period	<p>Indicates, for employees who received a Pay Data Change message, that a change was made to their Job records with an effective date falling between the pay period begin and end dates, and they have already been recalculated.</p>

Reversal Message

This reversal message appears in the Payline record when you run the Reversal batch process for a check reversal:

Message	Explanation
Reversal	Indicates that the check is a reversal check.

Reversal and Adjustment Messages

The following messages might appear when you run the Reversal batch process for a check adjustment:

Message	Explanation
Reversing Adjustment	Indicates that a Pay Earnings record that was adjusted. It appears in the original Pay Earnings record.
Adjustment	Indicates that the Reversal/Adjustment process created a Pay Earnings record. It appears in the Pay Earnings record that you use to recalculate an employee's pay.
Adjustment - Partial Period	Indicates that the employees with the adjusted Pay Earnings record had changes to their Job records, with an effective date that falls between the pay period begin and end dates prior to running the Reversal/Adjustment process.

Message	Explanation
Adjustment - Pay Data Change	Indicates that at least one of the employee's adjusted records was updated since the last time you ran the Pay Calculation process. The system recalculates this employee during the next Pay Calculation process if it hasn't already. To select all employees whose pay data changed and requires recalculating, enter R in the Job Pay Data Change field on the Payline Update/Display page. Entering Y in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records. (See the previous example).
Adj - PayChg - Partl Period (adjustment - pay change - partial period)	Indicates, for an employee who received an Adjustment - Pay Data Change message, that a change was made to that Job record, with an effective date falling between the pay period begin and end dates, and has already been recalculated.

Manual Check Message

The following table lists the manual check message:

Message	Explanation
Manual Check	This message appears when you activate the Manual Check option.

Understanding Deduction Override Processing

This section discusses:

- Fields for specifying deductions.
- Deduction override evaluation hierarchy.
- Deduction override processing in paysheet creation.
- Deduction override status indicators.
- Deduction override processing in pay calculation.
- Deduction override processing related to unconfirmed pay runs.

Note. If some method other than the delivered Paysheet Creation process is used to create/load paysheets into the system, this other method will need to be modified to mirror the paysheet with the latest information, including setting the new deduction status indicator to *I*.

Fields For Specifying Deductions

Specify general deductions and benefit deductions separately. The following are the four fields used for specifying deductions:

- General Deductions Taken.
- General Ded Subset ID (general deduction subset ID).
- Benefit Deductions Taken.
- Benefit Ded Subset ID (benefit deduction subset ID).

Note. These fields are collectively referred to as “deduction taken” fields. Which of these fields appear on a particular page and the values available for selection vary according to the purpose of the page.

Deduction Override Evaluation Hierarchy

To determine deduction overrides, the Paysheet Creation and Pay Calculation processes use a deduction override evaluation process, which reads values entered in the General Deductions Taken/Subset ID and Benefit Deductions Taken/Subset ID fields on a succession of pages.

The following list presents the order of deduction override evaluation. The value listed on each successive page overrides the value on the previous pages in this list:

1. Pay Calendar Table page—general and benefits deductions at the pay calendar level.
2. Payroll Data 2 page—general deductions at the employee level.
3. Benefit Deduction Processing Override page—benefit deductions at the employee level.
4. Additional Pay component—general and benefit deductions at the employee level for a separate check only.
5. One-Time Deductions page—general and benefit deduction manual overrides on the paysheet at the employee level.

Note. For off-cycle runs, select the Off-Cycle Ded Override check box to allow the Deduction Taken fields on the Pay Calendar to be overridden by employee level overrides.

Deduction Override Processing in Paysheet Creation

The Paysheet Creation process enters and overrides the values in the general and benefits deduction taken fields on the paysheet from the values in the Pay Calendar table page, Payroll Data 2 page, Benefit Ded Proc Override page, and Additional Pay component (for separate check) respectively. The deduction taken fields are then accessible for manual overrides on the paysheet One-Time Deduction Overrides page at the employee level.

Example of Deduction Override Evaluation Processing in the Paysheet Creation Process

The details of deduction override evaluation processing in the Paysheet Creation process are outlined below in the form of an example.

1. Pay Calendar Table

The default Deduction Taken values on the paysheet are the Pay Calendar settings as defined on the Pay Calendar Table page. This example assumes the following values:

General Deductions Taken *Deduction*

Benefit Deductions Taken *Subset*

Benefit Deduction Subset ID *ABC*

2. Payroll Data

The process reviews each employee's payroll data for overrides, as established on the Payroll Data 2 page:

Deductions Taken Value	Effect on Paysheet
<i>NoOverride</i>	No change to the General Deductions Taken field.
<i>Deduction</i>	The General Deductions Taken field is overridden with <i>Deduction</i> .
<i>Subset with the Subset ID of XYZ</i>	The General Deductions Taken field is overridden with <i>Subset</i> and the Subset ID field is overridden with <i>XYZ</i> .
<i>None</i>	The General Deductions Taken field is overridden with <i>None</i> .

3. Benefit Deduction Processing Overrides

The Paysheet Create process reviews the values established on the Benefit Ded Proc Override page. For employees with multiple jobs that have different benefit plans, each payline is processed separately for benefit deduction overrides.

Deductions Taken Value	Effect on Paysheet
<i>NoOverride</i>	No change to the Benefit Deductions Taken field.
<i>Deduction</i>	The Benefit Deductions Taken field is overridden with <i>Deduction</i> .
<i>Subset with the Subset ID of LMN</i>	The Benefit Deductions Taken field is overridden with <i>Subset</i> and the Subset ID field is overridden with <i>LMN</i> .
<i>None</i>	The Benefit Deductions Taken field is overridden with <i>None</i> .

4. Additional Pay

The Paysheet Create process pulls in the values established on the Additional Pay component.

- If the Additional Pay component is not set up for a separate check (the Sep Chk # field is empty), the General and Benefit Deductions Taken values for the additional pay on the paysheet default to the values established for the regular pay payline.
- If Additional Pay is set up for a separate check (the Sep Chk # field has a value from 1 to 9) the payline for regular pay would remain at the override(s) determined in the review of Payroll Data and Benefit Deduction Processing Override in steps 2 and 3. The process then reviews the Deductions Taken values on the Additional Pay component for the override(s) to apply on that additional pay payline only.

a. General Deductions Taken on the Additional Pay Component

General Deductions Taken Value	Effect on Paysheet
<i>NoOverride</i>	No change to the General Deductions Taken field.
<i>Deduction</i>	The General Deductions Taken field is overridden with <i>Deduction</i> .
<i>Subset</i> with a Subset ID of <i>GHI</i>	The General Deductions Taken field is overridden with <i>Subset</i> and the Subset ID field is overridden with <i>GHI</i> .
<i>None</i>	The General Deductions Taken field is overridden with <i>None</i> .

b. Benefit Deductions Taken on the Additional Pay Component

Benefit Deductions Taken Value	Effect on Paysheet
<i>NoOverride</i>	No change to the Benefit Deductions Taken field.
<i>Deduction</i>	The Benefit Deductions Taken field is overridden with <i>Deduction</i> .
<i>Subset</i> with a Subset ID of <i>RST</i>	the Benefit Deductions Taken field is overridden with <i>Subset</i> and the Subset ID field is overridden with <i>RST</i> .
<i>None</i>	The Benefits Deductions Taken field is overridden with <i>None</i> .

5. Paysheet One-Time Manual Overrides

The final general deduction and benefit deduction value established for the paysheet in the Paysheet Create process remains available to be manually overridden on the Paysheet - One-Time Deduction page. Any manual override to the General Deductions Taken or Benefit Deductions Taken field on a paysheet sets the corresponding deduction status indicator to U, so that the calculation process will not override this manual value.

The manual override on the Paysheet - One-Time Deduction page overrides individual deduction codes to be taken on this check only.

Deduction Override Status Indicators

The system uses two invisible deduction status indicators to tell the Pay Calculation process whether the benefit and/or general deduction taken information has been modified after running the Paysheet Creation process. The two indicators are the General Deduction Status (GENL_DED_STATUS) and Benefit Deduction Status (BEN_DED_STATUS) fields on the PAY_EARNINGS record.

The Paysheet Creation process initially sets the status of both deduction status indicators to I (initial). The status of the appropriate indicator changes when you save a modification of the deduction taken fields after the initial paysheet creation.

The Pay Calculation process performs the deduction override evaluation process to determine if deduction overrides apply to the paysheets being processed. The following table shows the deduction status indicator values and the response in the Pay Calculation Process:

Status	Explanation
<i>I</i> (initial)	This value is set by the Paysheet Creation process or by manually adding a paysheet. This status indicates that no modifications have been made to deduction taken values. Pay Calculation does not check for possible update to paysheets.
<i>U</i> (user update)	Deduction taken value(s) have been manually updated on the One-Time Deductions page. Pay Calculation does not modify the values on the paysheet.
<i>L</i> (pay calendar update)	Deduction taken value(s) on the Pay Calendar Table page have been modified. Pay Calculation checks the deductions taken values for possible update to paysheets.
<i>D</i> (employee data update)	Deduction taken value(s) on the Payroll Data 2 page or the Benefit Ded Proc Override page have been modified. Pay Calculation checks the deduction taken values for possible update to paysheets.
<i>A</i> (additional pay update)	Deduction taken value(s) on the Additional Pay data page have been modified. Pay Calculation checks the deduction taken values for possible update to paysheets only for additional pays to be paid on a separate check.
<i>C</i> (calculated)	Update to the deduction taken value(s) on the paysheet has been processed by the Pay Calculation.

If you change and save the value in Benefit Deductions Taken/Subset ID or General Deductions Taken/Subset ID, then restore the original Benefit Deductions Taken/Subset ID or General Deductions Taken/Subset ID, the value of BEN_DED_STATUS and GENL_DED_STATUS will still indicate that a modification has been made and processing will proceed accordingly.

Deduction Override Processing During Pay Calculation

Pay Calculation first uses the deduction override evaluation and the paysheet update processes to update the Benefit Deductions Taken, Benefit Ded Subset ID, General Deductions Taken and General Ded Subset ID on the paysheets. Pay Calculation uses these values on the paysheet to select deductions for pay calculation.

Paysheet Update Process

During the Paysheet Update process in Pay Calculation, the program accesses the deduction status indicators to determine if the General Deductions Taken and/or Benefit Deductions Taken field(s) have been manually overridden (U). If a field has been manually overridden, the Paysheet Update process does not override the field. If a field has not been manually overridden, the Paysheet Update process performs the override evaluation process to pick up any changes that may have occurred in Payroll Data, Benefit Deduction Processing Override, or Additional Pay.

Deduction Calculation Process

Once the Paysheet Update process has determined which deduction codes to apply, the Deduction Calculation process uses the selections on the General Deduction Code Override page to calculate deductions. The options selected for each individual deduction code are the final override for that code in the deduction calculation and no changes are made to the Deductions Taken field on the paysheet.

See Also

[Chapter 21, “Calculating Pay,” page 465](#)

Deduction Override Processing During Pay Unconfirm

Once a paycheck is confirmed, if you continue to make changes to the deduction taken fields on the Pay Calendar Table, Payroll Data 2, Benefit Ded Proc Override, or Additional Pay (for a separate check) pages, then paysheets for that paycheck would not be marked for deduction override evaluation (deduction override status indicators are not set to tell the system to process overrides).

Consequently, if this paycheck is unconfirmed later and the paycheck recalculated, benefit and general deductions for this paycheck would be calculated based on the deduction taken values on the paysheet, rather than on the updated deduction taken value on the Pay Calendar Table, Payroll Data 2, Benefit Ded Proc Override, or Additional Pay (for a separate check) pages.

Specifying Deduction Overrides for Additional Pay on a Separate Check

Deduction override processing applies only to additional pay that is paid on a separate check. The Paysheet Creation process and the Pay Calculation process first determine whether the additional pay is to be paid on a separate check, then proceeds as follows:

- Not a separate check.

If the additional pay is not to be paid on a separate check, then there is no override to the paysheet as the Deductions Taken value for additional pay follows the value selected for the regular pay line.

- Separate check.

If the additional pay is to be paid on a separate check, then the Deductions Taken value on the Additional Pay component overrides the appropriate paysheet Deductions Taken value (either the original Pay Calendar default or overrides from Payroll Data and/or Benefit Deduction Processing Override) for that payline only.

Employees with Multiple Additional Pays

In the case of employees with multiple additional pays with the same separate check number and varying Deductions Taken values, the Deductions Taken value used for the paysheet is the Deductions Taken value from the additional pay with the lowest additional pay sequence number with the same separate check number.

For example, an employee's additional pay data is represented in the following table:

Additional Pay Sequence #	Separate Check #	General Ded Taken	Benefit Ded Taken
1	1	Subset (ABC)	NoOverride
2	1	None	NoOverride

For this employee's separate check #1, the General Deductions Taken value on the paysheet is Subset and the General Deduction Subset ID is ABC. The Benefit Deductions Taken value is as specified on the Pay Calendar table.

See Also

[Chapter 12, "Maintaining Payroll Data," Defining Additional Pay Earnings, page 270](#)

[Chapter 6, "Setting Up the Payroll Process," Handling Employees With Multiple Jobs in the Same Organization, page 119](#)

Creating Paysheets Automatically

This section provides an overview of the Paysheet Creation process and discusses how to:

1. Establish run IDs.
2. Run the Presheet Audit report.
3. Run the Paysheet Creation process.
4. Check for payroll errors.

Note. You can run the Paysheet Creation process only for on-cycle pay runs. You must enter paysheets for off-cycle pay runs individually.

See Also

Chapter 20, “Working With Paysheets,” Understanding Deduction Override Processing, page 411

Understanding the Paysheet Creation Process

During the Paysheet Creation process, the system scans all employees and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups are assigned to a pay calendar entry that is associated with the pay run ID.

When you create paysheets, the system performs the following tasks:

- Initializes input for salary or hourly rates, hours, additional earnings, tax methods, and accounting information.
- Provides a data entry point for hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data (such as the department to which it charges earnings).
- Provides for earnings and hours to be divided among two or more departments, accounts, locations.
- Uses the pay calendar and holiday schedule to automatically set up the holiday earnings code and hours for pay periods that contain holidays, using the holiday earnings code from the Pay Group Table - Calc Parameters page.
- Establishes prorations for employees who work for only part of a pay period or have a data change (such as a pay increase or department change).
- Creates multiple lines for employees who work at multiple jobs during a pay period (if you use the Multiple Job feature and established multiple jobs, or employment record numbers, for your employees).
- Provides for printing turn-around or data-entry documents, which you can distribute to department managers or supervisors.
- Automatically approves paysheet data, as specified by the Confirmation Required check box on the Pay Group Table - Process Control page.
- Automatically creates multiple lines for Fair Labor Standards Act (FLSA) employees when the FLSA period is smaller than the pay period.

Establishing Run IDs

To indicate for whom you want to create paysheets, specify a pay run ID on the Paysheet Creation page. This pay run ID groups together pay calendar entries from different pay groups for payroll processing.

When you set up the Payroll Process tables, you assigned a pay run ID to each pay calendar entry. At this point, you already know how to organize your payroll cycles, and whether to run paysheets for multiple pay groups and companies at the same time by combining them under the same pay run ID.

All pay calendar entries that share a pay run ID generally have the same pay period end date, but not necessarily the same pay frequency. In most cases, you set up a different pay run ID for each pay period end date on the Pay Calendar Table page.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Understanding Pay Calendars and Pay Run IDs

Pages Used to Create Paysheets

Page Name	Object Name	Navigation	Usage
Presheet Audit Report	RUNCTL_PRESHEET	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Presheet Audit Report North American Payroll, Payroll Processing CAN, Create Paysheets, Presheet Audit Report North American Payroll, Payroll Processing USF, Create Paysheets, Presheet Audit Report 	Run PAY034 to generate a report to verify the integrity of your payroll and benefits setup and your employee data. Before creating paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.
Paysheet Creation	RUNCTL_PAYSHEET	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Create Initial Paysheets North American Payroll, Payroll Processing CAN, Create Paysheets, Create Initial Paysheets North American Payroll, Payroll Processing USF, Create Paysheets, Create Initial Paysheets 	Specify a pay run ID and create a paysheet. This page is also used to confirm a pay run that processed paysheets loaded with variable compensation data.
Payroll Error Messages	PAY_MESSAGES	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Review Processing Messages, Error Messages North American Payroll, Payroll Processing CAN, Review Processing Messages, Error Messages North American Payroll, Payroll Processing USF, Review Processing Messages, Error Messages 	View payroll error messages that arise when creating paysheets.

Running the Presheet Audit Report

Access the Presheet Audit Report page.

Before creating paysheets, run the Presheet Audit report. This is an optional SQR that verifies the integrity of your payroll and benefits setup, and your employee data.

Running the Paysheet Creation Process

Access the Paysheet Creation page.

Paysheet Creation page

Pay Run ID

You already set up pay run IDs and associated them with pay calendar entries.

Note. Use the Pay Run Table to verify the accuracy of the selected group to be processed. This table displays every company and pay group calendar entry that you linked to the pay run ID.

Checking for Payroll Errors

Access the Payroll Error Messages page.

Payroll Error Messages page

Page

If the error is for a specific employee, this field displays the paysheet page number.

Line

If the error is for a specific employee, this field displays the paysheet payline number.

Message

Separate Check # (separate check number)	This field appears If the error is for an employee and the error occurred on a separate check.
Message ID	The MIS department uses this to find and correct errors.
Message Data	If the error is associated with an object, such as an earnings code, this field displays the object ID.

Note. SQR PAY011, Payroll Error Messages for Employees, also lists errors related to employee data.

Using Rapid Entry Paysheets

This section provides an overview of rapid entry paysheets, lists prerequisites, and discusses how to:

- Use the Rapid Entry Paysheet based on hours.
- Use the Rapid Entry Paysheet based on amounts.
- Use the Rapid Entry Paysheet based on hours or amounts.
- View validation results.
- Load or reset payroll data from rapid entry paysheets into paysheets.

Understanding Rapid Entry Paysheets

Rapid entry paysheets enable you to quickly input hours worked, amounts, or a combination of both for any number of employees. These are the steps to use rapid entry paysheets:

1. Access the Rapid Entry Paysheet page using the template that is defined with the earnings codes that you plan to enter.
2. Enter employees and their earnings.
3. Run the validation process and view validation results.
4. Use the Load/Reset Paysheet Transactions process to load this information into the standard paysheets created within PeopleSoft Payroll for North America.

Fields Displayed on the Rapid Entry Paysheet Page

The fields available for entering earnings information on the Rapid Entry Paysheet page vary according to the type of template that you select to enter the page. The following table lists the important fields that vary by template type.

Rapid Entry Template Type	Fields on the Rapid Entry Paysheet Page
Hours	Up to three columns for the earnings codes defined on the template. Optional Earnings Code field for an additional earnings code. Hours: Use with the optional additional earnings code.
Amounts	Up to two columns for the earnings codes defined on the template. Optional Earnings Code field for an additional earnings code. Earnings Amount: Use with the optional additional earnings code.
Hours or Amounts	Up to three columns for the earnings codes defined on the template.

Prerequisites

Before you can use rapid entry paysheets, you must:

- Define the Rapid Entry Paysheet Templates for the type of earnings you are entering.

See [Chapter 6, “Setting Up the Payroll Process,” Setting Up Rapid Entry Paysheet Templates, page 103.](#)

- Make sure you have defined a Pay Run ID for the payroll that you’re processing.

For example, if you’re processing payroll for the month ending December 2002, you should have defined a Pay Run ID for this timeframe.

- (Optional) If you plan to load employees into the rapid entry paysheet by groups, you must first create the groups using Group Build pages.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Groups”.

Common Elements Used in This Section

Earnings Code (optional) Use this field to select an additional earnings code not defined on the Rapid Entry Template.

Note. You can add an additional earnings code to a Rapid Entry Template based on Hours only or Amounts only.

Earnings Begin Date and **Earnings End Date** Enter applicable dates in these fields. Both are required fields.

Note. For FLSA employees, the beginning and end dates must fall within the same FLSA period.

When adding entries to on-cycle paysheets from rapid entry paysheets, the earnings begin/end dates entered here must match the existing paysheet. If there is not a match, then a new pay earnings row will be created using these earnings beginning and ending dates.

Group ID (optional)

To load the employees in a group that has been defined in Group Build pages, select a predefined group ID.

After you've entered the Group ID, click the Get Group button to populate the EmplID, Empl Rcd#, and Name fields.

EmplID

To load individual employees, manually enter the EmplID.

Sep Chk #

Enter a check number from 1 to 9 in this field if you want the earnings to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee in addition to the regular paycheck. The earnings are put on the check that you specify here.

If you leave this field blank, the earnings are included with regular pay in one paycheck.

Gross-Up

Select this check box to gross-up a check for this pay earnings.

Validate on Save

Select this check box to initiate a process that validates the entries for each employee.

Once the validation process is complete, the Validation Results page displays.

Note. You must validate the earnings codes before running the Load/Reset Paysheet Transaction process; otherwise the load process will not select the rapid entry paysheets.

The validation process will not execute a second time if you click the Save button after a Validate on Save has just been performed. If you update the Rapid Paysheet rows after the validation, then you can re-validate on save as many times as you need.

Pages Used to Use Rapid Entry Paysheets

Page Name	Object Name	Navigation	Usage
Rapid Entry Paysheet	PYRE_AMT_ENTRY, PYRE_HRS_ENTRY, PYRE_BOTH_ENTRY	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Rapid Entry Paysheet • North American Payroll, Payroll Processing CAN, Create Paysheets, Rapid Entry Paysheet • North American Payroll, Payroll Processing USF, Create Paysheets, Rapid Entry Paysheet 	<p>Enter hours, amounts, or a combination of both for the earnings codes defined in a template.</p> <p>Use the Hours or Amounts combination if you want to include earnings defined as Hours Only and earnings defined as Amounts Only in the same template.</p>
Validation Results – Rapid Entry Paysheet	PRYE_INVALID	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Rapid Entry Paysheet • North American Payroll, Payroll Processing CAN, Create Paysheets, Rapid Entry Paysheet • North American Payroll, Payroll Processing USF, Create Paysheets, Rapid Entry Paysheet 	<p>View employee and earning code errors relating to Rapid Entry Paysheets.</p> <p>Use this page to identify errors to be corrected. You will be automatically transferred to this page upon save if you have selected the Validate on Save check box. Only validated entries are loaded into the standard paysheets.</p> <p>Note. Rows with uncorrected errors will not be loaded to standard paysheets, and will be deleted during the Payroll Confirmation process.</p>
Load/Reset Paysheet Trans	RUNCTL_PSHUP	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Load Paysheet Transactions • North American Payroll, Payroll Processing CAN, Create Paysheets, Load Paysheet Transactions • North American Payroll, Payroll Processing USF, Create Paysheets, Load Paysheet Transactions 	<p>Load data from rapid entry paysheets into paysheets.</p>

Using the Rapid Entry Paysheet (Hours Only)

Access the Rapid Entry Paysheet page.

Rapid Entry Paysheet
Validation Results

Rapid Entry Paysheet

Template Type: Hours **Template ID:** T2HOURS Overtime and Sick Pay
Pay Run ID: B-C26 VNB 95 #26 Off Cycle

Find | View All
First 1 of 1 Last

*Earnings Begin Date: 07/01/2002
 *Earnings End Date: 07/15/2002

Group ID:

Exception Hours											
Customize Find <input type="button" value="Q"/>											
*EmplID	Empl Rcd#	Name	TOV	TSK	TOD	Earnings Code	Hours	Sep Chk #	Gross-Up		
EVC006	0	Ernesto,Cancino	0.00	1.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC05	0	Samuel,Foster	0.00	0.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC07	0	Willebaido,Bucio	0.00	2.00	8.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC08	0	Patricia,Murilo	0.00	0.50	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC10	0	John,Anderson	2.50	8.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC11	0	Emilla,Moreno	0.00	0.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC12	0	Linda,Moloney	3.00	0.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
EVC13	0	Ryan,Stich	5.00	0.00	0.00	<input type="text"/> <input type="button" value="Q"/>	0.00	0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Rapid Entry Paysheet (hours)

Exception Hours

Hours Enter the number of hours for the additional Earnings Code.

Using the Rapid Entry Paysheet (Amounts only)

Access the Rapid Entry Paysheet page.

Exception Amount

Earnings Code Enter dollar amounts in the columns for earnings codes defined on the template.

Earnings Amount Use this column to enter the appropriate dollar amount associated with the additional Earnings Code.

FLSA Employees Being Paid Bonuses

When bonuses paid to FLSA employees need to be spread over several FLSA periods, enter the Earnings Begin and End Dates to reflect the *entire* period covered by the bonus. The pay calculation process spreads the bonus amount over the FLSA periods encompassed by the Earnings Begin and End Dates.

See Also

[Chapter 3, "Setting Up Pay Groups," page 11](#)

Using the Rapid Entry Paysheet (Hours or Amounts)

Access the Rapid Entry Paysheet page.

Exception Amount

Enter the appropriate hours or amounts for each earnings code.

Viewing Validation Results

Access the Validation Results page.

Rapid Entry Paysheet
Validation Results

Validation Results

Template Type: Hours **Template ID:** T2HOURS Overtime and Sick Pay

Pay Run ID: B-C26 VNB 95 #26 Off Cycle

[Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Earnings Begin Date: 07/01/2002 **Earnings End Date:** 07/15/2002 + -

Rows with uncorrected errors will not be loaded to standard paysheets and will be deleted in Payroll Confirmation.

EmplID	Empl Rcd#	Earn Code	Message
	0		

Validation Results page

Note. If no errors are found, a “No errors found in validation process” message displays on this page.

Loading or Resetting Payroll Data from Rapid Entry Paysheets into Paysheets

See [Chapter 20, “Working With Paysheets,” Loading Paysheet Transactions, page 426.](#)

Loading Paysheet Transactions

This section discusses how to:

- Use the Paysheet Load process with rapid entry paysheets.
- Use the Paysheet Load process with PeopleSoft Expenses and HRMS applications.
- Load data into paysheets or reset transactions.
- View the paysheet load report.

Using the Paysheet Load Process with Rapid Entry Paysheets

Keep the following in mind if you're loading rapid entry paysheet records:

- You must validate the earnings codes before running the Load/Reset Paysheet Transaction process; otherwise the load process will not select the rapid entry paysheets.

Use the Validate on Save check box on the Rapid Entry Paysheet page.

- On-cycle paysheets must have been created prior to running an on-cycle load process.
- All valid employee-level rapid entry paysheet records are deleted at the end of the load process.
- For on-cycle rapid entry paysheet records, invalid rows will be deleted when the on-cycle payroll is being confirmed.
- For off-cycle rapid entry paysheet records, invalid rows will be deleted when the calendar is closed for off-cycle processing (at the confirm of the next on-cycle payroll).
- Rapid entry paysheets are the only source where the selection for on-cycle or off-cycle processing drives which transaction rows will be loaded.

For example, if you select to process a rapid entry paysheet load for on-cycle transactions, then only on-cycle transactions will be selected. If you select to process a rapid entry paysheet load for off-cycle transactions, then only off-cycle transactions will be selected. For all other sources, all transactions for that source are selected and become on-cycle if you select on-cycle in the load or become off-cycle if you select off-cycle.

- Rapid entry paysheets are the only source where the earnings begin and end dates must match the existing pay earning row for the amount to be added to that Pay Earning record.

If there is not an exact match of earnings begin and end dates, then a new pay earning row is added to the employee's existing paysheet pay line row with the new beginning and ending earnings dates from the rapid entry paysheet.

Resetting Transactions for Rapid Entry Paysheets

The Reset Transactions feature resets rapid entry paysheets transactions from inactive to active, and then recreates the paysheets.

Using the Paysheet Load Process with PeopleSoft Expenses and HRMS Applications

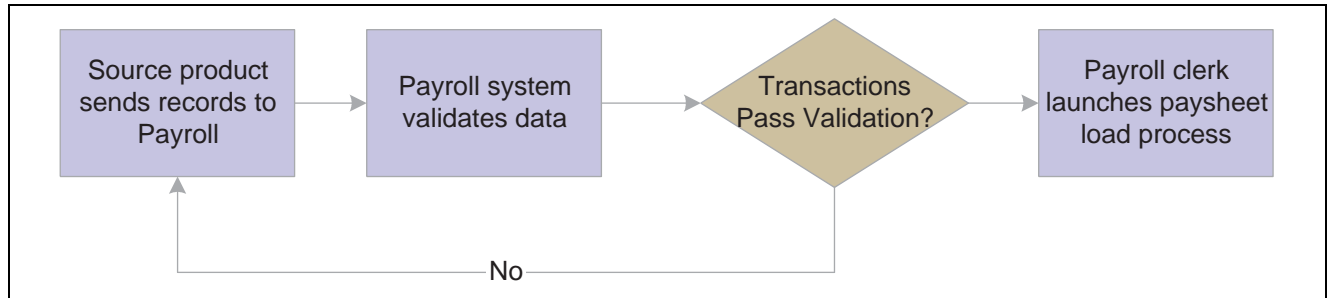
You can load earnings and expense data into PeopleSoft Payroll for North America from the following PeopleSoft applications:

- PeopleSoft Expenses.
- PeopleSoft Stock Administration.
- PeopleSoft Human Resources: Manage Variable Compensation.
- PeopleSoft Human Resources: Recruit Workforce (Employee Referral Program awards).

Before you can load earnings and expense data into PeopleSoft Payroll for North America, you must map items in your source application to payroll earnings or deduction codes. For example, if you use the Variable Compensation feature of Human Resources, you map each compensation plan to the appropriate earnings code. Mapping instructions and any other setup requirements that must be met before data can be loaded are discussed in the documentation for the source application.

Communication between PeopleSoft Payroll for North America and PeopleSoft Expenses and Human Resources is accomplished through the use of Application Messaging, which works in the background to quickly transfer data back and forth. Communication with PeopleSoft Stock Administration is accomplished through the use of shared tables.

PeopleSoft Expenses and Human Resources always initiate communication with Payroll by sending data, such as awards or expense advances, to a temporary file that can be accessed by payroll. Payroll validates the data and returns records that do not pass the validation process so they can be updated and resent. A payroll clerk then uses the Load/Reset Paysheet Trans run control page to start a batch process that loads the validated records into existing paysheets or creates new paysheets, as needed.



Loading data into the payroll system

When you run the transaction load process, PeopleSoft Payroll for North America selects Job data for each active employee in the transaction file. Transactions for inactive employees will not be processed.

Regular pay and hours are not loaded from Job; instead, all amounts are pulled from the transactions created in the source application. The contents of the transaction record determine whether the system creates a Pay Other Earnings record or a Tax/deduction Override record. The system creates a new paysheet for the employee or loads data into the current paysheet, if one exists.

Transaction records remain in the system until you delete them. When you run the load process, their status is converted from active to inactive. Only active records are loaded to paysheets.

Resetting Transactions

In the event of a pay unsheet, use the Reset Transactions feature to reset transactions from inactive to active, then run the load paysheet process again.

See Also

[Chapter 19, “Administering Interfaces With PeopleSoft HRMS and PeopleSoft Expenses,” page 393](#)

Pages Used to Load Paysheet Transactions

Page Name	Object Name	Navigation	Usage
Load/Reset Trans	RUNCTL_PSHUP	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Load Paysheet Transactions North American Payroll, Payroll Processing CAN, Create Paysheets, Load Paysheet Transactions North American Payroll, Payroll Processing USF, Create Paysheets, Load Paysheet Transactions 	Load data into paysheets or reset previously sent transactions from inactive to active status. Use after you receive data from PeopleSoft Variable Compensation, Expenses, Stock Administration, Employee Referral Program, or third-party applications, or to load data from rapid entry paysheets.
Load Paysheet Trans Rpt	RUNCTL_PSHUPLD	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Paysheet Transaction Report North American Payroll, Payroll Processing CAN, Create Paysheets, Paysheet Transaction Report North American Payroll, Payroll Processing USF, Create Paysheets, Paysheet Transaction Report 	Generate the PAY305RT report that lists transactions that originated in other applications that are being loaded into paysheets.

Loading Data into Paysheets or Resetting Transactions from Inactive to Active Status

Access the Load/Reset Paysheet Trans page.

Load/Reset Paysheet Trans

Run Control ID: Test

[Report Manager](#)
[Process Monitor](#)
Run

Process Request Parameter(s)

<div style="background-color: #4F81BD; color: white; padding: 2px 5px; font-weight: bold;">On-Cycle or Off-Cycle Run</div> <p>Pay Run ID: <input type="text" value="KC1-00-52"/> <input type="button" value="Q"/></p> <p>On or Off-Cycle: <input type="text"/></p>	or	<div style="background-color: #4F81BD; color: white; padding: 2px 5px; font-weight: bold;">Off-Cycle Run</div> <p>Company: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay End Date: <input type="text"/> <input type="button" value="Q"/></p> <p>EmplID: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/></p>
--	----	---

Calculate Options

Paysheet Update Source:

***Process Option:**

Separate Pay Run **OK to Pay**

Load/Reset Paysheet Trans page

On-Cycle or Off-Cycle Run

Use this group box or the *Off-Cycle Run* group box to the right to specify which transactions you want to load into paysheets. For on-cycle runs, you must use the *On-Cycle or Off-Cycle Run* group box; for off-cycle runs, you can use either group box.

Pay Run ID

Select the Pay Run ID that identifies the pay calendars for which you want to load data. The system loads data for all employees in the companies and pay groups represented by the Pay Run ID.

Off-Cycle Run

For off-cycle runs, use this group box if you want to load data for a single employee. If you complete the fields in this group box, you cannot use the *On-Cycle or Off-Cycle Run* group box to the left.

Note. Do not use the fields in this group box when loading data from rapid entry paysheets.

Pay End Date

Select the *Pay End Date* through which you want to retrieve data for the employee. The date you select in this field appears as the pay end date on the paysheet.

Process EmplID (employee ID)

Enter the employee's EmplID. (You must complete the *Company* field before you can enter the EmplID).

Empl Rcd# (employee record number)

Enter the employee's record number. (You must complete the *Process EmplID* field before you can enter the employee record number).

Calculation Options

Paysheet Update Source

Select the source of the data from which you want to create paysheets or leave this field blank to load data from all sources.

ESPP (Employee Stock Purchase Plan): Load data for issuing refunds of ESPP contributions from PeopleSoft Stock Administration.

Exp Intf (Expense Interface): Load expense data from PeopleSoft Expenses. When you select *Exp Intf*, the *Separate Pay Run* check box becomes available.

Oth Source (Other Source): Load data from third-party applications.

Rapid Paysheets: Load data from rapid entry paysheets.

Stock Intf (Stock Interface): Load tax data for stock options exercised through PeopleSoft Stock Administration.

Var Comp (Variable Compensation): Load data from the Variable Compensation business process of PeopleSoft Human Resources.

ERecruit Interface: Load award data from Employee Referral Programs in PeopleSoft Human Resources.

Note. A blank entry will load *all* sources except Variable Compensation. Variable Compensation must always be loaded separately.

Process Option

Enter instructions for creating, loading, or resetting transactions:

Process Transactions: Select this option to load data and create paysheets.

Reset Transactions: Select this option to reset transactions from inactive to active so that you can create paysheets again.

Separate Pay Run

If you select *Exp Intf* or *Var Comp* as the *Paysheet Update Source*, and you're running an off-cycle process, select this check box to create a separate pay run for expense or variable compensation payments.

OK to Pay

Select if you want the load process to automatically mark the paysheets as OK to Pay. Pay Calculation processes only those transactions marked OK to Pay.

Leave this check box clear to review the paysheets and manually mark them OK to Pay.

Run

Click this button to run this request. PeopleSoft Process Scheduler runs the load/reset paysheet transactions process at user-defined intervals.

Viewing the Paysheet Load Report

To see the contents of the file that holds the transactions that are loaded into the paysheets, print the Payroll Load Transaction File report.

Transactions from HRMS and Expenses

The report lists transactions received from PeopleSoft HRMS and PeopleSoft Expenses. Transactions that have active status have not yet been loaded to paysheets; transactions with inactive status have been loaded.

Rapid Entry Paysheets

For rapid entry paysheet transactions, you must load the transactions to paysheets before running this report.

Viewing and Updating Paysheets and Paylines

This section provides an overview of updating paysheets and discusses how to:

- View and update a paysheet.
- Change default information.

Understanding Paysheet Updating

Because the Pay Calculation process uses paysheets, it is important to use caution when entering data on a paysheet. The data that you enter on a paysheet is contingent upon whether it is a Final or Online check, and whether you automatically or manually created the paysheet.

For example, if you modify a paysheet that you created automatically, you must add only additional earnings to it, as opposed to a manual check paysheet, which requires more extensive data entry.

PeopleSoft provides several ways to access and view paysheet and payline information.

See [Chapter 20, “Working With Paysheets,” Pages Used to View and Update Paysheets, page 433](#).

The search criteria vary for the pages. On the search page, the Off Cycle check box is selected if the pay period end date you enter is not current.

Accessing Payline Data

The By Payline page offers some search criteria not available for other paysheet and payline pages:

Job Pay Data Change

Calculation Required: To select all employees whose pay data changed and requires recalculating, select this value.

Yes: Selects all employees whose pay was recalculated due to a change in one of their pay-related records.

Partial Pay Period

Select to display a list of all employees who were not active for the entire pay period, or whose Job record was updated with an effective date that falls between the pay period begin and end dates.

The system activates the partial pay period flag when a new Job record is created for an employee during the pay period, assuming paysheets are built. When select the Partial Pay Period field, the subsequent list includes only those employees for whom the partial pay period flag is activated.

See Also

Chapter 20, “Working With Paysheets,” Recording One-Time Deductions, Garnishments, and Taxes, page 440

Chapter 20, “Working With Paysheets,” Understanding Paysheets and Paylines, page 406

Pages Used to View and Update Paysheets

Page Name	Object Name	Navigation	Usage
Paysheet	PAY_SHEET_ADD_S	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Paysheet North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet 	<p>View and update the paysheet to affect the Pay Calculation process.</p> <p>Normally, you run the Paysheet Creation process before accessing this page, but it is not required. You can create one paysheet using these pages.</p>
Additional Data	PAY_SHEET_ADD_S1	Click the Additional Data link on the Paysheet page.	Alter default information, such as department and taxes.
Payline	PAY_SHEET_LINE_S	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Payline North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline North American Payroll, Payroll Processing USF, Update Paysheets, By Paylines 	View and update employee paylines.
Payline Earnings (Account)	PAY_SHEET_LINE_S	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Payline Earnings North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline Earnings North American Payroll, Payroll Processing USF, Update Paysheets, By Payline Earnings 	Access payline information by account code.

Page Name	Object Name	Navigation	Usage
Paysheet Earnings (Short Form)	PAY_SHEET_MULT_S	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Update Paysheets, By Paysheet Earnings/Accting • North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet Earnings/Acctng • North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet Earnings/Acctg 	Make changes to the paysheet that affect the Pay Calculation process. This page provides an abbreviated view of the By Paysheet - Paysheet page. It limits the number of items you can change for an employee, but provides less complicated data entry.
Payline Earns (Acct) Security	PAY_SHEET_LN_S	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Update Paysheets, By Payline Earns/Acct Security • North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline Earns/Acct Security • North American Payroll, Payroll Processing USF, Update Paysheets, By Payline Earns/Acct Security 	Identify paysheet data for review by company, pay group, and pay end date.
Payline	PAY_SHEET_LN_S	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Update Paysheets, By Payline Security • North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline Security • North American Payroll, Payroll Processing USF, Update Paysheets, By Payline Security 	Identify paysheet data for review by company, pay group, and pay end date.
Pay Unsheets	RUNCTL_PAY_UNSHS	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Update Paysheets, Pay Unsheets • North American Payroll, Payroll Processing CAN, Update Paysheets, Pay Unsheets • North American Payroll, Payroll Processing USF, Update Paysheets, Pay Unsheets 	Initiate the Pay Unsheets process, typically as an emergency measure only or during testing. See Appendix A, "Configuring Batch Processes," Payroll Processes, page 730 .

Viewing and Updating a Paysheet

Access the Paysheet page.

By Paysheet — Paysheet page

Paysheet Details

Payline details are displayed in this area.

Manual Check

Select this check box to identify that the paysheet was prepared outside of the payroll system. If you select this check box, the *Check #*, *Check Dt*, *Total Gross*, and *Net Pay* fields become available for entry.

Earnings

Ok to Pay

You must select this check box to calculate pay for this record. If you clear the check box, the system bypasses the record and does not perform a calculation. Then, the Pay Confirmation Process deletes this record. If you have an employee who is not receiving pay, select this check box to calculate deductions only.

The default depends on how you set up employee types for pay groups on the Pay Group Table - Process Control page.

Job Pay

Select this check box to check the job data each time you run the Pay Calculation process. During each calculation, the system automatically compares paysheet data to the job record. The system automatically selects this check box when you create a paysheet. However, if you clear this check box, it disappears from the page, and the *Reg Rt Cd*,

OT Rt Cd, Hourly Rate, Reg Salary, Earnings Begin/End Dates, Shift, State, and Locality fields become available for entry.

The check box disappears from the page because the system assumes that you cleared it to enter data other than that specified in the Job record (to do a one-time override of the Job record). The system assumes that you don't want the next Payroll Calculation process to replace your manual entries with the default Job Data. The default comes from the pay group or additional pay.

Note. This check box works together with the *Automatic Paysheet Update* check box on the Pay Group Table - Paysheets page.

Override Hourly Rate

Select this check box to override an employee's current hourly rate for this pay.

If you select this check box, the Hourly Rate field becomes available for entry.

Note. The new rate will replace the rate from the job record, and it will be used in the payroll calculations for this particular paysheet.

The Override Hourly Rate function works differently, depending on whether you clear or select the Job Pay check box. The following table represents how the Override Hourly Rate check box works with the Job Pay check box:

Job Pay Check Box	Override Hourly Rate Check Box	Results of Pay Calculation Process on the Paysheet
Cleared	Cleared	The system updates the paysheet with changes to the current hourly rate in the Job record each time you run the Calcpay process, if the rate change is effective on the first day of the pay period. However, it doesn't update the hours from the Job record.
Selected	Cleared	The system updates the paysheet with changes to the current hourly rate, hours in the Job record each time you run the Calcpay process.

Job Pay Check Box	Override Hourly Rate Check Box	Results of Pay Calculation Process on the Paysheet
Cleared	Selected	The Calcpay process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system doesn't update the paysheet with changes to hours in the Job record.
Selected	Selected	The Calcpay process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system updates the paysheet with changes to hours from the Job record.

No Direct Deposit

The default is cleared.

Gross-Up

Select this check box to gross-up a check for this pay earnings. The default is cleared.

TL Records (time and labor records)

The system automatically selects this check box when paysheets are created by the process that loads time from PeopleSoft Time and Labor.

Reg Rt Cd (regular rate code)

Select a rate code to override the regular rate from the Job for regular hours. To specify a regular hours rate code, clear the Job Pay check box and select Override Hourly Rate.

Reg Hrs (regular hours)

Enter the number of regular hours worked (for hourly employees only). The system calculates hours by frequency. If the employee is exception hourly, this field is populated, but unavailable for entry. The default comes from Job Data.

OT Rt Cd (overtime rate code)

Select a rate code to override the regular rate from the Job for overtime hours. To specify an overtime hours rate code, clear the Job Pay check box and select Override Hourly Rate.

Hourly Rate and Reg Salary (regular salary)

The default comes from Job Data.

Earnings Begin/End Dates

Select pay calendar begin and end dates for this payline, or split dates if a change took place mid-period. You can also enter a prior or future period, and the system automatically obtains the appropriate rate for that period. The defaults come from the pay calendar (Job Data for prorated pay).

Note. The system automatically creates these dates, based on the pay calendar for the current pay period. Only enter them if the paysheet is used to record a Manual Check or to enter time for a prior or future pay period.

Shift

Select the appropriate shift associated with the earnings: *N/A (not applicable), 1, 2, 3, Compressed, or Rotating*. The default comes from Job Data.

Other Earnings

Information in this group box can come from the Create Paysheet process, Additional Pay data, or from loading transactions via the Paysheet Load process.

Code	Identifies the earnings code to be used for other earnings.
Seq (sequence number)	The sequence number on the By Paysheet - Paysheet page corresponds to the Addl Seq # (additional sequence number) on the Additional Pay page. The system does not require you to enter a sequence number, but if you don't, the system does not update the employee's current goal balance on the Additional Pay page when you run the Pay Confirmation process.
Rate Code	Identifies the rate code to be used for other earnings.
Hours	Identifies the hours to be used for other earnings.
Rate	Identifies the rate to be used for other earnings.
Amount	Identifies the amount to be used for other earnings.

Note. (USF) the Other Earnings group box can contain awards and bonuses or other earnings codes designated on the Compensation page of the Personnel Action Request.

(CAN) By Paysheet - Paysheet Page

All fields on this page have the same functionality as those on the U.S. By Paysheet - Paysheet page , except as follows:

Province	Select the work province associated with the earnings. The default comes from Job Data.
El Pd Corr	Select this check box to allocate the insurable earnings and hours for the pay corrections to the prior pay periods for which they are paid—not the pay periods in which they are paid.

See Also

[Chapter 18, “Administering the Interface with PeopleSoft Time and Labor,” page 375](#)

[Chapter 19, “Administering Interfaces With PeopleSoft HRMS and PeopleSoft Expenses,” page 393](#)

Altering Default Information

Access the Additional Data page.

Additional Data			
Business Unit:	US004	Tax Periods:	1
Department:	10000	Annl Tax Prds:	<input type="text"/>
Job Code:	310015	Pay Frequency:	B Biweekly
Position:	19000089	Tax Method:	Annualized
GL Pay Type:		FICA Status:	<input type="text"/> N <input type="text"/>
Account Code:			

Paysheet - Additional Data page

Note. Changes to any information on this page might require that you insert an additional payline if the changes do not apply to the entire period covered by the begin and end dates on the payline.

Note. Unless otherwise noted, default values for these fields come from the Job Data.

GL Pay Type (general ledger pay type) and **Account Code** Enter the type and code for the PeopleSoft General Ledger account to which the system charges salaries and wages.

Tax Periods and Pay Frequency The default number of tax periods is 1. The default frequency comes from Pay Group. Do not change it unless the payline contains only other earnings (no regular pay).

Note. The Tax Periods field and the Pay Frequency field work together on paysheets to determine how to tax earnings. The tax period refers to how many pay periods this earnings payment covers, and the frequency refers to how often the employee is paid during the year. Normally, use the paysheet defaults for the taxing period and frequency. However, you might change the way you tax earnings in some cases, such as when earnings cover a period of time longer than a standard pay period.

The Tax Periods field can be used in conjunction with the annualized tax method when you want to pay an employee for more than one regular pay period on the same check. For example, a weekly-paid employee is going on vacation for three weeks, and you want to pay the employee his current regular pay plus three weeks of vacation pay in advance. By setting the Tax Periods field to 4, you're indicating that this check represents pay for four regular payroll periods, and withholding taxes will be calculated correctly as if the employee had received four separate regular weekly wage payments.

(CAN) The Tax Periods field is also used in conjunction with the Cumulative Wages method for calculating withholding tax. When using the Cumulative Wages tax method, enter in the Tax Periods field the number of payroll periods that have already occurred in the calendar year, including the current payroll period.

Note. (CAN)

For Canadian customers, the *Pay Frequency* field is display-only, and you cannot override it. This maintains the integrity of the application of Canada Pension Plan (CPP) exemptions. The default comes from Job Data.

Annl Tax Prds (annual tax periods)

(E&G) Indicates the number of tax periods for contract pay employees who are paid over less than one year. The system calculates this field from the dates on the Contract Pay page and uses it to annualize taxable gross for contract pay employees.

Tax Method

Select the tax method: *Annualized*, *Aggregate*, or *Cumulative*. The default is *Annualized*. The default comes from the paysheet.

Note. This field works together with the *Tax Periods* field to determine how to tax earnings.

FICA Status

(E&G) Select *E (exempt)*, *M (Medicare only)*, or *N (subject)*. The default comes from Job Data.

Recording One-Time Deductions, Garnishments, and Taxes

This section provides overviews of one-time deductions, garnishments, and taxes and discusses how to:

- Enter one-time deductions.
- Enter one-time garnishments.
- Enter one-time taxes.

See Also

[Chapter 20, “Working With Paysheets,” Understanding Deduction Override Processing, page 411](#)

Understanding One-Time Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

One-Time Deduction Overrides

While each One-Time Deduction record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings associated with the employee. The only exception is when you associate the one-time deduction with a pay earnings that you pay on a separate check.

For example, Jan has two pay earnings records:

- One for her regular salary of \$1,000.
- One for a bonus of \$500.

Assume Jan received the bonus for her work in the Controller's department and you don't want to charge it to her regular department, the Office of the President. Jan also decided to take an additional 10 percent from her regular pay for this pay period to apply to her loan payback.

To accommodate Jan's request:

1. Access her payline, using the Payline Earnings page.
2. In her Regular Pay Earnings record, select the Paysheet - One-Time Deductions page.
3. Enter the 10 percent loan payback.
4. Create a second Pay Earnings record for the \$500 bonus.
5. Because you don't want the loan payback to affect her bonus check, enter a separate check number of 1 and a Bonus reason code. Otherwise, the one-time deduction applies to all her Pay Earnings records.

Note. When an employee transfers mid-period, the system creates two paysheets and takes all deductions on both paysheets. To prevent the system from taking deductions on both paychecks, use the one-time deduction override option for one of the paysheets and set the deductions to None.

Permanent Deduction Overrides

To make a permanent change to deduction data, use:

- The Deduction Table pages to change the basic attributes of a deduction.
- One of the Benefits Table pages or the General Deduction Table page to change how the system calculates a deduction.
- The General Ded Code Override page (for nonbenefit deductions) or the Benefit Ded Proc Override page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table.
- The General Deduction Data page to change employee-specific deduction data not governed by the Deduction table.

See Also

[Chapter 12, "Maintaining Payroll Data," Setting Up Employee General Deductions, page 257](#)

Understanding One-Time Garnishment Deduction Overrides

This section discusses how to:

- Make a one-time change in processing a garnishment.
- Take only a garnishment deduction.
- Process only selected garnishments.
- Process a garnishment refund.

Making a One-Time Change in a Garnishment

You cannot override a garnishment deduction on the Paysheet - One-Time Deductions page. Although you can enter and save a garnishment deduction code on the page, the Paycalc process generates error message 000010, indicating that the override is invalid.

To change a garnishment, such as overriding the calculation or amount, use the Paysheet - One-Time Garnishment page.

Taking Only a Garnishment Deduction

To take only the garnishment deduction and no other deductions:

1. Select *Subset* in the General Deductions Taken field on the Paysheet – One-Time Deduction Override page.
2. Enter a deduction subset that you have defined to include only your garnishment deduction code.

Processing Selected Garnishments

Some employees have more than one garnishment. If you want to take one or more but not all of the employee's garnishment deductions, you must suspend the garnishment deductions you don't want to take.

1. Follow the previous steps if you're processing only garnishments.
2. On the Paysheet – One-Time Garnishment page, enter a garnishment override with the One-Time Code of *Suspend* for each active garnishment that you don't want to process.

Processing a Garnishment Refund

To process a garnishment refund:

1. Enter the garnishment ID on the Paysheet - One-Time Garnishment page.
2. Select the One-Time Code of *Refund Garnishment Amount*.
3. Enter the amount to be refunded for the garnishment and/or for the company and payee fees.
4. If the employee has other garnishments, enter a garnishment override of *Suspend* for each of them.

Understanding One-Time Taxes

The system computes regular taxes based on tax data at the company level and the employee level. To make a permanent change to tax data, use the appropriate tax page, depending on which data you change.

While each One-Time Tax record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings associated with the employee, unless you pay the pay earnings on a separate check. In this case, the one-time deduction associated with the pay earnings affects only the pay earnings on that separate check.

To make a one-time tax for the same tax apply to only one pay earnings, pay the pay earnings on a separate check. If you enter more than one one-time tax for the same tax on multiple pay earnings, but don't enter separate check information, the system produces an error message during the Pay Calculation process.

Pages Used to Record One-Time Deductions, Garnishments, and Taxes

Page Name	Object Name	Navigation	Usage
By Paysheet - One-Time Deductions	PAY_SHEET_ADD_D	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Paysheet North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet 	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
By Paysheet - One-Time Garnishment	PAY_SHEET_ADD_G	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Paysheet North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet 	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
By Paysheet - One-Time Taxes	PAY_SHEET_ADD_O	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Paysheet North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet 	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
By Payline — One-Time Deductions	PAY_SHEET_LINE_D	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Payline North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline North American Payroll, Payroll Processing USF, Update Paysheets, By Payline 	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

Page Name	Object Name	Navigation	Usage
By Payline Security — One-Time Deductions	PAY_SHEET_LN_D	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Payline Security North American Payroll, Payroll Processing CAN, Update Paysheets, By Payline Security North American Payroll, Payroll Processing USF, Update Paysheets, By Payline Security 	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

Entering One-Time Deductions

Access the By Paysheet - One-Time Deductions page.

By Paysheet — One-Time Deductions page

Deductions

OK to Pay

The default comes from the paysheet.

Benefit Deductions Taken

During the Paysheet Creation process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from Pay Calendar. You can override it once the paysheet is created.

- *None*: Select to specify no benefit deductions.
- *Deduction*: Select to have the Deduction table govern benefit deductions.
- *Subset*: Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the Benefit Ded Subset ID field.

General Deductions Taken During the Paysheet Creation process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from Pay Calendar. You can override it once the paysheet is created.

- *None*: Select to specify no general deductions.
- *Deduction*: Select to have the Deduction table govern general deductions.
- *Subset*: Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the General Ded Subset ID field.

One-Time Deduction Data Override

Ded Code/Class (deduction code and class) The deduction code must match the code for the deduction type that you are adjusting. To create a one-time override for both the 401(k) before-tax and after-tax deductions, create two entries: one for a deduction classification of after-tax, the other for before-tax.

Sales Tax (CAN) For one-time deductions that attract sales tax (PSTI, PST, PPT, QSTI, QST, QPT, GST or HST), you do not need to enter the sales tax classification here. The Payroll Calculation process generates the sales tax amounts. If you enter a one-time sales tax deduction only, the system processes it accordingly.

Deduction Calculation Routine Define how to calculate the deduction: *Flat Amount*, *Percent of Net Pay*, or *Percentage*. If you select a calculation routine that uses a rate or percent, you can enter an additional flat dollar amount to deduct.

One-Time Code and Flat/Addl Amt (flat or additional amount) *Addition*: Select this value to add the calculated amount specified on this page to the regular calculation.

Arrears Paybk (arrears payback): Select this value to ignore standard arrears processing and calculate arrears to be processed as specified on this page. The system limits the arrears payback to the amount that you specify in the *Flat/Addl Amt* field. For example, if an employee has an arrears balance of \$1000 and you specify a one-time arrears payback deduction of \$400, the system takes only up to \$400 for that pay period.

Note. The One-Time Arrears Payback feature is not for situations when an employee gives you a check to pay back an owed arrears amount.

Override: Select this value to ignore the regular calculation and replace it with the calculation specified on this page. To stop a deduction, use this option, set the deduction calculation routine to Flat Amount, and leave the *Flat/Addl Amt* field blank. Apply the same technique to stop an arrears payback one time.

Refund: Select this value to calculate the deduction normally, according to Deduction Table rules, and apply the refund amount. For example, if the normal deduction is \$100 and you entered a one-time deduction refund of \$75, the resulting deduction amount is \$25. If the normal deduction is 0 (the employee does not currently have this deduction), the system refunds the amount entered here.

Entering One-Time Garnishments

Access the By Paysheet - One-Time Garnishment page.

The screenshot shows the 'By Paysheet - One-Time Garnishment' page. At the top, there are navigation tabs: 'Paysheet', 'One-Time Deductions', 'One-Time Garnishment' (which is selected), 'One-Time Taxes', and 'Page Balances'. Below the tabs, the page displays the following information:

- Company:** GBI
- Pay Group:** KU2
- Pay Period End Date:** 05/05/2000
- Page:** 1

The 'Paysheet Details' section shows a table with the following data:

Line	ID	Empl Rcd#	Ben Rcd#	Name
1	KU0075	0	0	Martignoni,David

Below the table, there is a 'Garnishments' section with a checkbox labeled 'OK to Pay' which is checked. Underneath, the 'One-Time Garnishment Override' section contains several fields:

- *Garnishment ID:** [Empty field]
- *One-Time Code:** Override Garnishment Amounts
- Priority:** [Empty field]
- *Deduction Calculation Routine:** Maximum Allowed
- DE Percent:** [Empty field]
- Flat Amount:** [Empty field]

At the bottom of the override section, there is a 'Processing Fees' table:

Greater of	%Deduction	or Flat Amount
To Company:	[Empty field]	[Empty field]
To Payee:	[Empty field]	[Empty field]

By Paysheet — One-Time Garnishment page

One-Time Garnishment Override

Garnishment ID

Select the Garnishment Specification Data record to override.

Priority

Enter the priority to override from the Garnishment Spec Data pages.

One-Time Code

Override: Select this value to ignore the regular calculation and replace it with the calculation specified on this page.

Refund: Select this value to refund a garnishment amount. Enter the amount to refund to the employee. The system does not calculate the refund amount.

Suspend: Select this value to stop the garnishment deduction for the current pay period.

Note. If you override or refund this garnishment, the system uses all the Calculation and Processing Fees fields on this page to calculate the garnishment, even if they are blank. For example, if you leave the fields in the Processing Fees group box blank, the system treats them as though you entered zero.

Deduction Calculation Routine

These values are the same as those on the Garnishment Spec Data pages.

DE Percent (disposable earnings percent)

Enter the percent of disposable earnings to use in the override calculation.

Flat Amount

Enter the flat amount to use in the override calculation.

Processing Fees

Use this group box to override the normal processing fees. If the order requires you to withhold the greater of the percent of the garnishment amount or a flat amount, enter both; the system withholds the greater of the two.

Entering One-Time Taxes

Access the By Paysheet - One-Time Taxes page.

By Paysheet — One-Time Taxes page

Taxes

Additional Taxes

This check box determines whether the system takes, on an individual check, the additional withholding specified on the Federal Tax Data 1 page, State Tax Data 1 page, and the Canadian Income Tax Data pages.

The default is selected. If you do not want to take the employee's regular additional taxes out of a check, clear this check box.

The system ignores this check box in the following situations:

- The one-time code is *Override*.
- The Maintain Taxable Gross option on the employee Tax Data page is selected.

One-Time Tax Data Override

One-Time Code and One-Time Tax Amount

Addition: Select this value to add the amount specified on this page to the regular calculation. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not take the additional amount that you enter here.

Override: Select this value to ignore the regular calculation and replace it with the amount specified on this page. Entering 0 (or leaving the *One-Time Tax Amount* field blank) is a valid override amount.

Refund: Select this value to calculate the taxes normally and then apply the refund amount. For example, if the normal tax is \$100 and you entered a one-time tax refund of \$75, the resulting tax amount is \$25. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not refund the amount you enter here.

Note. In general, do not use the Paysheet - One-Time Taxes page to change taxes that have wage limits associated with them, such as FICA, State Disability, and State Unemployment. The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

(CAN) Paysheet - One-Time Taxes Page

All fields on this page have the same functionality as those on the One-Time Taxes page (commercial version), except as follows:

Canadian Tax Type Select: *Health Tax, Payroll Tax, or Canadian Income Tax (T4)*.

Note. In general, do not use the Paysheet - One-Time Taxes page to change taxes with associated wage limits, such as Canada Pension Plan (CPP), Quebec Pension Plan (QPP), and Employment Insurance (EI). The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

See Also

Chapter 12, "Maintaining Payroll Data," page 221

Setting Up and Processing Payback Deductions

This section provides an overview and discusses how to:

- Set up payback deduction and earnings codes.
- Use payback deduction and earnings codes on the paysheet.

Understanding Payback Deduction Processing

When you enter an earnings on the paysheet using a payback earnings code, the system associates that amount with the corresponding payback deduction code that you entered on the Earnings Table -Taxes page. The system attempts to recover the arrears associated with a payback deduction code during subsequent payrolls until it becomes zero. The actual amount that you deduct each payroll is based on the maximum arrears payback amount, which you enter for the payback deduction code on the Deduction table (or on the General Ded Code Override page at the employee level).

Setting Up Payback Deduction and Earnings Codes

This example illustrates the steps required to set up a payback deduction code and associate it with a corresponding payback earnings code. It describes how to define an earnings code for salary advance (ADV) and create a salary advance payback deduction code (ADVPB):

1. Define the ADVPB deduction code in the Deduction table and indicate arrears information. Enter a flat dollar amount or a percentage to indicate the maximum amount to deduct.
2. Define the ADVPB deduction code in the General Deduction table with a flat dollar deduction amount of \$0, unless you specify a dollar amount to take in addition to the actual payback amount, which you enter in the Deduction table.
3. Create the ADV earnings code in the Earnings table.

Enter ADVPB as the payback deduction code on the Earnings Table -Taxes page for the ADV earnings code.

Note. The system creates the advance payback as a before-tax deduction if the earnings code associated with it has the Subject to FWT check box selected. If you clear this check box, the deduction is after-tax.

Using Payback Deduction and Earnings Codes on the Paysheet

After you set up the Earnings and Deduction tables to reflect the salary advance earnings and advance payback deduction codes, the first employee to take advantage of the advance program is Terry, who requests a salary advance of \$500. Here's how you use the payback deduction and earnings codes you set up to process Terry's advance:

1. During the first pay period, update Terry's paysheet to include other earnings of \$500, with the ADV earnings code.

The Pay Confirmation process automatically creates a payback arrears balance of \$500 under the ADVPB deduction code because you linked that payback deduction code to the ADV earnings code.

2. In subsequent pay periods, the system automatically tries to recover any outstanding arrears based on the ADVPB deduction code, which you defined with a flat maximum payback amount of \$50.

In Terry's case, the system takes the deduction amount of \$50 as arrears payback in the second pay period, and reduces the payback arrears balance to \$450. It continues to take \$50 a pay period until the arrears balance is zero.

Processing Gross-Ups

This section provides an overview of processing gross ups and discusses how to:

- Run a gross-up.
- Select processing options.
- Override Taxes for a gross-up.
- Override deductions for a gross-up.

Understanding Gross-Up Processing

Use the Gross-Up process to create a check for an exact net amount, including zero net amounts, and have the system calculate the taxes and subsequent gross pay.

Gross-ups are processed along with all other Paysheet transactions during on-cycle, off-cycle, or online check runs. If, during a normal on-cycle payroll run, you're processing a gross-up for an employee in addition to the regular check, you must create an additional check for the gross-up. All earnings included in the gross-up must be on a separate check; you cannot combine a gross-up with an ordinary check that's calculated gross-to-net.

Net Pay Gross-Ups

A net pay gross-up is paid with an earnings code that is set up with Add to Gross Pay selected on the Earnings Code - Taxes page.

For example, you might want to give an employee a bonus of \$500 net pay. The system would gross up from the net of \$500 by determining which tax method is specified for the earnings and calculating the gross based on the tax variables.

In a gross-up you are indicating, in effect, that the company is paying all employer and employee taxes. That is, the employee is getting an actual net bonus of \$500, as opposed to \$500 minus taxes.

Zero Net Gross-Ups

A zero net gross-up is paid with an earnings code that is set up with Add to Gross Pay not selected on the Earnings Code - Taxes page.

For example, you might award a vacation cruise worth \$1,500 to the employee of the year. The \$1,500 would be added to the employee's taxable wage base, but you would not want the employee to pay the taxes incurred on this additional income. You could do a zero net gross up that calculates the taxes on the \$1,500 and the additional gross incurred by the employee as a result of the company paying the taxes.

Running a Gross-Up

These are the basic steps in running a gross-up:

1. Add a Paysheet page.
2. Enter Tax Overrides.
3. Enter Deduction Overrides.
4. Run Pay Calculation.
5. Run Pay Confirmation.
6. View results of the gross-up on the Review Paycheck pages.

Selecting Processing Options on the Paysheet

With gross-ups, you have a number of processing options with regard to taxes and deductions:

- You may use any Earnings Code you need. It may be Regular, Bonus, Gifts, or any special Earnings Code you've set up.
- You may select any Tax Method.

The default tax method is usually Annualized. (The Earnings Code itself may determine the tax method). If you select either Annualized or Cumulative, the system uses the employee's federal and state marital status and number of exemptions. If you select the Supplemental tax method, the system ignores the employee's filing status and uses the supplemental rates in the Federal/State Tax Tables.

For Canada, the recommended tax methods to use would be Annualized or Bonus. Supplemental is U.S. only.

- You may specify the exact Tax Period for the gross-up.
- The system takes Deductions automatically, unless you override them on the Paysheet One-Time Deduction Page.

These deductions *will* reduce the net pay.

- The system may not be able to calculate Additional Tax Amounts or Percents.

When calculating gross-ups, the calculation program may go through several iterations to arrive at the requested net. If, after a number of attempts, the gross-up cannot be calculated, you receive an error message. To correct this situation, you should clear the Additional Tax Amounts or Percents on the Employee Tax Data pages.

Note. You may not override a tax amount using the Paysheet/Payline One-Time Tax Override Pages. You may, however, stop a particular tax from being applied.

Example 1: Paysheet for a Net Pay Gross-Up

Access the By Paysheet - Paysheet page.

1. Select Gross-Up.
2. Use an earnings code that has Add to Gross Pay selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. To enter the Tax Periods, Pay Frequency, and Tax Method you want to use, click Addl Data.

If the tax method desired is already defined on the Earnings code, it is not necessary to enter it in the Additional Data.

5. If you're ready to pay the employee, select OK to Pay.

Note. (CAN) The gross-up process for Canada considers only legislated deductions (both employee and employer contributions) when determining gross pay. Nonstatutory deductions (both employee and employer contributions) are deducted from the desired net pay unless Deductions Taken is set to None.

Example 2: Paysheet for a Zero Net Gross-Up

Access the By Paysheet — Paysheet page.

1. Select Gross-Up.
2. Use an earnings code that does not have Add to Gross Pay selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. Click Addl Data to display a page where you can select the appropriate Tax Method.
5. If you're ready to pay the employee, select OK to Pay.

Overriding Taxes for a Gross-Up

Determine what taxes you want grossed up. By default, the system attempts to take all taxes normally associated with the employee. You may indicate only what taxes not to take. You cannot indicate an override amount, additional amount, or refund amount.

Overriding Deductions for a Gross-Up

The system takes deductions automatically from a grossed-up check unless you override them. So you must determine whether you want deductions taken from net pay. If you do not want any deductions taken, go to the Paysheet One-Time Deductions page and select *None* for Deductions Taken.

Understanding Final Check Paysheet Processing

This section provides general information and discusses the three batch processes run by the Final Check Paysheet Create process:

- Create final check paysheets.
- Extract Final Pay.
- Load to Paysheets/One-Time Deductions.

General Information

Before you can review paysheet and payline information for final check requests, run the Final Check Paysheet Create process to create final check paysheets associated with your final check requests. You can create final check paysheets only for existing final check requests. You must enter at least one final check request before creating final check paysheets. You can create final check paysheets in either on-cycle or off-cycle processes.

Warning! If you create final check paysheets in an off-cycle process, create your regular paysheets before creating your final check paysheets. The Final Check Paysheet Create process obtains important information from the regular paysheets.

The Final Check Paysheet Create process runs three batch processes to create final check paysheets for the Pay Calculation and Pay Confirm processes:

- Creates final check paysheets for the employee.
- Extracts:
 - Leave accruals and deduction refunds to pay to the employee.
 - Deductions to collect from the employee.
- Loads the extracted leave accruals and deductions to the paysheets.

To ensure that the balance records reflect correct information, PeopleSoft recommends that you complete manual checks, reversals, or adjustments before processing a final check. Because the Final Check Paysheet Create process uses information from regular paysheets, PeopleSoft also recommends that you first run your regular Paysheet Create process.

See Also

[Chapter 23, “Working With Checks and Direct Deposit,” Processing a Final Check Request, page 509](#)

[Chapter 6, “Setting Up the Payroll Process,” Defining the Final Check Process, page 109](#)

Create Final Check Paysheet Process

The Create Final Check Paysheet process:

- Creates new final check paysheets.
 - In creating the new final check paysheets, the system calls the Paysheet Creation process to generate the standard paysheets with prorated regular earnings.
- Validates earnings on the new paysheets.
- Applies all validated earnings from pre-existing paysheets onto the new final check paysheets.

This batch process creates the final check paysheets. It prorates regular earnings for all employees (salaried, exception hourly, and hourly) based on the pay period begin and end dates and the termination date on final check requests.

After creating the new final check paysheets, the system determines whether the earnings on the new paysheets are defined in the employee’s final check program. The system deletes from the paysheet earnings that are not defined in the employee’s final check program and generates a warning message.

Note. It is your responsibility to verify the regular earnings for hourly employees and to update the paysheets to reflect the actual hours worked.

After verifying the new final check paysheets, the system determines whether the employee has any pre-existing uncalculated, or unconfirmed, OK To Pay paysheets (either On-Cycle or Off-Cycle).

If so, the system determines whether the pay end date on the paysheet equals the current final check pay end date for any earnings codes that are not on the newly created final check paysheets (but are in the pre-existing paysheets such as Time and Labor, Retro Pay). If these earnings codes are defined on the final check program, the system copies them to the final check paysheet and marks the pre-existing paysheet as Not OK to Pay.

If the pay end date on the paysheet is earlier than the current pay end date, and the earnings code is defined on the final check program, the system copies all appropriate earnings from the pre-existing paysheets to the final check paysheet and marks the pre-existing paysheet as Not OK to Pay. If the pay end date on the paysheet is later than the current pay end date, the system generates a warning message.

Note. The system generates a warning message for every earnings code on the pre-existing paysheets that is not defined in the final check program, and marks the existing paysheets as Not OK to Pay.

The Create Final Check Paysheet process copies all one-time garnishments and one-time taxes associated with the processed, pre-existing paysheets to the final check paysheets. The system verifies one-time deductions against the final check program and copies only those one-time deductions that are in the final check program.

After creating the final check paysheets and copying the pre-existing paysheets, the system validates all the earnings codes on the paysheets to determine the correct earnings amount. Depending on the pay-out option on the Program Earnings Definition page of the final check program, the pay-out amount is either the flat earnings amount on the paysheet or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code on the Earnings Definition page of the final check program and the pay-out amount is greater than the dollar override limit, the system overrides the pay-out amount with the dollar override limit and displays a message to inform you. If there are multiple occurrences of the same earnings code associated with a dollar override limit, the system prorates the dollar override limit proportionately among those earnings.

The system clears the Job Pay check box at the earnings level on all final check paysheets. On all pre-existing paysheets where the system modified information through validation when copying it to the final check paysheets, the system also clears the Job Pay check box at either the earnings level or the other earnings level, depending on the level at which the modification was applied.

Warning! All final check paysheets are created with OK to Pay activated, regardless of how you defined the Pay Group Table - Process Control page or the Additional Pay Table. Even if an earning was defined as Not OK to Pay, that earnings becomes OK to Pay when you create the final check paysheet.

Special Considerations for PeopleSoft Time and Labor Paysheets

These processes are generally the rule for handling pre-existing paysheets in the Final Check Paysheet Create process. Pre-existing paysheets created by PeopleSoft Time and Labor, however, require special considerations.

PeopleSoft Time and Labor enters all pay information onto the payroll paysheets as other earnings. Therefore, for salaried employees whose pay end date equals the current pay end date, the system does not enter PeopleSoft Time and Labor REG other earnings from the current pay period into the new final check paysheets as regular earnings.

However, when processing PeopleSoft Time and Labor REG other earnings for exception hourly and hourly employees when the pay end date equals the current pay end date, the system uses those REG other earnings and overlays the regular earnings on the new final check paysheet.

The system copies PeopleSoft Time and Labor prior period adjustments (represented as Other Earnings records with identical earnings begin and end dates) as they are, if the earnings codes are identified in the final check program.

The system adds to the final check paysheet any earnings codes (other than regular or holiday) from pre-existing, unconfirmed PeopleSoft Time and Labor paysheets, if the pay end date is the same for both the PeopleSoft Time and Labor paysheet and the final check paysheet. The system does not replace the earnings code amount if it already exists on the final check paysheet, but adds to it.

The system does replace holiday pay and hours earnings codes on the final check paysheet with the information from pre-existing, unconfirmed PeopleSoft Time and Labor paysheets, if the earnings code is for holiday and the PeopleSoft Time and Labor paysheet and the final check paysheet have the same pay end date.

When copying PeopleSoft Time and Labor paysheets onto the final check paysheets, the system selects the TL Records (time and labor records) check box on the paysheets.

After copying pre-existing PeopleSoft Time and Labor pay earnings onto final check paysheets, the system marks the PeopleSoft Time and Labor paysheets as final check paysheets. It does this by changing the paysheet source on the paysheets to either Batch Final Check or Online Final Check. Additionally, it marks the PeopleSoft Time and Labor paysheet as Not OK to Pay. Any paysheet marked Not OK to Pay is an original—it was copied from a prior PeopleSoft Time and Labor upload.

After creating the final check paysheets and copying onto them the pre-existing paysheets, the system validates the earnings codes on the paysheets to arrive at the correct earnings amount.

Depending on the Pay-out option in the final check program earnings definition, the pay-out amount is either the flat earnings amount as defined on the paysheet, or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code in the earnings definition of the final check program, and the pay-out amount is greater than the dollar override limit, the system overlays the pay-out amount with the dollar override limit and generates a message to inform you.

If the dollar override limit applies to multiple occurrences of the same earnings code, the system prorates the dollar override limit proportionately among those earnings.

Manual Check and Reversal Paysheets

The system does not copy manual check paysheets onto final check paysheets, and it does not mark them as Not OK to Pay. If they meet all the conditions described in this section, the system copies reversal and reversal/adjustment paysheets to the final check paysheets, marks the original paysheets Not OK To Pay, and generates a message to inform you.

PeopleSoft recommends that you complete all manual check, reversal, and reversal/adjustment processing for an employee before processing a final check paysheet. Otherwise, the balance records might not contain the correct information. This could be a problem for items that have limits, such as FICA.

Final Check Extract Process

The Final Check Extract process:

- Extracts leave accruals.
- Extracts deductions.

This batch program extracts all leave accruals and deductions for an employee's final paycheck. The system checks the processing status on the final check request and processes only those employees whose status is *Created*. The system writes the extracts to a work table, which it loads to the paysheets. After extracting an employee's deductions and accruals, the system sets the processing status in both the final check request and final check extracts to *Extracted*. When the system loads the extracts to paysheets in the Load process, it deletes the extracts in the work table and updates the final check request processing status to *Loaded to Paysheets*.

Extract Leave Accruals

The system extracts all leave accruals for which the plan type and benefit plan are defined in the final check program. The pay-out hours include either or both:

- Fully earned and awarded leave accruals.

These are always paid if they are defined in the final check program. The system uses the following formula to determine the number of available hours to be paid:

hours carried over from previous year

+ earned year-to-date

– taken year-to-date

+ adjusted year-to-date

+ bought year-to-date

– sold year-to-date

– unprocessed hours taken

+ unprocessed hours adjusted

+ unprocessed hours bought

– unprocessed hours sold

- Accrued, but not awarded, leave accruals.

Pay from these accruals (the months or hours incurred from the last leave accruals run until the present) is optional. If you do this, define a proration method for the system in the Final Check Program Table.

Extract Deductions

You can refund or collect all deductions, both general and benefit, for an employee upon termination. Specify a processing rule for each deduction that you include on the Deduction Definition page of a final check program. The final check processing rule that you specify for a deduction determines whether the system refunds or collects that deduction. The processing rule also specifies how the system calculates this deduction.

If the plan type and deduction code are not defined in the final check program, the system creates a one-time deduction override extract row with a zero amount to override the deduction that it collects in the Payroll Calculation process.

Final check processing extracts all deductions in which an employee is enrolled and processes each according to the final check program, regardless of whether the deduction is scheduled for processing.

Final Check Load Paysheets Process

The Final Check Load Paysheets process:

- Loads other earnings.
- Loads Deductions to collect to One-Time Deductions.
- Loads Deductions to refund to One-Time Deductions.

This batch program loads all the extracted leave accruals, deduction refunds, and deduction collections to paysheets. This process is driven by the processing status in the Final Check Extract Table. It selects only those rows from the extract table for which the status is extracted. The system adds all deductions and accruals from the Extract process to the final check paysheets. Leave accruals are added as other earnings. Deductions are added as one-time deductions (overrides or refunds).

If the system copied a one-time deduction override from a pre-existing paysheet onto the final check paysheets, and the Final Check process creates another One-time deduction override for the same deduction, you receive a message informing you of the amount calculated for the deduction. In this case, make adjustments before you run the Payroll Calculation process, because multiple one-time deductions for the same deduction are not allowed.

The system performs all FLSA distributions, job earnings distributions, and tax distributions for the paysheets created in the Paysheet Creation process. However, for earnings associated with leave accruals that were extracted in the Extract process, this program performs only the tax distributions as defined on the Employee Tax Distribution page. The system does not perform FLSA distributions and job earnings distributions. It is your responsibility to perform distributions.

After loading the paysheets for an employee, the system sets the processing status in the final check request to Loaded and deletes final check extracts from the worktable.

If a pre-existing paysheet displays a company or pay group that differs from the one currently in effect for the employee, the system uses the currently effective company and pay group when copying that paysheet to the final check paysheet. It also displays a message to inform you. You can change any final check component before running the Calculation process.

Creating Final Check Paysheets

This section discusses how to:

- Create Final check paysheets.
- Rerun the Final Check Paysheet Create process.
- View the Final Check reports.

Pages Used to Create Final Check Paysheets

Page Name	Object Name	Navigation	Usage
Create Final Check Paysheets	RUNCTL_TERM	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Final Check, Create Final Check Paysheet North American Payroll, Periodic Payroll Events CAN, Final Cheque, Create Final Cheque Paysheets North American Payroll, Periodic Payroll Events USF, Final Check, Create Paysheet for Final Chk 	Create final check paysheets.
FC Requests Report	RUNCTL_PAY056	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Final Check, Final Check Requests Report North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Requests Report North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Requests Report 	Generate the PAY056 report that lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).
FC Reconcile Report	RUNCTL_PAYINIT	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Final Check, Final Check Reconcile Report North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Reconcile Report North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Reconcile Report 	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.

Creating Final Check Paysheets

Access the Create Final Check Paysheets page.

Create Final Check Paysheets page

On-Cycle or Off-Cycle Run

If you use this group box, the *Off-Cycle Run* group box becomes unavailable for entry.

Pay Run ID Select a pay run ID to create final check paysheets for the pay calendars associated with the ID.

Off-Cycle Run

If you use this group box, the *On-Cycle or Off-Cycle Run* group box becomes unavailable for entry.

Note. The Final Check Paysheet Create process gathers information from system tables about the employees for whom you processed final check requests and generates the pay earnings information for each payline.

Note. After creating final check paysheets, run the normal Payroll Calculation and Confirmation processes.

See Also

[Chapter 21, “Calculating Pay,” page 465](#)

[Chapter 26, “\(USF\) Setting Up and Processing Agency Interfaces,” page 567](#)

Rerunning the Final Check Paysheet Create Process

To rerun the Final Check Paysheet Create process:

1. Select the Reprocess check box on the Final Check Request page.

Note. This check box does not appear on the page unless the employee has an Unconfirmed final check paysheet.

2. Mark pre-existing paysheets as OK to Pay.
3. Run the Final Check Paysheet Create process again.

After reprocessing the request, the system hides the Reprocess check box.

See Also

Chapter 23, “Working With Checks and Direct Deposit,” Processing a Final Check Request, page 509

Generating the Final Check Requests Report

Access the FC Requests Report page.

Final Check Processing Status

Extracted: All employees whose final check request processing status is Not Processed or Loaded to Paysheets.

Loaded to Paysheets: All employees whose final check processing status is Loaded to Paysheets.

Not Processed: All employees whose final check processing status is Not Processed.

Paysheet Created: All employees whose final check processing status has paysheets created.

Reviewing Paysheet Balances

This section discusses how to audit paysheets for accuracy.

Pages Used to Review Paysheet Balances

Page Name	Object Name	Navigation	Usage
Paysheet Add Balance Page	PAY_SHEET_ADD_PAGE	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Add Balance Page North American Payroll, Payroll Processing CAN, Update Paysheets, By Add Balance Page North American Payroll, Payroll Processing USF, Update Paysheets, By Add Balance Page 	Audit paysheets for accuracy.
Paysheet Page Bals (Shrt Form)	PAY_SHEET_MULT_P	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Update Paysheets, By Paysheet Earnings/Acting North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet Earnings/Acting North American Payroll, Payroll Processing USF, Update Paysheets, By Paysheet Earnings/Actg 	Display the Paysheet - Page Balances page from the Paysheet Earnings (Short Form) - Paysheet Earnings (Short Form) page.

Reviewing Paysheets for Accuracy

Access the Paysheet - Page Balances page.

Paysheet Add Balance Page

Company: GBI **Pay Group:** KU2 **Pay Period End Date:** 05/05/2000 **Page:** 1

Off Cycle ?

Page Balances

Total Lines: <input style="width: 50px;" type="text" value="12"/>	Total Lines OK to Pay: <input style="width: 50px;" type="text" value="12"/>
Total Regular Hours: <input style="width: 50px;" type="text" value="120.00"/>	Total Regular Earnings: <input style="width: 50px;" type="text"/>
Total Overtime Hours: <input style="width: 50px;" type="text"/>	Total Other Earnings: <input style="width: 50px;" type="text" value="\$254.94"/>
Total Other Hours: <input style="width: 50px;" type="text"/>	Total Hourly Rate: <input style="width: 50px;" type="text" value="\$94.615386"/>

By Paysheet — Page Balances page

This page is display-only.

Using Paysheet Reports

This section discusses how to:

- View multiple pay earnings on a paysheet report.
- Use pre-printed paysheet forms.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” page 809

Pages Used to Generate Paysheet Reports

Page Name	Object Name	Navigation	Usage
Paysheets	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Print Paysheets • North American Payroll, Payroll Processing CAN, Create Paysheets, Print Paysheets • North American Payroll, Payroll Processing USF, Create Paysheets, Print Paysheets 	Generate the PAY009 report that details the results of the Paysheet Creation process.
Paysheets Earnings Distributn	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Print Paysheet Earng Distribtn • North American Payroll, Payroll Processing CAN, Create Paysheets, Print Paysheet Earng Distribtn • North American Payroll, Payroll Processing USF, Create Paysheets, Paysheets Earnings Distributn 	Generates paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.

Viewing Multiple Pay Earnings on a Paysheet Report

When you read paysheet reports, the information that you see on the By Paysheet - Paysheet page is reduced to one line in a report.

If an employee has additional earnings on the paysheet, the payline number doesn't change; it is merely extended. The second pay earnings entry becomes a second line in the report and is prefaced with the employee's payline number and a hyphen (for example, 1, 1-1, 1-2, 1-3).

The first number (in this example, 1) represents the initial pay earnings information for the payline, which is entered in the Job record. Subsequent pay earnings (1-1, 1-2) refer to additional data defined by that person's Job record or Additional Pay Earnings records.

Using Pre-Printed Paysheet Forms

The Standard Paysheet Report (PAY009) displays all the information associated with paylines. Each line on this report represents a different payline or pay earnings entry, identified by employee ID. Indicate how many lines should appear on each page in the Company Table, and determine how to sort the pages sorted (by employee ID), department on the Pay Group Table pages.

For each By Paysheet - Paysheet page, the system creates a By Paysheet — Page Balance page that includes the total number of:

- Paylines.
- Regular hours.
- Regular pay.

This By Paysheet - Page Balance control provides a total based on what the paysheet batch process creates. These totals are not updated by paysheet entries that you make after you create paysheets.

Using Paysheet Forms

You can make this report easier to read by developing a form to give it greater visual definition. PeopleSoft provides a paysheet form (created in Microsoft® Word for Microsoft® Windows®) that you can modify for your company, or you can design your own.

To access the PeopleSoft paysheet form, install Microsoft® Word.

CHAPTER 21

Calculating Pay

This chapter provides overviews of the pay calculation business process and pay calculations and discusses how to:

- Run pay calculation.
- Review pay calculation results.
- Review payroll messages.
- Correct errors in pay calculation.
- Run the final pay calculation.

Understanding the Pay Calculation Process

This section summarizes the pay calculation process and discusses how pay calculation works:

Business Process Summary

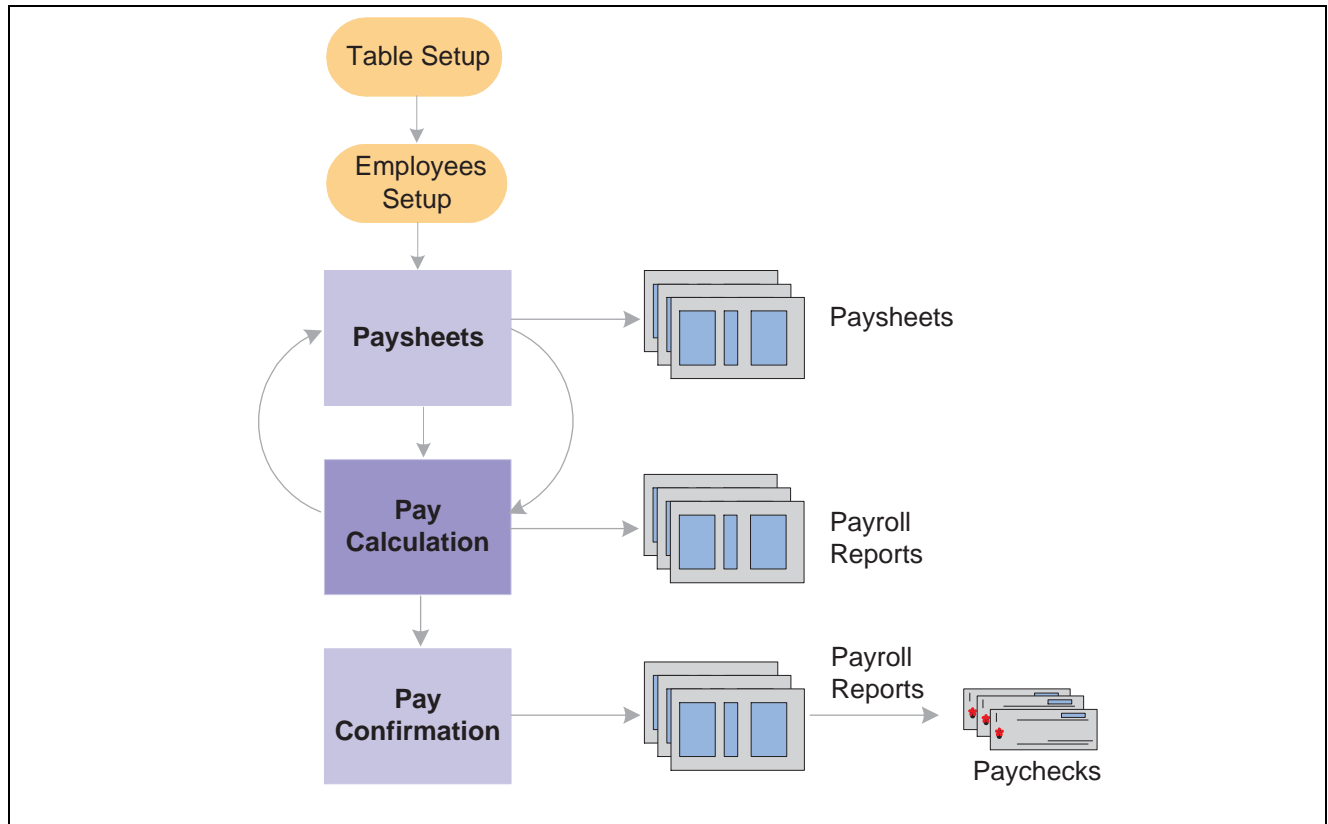
In PeopleSoft Payroll for North America, pay calculation is an iterative process. You can run and rerun calculations repeatedly until you're confident that the payroll data is correct. Here are the basic steps:

1. Enter employee payroll information, create paysheets, and make updates and adjustments for the pay period.
2. (Optional) Identify and fix potential errors using the Pre-Calculation Audit report.
3. Run the Pay Calculation process.
4. Review calculation results and check for errors.

Check payroll error messages online or print the Payroll Messages for Employees report (PAY011).

View the results of paycheck earnings, deductions, and taxes using the Paycheck pages and various standard reports that you can print to verify the results of the pay calculation.

5. Make adjustments on the paysheets.
6. Repeat these steps until you're confident that the payroll data is correct, then confirm pay.

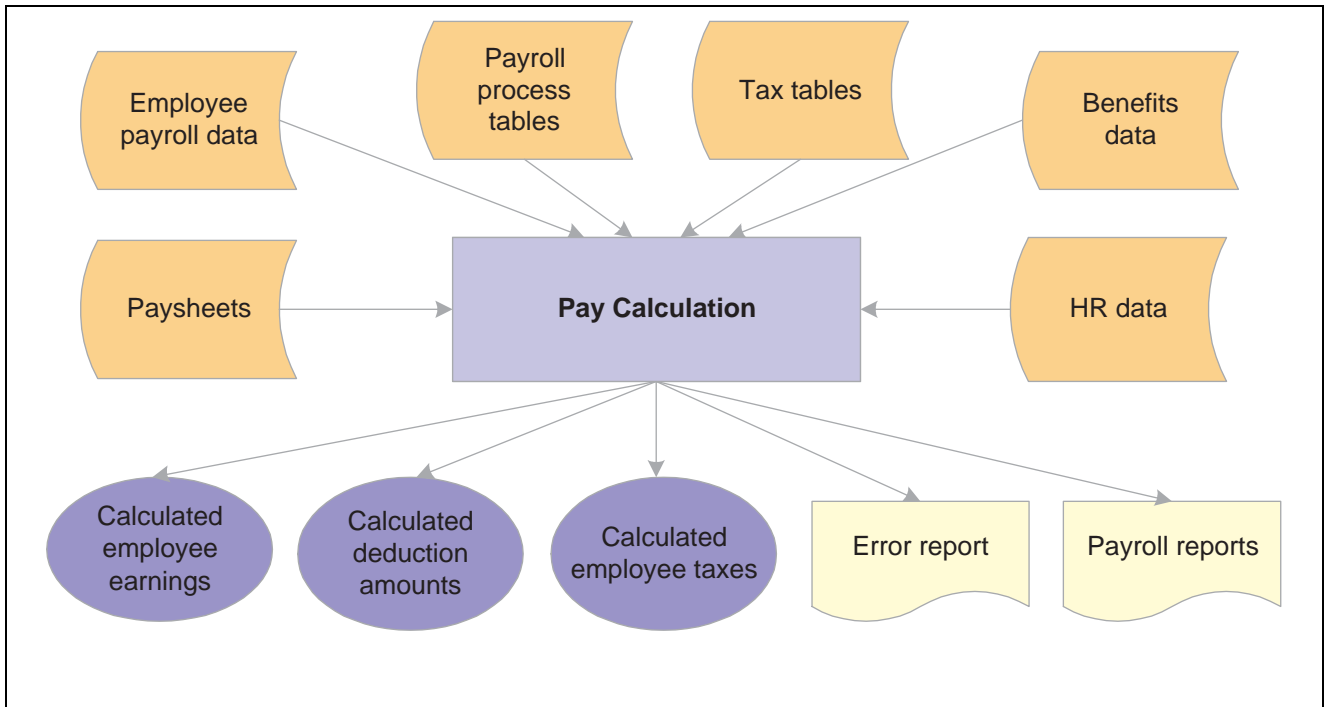


Pay Calculation in the payroll process

How Pay Calculation Works

The pay calculation processes:

- All the information that you set up in the PeopleSoft HRMS and PeopleSoft Payroll for North America tables and at the employee level.
- The additional information provided on paysheets.



Performing pay calculation

Pay Run IDs

The pay calculation is driven by the pay run IDs that you use to group pay groups together for payroll processing. Generally, all pay calendar entries that share a pay run ID have the same pay end date, but not necessarily the same pay frequency. Generally, set up different pay run IDs each pay period end date on the Pay Calendar Table page. The Pay Run ID should be identical for the Paysheet Creation, Pay Calculation, and Pay Confirmation processes.

Off-Cycle Processing

Off-cycle payroll processing refers to calculating and creating a paycheck for one or more employees outside the normally scheduled (on-cycle) payroll run for their pay group. You typically use off-cycle payroll processing to create checks for the following employees:

- Employees who are being terminated.
- New hires that were not entered into the system in time for the last on-cycle payroll run.
- Employees who received an incorrect payroll check during a normal payroll.

The steps for processing an off-cycle payroll are similar to the steps for processing a normal on-cycle payroll. Specify off-cycle processing run parameters.

Options for Calculating Pay

To make the pay calculation as efficient as possible, the system contains safeguards and options. For example, you can specify whether to:

- Calculate pay in preliminary or final mode.
- Calculate for all employees, or only for employees with changes to their payroll data.

- Transfer calc errors.

The Continue with Errors feature moves paylines containing certain errors to an off-cycle pay calendar for separate processing.

See [Chapter 6, “Setting Up the Payroll Process,” Reviewing and Modifying Payroll Messages, page 117.](#)

You can select any combination of options, and you can run payroll calculation as many times as you need in any mode. The only restriction is that you must correct all payroll calculation errors not included in your Continue With Errors definition before beginning the payroll confirmation.

Definition of Payroll Data

When you run pay calculation with Only Calculate Where Needed selected, the system recalculates employees for whom there are changes since the last pay calculation in the following records:

- Paysheet.
- Additional pay.
- Personal data.
- Employment data.
- Job (if Job pay is selected).
- Job earnings distribution.
- Federal, state, or local tax data.
- Garnishment rule, schedule, or specification.
- General deductions.
- Health benefit.
- Disability benefit.
- FSA benefit.
- Life benefit.
- Pension benefit.
- Retirement benefit.
- Savings benefit.
- Vacation benefit.
- Beneficiaries.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Understanding Pay Calendars and Pay Run IDs

Understanding Pay Calculations

This section provides overviews of:

- General processing information.
- Deduction priority and deduction classification.
- Insufficient net pay and pay calculation.
- FLSA Calculations.
- Imputed Income Calculations for group term life insurance.

See Also

[Chapter 20, “Working With Paysheets,” Deduction Override Processing During Pay Calculation, page 416](#)

General Processing Information

During the pay calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked OK to Pay.

The system processes one company at a time, and within each company, every pay group assigned to that pay run ID. As it processes each pay group, the system indicates the number of checks to be calculated and how many have already been calculated.

The system commits the calculations after processing the number of employees specified in the Installation Table. In other words, it updates the physical database with the results of the calculations.

Note. It is important to note that any online change to an employee’s pay data that deletes rows or alters an OK to PAY check box may not be reflected in an updated paysheet. In these cases, you must verify that the paysheet reflects the desired change and, if it does not, change the paysheet directly.

Balance Updates

The system updates balances based on the check date of the pay calendar to which they are associated. The actual check date is not a factor.

On Cycle Payroll Example

Period End Date 12/31/2000

Check Date 12/31/2000 (on the pay calendar)

Balances for December 2000 are updated

Off-Cycle Payroll Example

Period Ends 12/31/2000

On-Cycle Check Date 12/31/2000 (on the pay calendar)

Off-Cycle Check Date 01/02/2001 (on the actual checks)

Off-Cycle payroll is tied to the on-cycle payroll for Payroll Period End Date 12/31/2000. The on-cycle payroll has a check date of 12/31/2000. So the balances for December 2000 are updated. If the off-cycle is tied to the first payroll in 2001, then the January 2001 balances are updated.

Deduction Priority and Deduction Classification

The system uses the deduction priority number and deduction classification to determine the order in which it takes deductions in a pay calculation. Define deduction priority numbers on the Deduction Table - Setup page and deduction classifications on the Deduction Table - Tax Class page.

The deduction priority and deduction classification function in a pay calculation as follows:

1. The system builds a temporary table that enables it to run calculations and store information.

The system stores the deduction code, classification (before-tax, after-tax, or taxable benefit), priority number, and deduction amount in the table.

For example, Mark receives 401(k), medical, dental, and life insurance benefits. He also contributes a portion of his earnings to union dues and a charity. The system interprets the information and stores it in a temporary table:

Type	Deduction Amount	Classification	Priority
401(k)	7%	Before-tax	5
Medical	\$100 (flat amount)	Before-tax	7
Dental	\$50 (flat amount)	Before-tax	8
Life insurance	\$100 (flat amount)	Before-tax	6
Union dues	2%	After-tax	9
Charity	\$25 (flat amount)	After-tax	10

2. The system locates all deductions (not including taxes) and calculates their value.

The system calculates the value of the deduction, based on gross earnings or a special accumulator.

Note. Taxes are not included with deductions. Although taxes reduce gross pay, they are distinct in their categorization.

Mark receives \$2000 in gross earnings. The system calculates the deductions, based on the \$2000 gross earnings:

Type	Deduction Amount	Classification	Priority
401(k)	$7\% \times \$2000 = \140	Before-tax	5
Medical	\$100	Before-tax	7
Dental	\$50	Before-tax	8
Life insurance	\$100	Before-tax	6
Union dues	$2\% \times \$2000 = \40	After-tax	9
Charity	\$25	After-tax	10

3. The system calculates the employee's taxable gross income.

To calculate an employee's taxable gross income, the system locates only those deductions with before-tax classifications and subtracts them from the gross income.

Note. The system does not actually deduct anything from the employee's gross income; it only runs a calculation.

Type	Deduction Amount	Classification	Priority
401(k)	Subtract \$140	Before-tax	5
Medical	Subtract \$100	Before-tax	7
Dental	Subtract \$50	Before-tax	8
Life insurance	Subtract \$100	Before-tax	6
	Total deduction: \$390		

$\$2000$ (gross income) – $\$390$ (total of all before-tax deductions) = $\$1610$ (taxable gross income).

Note. Seriously consider the deduction priority of before-tax deductions, because it affects the tax calculation.

4. The system calculates taxes, based on the taxable gross income:

Type	Priority	Deduction Amount
Federal tax	1	$31\% \times \$1610 = \499.10
State tax	2	$12\% \times \$1610 = \193.20
Local tax	3	$3\% \times \$1610 = 48.30$

Note. As you assign deduction priorities, remember that PeopleSoft assigned priorities for federal, state or provincial, and local taxes on payroll tax tables. These taxes have a higher priority to ensure that taxes take precedence over other deductions. See *PeopleSoft Application Fundamentals for HRMS PeopleBook*, “Setting Up Payroll Tax Tables.”

5. The system withholds taxes, before-tax deductions, and after-tax deductions from gross pay.

The system calculates only the deductions. After the system completes these calculations, it withholds all of the deductions and taxes from an employee’s gross pay in sequential order, using deduction priority numbers.

The system withholds all of Mark’s precalculated deductions and taxes from his \$2000 gross pay as follows:

Type	Classification	Priority	Sequence	Withholding Amount
Federal tax	NA	1	First	\$499.10
State tax	NA	2	Second	\$193.20
Local tax	NA	3	Third	\$48.30
401(K)	Before-tax	4	Fourth	\$140
Life insurance	Before-tax	5	Fifth	\$100
Medical	Before-tax	6	Sixth	\$100
Dental	Before-tax	7	Seventh	\$50
Union dues	After-tax	8	Eighth	\$40
Charity	After-tax	9	Ninth	\$25
				Total withholdings: \$1195.60

$\$2000$ (gross income) – $\$1195.60$ (total of all withholdings) = $\$804.40$ (net pay).

Note. At this point, the system takes deductions that have both a before-tax and after-tax classification in the following order: before-tax deduction, then after-tax deduction.

The final result is the employee's net pay.

Insufficient Net Pay and Pay Calculation

At times, there might be insufficient net pay to cover all withholdings during pay calculation. If the system encounters such a deficiency during pay calculation, it identifies the first deduction that it cannot completely withhold and recalculates new tax values to compensate for the lack of net pay.

Using the previous example, suppose Mark has insufficient net pay to cover all withholdings during pay calculation. The system withholds all of the deductions and taxes from an employee's gross pay, in sequential order, using deduction priority numbers. In this example, Mark has insufficient net pay to withhold all deductions starting with his 401(k):

Type	Classification	Priority	Deduction Sequence	Amount To Withheld	Actual Amount Withheld
Federal tax	NA	1	First	\$241.50	\$499.10
State tax	NA	2	Second	\$161	\$193.20
Local tax	NA	3	Third	\$48.30	–\$48.30
401(K)	Before-tax	4	Fourth	\$140	–\$70
Life insurance	Before-tax	5	Fifth	\$100	\$0
Medical	Before-tax	6	Sixth	\$100	\$0
Dental	Before-tax	7	Seventh	\$50	\$0
Union dues	After-tax	8	Eighth	\$40	\$0
Charity	After-tax	9	Ninth	\$25	\$0
				Total withholdings: \$810.60	

Using this example, the system takes the following steps when encountering insufficient pay during pay calculation:

1. The system encounters a deduction that it cannot completely withhold and identifies it for tax recalculation.

In the example, 401(k) is the first deduction to have insufficient funds for complete withholding. If you selected the Partial Deductions Allowed check box on the Deduction Table - Process page, the system takes as much of the deduction as it can—in this case \$70—and moves the remaining unpaid balance to arrears. Therefore \$70 goes into arrears, and the system notes that Mark paid \$70 to the 401(k) deduction.

2. The system also identifies all deductions subsequent to the partial deduction and moves the unpaid balances to arrears.

In the example, the system identifies the life insurance, medical, and dental deductions and sends a total of \$250 (in before-tax deductions) to arrears. It also notes that Mark paid \$0 for each of these deductions.

3. The system recalculates taxable gross income.

The system calculates taxable gross income by locating all before-tax deductions and subtracting them from Mark's gross income. It calculates all before-tax deductions by a percentage of Mark's gross income or a flat amount.

This time, however, instead of using the original percentage or flat amount to calculate before-tax deductions, the system uses the amount that it noted in the previous steps (the actual amount Mark paid toward those deductions):

Type	Deduction Amount (Amount Noted By The System)	Classification	Priority
401(K)	\$70	Before-tax	4
Life insurance	\$0	Before-tax	5
Medical	\$0	Before-tax	6
Dental	\$0	Before-tax	7
	Total Deduction: \$70		

Originally, the system subtracted \$390 (the original total of all before-tax deductions) from Mark's gross income to arrive at his taxable gross income. However, using the amounts noted from previous steps (the amount Mark actually paid towards the deductions), it only subtracts \$70 from his gross income. Therefore, the system arrives at a new taxable gross income that is larger than the original.

4. The system calculates taxes, based on the new taxable gross income.

The taxes calculated from the new, larger taxable gross income are higher than the first time.

Note. The remaining steps are documented in Running Pay Calculations.

See [Chapter 21, "Calculating Pay," Running Pay Calculation](#), page 475.

(CAN) Insufficient Net Pay and Pay Calculation

For Canadian processing, if a before tax deduction results in insufficient net pay, the entire before tax deduction is removed. No partial deduction amounts are used for before tax deductions.

(USA) FLSA Calculations

FLSA setup instructions include examples of calculations.

See Also

Chapter 8, “(USA) Setting Up and Calculating FLSA Rates,” page 141

Imputed Income for Group Term Life Insurance Calculations

Group term life insurance setup instructions include examples of calculations.

See Also

Chapter 10, “(USA) Setting Up Additional U.S. Payroll Functionality,” Calculating Imputed Income for U.S. Group Term Life Insurance, page 194

Chapter 9, “(CAN) Setting Up Additional Canadian Payroll Functionality,” Calculating Imputed Income for Canadian Group Term Life Insurance, page 179

Running Pay Calculation

This section discusses how to:

- Run the Precalculation Audit report.
- Run the Calculation Process.

Pages Used to Run Pay Calculation

Page Name	Object Name	Navigation	Usage
Precalculation Audit	RUNCTL_AUDIT	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Precalc Audit Report • North American Payroll, Payroll Processing CAN, Run Payroll, Precalc Audit Report • North American Payroll, Payroll Processing USF, Run Payroll, Precalc Audit Report 	Run PAY035, which provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.
Pay Calculation	RUNCTL_PAY_CALC	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Calculate Pay • North American Payroll, Payroll Processing CAN, Run Payroll, Calculate Pay • North American Payroll, Payroll Processing USF, Run Payroll, Calculate Pay 	Specify pay calculation parameters.

Running the Precalculation Audit

The Pre-Calculation Audit (PAY035.SQR) is an optional report that you should run before the pay calculation to identify records that could cause errors during pay calculation. The Pre-Calculation Audit report verifies the integrity of your paysheet entries. It checks employee data for valid company, tax location code, state or provincial tax data, UI jurisdiction, and so on.

Running Pay Calculation

Access the Pay Calculation page.

Pay Calculation

Run Control ID: Test

[Report Manager](#)
[Process Monitor](#)
Run

Process Request Parameter(s)

<div style="background-color: #4F81BD; color: white; padding: 2px 5px; border-bottom: 1px solid #4F81BD;">On-Cycle or Off-Cycle Run</div> <p>Pay Run ID: <input type="text" value="B-C26"/> <input type="button" value="Q"/></p> <p style="margin-left: 20px;">VNB 95 #26</p> <p>On or Off-Cycle: <input type="text" value=""/> <input type="button" value="v"/></p> <p><input checked="" type="checkbox"/> On-Cycle Preliminary Calc Run</p>	or	<div style="background-color: #4F81BD; color: white; padding: 2px 5px; border-bottom: 1px solid #4F81BD;">Off-Cycle Run</div> <p>Company: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Pay End Date: <input type="text"/></p> <p>Process:</p> <p>Page #: <input type="text"/> Thru: <input type="text"/></p>
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Calculation Options

Only Calculate Where Needed **Transfer Calc Errors**

(Re)Calculate All Checks

Pay Calculation page

Note. The system removes run control data after each run. Therefore, you must re-create control data before each run.

On-Cycle or Off-Cycle Run

Pay Run ID

Select this option to run the pay calculation for the pay calendars associated with a pay run ID. Define the values in the Pay Run Table in the Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings menu. Use this table to verify the accuracy of the groups that you selected for processing. This table displays every company and pay group calendar entry associated with each pay run ID.

For an off-cycle run, you can leave this field blank and use the Off-Cycle Run group box to specify parameters for your calculation.

On-Cycle Preliminary Calc Run (on-cycle preliminary calculation run)

You can run on-cycle pay calculations in preliminary mode as many times as required to correct errors and adjust payroll information.

Clear this check box only after you have corrected all errors from the preliminary runs and are ready to process your final pay calculation run. Both preliminary and final modes perform identical calculations. However, final mode signals to the system that you are ready to progress to the pay confirmation and it sets the Locked for Confirm indicator to prevent automatic updates to the paysheet when certain employee pay data are changed, unless final calc is rerun.

See [Chapter 20, "Working With Paysheets," Understanding Deduction Override Processing, page 411.](#)

Warning! If you use the Single Checks for Multiple Jobs feature and you pay an employee two or more off-cycle checks in the same pay period, associated with the same calendar (either on-cycle or off-cycle), you must run the Pay Calculation and Pay Confirmation processes using the Off-Cycle Run group box. If you use the On-Cycle or Off-Cycle Run group box, you might delete the previously confirmed off-cycle paycheck. Additionally, using the On-Cycle or Off-Cycle Run group box might cause the processes to combine the previously confirmed earnings with the current earnings, resulting in overpayment. Off-cycle runs are defined as off-cycle checks, online checks, or reversals.

Calculation Options

Only Calculate Where Needed

Select this option to process the pay calculation only for employees for whom you must recalculate payroll. To minimize processing time, select this option. The system calculates pay for employees who have not yet been calculated, employees with errors, or employees who have had changes since the last pay calculation, even if you have previously run a Final Calc.

Re(Calculate) All Checks

If you select this option, the system calculates or recalculates payroll for all eligible employees. Select this option if this is the first time you are calculating final pay for a payroll run or you have changed one of the non-employee-level tables affecting payroll processing, such as an insurance rate adjustment.

When you select the *Only Calculate Where Needed* option, the system recalculates all employees for whom you made changes in these records since the last pay calculation run. However, after you run the Final Calc process, the system stops automatically updating paysheets. The system processes only changes to the paysheet and does not process most of these record changes.

Also select this option when you have changed one of the nonemployee-level tables affecting payroll processing, or if this is the first time you calculate pay for that payroll run. When recalculating checks, the system does not process table changes.

If you select this option, the system calculates or recalculates payroll for all eligible employees. Select this option if you made table changes that affect pay calculations, such as insurance rate adjustments.

Transfer Calc Errors (transfer calculation errors)

This applies to the Continue With Errors feature. If you select this check box when running the Final Calc process, the pay calculation transfers the paylines containing errors that are identified on the Pay Message table as eligible for transfer to an off-cycle pay calendar, according to specifications in the Pay Calendar and Pay Group tables. You can then correct the errors and process these paylines at a later time in an off-cycle pay run.

See [Chapter 6, “Setting Up the Payroll Process,” Reviewing and Modifying Payroll Messages, page 117.](#)

Warning! If this check box is selected, you should not rerun the preliminary or final calc for any reason.

Note. (USF) When an employee has worked less than a full pay period, the pay calculation prorates Federal Employee Health Benefits (FEHB) and Federal Employee Group Life Insurance (FEGLI) deductions, according to OPM (Office of Personnel Management) rules.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Establishing Pay Run IDs

Chapter 23, “Working With Checks and Direct Deposit,” page 495

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

Reviewing Pay Calculation Results

This section provides an overview of Paycheck pages, lists the pages and their usage, and discusses how to:

- View paycheck deduction information.
- (USA) View earnings by FLSA period.

Understanding Paycheck Pages

After running the pay calculation, view the results of paycheck earnings, deductions, and taxes using the Review Paycheck pages in the North American Payroll, Payroll Processing menu.

Each page displays different information for a check. For example, one page displays earnings data, while another displays deduction data. The pages also contain paysheet data so that you can access the pages by pay group, pay period end date, page number, and line number. You can also access Paycheck pages by employee ID or check number.

Note. Paycheck numbers are not assigned until you complete the confirmation process. The pages also display a status, which is a combination of the calculation status and the type of check being calculated.

You can't view the Paycheck pages for a check that you changed on the paysheets since the last time you ran the pay calculation. If you try, you receive a message stating that no records match your specified keys.

In other words, when you change an employee's pay data on the paysheets, the system doesn't immediately update the corresponding Paycheck page. It updates this information when you run the pay calculation. Until then, you cannot view the Paycheck page. This is to avoid the confusion that might arise if an employee's paysheet contains updated information and the Paycheck page contains information that is not updated.

Pages Used to Review Pay Calculation Results

Page Name	Object Name	Navigation	Usage
Paycheck Earnings	PAY_CHECK_E	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review Paycheck North American Payroll, Payroll Processing CAN, Run Payroll, Review Paycheque North American Payroll, Payroll Processing USF, Run Payroll, Review Paycheck 	View detailed earnings information and totals for calculated taxes, deductions, and net pay.
Paycheck Earnings - Additional Data	PAY_CHECK_E1	Click the Additional Data link on the Paycheck Earnings page.	View paycheck earnings information that does not appear on the Paycheck Earnings page.
Paycheck Taxes	PAY_CHECK_T	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review Paycheck North American Payroll, Payroll Processing CAN, Run Payroll, Review Paycheque North American Payroll, Payroll Processing USF, Run Payroll, Review Paycheck 	View detailed tax information and totals for calculated earnings, deductions, and net pay.
Paycheck Deductions	PAY_CHECK_D	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review Paycheck North American Payroll, Payroll Processing CAN, Run Payroll, Review Paycheque North American Payroll, Payroll Processing USF, Run Payroll, Review Paycheck 	View detailed deduction information and totals for calculated earnings, taxes, and net pay.

Page Name	Object Name	Navigation	Usage
Paycheck Summary	PAY_CHECK_SUMM, PAY_CHECK_SUMM_CN	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review Paycheck Summary North American Payroll, Payroll Processing CAN, Run Payroll, Review Paycheque Summary North American Payroll, Payroll Processing USF, Run Payroll, Review Paycheck Summary 	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.
FLSA Pay Data	FLSA_PAY	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Review FLSA Pay Data North American Payroll, Payroll Processing USF, Run Payroll, Review FLSA Pay Data 	View an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page. Before viewing this page, you must run the pay calculation.
Online Results	PAY_OL_CHECK_S	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Single Check, Review/Print Single Check North American Payroll, Periodic Payroll Events CAN, Single Cheque, Review/Print Single Cheque North American Payroll, Periodic Payroll Events USF, Single Check, Review/Print Single Check 	View the calculation results of the Online Check process. This page appears automatically each time that you submit an online check for calculation.

See Also

Chapter 23, "Working With Checks and Direct Deposit," page 495

Viewing Paycheck Deductions

Access the Paycheck Deductions page.

Note. The Canadian Paycheque Deductions page is identical to the U.S. version, with the addition of sales tax amounts.

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Company:	GBI	Pay Group:	KU1	Pay Period End:	03/05/2000	Page:	8
EmpID:	KU0056	Name:	Ng,Edward			Line:	1
Confirmed	Check	<input type="checkbox"/>	Off Cycle ?	<input type="checkbox"/>	Reprint	<input type="checkbox"/>	Adjustment
		<input type="checkbox"/>	Corrected	Sep Chk #:			
Issue Date	Check #	Earnings	Taxes	Deductions	Net Pay		
03/03/2000	1312	73.61	9.74	12.89	50.98		
Deductions							
Find View All First 1-3 of 8 Last							
Benefit Plan Code	Class	Ben Rcd#/ Plan Type *	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt	AP Status	
Basic Medical Deduction		0	1.10				
KUMED KUMED	Before-Tax	Medical					
Basic Medical Deduction		0	33.06				
KUMED KUMED	Nontaxable	Medical					
Basic Life Premiums		0	0.92				
KUBLIF KUBLIF	Nontaxable	Life		50,000.00			

Paycheck Deductions page (1 of 2)

Garnishments				
Find View All First 1 of 1 Last				
Priority	ID	Type	Vendor	AP Status
DE For Rule:				
Less Exemption:		General Calculation		
Less Other Garnishments:				
Maximum Deduction:				
Limited Amount:		Deduct Not Limited		
<input type="checkbox"/> Adjusted Due To Included Fee		Garnishment proration rule ID:		
Garnishment	Company Fee	Payee Fee	Total Deducted	

Net Pay Distribution				
Customize Find View All First 1 of 1 Last				
Check/Advice#	Account Type	Bank ID	Account#	Amount

Paycheck Deductions page (2 of 2)

Note. When an employee has child support orders from two or more states, the system uses the Garnishment Proration process to select the maximum deduction that provides the most money for the children. For example, if state A has a maximum deduction of \$1200, and state B has a maximum deduction of \$900, the system uses the maximum deduction of \$1200 for both child support orders.

Maximum Deduction

Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction:

Deduct Not Limited: Indicates that no further limitations were placed on the garnishment.

Deduct Limited by Calculation: Indicates that the deduction was limited by one of the deduction calculation amounts or percentages from the Garnishment Spec Data 4 or 5 pages.

Deduct Limited by Total Amount and Deduct Limited by Monthly Amount: Indicate that the system used the limitations from the Garnishment Spec Data 3 page.

Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Garnishment proration rule ID field.

Adjusted Due To Included Fee

If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees:

- In disposable earnings.
- On top of disposable earnings.

Specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page.

If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment.

If you take the fees on top of the disposable earnings, then the fees that the system takes have no impact on the garnishment amount. For example, if the system determines that you can take a garnishment of \$177.00, and you have fees that are not included in the disposable earnings, then the garnishment amount remains \$177.00.

However, if the order specifies that you take \$5.00 for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the Adjusted Due To Included Fee check box.

If the system has adjusted the garnishment amount based on a percentage of the deduction, the Adjusted Due To Included Fee check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.

See Also

[Chapter 7, “Setting Up Garnishments,” page 127](#)

[Chapter 13, “Administering Garnishments,” page 285](#)

Viewing Earnings by FLSA Period

Access the FLSA Pay Data page.

See [Chapter 8, “\(USA\) Setting Up and Calculating FLSA Rates,” Viewing FLSA Pay Data, page 144.](#)

Reviewing Payroll Messages

If the system encounters errors during the payroll process, it creates payroll error messages. You can print these messages or view them online.

Pages Used to View and Print Payroll Error Messages

Page Name	Object Name	Navigation	Usage
Payroll Error Messages (inquiry)	PAY_MESSAGES	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Review Processing Messages, Error Messages North American Payroll, Payroll Processing CAN, Review Processing Messages, Error Messages North American Payroll, Payroll Processing USF, Review Processing Messages, Error Messages 	View online the error messages generated during payroll processing.
Payroll Error Messages for Employees (report)	RUNCTL_RPT_RUNID	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Review Processing Messages, Error Messages Report North American Payroll, Payroll Processing CAN, Review Processing Messages, Error Messages Report North American Payroll, Payroll Processing USF, Review Processing Messages, Error Messages Report 	<p>Generate the PAY011 report, which lists the system error messages generated during the Payroll process.</p> <p>Note. Use this report to analyze and resolve payroll problems before you run the Pay Confirmation process. This report lists only errors for individual employees. If an error does not relate to an employee, it is visible online but doesn't appear in the printed report. For example: "Calculation Run Control Missing".</p>

Correcting Errors in Pay Calculation

This section discusses:

- Reasons for corrections.
- Automatic recalculation.
- Types of errors and corrections.

Reasons for Corrections

There are many reasons why you might correct information on paysheets, in employee data, or in Payroll Process tables. Some reasons might be:

- Pay calculation errors.
- Late paperwork.
- Data entry errors.

You must correct pay calculation errors before you begin the pay confirmation. If you cannot correct an error for an employee, or lack information to process the employee, clear the OK to Pay check box for the employee on the paysheet. The Confirm process ignores the employee and deletes the paysheet, so you can continue processing the payroll on schedule. You can issue a manual or off-cycle check to the employee with the problem pay earnings.

Automatic Recalculation

The system always automatically recalculates paylines with errors when you rerun the pay calculation. It also automatically recalculates the pay for employees with the following:

- Changes made to paylines when you rerun the pay calculation.
- Changes made to employee data, unless you've run the final calculation.

Types of Errors and Corrections

Depending on the results of the preliminary calculation run, you might take one or more corrective actions.

There are two types of errors that can result from the pay calculation:

- Errors that the pay calculation detects.

If the calculation detects an error, *Check Messages* appears after the pay calculation. View messages online, or print the Payroll Error Messages For Employees report (PAY011). After you review the messages, take the appropriate action, and rerun the pay calculation.

- Errors that pay calculation doesn't detect.

You discover these errors while reviewing the results of the calculation.

- For example, the system doesn't detect that you forgot to pay an employee for 10 hours of overtime, or that the Health Plan Table does not have the new rates. However, the system detects errors, such as when an employee is scheduled to have a deduction taken, but no corresponding Benefit or General Deduction Table entry exists.

You can usually correct these types of errors by making changes to any of the following records:

- Pay earnings.
- Benefits.
- One-time deductions (General Deductions, Garnishments).
- One-time taxes.
- Employment - job.
- Employee tax.

- Personal data.

Other errors at the pay group, company, or higher levels require a recalculating using the (Re)Calculate All option.

Correcting Errors That Pay Calculation Detects

If you receive a system-generated error message, the system detected an error in the Payline record. Check the payline listed in the error message.

Correcting Errors That Pay Calculation Doesn't Detect

You can usually identify and correct these errors as follows:

Error	Action
The deduction code displayed below is not found in the Deduction Table.	Add the corresponding deduction code to the appropriate Benefit or General Deduction Table.
There is no birth date provided for this employee. The employee participates in the life plan identified below. That plan uses an age-graded rate table to determine costs and requires a birth date.	Correct the employee's personal data by adding a date of birth.

After you address a set of errors, you can rerun the pay calculation as many times as you need. Remember to set up the run control each time before running the CALCPAY process. After running the pay calculation, run and review the reports to ensure the accuracy of the payroll. Then continue processing the pay calculation until you are satisfied with the results.

Running Final Pay Calculation

This section discusses making online updates during or after running final calculation and how to run the final calculation process.

Understanding Online Updates and Final Calculation

PeopleSoft's final calculation functionality enables you to access the database 7 days a week, 24 hours a day, without interrupting payroll processing. This means that you can confirm a payroll while people continue to modify employee pay data, even though a final calculation or confirmation is underway. If you want your last minute online changes to be included in a payroll for which the final calculation process has already been run (but not confirmed), you can rerun the final calculation process before confirming.

Behind the Scenes Indicators

PeopleSoft Payroll for North America uses the following behind-the-scenes indicators to mark paysheets with the final calculation status and with the status of any online changes to employee data:

Locked for Confirm Indicator

The final calculation process sets this invisible indicator on the paysheets at the beginning of a final calc.

The preliminary calculation process clears this indicator.

Paysheet Recalculation Indicator

This indicator, which is also not visible on the paysheet, is set when online changes are made to employee pay data. Relevant values are:

Available for Update: Indicates online updates made when the Locked for Confirm indicator is set (final calc has been run) at the time the update is made.

Needs Update: Indicates online updates made when the Locked for Confirm indicator is *not* set (final calc has *not* been run) at the time the update is made.

When you make modifications to employee pay data, PeopleCode on the employee data pages reads the paysheet to see if the Locked for Confirm indicator is set. If it is, the system enables you to confirm the payroll without recalculation. If you rerun the final calc selecting either the Only Calculate Where Needed or (Re)Calculate All Checks option on the Pay Calculation run control page, the system applies all appropriate changes to the paysheets and ignores the Locked for Confirm indicator.

The Locked for Confirm indicator is set at the beginning of the final calculation process for on-cycle payroll runs. Employee pay data changes made after the indicator is set will not be included in the pay calculation unless final calculation is rerun.

The Confirmation process clears the Locked for Confirm indicator.

Example

Here's an example to show how these indicators work together:

1. You run final calculation.

The Locked for Confirm indicator is set on the paysheets at the beginning of the final calc run.

2. You make online changes to employee pay data.

You get a message that tells you that the changes will not be picked up until the next payroll calculation (for this pay run or the next).

The Paysheet Recalculation indicator is set to *Available for Update*.

3. You either confirm the payroll or recalculate the payroll.

- If you confirm the payroll, the online changes are not included.

The confirmation process also clears the Locked for Confirm indicator and the Paysheet Recalculation indicator.

- If you rerun the final calculation, the changes are included.

The changes are included whether you select Only Calculate Where Needed or (Re)Calculate All Checks on the Pay Calculation run control page.

Understanding the Payroll Message

When you change employee pay data, the system reads the paysheet to see if the Locked for Confirm indicator is set. If the Locked for Confirm indicator is set, the following warning message appears:

Warning -- A Payroll is currently in process for this EE. This data will not be processed until next payroll. (2000,478)

The final calc process has been completed for the EE and payroll is currently locked for confirm. This data will not be processed until the next payroll.

This message means that the online changes to payroll data will not be picked up until the next calculation run—either a recalculation of the current payroll run or the initial (preliminary) calculation of the next payroll run. In other words, if you recalculate the same payroll run after running final calc, the pending changes (with the Paysheet Recalculation indicator set to Available for Update) are included in the calculation.

Running the Final Pay Calculation Process

When you are satisfied with the results of your preliminary pay calculation runs, and you have corrected all errors, you can run the final pay calculation and proceed to pay confirmation.

To run final calculation, clear the Preliminary Calculation Run check box on the Pay Calculation page and run the pay calculation again.

If you do not address all the errors found during the pay calculation, you receive the following error message during confirmation:

All of the checks for a pay calendar have not been calculated and therefore cannot be confirmed.

If you forget to run the pay calculation in final mode and try to run the pay confirmation, you receive this error message:

Pay Calculation Is Not Final.

CHAPTER 22

Confirming Pay

This chapter provides an overview of the pay confirmation process and discusses how to run Pay Confirm and Pay Unconfirm.

Understanding Pay Confirmation

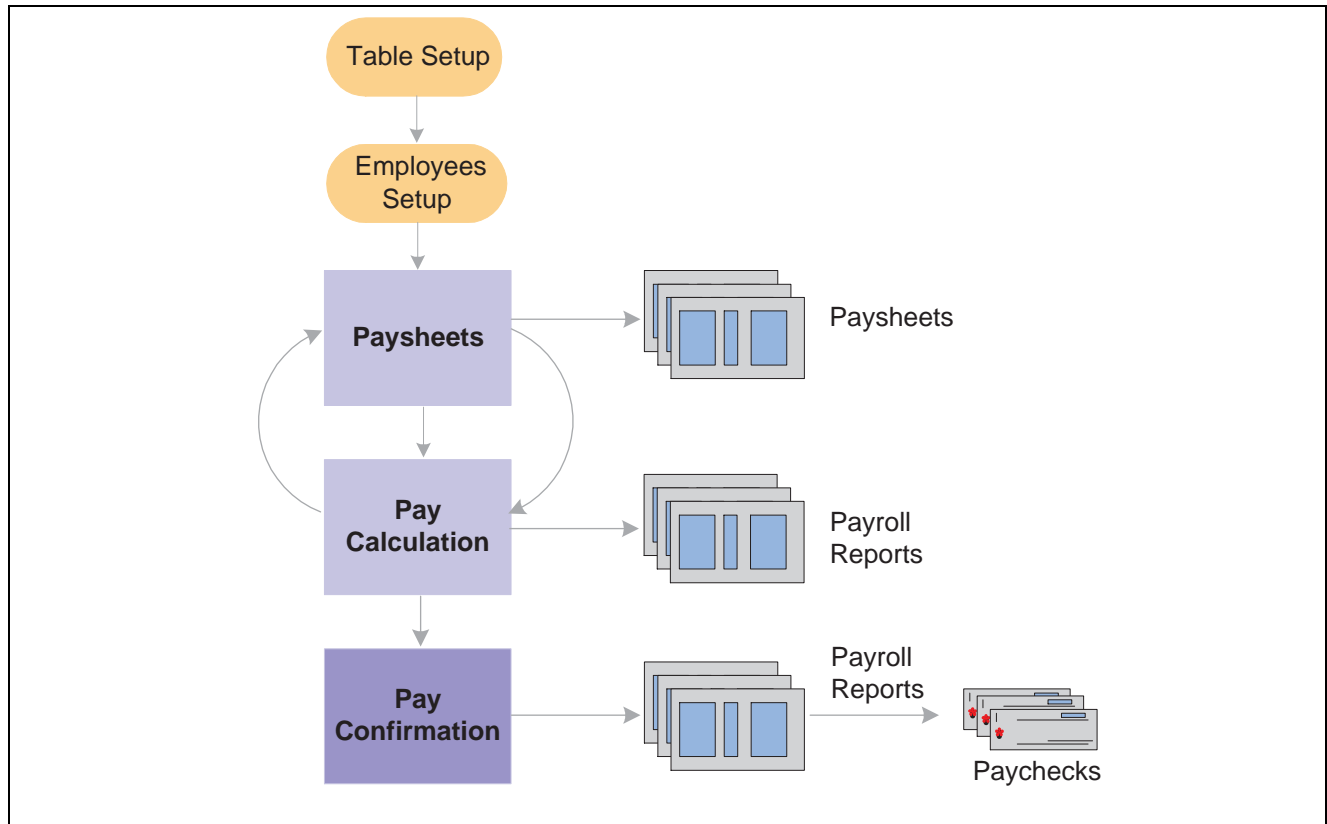
This section discusses:

- Where pay confirm fits in the payroll process.
- A summary of the confirmation process.
- The order of pay calendar confirmation.

Finalize Calculations Before Running Pay Confirmation

After you verify that the payroll calculation is correct and you run the Pay Calculation in final mode, you can run Payroll Confirmation. Pay Confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you've reviewed and approved all payroll information for this pay run, and that you're ready to produce paychecks.

After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. You can also generate the direct deposit, general ledger, or any other interface. You can review an employee's check totals and payroll balances online.



Pay Confirmation in the payroll process

Warning! Do not run Payroll Confirmation unless you are confident that the amounts have been calculated properly. After Pay Confirmation is complete, you cannot update paysheet information unless you first run the Pay Unconfirm process.

Pay Confirmation Process Summary

Manage the Pay Confirmation process with a Pay Run ID, just as you do for Pay Calculation and Paysheets. Use the identical Pay Run ID in the Pay Confirmation process that you used during both the Paysheets and Pay Calculation processes.

During Pay Confirmation, the system:

- Processes one company at a time and, within each company, every pay group assigned to that Pay Run ID.
As it processes each pay group, the system indicates how many checks are being confirmed and how many have already been confirmed.
- Updates all balances for earnings, deductions, Check Year-to-Date, taxes, garnishments, arrears, and leave accruals.
- Assigns check and/or advice numbers.

It checks the value of Last Form Number Used in the Form Table, increments that by one, and assigns this number to the first person in the check sequence order. The remaining check or advice numbers are assigned sequentially according to the check print sequence options you've defined in the Pay Group table.

Note. The online check process cannot be run while other confirmations are running. The processes may not finish in sequential order, and may not update the Last Form Number Used field accordingly. Thus, processes run simultaneously may use duplicate check numbers.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Establishing Pay Run IDs

Chapter 23, “Working With Checks and Direct Deposit,” page 495

Confirm Pay Calendars in Order by Check Date Month

When a check is processed for an employee, the system updates the various balance records (earnings, deductions, taxes, and so on). Balance records are stored by year, quarter, and balance period or month. For Canada, balance records are stored by year, Wage Loss Plan, Province, quarter, and balance period or month.

After you have posted to a month, you cannot post to a previous month. For example, after you have posted an April balance, the system does not allow you to update a March balance of the same type. If you try to post to a previous month, the Pay Confirmation process stops with an error. This may occur for semi-monthly and monthly pay groups.

Example - Semi-Monthly Pay Group

An employee is in a semi-monthly pay group for the first three weeks of the month. He is then transferred to a monthly pay group. He has a paysheet for the semi-monthly pay group for the third week of the month and a monthly paysheet for the fourth week of the month. The semi-monthly pay group has a pay end date of 3/31 and a check date of 4/5, and therefore a MONTHCD of 4 on the pay calendar. The monthly pay group has a pay end date of 3/31 and a check date of 3/31, and therefore a MONTHCD of 3 on the pay calendar.

If the semi-monthly pay group is confirmed before the monthly pay group, the April balance record is created before the March balance is updated. As a result, when you try to confirm the monthly pay group, Pay Confirmation stops with an error.

To prevent the problem, you need to confirm the monthly pay group first, because the check date is in March.

Example - Monthly Pay Group

An employee is in the monthly pay group for the month of March. This payroll has a pay end date and check date of 3/31. Effective April 1, the employee is transferred to the semi-monthly pay group. Before you confirm the 3/31 monthly payroll, you confirm an off-cycle check that is attached to the April semi-monthly payroll for this employee. This off-cycle check creates an April balance record; when you try to confirm the March monthly payroll, Pay Confirmation stops with an error.

To avoid this error, confirm pay calendars in order, by month of the check date.

Running Pay Confirm and Pay Unconfirm

This section discusses how to:

- Run an audit report to detect information that might cause problems during pay confirmation.
- Run the Pay Confirm process.
- Run the Pay Unconfirm process.
- Review pay confirmation results.

Pages Used to Confirm Pay

Page Name	Object Name	Navigation	Usage
Preconfirm Audit	RUNCTL_AUDIT	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Preconfirm Audit Report • North American Payroll, Payroll Processing CAN, Run Payroll, Preconfirm Audit Report • North American Payroll, Payroll Processing USF, Run Payroll, Preconfirm Audit Report 	Generate the PAY036 report which provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.
Run Control - Pay Confirmation	RUNCTL_PAY_CONF	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Confirm Pay • North American Payroll, Payroll Processing CAN, Run Payroll, Confirm Pay • North American Payroll, Payroll Processing USF, Run Payroll, Confirm Pay 	Define Pay Confirmation process parameters and run the Pay Confirm process.
Pay Unconfirm	RUNCTL_PAY_UNCONF	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Reverse Pay Confirmation • North American Payroll, Payroll Processing CAN, Run Payroll, Reverse Pay Confirmation • North American Payroll, Payroll Processing USF, Run Payroll, Reverse Pay Confirmation 	Run Pay Unconfirm to update paysheet information or to make data or table changes that require recalculation after you've run Pay Confirmation.

Defining Pay Confirmation Process Parameters

Access the Pay Confirmation page.

Pay Confirmation page

On-Cycle or Off-Cycle Run

Pay Run ID

For on-cycle confirmation, enter the Pay Run ID. Use the identical Pay Run ID in the Pay Confirmation process that you used during both the Paysheets and Pay Calculation processes.

On or Off-Cycle

To confirm all off-cycle checks associated with a particular period, enter a Pay Run ID and select *Off-Cycle*.

To confirm off-cycle checks by page range, leave the Pay Run ID field blank, select *Off-Cycle*, and use the Off-Cycle Run box to specify parameters for your calculation: Company, Pay Group, Pay End Date, and the Page #s.

Off-Cycle Run

All Reversals/Adjustments Select to process all reversals and adjustments.

Running Pay Unconfirm

The Pay Unconfirm page is identical to the Pay Confirmation page.

Note. When you run Pay Unconfirm, the row is deleted, so you do not need to manually delete the future-dated rows from SQL.

Reviewing Pay Confirmation Results

Review Pay Confirmation results using hard copy reports or the available online Paycheck pages in the Payroll Processing menu.

See Also

Chapter 21, “Calculating Pay,” Reviewing Pay Calculation Results, page 479

Chapter 20, “Working With Paysheets,” page 405

Chapter 23, “Working With Checks and Direct Deposit,” page 495

CHAPTER 23

Working With Checks and Direct Deposit

This chapter provides an overview of printing checks and advices and discusses how to:

- Print checks and direct deposit advices.
- Create a direct deposit create file.
- Process single checks.
- Record manual checks.
- Process a final check request.
- Reverse paychecks.
- Adjust paychecks.
- Perform check reconciliation.
- Reprint checks.

Understanding Printing Checks and Advices

The Payroll Check Print report PAY003 (or for Canada, PAY003CN) and the Direct Deposit Advice Print report DDP003 (or for Canada, DDP003CN) are sample formats for printing checks and advices. After you run Pay Confirmation, you run these reports for that pay run.

The Pay Group Table pages (Check Distribution and Check Sequencing pages) and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing your employees' paychecks and direct deposit advices. You can also specify which address appears on the check or advice form. The printed information on the check or advice form comes from these pages.

Note. The Check Print (PAY003 and PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR processes suppress the current hours and rate information from printing when you distribute salaried employees' standard hours to earnings codes other than the regular earnings code defined in the Pay Group table.

Note. (USF) As a general rule, federal payments certified by a Certifying Officer are issued through the Financial Management Service (FMS), Department of the Treasury. Authority has been delegated to specific agencies to issue payments outside of this requirement, and this is documented in the Treasury Financial Manual (TFM).

See Also

[Chapter 26, “\(USF\) Setting Up and Processing Agency Interfaces,” page 567](#)

Check Printing

During the confirmation process, the system sorts the checks according to the options you’ve selected on the Pay Group Table and the Payroll Data pages and assigns check numbers. The Payroll Check Print program formats the data from the Pay Check file and prints the checks in numerical order, which is how they exist in the file.

Your company may have a particular kind of check stock and specific formatting requirements for printed paychecks, so you probably want to modify PAY003 or PAY003CN to reflect your company’s individual in-house style.

On the paycheck stub, the Check Print process prints different descriptive information for garnishment deductions, depending on whether monies were deducted. If money is deducted, *Garnishment - Tax Levy* appears. When no money is deducted, *GARN01 - Tax Levy* appears.

Direct Deposit Advice Suppression

To suppress the printing of an employee’s direct deposit advice form, select the Suppress DDP Advice Print check box on the employees’s Direct Deposit page.

See Also

[Chapter 12, “Maintaining Payroll Data,” Setting Up Direct Deposits, page 267](#)

Looking at Paychecks and Advices

The PAY003 (and PAY003CN) and DDP003 (and DDP003CN) SQRs for both U.S. and Canada include balance, pay group, and employee data, including the following:

- Pay group and pay period information.
- Employee home address, job, and personal tax information.
- Current period earnings, taxes, and deduction amounts.
- Year-to-date balances for noncurrent earnings/taxes/deductions, with subtotals.
- Federal taxable gross detail.
- Pay distribution between check and direct deposit.

A bank microcode appears at the bottom of the check. This microcode font is provided with your PeopleSoft Payroll for North America system. The numbers represent the check number and the bank transit and account numbers. The paycheck SQRs get the transit and account numbers from the Pay Group Table, the bank information from the Bank Table, and the check number from the paysheet (check numbers are assigned during pay confirmation). You must set up the Bank Table to make this work.

For checks to be deemed negotiable legal tender, you must use a special ink when printing them. Banks accept only checks that have been impregnated with magnetically treated ink. The Hewlett-Packard font cartridge MICR provides such ink.

Also notice that an electronically produced signature appears at the bottom of the check. One way to have a signature print on paychecks electronically is to purchase a custom font cartridge from Hewlett-Packard. You send an electronic copy of the signature to Hewlett-Packard, and they then load it into a font cartridge that you can use on your HP laser jet printer. Because the signature resides in the font cartridge, it can easily be secured; you can keep it locked up except when processing checks.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Banks and Bank Branches”

Printing Checks and Direct Deposit Reports

This section discusses how to:

- Print checks.
- Print direct deposit reports.

Pages Used to Print Checks and Direct Deposit Reports

Page Name	Object Name	Navigation	Usage
Check Print	RUNCTL_CHK_ADV1	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Print Checks • North American Payroll, Payroll Processing USF, Print Check Items, Print Checks 	Run PAY003, which prints U.S. paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run.
Cheque Print	RUNCTL_CHK_ADV	North American Payroll, Payroll Processing CAN, Print Cheque Items, Print Cheques	<p>(CAN) Run PAY003CN, which prints Canadian paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run.</p> <p>Run control parameters are the same as PAY003 - Check Print.</p>
Cheque Register	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Print Cheque Items, Cheque Register	(CAN) Run PAY004CN, which generates a report that lists all cheques, in cheque number order, written in the pay period for each company in the organization.

Page Name	Object Name	Navigation	Usage
Check Register	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Checks, Check Register Report North American Payroll, Payroll Processing USF, Print Check Items, Check Register Report 	Run PAY004, which generates a report that lists all checks, in check number order, written in the pay period for each company in the organization.
DDP Register	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Create Direct Deposits Items, Direct Deposit Register	(CAN) Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
DDP Register	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Direct Deposit Register North American Payroll, Payroll Processing USF, Create Direct Deposits Items, Direct Deposit Register 	Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
DDP Advice Print	RUNCTL_CHK_ADV	North American Payroll, Payroll Processing CAN, Create Direct Deposit Items, Print Advice Forms	(CAN) Run DDP003CN, which prints Canadian paycheque and pay stub information onto direct deposit advice forms.
DDP Advice Print	RUNCTL_CHK_ADV1	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Print Advice Forms North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Print Advice Forms 	Run DDP003, which prints paycheck and pay stub information onto direct deposit advice forms.
DDP Advice Register	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Advice Register North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Advice Register 	Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register.
DDP Advice Register	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Create Direct Deposit Items, Advice Register	(CAN) Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register.

Entering Run Controls for Printing Checks and Direct Deposit Reports

Access the Check Print page.

Check Print

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameter(s)

<div style="background-color: #4F81BD; color: white; padding: 2px 5px; margin-bottom: 5px;">On-Cycle Run</div> <div style="border: 1px solid #4F81BD; padding: 5px; min-height: 100px;"> Pay Run ID: <input style="width: 80%;" type="text"/> </div>	or:	<div style="background-color: #4F81BD; color: white; padding: 2px 5px; margin-bottom: 5px;">Off-Cycle Pay Calendar</div> <div style="border: 1px solid #4F81BD; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company:</td> <td style="width: 20%;"><input type="text" value="GBI"/> <input type="button" value="Q"/></td> <td style="width: 50%; text-align: right;">GBI</td> </tr> <tr> <td>Pay Group:</td> <td><input type="text" value="KC1"/> <input type="button" value="Q"/></td> <td style="text-align: right;">Cdn Weekly</td> </tr> <tr> <td>Pay End Date:</td> <td><input type="text" value="12/19/1999"/> <input type="button" value="Q"/></td> <td></td> </tr> <tr> <td>Process Page:</td> <td><input type="text"/> <input type="button" value="Q"/></td> <td>Thru: <input type="text"/> <input type="button" value="Q"/></td> </tr> </table> </div>	Company:	<input type="text" value="GBI"/> <input type="button" value="Q"/>	GBI	Pay Group:	<input type="text" value="KC1"/> <input type="button" value="Q"/>	Cdn Weekly	Pay End Date:	<input type="text" value="12/19/1999"/> <input type="button" value="Q"/>		Process Page:	<input type="text"/> <input type="button" value="Q"/>	Thru: <input type="text"/> <input type="button" value="Q"/>
Company:	<input type="text" value="GBI"/> <input type="button" value="Q"/>	GBI												
Pay Group:	<input type="text" value="KC1"/> <input type="button" value="Q"/>	Cdn Weekly												
Pay End Date:	<input type="text" value="12/19/1999"/> <input type="button" value="Q"/>													
Process Page:	<input type="text"/> <input type="button" value="Q"/>	Thru: <input type="text"/> <input type="button" value="Q"/>												

Payroll Cycle

On-Cycle Off-Cycle Both

Starting Check/Advice Number:
 Thru:

Message:

Check Print page

Note. The Check Print page is shown here as an example; most of the pages used for printing checks and direct deposit reports use the same parameters.

On-Cycle Run

If you specify only a pay run ID, the system selects checks from that run ID that are based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.

If you specify a pay run ID and the check range, the system selects only the checks that are in the check number range and based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.

Off-Cycle Pay Calendar

If you use this group box, you must enter:

- Company.
- Pay group.
- Pay end date.

Available fields and completed tasks depend on which option you select in the Payroll Cycle group box:

Payroll Cycle

On-Cycle	The Page# fields are unavailable for entry. The system selects only the on-cycle checks for the company and pay group with the pay end date that you specify. If you specify a check number range, the system selects only those checks.
Off-Cycle	The Page# fields are available for entry. The system selects only the off-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page number range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.
Both	The Page# fields are available for entry. The system selects both off-cycle and on-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

Generating a Direct Deposit File

This section provides an overview and discusses how to create a direct deposit file.

Understanding the Direct Deposit Create Process

Use the Direct Deposit Create File process (DDP001 and DDP001CN) to create an electronic transmittal file used to transfer payroll funds directly into an employee's bank account. The file contains direct deposit records for each company and bank/branch combination within the Pay Run ID. The direct payment routing numbers generated by the program are formatted according to the Routing Format you specify on the Source Bank Accounts page.

The report shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's paychecks, employee name, and all the other information the system needs to complete direct deposits of payroll funds.

(USA) Processing Order

The prenote process is a test run for direct deposits to verify that bank IDs and employee account numbers are valid. You must run the Prenotification and Prenote reports (DDP005 and DDP006) prior to running DDP001. The Direct Deposit SQRs must be run in a specific order:

1. (USA only) DDP006
2. (USA only) DDP005
3. DDP002
4. DDP001

See Also

[Chapter 23, “Working With Checks and Direct Deposit,” Printing Checks and Direct Deposit Reports, page 497](#)

[Chapter 12, “Maintaining Payroll Data,” Setting Up Direct Deposits, page 267](#)

[Chapter 21, “Calculating Pay,” Pages Used to Review Pay Calculation Results, page 480](#)

Pages Used to Generate a Direct Deposit Create File

Page Name	Object Name	Navigation	Usage
DDP Prenotification	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Prenotification North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Prenotification 	<p>Run DDP005, which generates a report that provides notification of the amounts slated for deposit and the associated accounts before the transactions actually take place, so that your employees can verify that the information is correct and make necessary changes.</p> <p>Note. The prenotification process does not apply in Canada.</p>
DDP Prenote Memo	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Prenote Memo North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Prenote Memo 	<p>Run DDP006, which generates a report that prints notifications for employees who have their pay deposited directly into their checking accounts for the first time.</p>
Direct Deposit File — Run Parameters	RUNCTL_DDP001	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Direct Deposits, Direct Deposit File North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Direct Deposit File 	<p>Run the Direct Deposit Create File process (DDP001).</p>
Direct Deposit File - Run Parameters	RUNCTL_DDP001CN	<p>North American Payroll, Payroll Processing CAN, Create Direct Deposit Items, Direct Deposit File</p>	<p>(CAN) Run the Direct Deposit Create File process (DDP001CN).</p>

Running the Direct Deposit Create File Process

Access the Direct Deposit File - Run Parameters page.

Run Parameters

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

Pay Run or **Pay Calendar**

Pay Run ID:

Company: GBI

Pay Group: Cdn Weekly

Pay Period End Date:

Prenote Date:

Text (20 Characters):

File Header [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Bank ID	Company		
<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>
		<input type="button" value="+"/>	<input type="button" value="-"/>

Direct Deposit File — Run Parameters page

- Pay Run** Enter either a Pay Run ID or Pay Calendar information for the desired pay period.
- Company, Pay Group, and Pay End Date** Select a company, pay group, and pay end date.
- Prenote Date** Optionally enter information here for your reference.
- Bank Transit Number Company** Enter your bank's Bank Transit Number and your company. This information appears at the beginning of the transmittal file.

(CAN) Direct Deposit Create File - Run Parameters Page

Although the Canadian page displays with some differences, all fields on this page have the same functionality as the fields shown on the U.S. page.

Processing Single Checks

This section provides overviews of single checks and paysheet options and discusses how to:

- Configure the system for online printing.
- Use single check paysheets.
- Display online single check results.
- Reverse a single check .

Understanding Online Single Checks

With PeopleSoft Payroll, you can calculate, view, and print a single employee check interactively, online. Here's how:

1. Configure the system for online check printing.
2. Assign a pay run ID to the appropriate pay calendar.
This is required to access the Single Check Paysheet page.
3. Enter data on the Single Check Paysheet page.
 - a. Enter the hours or an amount.
 - b. If necessary, override Job data, taxes, deductions, or garnishments.
 - c. Click Save and Calculate.
The Online Results page appears when the process is complete.
4. View results of the calculation on the Online Results page and proceed in one of three ways:
 - Confirm and print the check.
 - Click the Change Data button to return to the Single Check Paysheet to make changes.
 - Delete the check.

Note. (USF) With few exceptions, federal agencies must issue all certified payment vouchers through the Department of the Treasury.

Check Modeling

To use this feature for check modeling:

1. On the Single Check Paysheet page, enter data and click Save and Calculate.
2. On the Online Results page, either click to change the data or delete the check.

Understanding Single Check Paysheet Options

The system offers several options for using the Paysheet Creation Process to access the employee's paysheet:

- Process a Final Check Online.

If the employee has a final check request, the system displays a message asking if you want to create the final check online. You can copy an off-cycle final check paysheet or unconfirmed final check to create the final check online.

- Process an Unconfirmed Online Check.

If the employee has an unconfirmed single check with the same company, pay group, pay end date, and employment record number that you specified, the system displays that paysheet.

- Process an Unconfirmed Off-Cycle Check.

If the employee has an unconfirmed off-cycle check with the same company, pay group, pay end date, and employment record number that you specified, and this is the only payroll on the page, the system displays a message offering you the option of selecting that payroll.

- Have the System Create the Online Paysheet.

If neither of the previous two conditions exist, the system displays a message asking if you want to use the Paysheet Creation Process to create the data for the employee's single check.

- Create the Online Paysheet Manually.

If you click Yes for the Paysheet Creation Process, the Online Check page displays the employee's Paysheet information for the pay period end date you specified. If you click No, the Single Check Paysheet page displays only default information for adding a new Paysheet.

Pages Used to Process Online Single Checks

Page Name	Object Name	Navigation	Usage
Configure Online Printing	PAY_OL_PRNT	Set Up HRMS, Product Related, North American Payroll, Compensation and Earnings, Configure Online Printing	Configure the system for online printing.
Single Check Paysheet	PAY_OL_SHEET_S1	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Single Check, Single Check Paysheet • North American Payroll, Periodic Payroll Event CAN, Single Cheque, Single Cheque Paysheet • North American Payroll, Periodic Payroll Events USF, Single Check, Single Check Paysheet 	Use an employee's single check paysheet and check.
Online Results	PAY_OL_CHECK_S	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Single Check, Review/Print Single Check • North American Payroll, Periodic Payroll Events USF, Single Check, Review/Print Single Check 	When you click Save and Calculate on the Single Check Paysheet page, the system performs the calculation and displays the Online Results page. You can confirm and print a check, delete the check, or return to the Single Check Paysheet page to change data.
(CAN) Online Results	PAY_OL_CHECK_C	North American Payroll, Periodic Payroll Events CAN, Single Cheque, Review/Print Single Cheque	When you click Save and Calculate on the Single Check Paysheet page, the system performs the calculation and displays the Online Results page. You can confirm and print a check, delete the check, or return to the Single Check Paysheet page to change data.

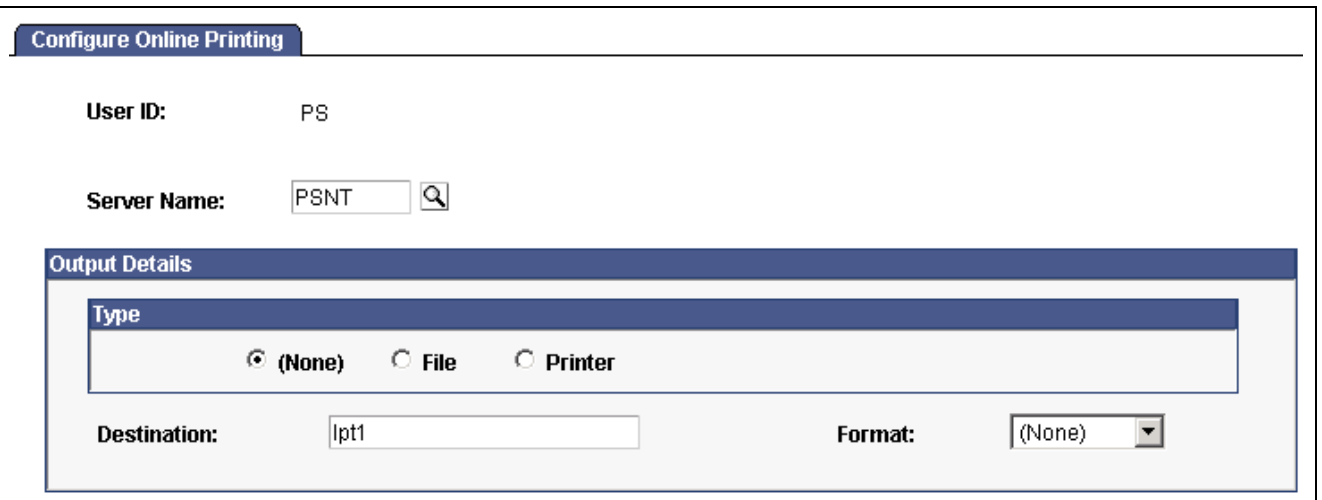
Page Name	Object Name	Navigation	Usage
Check Reversal	PAY_OL_CHECK_S	North American Payroll, Periodic Payroll Events, Single Check, Review/Print Single Check Click the Reverse & Confirm button on the Online Results page.	Reverse a single check and confirm the results of the Check Reversal process.
(CAN) Check Reversal	PAY_OL_CHECK_C	North American Payroll, Periodic Payroll Events CAN, Single Cheque, Review/Print Single Cheque Click the Reverse & Confirm button on the Online Results page.	Reverse a single cheque.

See Also

[Chapter 26, “\(USF\) Setting Up and Processing Agency Interfaces,” page 567](#)

Configuring for Online Printing

Access the Configure Online Printing page.



Configure Online Printing page

- Type** Select *Printer*, *File*, or *None*.
- Destination** Enter a printer port or file directory to receive your output.
- Format** Select the format in which you want the report printed.

Using Single Check Paysheets

Access the Single Check Paysheet page.

Company: TC1 **Pay Group:** T1W **Pay Period End Date:** 09/12/1995 **Page:** 4
ID: TZ616 **Name:** Carlin,George **Line:** 1
Empl Rcd#: 0 **Check Dt:** 10/18/2002 **Check #:** On-line

Online Check Request Find | View All First 1 of 1 Last

OK to Pay **Override Hourly Rate** **No Direct Deposit** **Gross-Up** **TL Records**

Reg Rt Cd **Reg Hrs** 40.00 **OT Rt Cd** **OT Hrs** **Hourly Rate** 10.000000 **Reg Salary**

Earnings Begin/End Dates 09/12/1995 ***State** UT **Locality**

***Benefit Deductions Taken** Subset **Ben Ded Subset** TS1 ***General Deductions Taken** Subset **Genl Ded Subset** TS1

[Additional Data](#) [One-Time Deductions](#) [One-Time Taxes](#) [One-Time Garnishments](#)

Other Earnings Customize | Find | View All First 1 of 1 Last

*Code	Seg #	Rate Code	Hours	Rate	Amount

Single Check Paysheet page

- Check #** You can either specify a number or have one assigned by the system.
- Save and Calculate** When you're ready to calculate the check, click this button to start the calculation process. The system then displays the Online Results page.
- Return to Search** If you want to set up a single check for another employee, click Return to Search to redisplay the Single Check selection page.
- Benefit Deductions Taken** The initial value comes from the pay calendar, but you can override it.
- *None:* Select to specify no benefit deductions.
 - *Deduction:* Select to have the Deduction table govern benefit deductions.
 - *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the Benefit Ded Subset field.
- General Deductions Taken** The initial value comes from the pay calendar, but you can override it.
- *None:* Select to specify no general deductions.
 - *Deduction:* Select to have the Deduction table govern general deductions.
 - *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the Genl Ded Subset field.

Note. Many of the fields on the Single Check Paysheet page are identical to those on the Paysheet page.

Warning! If you use the Paysheet Creation process for single online checks using the same on-cycle Pay Calendar that's being processed in batch, the employee receives a duplicate check.

See Also

Chapter 20, "Working With Paysheets," Viewing and Updating Paysheets and Paylines, page 432

Displaying Single Check Results

Access the Online Results page.

Online Results			
Carlin,George		ID: TZ616	Page: 4
Company: TC1	Earnings: 400.00	Empl Rcd#: 0	Line: 1
Pay Group: T1W	Taxes: 71.58	Check #:	
Pay Period End Date: 09/12/1995	Deductions: 12.00	Form ID:	
	Net Pay: 316.42		On-line
<input type="button" value="Confirm and Print"/> <input type="button" value="Delete"/> <input type="button" value="Reverse and Confirm"/> <input type="button" value="Change Data"/>			
▶ Earnings			
▶ Deductions			
▶ Taxes			

Online Results page

Note. (USF) When you're satisfied with the results, save the page. After saving you can proceed to the normal pay certification process and then run the ECS Off Cycle Process for this payment.

You must assign a Pay Run ID to the appropriate pay calendar. Otherwise, the system cannot find any employee data for online single check processing. The fields on this page are display-only and are based on the data that was entered on the Single Check paysheet.

Important! Any uncalculated or unconfirmed online single checks are automatically calculated or confirmed by an off-cycle pay run if the online single check page numbers fall within the range entered for the off-cycle pay run.

Reverse & Confirm

Click this button to access the Check Reversal page and run the Check Reversal process. You cannot reverse a single check until it has been confirmed and printed. Until then, this button is unavailable.

Reversing a Single Check

Access the Check Reversal page.

1. Enter a Paygroup and a Pay End Date.

The reversal is posted to the company, pay group, and pay end date specified here.

2. Click OK to run Check Reversal.
The system displays the Online Results page.
3. Review results of the reversal on the Online Results page.

See Also

[Chapter 23, “Working With Checks and Direct Deposit,” Using Single Check Paysheets, page 505](#)

[Chapter 20, “Working With Paysheets,” page 405](#)

[Chapter 23, “Working With Checks and Direct Deposit,” Displaying Single Check Results, page 507](#)

Recording Manual Checks

This section provides an overview of recording manual checks and discusses how to enter manual check data into the system.

Understanding the Recording of Manual Checks

A manual check is a check prepared outside of the PeopleSoft Payroll for North America system. You might have a remote office with no access to PeopleSoft Payroll for North America that occasionally needs to write a manual check to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual checks.

Because manual checks are created outside of the system, you must record them manually into PeopleSoft Payroll for North America to update your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk didn't notify the central office of the new hire. So, when the payroll was produced for the January run, the new employee didn't receive a check. The payroll clerk therefore calculated and produced a manual check to be processed in an off-cycle run. He then forwarded the check information to the central office to be entered into the system.

Although manual checks are normally processed in off-cycle payroll runs, you can record them as part of your on-cycle payroll process if you choose.

Entering Manual Check Data Into the System

To enter a manual check into the system:

1. Enter information for a specific paysheet on the Paysheet page.
 - When you access the page, we recommend you use the Add mode. This keeps your manual checks separate from your regular checks and avoids confusion.
 - You must make a separate payline entry for each manual check. If you want to enter ten manual checks, for example, you add a paysheet page and then add ten additional paylines to that page.
 - Select the Manual Check check box on the main Paysheets page. This causes the onscreen message “Manual Check” to appear just below the Employee ID field.

2. Enter the employee's earnings, taxes, and deductions into the paysheet on the One-Time Deductions, One-Time Garnishment, and One-Time Taxes pages. The system calculates employer-paid taxes and benefits.

Note. If garnishments were deducted from the paycheck, the description reads "Garnishment – Tax Levy". If no garnishments were deducted, but the deduction is established in the system, the description displays the general deduction code – GARN01 – Tax Levy.

3. Run the Pay Calculation process using the Pay Calculation page. During this process, the system double-checks your entries to ensure that the gross pay minus deductions and taxes equals the net pay for each manual check.
4. Review the results.
5. Run the Pay Confirmation process on the Pay Confirmation page. During this process, the system updates all balances for earnings, deductions, and taxes.

See Also

[Chapter 20, "Working With Paysheets," page 405](#)

[Chapter 21, "Calculating Pay," page 465](#)

[Chapter 22, "Confirming Pay," page 489](#)

Processing a Final Check Request

This section lists prerequisites and discusses how to:

- Run the final check request process.
- Create an online final check.
- Run the final check batch process.
- Reprocess final check paysheets.
- Generate a final check request report.

See Also

[Chapter 6, "Setting Up the Payroll Process," Defining the Final Check Process, page 109](#)

[Chapter 20, "Working With Paysheets," Understanding Final Check Paysheet Processing, page 452](#)

[Chapter 20, "Working With Paysheets," Creating Final Check Paysheets, page 457](#)

Prerequisites

Before you can begin processing final check requests, you must have completed the following setup steps:

- Define action and action reason code combinations that trigger a final check.
- Establish a final check program.
- Define final check earnings.

- Define final check leave accrual rules.
- Define final check deductions.

See Also

[Chapter 6, “Setting Up the Payroll Process,” Defining the Final Check Process, page 109](#)

Pages Used to Process a Final Check Request

Page Name	Object Name	Navigation	Usage
Final Check Request	TERM_RQST	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Final Check, Request Final Check • North American Payroll, Periodic Payroll Events CAN, Final Cheque, Request Final Cheque • North American Payroll, Periodic Payroll Events USF, Final Check, Request Final Check 	Run the online or batch Final Check Request process.
FC Requests Report	RUNCTL_PAY056	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Final Check, Final Check Requests Report • North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Requests Report • North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Requests Report 	Generate the PAY056 that lists final check requests for which an employee’s final check processing status is either <i>N</i> (not processed) or <i>P</i> (loaded to paysheets).
FC Reconcile Report	RUNCTL_PAYINIT	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Final Check, Final Check Reconcile Report • North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Reconcile Report • North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Reconcile Report 	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.

Running the Final Check Request Process

Access the Final Check Request page.

Final Check Request

Smith,Emily
ID: CFA0223 Empl Rcd#: 0

Final Check Request
Find | View All First ◀ 1 of 1 ▶ Last

Company:	CFA Canadian Company CFA	Pay Group:	CA2 Cdn-BW-PP1	+ -
*Effective Date:	<input type="text" value="06/14/1997"/> [C]			
*Termination Date:	<input type="text" value="06/13/1997"/> [C]			
Status:	Not Processed	<input checked="" type="checkbox"/> Created From JOB Record <input checked="" type="checkbox"/> Include T&L Payable Time		
*Final Check Program ID:	<input type="text"/> [Q]			
Comments:	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>			

Create Final Check Online
Create Final Check Run Control

Final Check Request page

Note. When you add a Final Check Request for an employee whose Status on the Job Data Table is not Terminated, Final Check Workflow automatically creates a worklist item for the Personnel Administrator role user.

Termination Date	Enter the date of the last day for which the employee is to be paid.
Status	The system displays status of <i>Updated to Paysheets</i> or <i>Not Processed</i> , depending on whether you've processed the request.
Final Check Program ID	Select the Final Check Program ID that identifies the final check rules appropriate to the employee's check.
Reprocess	Select this option to reprocess.
Created From JOB Record	The system automatically creates a Final Check Request when you change an employee's Job Status to <i>Terminated</i> . The system selects this check box if the Final Check Request you've accessed was created this way.
Include T&L Payable Time	Select this option if you are using data from PeopleSoft Time and Labor.
Create Final Check Online	To access the Online Check process for the Final Check Request, click this button.
Create Final Check Run Control	To access the batch Payroll process for Final Check Requests, click this button.

Creating an Online Final Check

The online process for Final Check Requests is the same as the Online Single Check process discussed in this chapter. When you select the Create Final Check Online process, the system runs the Create Final Check Paysheets process. Click the Create Final Check Online button on the Final Check Request page to begin this process.

To access the Run Control page and submit your Online Final Check process, click Yes. The system displays the Online Single Check process described in this chapter.

Running the Final Check Batch Process

The batch process for Final Check Requests is designed to run before Pay Calculation. You can run this process either on-cycle or off-cycle. Then you use Pay Calculation and Pay Confirm to complete the cycle of generating final paychecks. Select this process by clicking Create Final Check Run Control on the Final Check Request page. The system displays the Create Final Check Paysheets process.

Reprocessing Final Check Paysheets

The system displays the Reprocess option on the Final Check Request page only after the employee's final check paysheet has been created and the Status of the Final Check Request is Loaded to Paysheets. Use this option to recreate an employee's final check paysheet.

Warning! Exercise caution when using the Reprocess option, because when the system originally creates the final check paysheets, it marks the pre-existing paysheets Not OK to Pay. So, before you recreate the final check paysheet you must manually select the OK to Pay check box on all pre-existing paysheets.

Generating a Final Check Request Report

Access the FC Check Requests Report page.

Final Check Processing Status

Extracted: All employees whose final check request processing status is Not Processed or Loaded to Paysheets.

Loaded to Paysheets: All employees whose final check processing status is Loaded to Paysheets.

Not Processed: All employees whose final check processing status is Not Processed.

Paysheet Created: All employees whose final check processing status has paysheets created.

Understanding Paycheck Reversals and Adjustments

This section presents an overview of reversing and adjusting paychecks and discusses the following topics:

- Run controls.

- Whether to reverse or adjust.
- Comparison of reversal and adjustment.
- Messages on the pay record.

Note. The system does not perform adjustments to online checks or manual checks.

Understanding Run Controls

Always process both reversals and adjustments using off-cycle payroll runs against an on-cycle pay calendar or a stand-alone off-cycle calendar.

1. Initiate processing for both by setting up a run control for the check or checks you want to reverse or adjust.
 - For a check reversal, select *Reversal* on the parameters page.
 - For a check reversal and adjustment, select *Adjustment*.

2. Run the Reversal program.

The Reversal program produces different results, depending on whether you selected *Reversal* or *Adjustment* for your run control.

We discuss both of these processes in greater detail in the following sections.

Warning! Reversals and Adjustments must be processed using the right side of the run control page. Running them from the left side of the run control page generates calculation errors later in the process.

Knowing Whether to Reverse or to Adjust a Check

Use this rule for determining which run control to select:

- If the check has not been cashed or deposited, run a reversal.
- If the check has been cashed or deposited, run an adjustment.

When to Process a Reversal

A reversal is appropriate when you've produced a check that you subsequently realize should not have been produced at all, or should not have been produced how it was, and the check has not been cashed or deposited.

Examples:

- An employee is terminated at the end of the last pay period and receives what should be her final paycheck. However, the Human Resources department fails to enter her termination into the system. So, when paysheets are created and processed for the next pay period, the system produces a paycheck for her. Her supervisor reports to the Payroll department that she has been terminated, and that no check should have been produced. The Payroll department runs a reversal on her check, backing it out of the system.
- An employee's check mistakenly didn't include overtime.
- An employee's check mistakenly included overtime.
- An employee wasn't paid at the right rate.
- An employee was taxed in the wrong state.

If the paycheck has not been cashed or deposited in any of these situations, you destroy the check, run a reversal, and issue an on-demand or online check for the correct amount.

When to Process an Adjustment

If the paycheck is not available in any of the previous situations—if it's already been cashed, or if it was a direct deposit—you perform an adjustment.

Example: An employee should have been paid for 20 hours of overtime, but deposited his check before realizing the overtime was not on it. He requests his overtime pay.

The adjustment process calculates the check as it should have been calculated in the first place and compares the new calculation to the calculation for the original check. In the example of unpaid overtime, you issue a single check for the difference. In some cases the employee might owe the company money, in which case you process a negative adjustment.

Note. (CAN) When processing an adjustment, a CPP/QPP pay period exemption may be applied in error to the adjustment cheque.

Comparing the Reversal and Adjustment Processes

The Reversal/Adjustment process produces different results, depending on whether you select Reversal or Adjustment for your run control:

Reversal	Produces a negative image of the original pay record, with all the amounts changed from positive to negative. This effectively backs the check out of the system.
Adjustment	Produces an off-cycle paysheet page with two pay lines: a Reversing Adjustment with a net pay of zero and an Adjustment record where you enter the information for the check as it should have been originally.

When you reverse a check, you generally either cut a new on-demand check for the correct amount or do nothing after having reversed it (if that check shouldn't have been issued at all).

When you adjust a check, three situations are possible:

- No change in net pay.

For example, an employee's pay is incorrectly charged to Department 10100 instead of Department 10010.

- The company owes the employee money.

The original check is for too small an amount. For example, you pay an employee for 2 hours of overtime instead of 20 hours.

- The employee owes the company money.

The original check was for too large an amount. For example, you pay an employee for 20 hours of overtime instead of 2 hours.

See Also

[Chapter 23, "Working With Checks and Direct Deposit," Reversing Paychecks, page 515](#)

[Chapter 23, "Working With Checks and Direct Deposit," Adjusting Paychecks, page 518](#)

Understanding Messages on the Pay Record

When you reverse or adjust checks, the following messages appear on the payline and paycheck records.

Reversal	Indicates that the check is a reversal.
Reversing Adjustment	Indicates a pay earnings record that has been adjusted. It appears on the original pay earnings record.
Adjustment	Indicates a pay earnings record that is created by the Reversal/Adjustment process. It appears on the pay earnings record that is used to recalculate an employee's pay.
Adjustment – Partial Period	Indicates that the employee with the adjusted pay earnings record has had a job record change, with an Effective Date that falls between the Pay Period Begin and End Dates prior to running the Reversal/Adjustment process.
Adjustment – Pay Data Change	Indicates that one or more of the employee's adjusted records has been updated since the last time paysheets were created or Pay Calculation was run. Such records are not recalculated during the next Pay Calculation if they have not already been recalculated. You may select all employees who've had a Pay Data Change and need to be recalculated by entering <i>R</i> in the Job Pay Data Change field of the Payline Update/Display page. Entering <i>Y</i> in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.
Adj – PayChg – Partl Period	Indicates, for an employee who had an Adjustment – Pay Data Change message, that a change has been made to the job record, with an Effective Date falling between it has already been recalculated.

Reversing Paychecks

This section provides an overview of check reversal and discusses how to:

1. Run the paycheck reversal.
2. View the effects of reversal.
3. Run pay confirmation.
4. View confirmed reversed checks.

Understanding Paycheck Reversal

Run paycheck reversal when a system-generated check is incorrect and has not been cashed or deposited. The key to the check reversal process is running the Reversal program, which eliminates the need to enter each check to be reversed as a manual check. This program locates the checks you've specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflects the original paysheet entries, with negatives in the hours and amount fields. These pages are display-only.

During the Reversal process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages. On the reversed check, all of the amounts display as negative numbers, and the message “Calculated Check Reversal” appears in the upper-left corner.

To reverse paychecks, you do not need to run Pay Calculation. When you run the Reversal process, the system finds the check or checks you’ve specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

Deleting a Reversal

You can delete a reversal if you made a mistake. Select Delete Current Reversal/Adjustment on the Paycheck Reversal/Adjustment Run Control page and run the Reversal process again. If you need to make a correction after the reversal has been confirmed, you must process a manual check.

Updating Balance Records

To update the balance records with the final reversal information, run Pay Confirmation. After confirmation, when you view the paycheck, the message “Confirmed Check Reversal” appears in the upper-left corner. You can then issue an on-demand or online check for the correct amount.

Page Used to Reverse Paychecks

Page Name	Object Name	Navigation	Usage
Paycheck Reversal/Adjustment	RUNCTL_PAY_REV	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Adjust/Reverse Paychecks North American Payroll, Payroll Processing CAN, Adjust/Reverse Paycheques North American Payroll, Payroll Processing USF, Adjust/Reverse Paychecks 	Define the parameters for the paycheck reversal program.

Running Paycheck Reversal

Access the Paycheck Reversal/Adjustment page.

Paycheck Reversal/Adjustment page

Note. The page is the same for reversals and adjustments.

- Run Control ID** For every Paycheck Reversal/Adjustment run control you enter, the system sets up a separate off-cycle paysheet page and line.
- Pay Group and Pay Period End Date** The Pay Period End Date corresponds to the on-cycle pay calendar with which you want to process the reversal or reversal/adjustment. Check reversals cannot be run if the Pay Run ID for the specified Pay Period End Date is blank on the Pay Calendar Table. Also, the reversal must be associated with a Pay Calendar that is not closed for off-cycle processing.
- Paycheck Number and Paycheck Issue Date** Do not use these fields for Reversals and Adjustments. Use the fields listed on the right side of the page.
- Pay Period End Date, Off Cycle, Page #, and Line #** If you do not know the check number and issue date, you can locate the check by searching for these values in the fields in the right column.
- Separate Check #** If the check to be reversed was issued as a separate check, enter a value here.

You can also find the paycheck number and paycheck issue date information either online or off-line:

Online: Use the Paycheck Data pages.

Off-Line: Refer to your Payroll Register or Payroll Check Register reports.
- Reversal** Select for a check reversal.

Reversal/Adjustment	Select for a check reversal and an adjustment check.
Delete Current Reversal/Adjustment	To delete an unwanted reversal or reversal/adjustment, set up a run control with this option selected and run the Reversal program.

Accounting Period Option

Original, Current, and Specified	Select to process the original, current, or a specified accounting period.
Fiscal Year	Select the fiscal year of the specific accounting period you want to process.

If you're reversing more than one check, insert a row for each additional check. After you enter all the checks to be reversed, run the Paycheck Reversal process.

Viewing the Effects of Reversal

You can view the effects of the reversal by looking at the original check and the reversed check on the Paycheck Earnings page.

On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper left corner of the first scroll box.

See Also

[Chapter 21, "Calculating Pay," Pages Used to Review Pay Calculation Results, page 480](#)

Running Pay Confirmation

When you're satisfied that the reversal is correct, confirm the reversal by running the Pay Confirmation process.

After confirming the check reversal, you can issue a check for the correct amount.

See Also

[Chapter 22, "Confirming Pay," page 489](#)

Viewing Confirmed Reversed Checks

After you run pay confirmation, you can view information, including updated balances, using the Paycheck Data pages in the Employee Pay Data and Payroll Processing menus, and you can run any required reports.

Note. You cannot update paysheet information after pay confirmation has been completed.

Adjusting Paychecks

This section provides an overview of adjusting paychecks and discusses how to:

1. Set up the NETPAY deduction code.
2. Set up to collect negative adjustments.
3. Run the Paycheck Reversal/Adjustment process.

4. Enter adjustment information on the paysheet.
5. Run the Pay Calculation process.
6. Continue if the employee owes the organization.
7. Continue if the organization owes the employee.

Understanding Paycheck Adjustment

There are two segments to the Check Adjustment process: a reversal of the incorrectly issued check and an adjustment.

When you adjust a paycheck, there are three possible outcomes:

- No change in net pay (such as correction of taxing locality).
- The company owes the employee money.

In this situation, the system produces a check for the amount owed.

- The employee owes the company money.

In this case, you can put the amount into an arrears balance to be taken out of subsequent paychecks. Or you can attempt to get the money back from the employee by other means.

Use the Paycheck Reversal/Adjustment page to both adjust and reverse paychecks.

Note. After being confirmed, adjustment checks cannot be adjusted. The system does not perform adjustments to online checks.

Page Used to Adjust Paychecks

Page Name	Object Name	Navigation	Usage
Paycheck Reversal/Adjustment	RUNCTL_PAY_REV	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Adjust/Reverse Paychecks • North American Payroll, Payroll Processing CAN, Adjust/Reverse Paycheques • North American Payroll, Payroll Processing USF, Adjust/Reverse Paychecks 	Run the Paycheck Reversal/Adjustment program.

Setting Up the NETPAY Deduction Code

To process adjustments, the system uses a special deduction called Net Pay Adjustment with a Deduction Code of NETPAY. Before processing adjustments, you must set up this deduction code on the Deduction and the General Deduction tables and add it to the Company General Deductions table. You can use the NETPAY deduction supplied with the demonstration database as an example.

During the reversal step of the adjustment process, the system reverses the original check, producing a calculated check reversal. It does this by subtracting a NETPAY deduction equal to the employee's net pay on the original check.

See Also

[Chapter 5, “Defining Deductions,” page 55](#)

Setting Up to Collect Negative Adjustments

This section provides an overview and discusses how to:

- Set up adjustment deduction codes.
- Set up adjustment earnings codes.

Understanding Adjustment Deduction and Earnings codes

If the adjustment results in the employee owing the organization, you must have set up an adjustment deduction code and a corresponding adjustment earnings code that the system uses to process adjustments of this type.

When you set up the adjustment earnings code, you link it to the corresponding adjustment deduction code through the Payback Deduction Code field on the Earnings Table - Taxes page.

Setting Up an Adjustment Deduction Code

An adjustment deduction code is necessary to process check adjustments for which the employee owes the company money. If you have not already done so, you can set up a generic adjustment deduction code, such as PAYADJ. Alternatively, you can establish several such deduction codes, one for each negative adjustment payback situation you’re likely to encounter, but each would require a corresponding adjustment earnings code. For example, if you’re adjusting checks that were calculated using the wrong taxing jurisdiction, you could set up a Tax Adjustment deduction code: TAXADJ.

To set up the adjustment deduction code:

1. Set up the Deduction table.

On the Process tab, select the Deduction Arrears Allowed check box and enter the appropriate general ledger expense and or liability accounts.

2. Set up the General Deduction table.

If you use the generic PAYADJ code, the General Deduction table is set by default with the information needed to calculate the payback adjustment deduction.

If you choose to specify your own deduction for this purpose, you must define the code on the General Deduction table with your own calculation routine and specifications.

3. Set up the Company General Deductions table.

For each Company, add each adjustment deduction code in the Deduction Code column.

Setting Up an Adjustment Earnings Code

An Adjustment Earnings Code is necessary to process check adjustments for which the employee owes the company money. Use a suitable code to designate this earnings, such as ADJ.

To set up the adjustment earnings code, use the Earnings and the Earnings Program Tables.

1. Define the earnings code on the Earnings Table - General page:

Payment Type	Select Either Hours or Amount OK.
---------------------	-----------------------------------

Effect on FLSA	Select None.
Eligible for Retro Pay	Not used for adjustment earnings.
2. Set up the Earnings Table - Taxes Page:	
Payback Deduction Code	Enter a deduction code here to link to the earnings code. During Adjustment process pay calculation, the system creates an arrears balance for this deduction equal to the amount of the adjustment. On subsequent payrolls, where the employee is paid, the system attempts to deduct the overpayment from the employee's future check(s) until the entire amount has been collected.
Tax Method	Select Specified on Paysheet. The system selects the default values from the paysheet.
Earnings	Select Add to Gross Pay and Maintain Earnings Balances. Clear all other check boxes.
U.S. Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.
Canadian Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.

See Also

[Chapter 4, "Defining Earnings Codes and Earnings Programs," page 27](#)

[Chapter 5, "Defining Deductions," page 55](#)

Running Paycheck Reversal/Adjustment

Access the Paycheck Reversal/Adjustment page. It is the same page that you use to run paycheck reversals. If you're adjusting more than one check, add a row for each additional check and then run the process.

Entering Adjustment Information on the Paysheet

Access the Paycheck Earnings page.

When you run the Reversal/Adjustment process, the system produces an off-cycle paysheet page. The first paysheet entry appears as a Reversing Adjustment, with all fields unavailable and a Net Pay of zero (blank).

Use the top scroll area to move to the other system-generated paysheet entry, the Adjustment paysheet. This is where you enter the necessary adjustment information for earnings, deductions, and taxes.

For example, if you forgot to pay the employee for 10 hours of overtime, enter *10* in OT Hours; if you taxed her in the wrong taxing jurisdiction, enter the correct State or Locality.

Save the paysheet when you finish entering your adjustments.

Running Pay Calculation

Set up a run control and run Pay Calculation just as you do for your normal payroll calculation.

Your next steps depend on whether you owe the employee or the employee owes you.

See Also

Chapter 21, “Calculating Pay,” page 465

Continuing If You Owe the Employee

If you owe the employee money, the system produces a calculated check for the amount you owe. You can then complete the following steps:

1. Set up Pay Confirmation parameters and run the Pay Confirm program, which updates the employee’s balances and assigns a check number.
2. Print the check.

Continuing If the Employee Owes You

If the employee owes you money, the following message appears in the Paysheet, Payroll Messages page (assuming no other errors):

```
The net pay calculated for this check is a negative amount.
```

The Message Data field at the bottom of the page displays a negative amount, which is the amount the system has calculated the employee owes you. The system treats this as an error because it is designed to produce checks for positive or zero amounts. A negative paycheck amount is not valid.

If the employee is still employed, you can get the money back by putting it in an arrears balance and having the system attempt to take it out of the next paycheck. In effect, you “give” the employee the amount she owes by using an adjustment earnings code on the adjustment paysheet. When you run pay calculation, the system converts the earnings to the corresponding payback deduction code.

Here’s how you set up the arrears balance to collect the overpayment:

1. Make sure you have set up the necessary adjustment earnings and adjustment deduction codes.

See Chapter 23, “Working With Checks and Direct Deposit,” Setting Up to Collect Negative Adjustments, page 520.

2. On the adjustment paysheet, enter the overpayment amount as Other Earnings, using the earnings code you set up for negative adjustments. Save the paysheet.
3. Set up off-cycle Pay Calculation parameters and run Pay Calculation.

The system converts the earnings to a deduction (assigning it to the corresponding payback deduction code) and puts the amount the employee owes into an arrears balance to be processed in the next payroll.

4. Set up off-cycle pay confirmation parameters and run Pay Confirmation.
5. View results on the Paycheck Data pages.
6. The overpayment is deducted in the next pay cycle.

Reconciling Checks

This section provides an overview and example of check reconciliation procedures and tells you how to:

- Use the bank file.
- Identify checks with PAY015A.
- Produce Check Reconciliation reports with PAY015B.

Understanding Check Reconciliation Procedures

PeopleSoft Payroll for North America has two SQR programs that, together, enable you to reconcile checks. You can see which paychecks employees have cashed and which are outstanding. You're alerted to checks the bank cashed for an amount other than the amount that your records show.

To reconcile checks:

1. From your bank, get a file on magnetic media showing cashed payroll checks and copy it to C:\TEMP\BANKFILE.TRN.
2. Run the SQR PAY015A.
3. Run the SQR PAY015B.
4. Review the reports generated by the SQRs.

These steps are further explained in the following sections.

Understanding the Bank File

To use the check reconciliation feature, you need to get a magnetic media file from your bank showing which payroll checks they've cashed.

PeopleSoft Payroll for North America accepts bank files in the following format:

Bank File	Number of positions
Transit#	9 positions
Account#	15 positions
Check#	15 positions; numeric
Net Pay	10 positions; numeric; implied decimal point

You can adapt the sample PeopleSoft SQR programs to accommodate a Bank File with a different format. The SQR *must* match the record layout of the Bank File.

PeopleSoft Payroll for North America reads this Bank File and attempts to reconcile each check against the check information in your payroll database. In addition, the system verifies its own file of unprocessed manual checks to see if they've been entered into the system since the last time you ran the check reconciliation process.

The two check reconciliation SQR programs are called PAY015A and PAY015B.

Identifying Checks with PAY015A

PAY015A identifies all system-produced and manual checks processed for a given Pay Run ID, attempting to match these checks with the Bank File. It writes entries for each cashed, reversed, or outstanding check into a temporary Check Reconciliation file on the database.

The system assumes that checks for which no match is found on the database are unprocessed manual checks, that is, cashed manual checks that haven't yet been entered into the system. The program places these in an Unprocessed Manual Checks file.

The Error Listing Report produced by PAY015A shows checks with the wrong net amount, checks flagged as already having been cashed, and checks flagged as having been reversed.

The PAY015A process identifies:

- All computer and manual checks, including check reversals, that the system processed during the current payroll periods for a given Pay Run ID.
- All outstanding checks—all checks that are confirmed, are not reversing entries, and are not yet cashed.
- All unprocessed manual checks.

It insert one entry for each check type into the temporary Check Reconciliation file.

Note. (CAN) For Canadian reports, the three-digit Bank ID is reported in the Bank Transit Number field.

Note. You *must* adjust the Process-Bank-File in PAY015A to match the record layout of the file from your bank. Your requirements could be different, and the SQR must be modified.

Producing Check Reconciliation Reports with PAY015B

After you run PAY015A, run PAY015B to produce a Check Reconciliation Report listing the entries in the Check Reconciliation File produced by PAY015A. The report provides totals for Item Count and Net Pay, and is divided into sections by the following types:

- Issued Checks (Computer).
- Checks Reconciled From Bank Checks File.
- Outstanding Checks.
- Unprocessed Manual Checks.
- Reversed Checks.

Example of Check Reconciliation

Here's an example to illustrate the check reconciliation procedures.

Paycheck Files (PS_PAY_CHECK)

Suppose your last payroll run contained six checks, which are on the database in the Paycheck File.

Check #	Date	Amount	Remarks
1	12/31/2002	\$100	Normal
2	12/31/2002	\$150	Normal
3	12/31/2002	\$175	Normal
4	12/31/2002	\$200	Normal
5	12/31/2002	\$250	Reversed
99	12/25/2002	\$125	Manual

Checks 1-4 are normal on-cycle paychecks. Number 5 is a check that's been reversed. Check 99 is a manual check that you wrote earlier in the month and decided to process with your on-cycle end-of-month payroll. You've handed these checks (except #5) out to employees, some of whom have cashed them.

Bank File

You subsequently receive the Bank File from your bank listing cashed checks drawn against your payroll account.

Check #	Date	Amount	
1	12/31/95	\$100	
2	12/31/95	\$150	
3	12/31/95	\$145	
101	12/31/95	\$200	

Unprocessed Manual Check File (PS_PAY_CHECK_DUE)

Meanwhile, your Unprocessed Manual Check File contains one item.

Check #	Date	Amount	
99	12/15/95	\$125	

The last time you ran Check Reconciliation, check #99 was listed in the Bank File, but not in your Paycheck File. The program consequently put it into the Unprocessed Manual Check File.

Run the SQRs

With this information, you can run the SQRs.

Note. Procedures for running these programs might vary, depending on your database platform environment. If in doubt, ask your systems administrator for detailed instructions.

Error Report (from PAY015A)

PAY015A produces an Error Report flagging Check #3, because the amount is different.

Check #	Date	Amount	
3	12/31/95	\$145	

Check Reconciliation Files (from PAY015B)

When you print the Check Reconciliation Report with PAY015B, you see that three checks have been cashed, one is outstanding, and one is a reversed check.

Check #	Date	Amount	
1	12/31/95	\$100	Cashed
2	12/31/95	\$150	Cashed
4	12/31/95	\$200	Outstanding
5	12/31/95	\$250	Reversed
99	12/15/95	\$125	Cashed

Unprocessed Manual Check Files (PS_PAY_CHECK_DUE)

You end up with five reconciled checks, one error, and one check in the Unprocessed Manual Check File.

Check #	Date	Amount	
101	12/15/95	\$200	

Here's a summary:

Checks #1 and #2 are put in the Check Reconciliation File, because their Bank File entries match their Paycheck File entries.

Check #3 doesn't match on the Bank File and Paycheck File; the amounts were different, so this check gets put on the Error Listing.

Check #4 in the Paycheck File isn't listed on the Bank File, so presumably the employee hasn't cashed it yet. It goes in the Check Reconciliation File as an outstanding check.

Check #5 is a reversed check that never made it to the bank; the system places it into the Check Reconciliation File as a reversed check.

Check #99, which had been sitting in the Unprocessed Manual Check file, is put in the Check Reconciliation File, because it matches Check #99 in the Paycheck File.

Check #101, the one check in the Bank File that isn't in the Paycheck File, gets put in the Unprocessed Manual Check File. When you enter it into PeopleSoft Payroll, it's reconciled against the Paycheck File.

Pages Used to Reconcile Checks

Page Name	Object Name	Navigation	Usage
Check Reconciliation Process	RUNCTL_PAYINIT, RUNCTL_PAYINIT2	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Check Reconciliation, Request Reconciliation • North American Payroll, Periodic Payroll Events CAN, Check Reconciliation, Request Reconciliation • North American Payroll, Periodic Payroll Events USF, Check Reconciliation, Request Reconciliation 	Use this page to run the PAY015A process that reconciles the checks cleared at your financial institution.
Check Reconciliation Report, Cheque Reconciliation Report	PRCSRUNCNTL	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Check Reconciliation, Reconciliation Report • North American Payroll, Periodic Payroll Events CAN, Check Reconciliation, Reconciliation Report • North American Payroll, Periodic Payroll Events USF, Check Reconciliation, Reconciliation Report 	Generate the PAY015B report that lists the entries in the temporary Check Reconciliation file.

Reprinting Checks

This section presents overviews of reprinting checks and discusses how to:

- Run the Check Reprint process.
- Rerun the Check Print process.
- View reprinted checks.

Understanding Reprinting Checks

Occasionally you may need to reprint one or more checks. Some checks may be damaged. The Check Reprint program reassigns the check numbers allocated during the Pay Confirmation process so that you may reprint them if necessary.

Suppose you've confirmed a payroll run and are trying to print a run of 15 checks numbered 100082—100096. The printer prints the first three checks, destroys the next five, and then shuts down. Here are the results of your initial print run:

100082	Printed OK
100083	Printed OK
100084	Printed OK
100085	Destroyed
100086	Destroyed
100087	Destroyed
100088	Destroyed
100089	Destroyed
100090	Not yet printed
100091	Not yet printed
100092	Not yet printed
100093	Not yet printed
100094	Not yet printed
100095	Not yet printed
100096	Not yet printed

Here's how you reprint the checks:

1. Run the paycheck reprint process.

In this example, the First Check is # 100085 and the Last Check # is 100096.

The Reprint process moves the ruined checks into the Dead Paycheck File.

2. (Optional) View the ruined checks on the Dead Paycheck page.
3. Rerun the Check Print process (PAY003).

When you set up your run control, enter a Starting Check/Advice Number on the Run Parameters page. In this example, you enter *100085*, because that's where you want the system to start reassigning check numbers.

4. View reprinted checks.

Understanding Check Numbers in the Reprint Process

Let's examine how the system processes check numbers in the Paycheck Reprint process. You can compare your original and after-reprint Payroll Check Registers to extract this same information, but let's look at the situation from a different viewpoint. Here are the results of running Reprint Batch Process and Reprinting Checks.

After Confirmation and first print run		After running Reprint job and second print run	
Check No.	Check status	Check No.	Check status
100082	Printed OK	100082	Already printed
100083	Printed OK	100083	Already printed
100084	Printed OK	100084	Already printed
100085	Destroyed	100093	Dead
100086	Destroyed	100094	Dead
100087	Destroyed	100095	Dead
100088	Destroyed	100096	Dead
100089	Destroyed	100097	Dead
100090	Not yet printed	100098	Printed OK (Restart printing here)
100091	Not yet printed	100099	Printed OK
100092	Not yet printed	100100	Printed OK
100093	Not yet printed	100101	Printed OK
100094	Not yet printed	100102	Printed OK
100095	Not yet printed	100103	Printed OK

After Confirmation and first print run		After running Reprint job and second print run	
100096	Not yet printed	100104	Printed OK
		100090	Dead—Used for Form Alignment
		100091	Dead—Used for Form Alignment
		100092	Dead—Used for Form Alignment

This chart shows that the initial print run left checks 100082–100084 printed, checks 100085–100089 destroyed, and checks 100090–100096 unprinted. We then set up a Paycheck Reprint run control, ran the Reprint process, and printed replacements for the destroyed checks, and the checks that hadn’t yet been printed.

When we ran the Reprint process, the system put the destroyed checks into the Dead Paycheck file. It then continued with the next number, 100090, and assigned numbers through to number 100104. At that point the system took the next available numbers, 100090–100092, and used them for the three form alignment checks we had specified; these were also pronounced dead and put into the Dead Paycheck file. Finally, the system started with the next available number, 100093, and assigned replacement numbers for the five checks that had been destroyed in the initial print run, and the checks that had not yet been printed.

Pages Used to Reprint Checks

Page Name	Object Name	Navigation	Usage
Paycheck Reprint	RUNCTL_PAY_REPRINT	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Reprint Checks • North American Payroll, Payroll Processing CAN, Print Cheque Items, Reprint Cheques • North American Payroll, Payroll Processing USF, Print Check Items, Reprint Checks 	Set the check ranges and run the check reprint process.
Dead Paychecks	PAY_CHECKS_DEAD	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Check Reconciliation, Review Dead Checks • North American Payroll, Periodic Payroll Events CAN, Check Reconciliation, Review Dead Cheques • North American Payroll, Periodic Payroll Events USF, Check Reconciliation, Review Dead Checks 	View dead check numbers and the reasons.
Paycheck Earnings	PAY_CHECK_E	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Review Paycheck • North American Payroll, Payroll Processing CAN Payroll, Review Paycheque • North American Payroll, Payroll Processing USF, Payroll, Review Paycheck 	View reprinted checks.

Running the Check Reprinting Process

Access the Paycheck Reprint page.

Paycheck Reprint page

- Form ID** Enter the ID for the type of form you want reprinted, in this case, select the appropriate Form ID.
- Form Alignment Count** Indicate how many checks you need for manually aligning the check forms in your printer. These check numbers are inserted into the Dead Paychecks File.
- Reprint Range** Enter the First Check and Last Check # in Reprint Range of the checks you're reprinting.
- Paycheck Issue Date** This should be the same as the date on your original check run. If you need to reprint checks for different dates, you must run the Paycheck Reprint process separately for each different date.

Click Run to run this request. PeopleSoft Process Scheduler runs the Paycheck Reprint Process at user-defined intervals.

Rerunning Check Print

After running the Reprint process, you may reprint your checks as you normally print checks, by running the Payroll Check Print SQR, PAY003 (PAY003CN for Canada). When you set up your run control, enter a Starting Check/Advice Number on the Run Parameters page.

Note. You also need to reset the check number in the Form Table to the number of the first undamaged check form.

See Also

[Appendix D, "PeopleSoft Payroll for North America Reports," PAY003 - Check Print, page 841](#)

Viewing Reprinted Checks

Access the Paycheck Earnings page.

Note. The system selects the Reprint check box to indicate that the check was issued as a replacement.

CHAPTER 24

Administering the Interface with PeopleSoft General Ledger

This chapter provides an overview of delivered GL Interface payroll activities and discusses how to:

- Set up the interface with PeopleSoft General Ledger.
- Simulate the GL process.
- Prepare and transfer payroll data to PeopleSoft General Ledger.

Note. The PeopleSoft GL Interface provides flexible integration between PeopleSoft Payroll for North America and PeopleSoft General Ledger. Make sure you work in conjunction with your general ledger staff to use this interface.

Understanding Delivered Payroll Activities

This section provides information about the payroll activities delivered with the G.L. interface for U.S. and Canadian installations.

(USA) Payroll Activities Delivered With U.S. Installation

We deliver the following Payroll Activities and Fields with GL Interface for U.S.:

Activity	Activity Description	Account Type	Field Name
DED	Deduction	L	GL#_LIABILITY
DED	Deduction	X	GL#_EXPENSE
DIR	Net Pay (DD)	L	GL#_DIR_DEPOSITS
DIR	Net Pay (DD)	X	GL#_DIR_DEPOSITS
EIC	Earned Income Credit	L	GL#_EIC
ERN	Earnings	X	ACCT_CD

Activity	Activity Description	Account Type	Field Name
ERN	Earnings	X	DEPTID
FME	FICA Medical Employee	L	GL#_FICA_EE_MED
FMR	FICA Medical Employer	L	GL#_FICA_ER_MED
FMR	FICA Medical Employer	X	GL#_FICA_EXP_MED
FOE	OASDI Employee	L	GL#_FICA_EE_OASDI
FOR	OASDI Employer	L	GL#_FICA_ER_OASDI
FOR	OASDI Employer	X	GL#_FICA_EXP_OASDI
FUT	Federal Unemployment	L	GL#_FUT
FUT	Federal Unemployment	X	GL#_FUT_EXPENSE
FWT	Federal Withholding	L	GL#_FWT
LWE	Local Withholding Employee	L	GL#_LWT
LWR	Local Withholding Employer	L	GL#_LWT
LWR	Local Withholding Employer	X	GL#_LCL_EXPENSE
OTH	Other Earnings	X	DEPTID
OTH	Other Earnings	X	GL#_EXPENSE
PAY	Net Pay	L	GL#_NET_PAY
PAY	Net Pay	X	GL#_NET_PAY
SDE	State Disability Employee	L	GL#_SDI

Activity	Activity Description	Account Type	Field Name
SDR	State Disability Employer	L	GL#_SDI_ER
SDR	State Disability Employer	X	GL#_SDI_EXPENSE
SUR	State Unemployment Employer	L	GL#_SUT_ER
SUT	State Unemployment Employee	L	GL#_SUT
SUT	State Unemployment Employer	X	GL#_SUT_EXPENSE
SWT	State Withholding	L	GL#_SWT
VDE	Voluntary Deduction Employee	L	GL#_VDI_EE
VDR	Voluntary Deduction Employer	L	GL#_VDI_ER
VDR	Voluntary Deduction Employer	X	GL#_VDI_EXPENSE

Note. These Payroll activities are preloaded. If you change any of the entries, you might need to create views to support any new tables added.

(CAN) Payroll Activities Delivered With Canadian Installation

As part of the Payroll GL Interface implementation process for Canadian installations, PeopleSoft provides the following translate values associated with the *Payroll Activity* field on the HR ChartField Distribution Table.

Activity	Activity Description	Account Type	Field Name
<i>CIT</i>	Canadian Income Tax	L	GL#_CIT
CIT	Canadian Income Tax	X	GL#_CIT_EXP
CPP	Canada Pension Plan	L	GL#_CPP_EE
CPP	Canada Pension Plan	X	GL#_CPP_EE_EXP

Activity	Activity Description	Account Type	Field Name
CPR	Canada Pension Plan – Employer	L	GL#_CPP_ER
CPR	Canada Pension Plan – Employer	X	GL#_CPP_ER_EXP
HTX	Health Tax	L	GL#-HTX
HTX	Health Tax	X	GL#_HTX_EXP
PYT	Payroll Tax Canada	L	GL#_PAYROLL_TAX
PYT	Payroll Tax Canada	X	GL#_PAYROLL_TAX
QIT	Quebec Income Tax	L	GL#_QIT
QIT	Quebec Income Tax	X	GL#_QIT_EXP
QPP	Quebec Pension Plan	L	GL#_QPP_EE
QPP	Quebec Pension Plan	X	GL#_QPP_EE_EXP
QPR	Quebec Pension Plan – Employer	L	GL#_QPP_ER
QPR	Quebec Pension Plan – Employer	X	GL#_QPP_ER_EXP
RV2	Quebec Income Tax RL-2	L	GL#_RV2_TAX
RV2	Quebec Income Tax RL-2	X	GL#_RV2_TAX_EXP
T4A	Canadian Income Tax – T4A	L	GL#_T4A_TAX
T4A	Canadian Income Tax – T4A	X	GL#_T4A_TAX_EXP
UIE	Employment Insurance	L	GL#_CUI_EE

Activity	Activity Description	Account Type	Field Name
UIE	Employment Insurance	X	GL#_CUI_EE_EXP
UIR	Employment Insurance – ER	L	GL#_CUI_ER
UIR	Employment Insurance – ER	X	GL#_CUI_ER_EXP

Activity	Long Name	Short Name
CIT	Canadian Income Tax	Can Inc Tx
CPP	Canada Pension Plan	CPP - EE
CPR	Canada Pension Plan – Employer	CPP - ER
HTX	Health Tax	Health Tax
PYT	Payroll Tax Canada	Payroll Tx
QIT	Quebec Income Tax	QC Inc Tax
QPP	Quebec Pension Plan	QPP - EE
QPR	Quebec Pension Plan – Employer	QPP - ER
RV2	Quebec Income Tax RL-2	RL-2 Tax
T4A	Canadian Income Tax - T4A	T4A Tax
UIE	Employment Insurance	EI - EE
UIR	Employment Insurance – ER	EI – ER

Note. These Payroll activities are preloaded. If you change any of the entries, you may need to create views to support any new tables added.

(CAN) For Canada, be sure to add the Canadian HR ChartField Distribution items for each SetID you create. The Field Name and Field Seq information must be entered into the HR ChartField Distribution Table exactly as shown in this example:

Activity	Account Type	Field Name	Field Seq
CIT	L	GL#_CIT	1
CIT	X	GL#_CIT_EXP	1
CPP	L	GL#_CPP_EE	1
CPP	X	GL#_CPP_EE_EXP	1
CPR	L	GL#_CPP_ER	1
CPR	X	GL#_CPP_ER_EXP	1
HTX	L	GL#-HTX	1
HTX	X	GL#_HTX_EXP	1
PYT	L	GL#_PAYROLL_TAX	1
PYT	X	GL#_PAYROLL_TAX	1
QIT	L	GL#_QIT	1
QIT	X	GL#_QIT_EXP	1
QPP	L	GL#_QPP_EE	1
QPP	X	GL#_QPP_EE_EXP	1
QPR	L	GL#_QPP_ER	1
QPR	X	GL#_QPP_ER_EXP	1
RV2	L	GL#_RV2_TAX	1
RV2	X	GL#_RV2_TAX_EXP	1

Activity	Account Type	Field Name	Field Seq
T4A	L	GL#_T4A_TAX	1
T4A	X	GL#_T4A_TAX_EXP	1
UIE	L	GL#_CUI_EE	1
UIE	X	GL#_CUI_EE_EXP	1
UIR	L	GL#_CUI_ER	1
UIR	X	GL#_CUI_ER_EXP	1

Setting Up the PeopleSoft General Ledger Interface

This section discusses how to:

- Connect your HR Business Units to specific GL Business Units.
- Associate HR chart keys to GL accounts.
- Identify the tables to be used to create an HR Chart Key.
- Populate the ChartField Keys of an HR Business Unit automatically for pay earnings only.

See Also

PeopleSoft General Ledger PeopleBook

Pages Used to Set Up the PeopleSoft General Ledger Interface

Page Name	Object Name	Navigation	Usage
GL BusUnit/HR BusUnit Mapping - Business Units Link Details	BU_GL_HR_LNK	Set Up HRMS, Product Related, North American Payroll, GL Interface, GL/HR Business Unit Mapping	Connect your HR Business Units to specific GL Business Units. Specify the Payroll <i>Journal Template</i> for the GL Business Unit to which your HR Business Units are mapped.
HR ChartField Distribution	CHARTFLD_DIST_HR	Set Up HRMS, Product Related, North American Payroll, GL Interface, HR Chartfield Distribution	Map your PeopleSoft Payroll for North America ChartField keys to your General Ledger accounts and departments.
HR Chartfield Keys	CHARTFLD_KEYS_HR	Set Up HRMS, Product Related, North American Payroll, GL Interface, HR Chartfield Keys	Associate HR chart keys to GL accounts.
ChartField Values Selection	CHARTFLD_VALS_SEC	Click the Get Chart Keys button on the HR Chartfield Keys page.	Identify the tables to be used to create a HR Chart Key.
Generate Chartkey	GEN_CHART_KEYS	Set Up HRMS, Product Related, North American Payroll, GL Interface, Populate Chartkey Values	Populate the ChartField Keys of an HR Business Unit automatically for pay earnings only.
Chartkey Values - Run Parameters	RUN_PAY752	North American Payroll, Payroll Distribution, GL Interface Reports, Chartkey Values	Generate the PAY752 report that lists all of the human resources (HR) ChartKeys and their equivalent general ledger accounts and department IDs.
Company Report	PRCSRUNCNTRL	Set Up HRMS, Product Related, North American Payroll, GL Interface, Company GL Data Report	Generate the PAY702 report that lists general ledger data from the Company Table, where you establish the individual companies in your corporate structure. This report is a companion to PER707 (the Company Table - General Data report), which lists the payroll-related general ledger information in the Company Table.

Connecting Your HR Business Units to GL Business Units

Access the GL BusUnit/HR BusUnit Mapping – Business Units Link Details page.

Business Units Link Details

Business Unit - GL: CAN01 CANADA OPERATIONS **Journal Template:** 🔍

Calendar ID: 🔍

HR Business Units		Customize Find View All	First ◀ 1 of 1 ▶ Last
Business Unit	Description		
CAN01	CAN01 BU for Canada		

Business Units Link Details page

To use the General Ledger interface, you must select General Ledger on the Products page of the Installation Table component.

- Business Unit GL** The PeopleSoft General Ledger business unit to which your PeopleSoft Human Resources business units are mapped appears.
- Journal Template** Select the *Payroll* Journal Template for your Payroll GL Interface.
- HR Business Units** The PeopleSoft HR business units that are mapped to the GL business unit appears.

Mapping PeopleSoft Payroll for North America ChartField Keys to General Ledger Accounts and Departments

Access the HR ChartField Distribution page.

HR Chartfield Distribution

SetID: CAN

Payroll Activity: ERN Payroll Earnings

Account Type: X Expense

Record Info		Customize Find View All	First ◀ 1-2 of 2 ▶ Last
*Record (Table) Name	*Field Name	Prompt Rec	*Seg # Begin Pos Length + -
PAY_EARNINGS 🔍	ACCT_CD 🔍	GL_PAY_ERN_A_W 🔍	2 + -
PAY_EARNINGS 🔍	DEPTID 🔍	GL_PAY_ERN_D_W 🔍	1 + -

HR Chartfield Distribution page

- Record (Table) Name** Enter a record name. A list of the records that are valid for the Payroll Activity and Account Type you specified appears. For each Record (Table) Name row, click *Field Name* for a list of the valid fields for that record. You can insert a row for each Record you want to add.

Field Name	Enter a name for the Deduction Class Table field name. Insert a row for each Field you want to add.
Prompt Rec	Enter a prompt record.
Seq	If you have more than one row in the scroll, enter numbers in this field to indicate to the system the order of the Field Names as they should appear in the key you are defining.
Begin Pos Length	If for any reason you do not want to use the whole value of the field, but want to start at a certain displacement into the field and continue for a certain length, use these fields to specify these parameters.

Associating HR Chart Keys to GL Accounts

Access the HR Chartfield Keys page.

HR Chartfield Keys

SetID:	SHARE	GL Unit:	CAN01
Payroll Activity:	ERN Earnings	Account Type:	X Expense

[Customize](#) | [Find](#) | [View All](#)

*HR Chart Key	GL Account	GL Department	Fund	Line Description
610000	610000 <input type="text"/>	<input type="text"/>	<input type="text"/>	Earnings

HR Chartfield Keys page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

HR Chart Key	This field is populated automatically when you click the OK button on the Chartfield Value Selection page.
GL Account	Select the correct GL Account.
GL Department	Select the correct GL Department.
Fund	(E&G only) Select the correct Fund.
Line Description	Enter a description. This is the description that appears on the HR accounting line report.
Get Chart Keys (button)	Click this link to access the Chartfield Value Selection page.

Identifying Tables to Use to Create an HR Chart Key

Access the ChartField Values Selection page.

Chartfield Value Selection

Record (Table) Name:

ChartField

ChartField Value

Chartfield Generated:

Clear after transferring value

Chartfield Value Selection page

- Application MC_DEFN Record** Enter the name of the record (table) you defined for the Payroll Activity and Account Type on the HR Chartfield Distribution page.
- ChartField** Enter the field name you defined for the Payroll Activity and Account Type on the HR Chartfield Distribution page.
- ChartField Value** Select the HR GL Account for the Payroll Activity and Account Type.
- ChartField Generated** Automatically populated when a ChartField Value is selected.
- Clear after transferring value** Select this check box if you want the Chartfield Generated field to be cleared when exiting this page.

Note. (CAN) Canadian companies use the Wage Loss Plan Table to enter corresponding GL Accounts and tax information. For each account number in the Wage Loss Plan Table, you must enter a corresponding ChartField Key in the HR ChartFields Keys Table. Where there are multiple wage loss plans, you must enter ChartField Keys for each account number in each of the wage loss plans.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” Defining Canadian Wage Loss Plans

Populating the ChartField Keys of an HR Business Unit Automatically for Pay Earnings

Access the Generate Chartkey page.

Generate Chartkey

Run Control ID: Test [Report Manager](#) [Process Monitor](#)

Business Unit:

Regular Earnings

Generate Chartkey page

Business Unit	Select the HR business unit for which you're generating pay earnings ChartField Key values.
Generate Options	Click this button to display a page where you can define options for generating ChartField Key values.

Simulating The GL Process

This section discusses reports you can run to simulate the GL interface process and view the results without actually creating accounting lines.

Pages Used to Simulate the GL Process

Page Name	Object Name	Navigation	Usage
G/L Distribution Summary	PRCSRUNCNTL	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary CAN North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary USF 	Generate the GLX002 report that provides a summary of the distribution of payroll-related amounts for a pay period to their respective general ledger account numbers. Use this to verify general ledger entries for payroll expenses before creating HR accounting lines.
G/L Interface - Pay Type	RUNCTL_PAYINIT2	North American Payroll, Payroll Distribution, Provide GL Information, Pay Type	Use this to verify general ledger entries for payroll expenses before creating HR accounting lines. Run this process only once per Pay Calendar Table entry, using either GLX001.SQR or GLX003.SQR. Both processes automatically update the GL Interface Run check box in the Pay Calendar table to maintain a record of the pay periods that have been processed to prevent duplication of the file.

Preparing and Transferring Payroll Data to General Ledger

This section discusses how to:

1. Generate payroll accounting lines.
2. Load the HR Accounting Line table.
3. Transfer PeopleSoft Payroll for North America information to PeopleSoft General Ledger.
4. Reset the GL Interface Run check box.

Note. You must run PAY039 to load the HR Accounting Line table before transferring the data to PeopleSoft General Ledger.

Pages Used to Prepare and Transfer Payroll Data to General Ledger

Page Name	Object Name	Navigation	Usage
GL Intfc - Non Comm Acctg - Run Parameters	RUNCTL_PAYGL01	North American Payroll, Payroll Distribution, Prepare GL Information, Non-Commit Accounting Info, Run Parameters	Run the PAYGL01.SQR process and produce output in the form of accounting lines to be recognized by the Journal Generator.
HR Accounting Line	RUN_PAY752	North American Payroll, Payroll Distribution, GL Interface Reports, HR Accounting Line	Load accounting line data to the HR Accounting Line table. and generate the PAY039 report that lists all the accounting line entries created by running the GL Interface process (PAYGL01).
Batch Publish	EO_BATCHPUB	Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish	After running the PAYGL01 program on the HRMS database to create the Accounting Line Table, transfer PeopleSoft Payroll for North America data to PeopleSoft General Ledger.
Non-Commit Reset Processing – Run Parameters	PRCSRUNCNTL_NLC	North American Payroll, Payroll Distribution, Prepare GL Information, Non-Commit Reset Processing	Reset the Pay Calendar General Ledger Interface Run flag for any payrolls you haven't exported to GL.

Generating Payroll Accounting Lines

Access the Non Comm Acctg - Run Parameters page.

The screenshot shows the 'Run Parameters' interface. At the top, there is a 'Run Control ID' field with the value 'Test'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below these are two main sections. The left section is titled 'Pay Run' and contains a 'Pay Run ID' input field. The right section is titled 'Pay Calendar' and contains three fields: 'Company' with the value 'ACC', 'Pay Group' with the value 'PAM', and 'Pay End Date' with the value '12/31/2000'. Each of these three fields has a magnifying glass icon next to it, indicating a search function. The word 'or' is placed between the two sections.

Non Comm Acctg - Run Parameters page

Enter the *Pay Run ID* you want to process. Alternatively, if you have more than one *Pay Calendar* for a *Pay Run ID* and want to process an individual *Pay Calendar*, enter the *Company*, *Pay Group*, and *Pay End Date* for that *Pay Calendar*. The system processes both on-cycle and off-cycle information.

Click the *Run* button to run the SQR. This displays the Process Scheduler page.

Select the *GL Interface* check box and click the *OK* button to complete the process.

(E&G Only) If you want to interface E&G 7.5 to General Ledger 8, then select the *GL Interface – EG 7.5* check box.

Note. The system allows you to process only confirmed payrolls that have not yet had the General Ledger process run on them. When you run SQR PAYGL01, the system selects the General Ledger Interface Run flag on the Pay Calendar Table. You can reset the Pay Calendar General Ledger Interface Run flag for payrolls you haven't exported to GL.

See Also

Chapter 24, “Administering the Interface with PeopleSoft General Ledger,” Resetting the GL Interface Run Flag, page 549

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Creating Pay and FLSA Calendars

Loading the HR Accounting Line Table and Printing a Report

Access the HR Accounting Line page.

This process loads the data generated by the PAYGL01 process into the HR Accounting Line table and prints a report.

Note. You must run this process before running the interface to transfer the data to PeopleSoft General Ledger.

Transferring PeopleSoft Payroll for North America Information to General Ledger

Access the Batch Publish page.

Process Frequency Typically, you select *Always*.

Process Name Select *PAYGL01*.

Click the *Run* button to run the transfer process.

Note. Verify with your IT staff that Application Messaging nodes, channels, and messages have been activated before trying to send any transactions to General Ledger.

Resetting the GL Interface Run Flag

Access the GL Reset Run Flag - Run Parameters page.

The screenshot shows the 'Run Parameters' page. At the top, there is a tab labeled 'Run Parameters'. Below the tab, the 'Run Control ID' is set to 'Test'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a section titled 'GL Interface Run Details'. This section contains several input fields: 'Pay Run ID' with a search icon, 'Company' with a search icon, 'Pay Group' with the value 'ENC', and 'Pay Period End Date' with the value '07/01/1999' and a calendar icon. The word 'or' is placed between the 'Pay Run ID' and 'Company' fields.

Non-Commit Reset Processing — Run Parameters page

The system allows you to process only confirmed payrolls that have not yet had the General Ledger process run on them. When you run SQR PAYGL01, the system selects the General Ledger Interface Run flag on the Pay Calendar Table. The GL Reset Run Process enables you to reset the Pay Calendar General Ledger Interface Run flag for any payrolls you haven't exported to GL.

Enter the *Pay Run ID* you want to process. Alternatively, if you have more than one Pay Calendar for a Pay Run ID and want to process an individual Pay Calendar, enter the *Company*, *Pay Group*, and *Pay End Date* for that *Pay Calendar*. The system processes both on-cycle and off-cycle information.

Click *Run* to run the SQR.

CHAPTER 25

Administering the Interface with PeopleSoft Payables

This chapter provides an overview of the interface with PeopleSoft Payables and discusses how to:

- Set up the interface with PeopleSoft Payables.
- Use the PeopleSoft Payables interface.

Understanding the PeopleSoft Payables Interface

This section provides overviews of the PeopleSoft Payables interface including:

- Description of the interface.
- Processing overview.
- Voucher records.
- Enterprise integration points.

Description of the PeopleSoft Payables Interface

Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to PeopleSoft Payables for payment. PeopleSoft Payables issues payments in the form of checks or electronic funds transfers, as required by the third party, and makes the appropriate general ledger entries.

Deductions withheld from employees' paychecks are sent to PeopleSoft Payables only when linked to a Vendor ID. You set up vendor profiles in the PeopleSoft Payables application, send the profiles to Payroll for North America, and then link each deduction to the appropriate vendor.

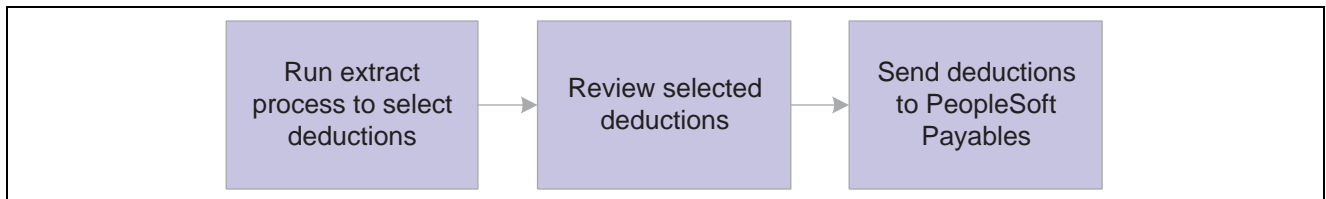
For both general and benefit deductions, you must also define when each deduction is to be paid. For example, you might want PeopleSoft Payables to pay some deductions every time they are calculated and pay other deductions only when the goal balance has been met.

After a pay run is confirmed, run an extract process that selects the deductions you want to pay. The process generates the employee-level details that are used to create the voucher and also sums the detail records. You can review the details and totals before vouchers are created. (The vouchers include only the sum of the detail records).

Most deductions taken for the same vendor are grouped into a single voucher, though you have the option of specifying that a separate voucher be created for particular deductions when you define the deductions. When you're ready to pass the vouchers to PeopleSoft Payables, you start the Send process. PeopleSoft uses Application Messaging to send the vouchers from Payroll to Payables.

Processing Overview

After you confirm a pay run, select the deductions you want to send to PeopleSoft Payables for payment. You run an extract process that puts information for the selected deductions into a temporary table that you review. You can prevent any or all vouchers from going to PeopleSoft Payables at this point. When you're satisfied that the deductions are ready for payment, you start a separate process that creates and sends the vouchers to PeopleSoft Payables. Step-by-step procedures follow.



Selecting and sending deductions to PeopleSoft Payables

To send deduction vouchers to PeopleSoft Payables:

1. Extract deductions from Payroll.

Run the extract process to move selected deductions into a temporary table for viewing. You can extract nontax deductions; U.S. federal, state, or local taxes; or Canadian taxes.

2. Review/Update proposed payments.

Review all or selected deductions grouped by vendor before vouchers are created and sent to PeopleSoft Payables. Two views are available. You can list all vendor records that were created (the header records) or see the detailed list of deductions associated with a particular vendor (the line records). If you decide not to send a particular deduction or vendor to PeopleSoft Payables, clear the check box next to the item you want to stop.

3. Send vouchers to PeopleSoft Payables.

When you're satisfied that the vendors are ready for payment, you start a process that creates and sends the vouchers to PeopleSoft Payables.

The system creates three records for each voucher: a header, line, and distribution record. The next section lists the most significant fields in each record.

4. Review the Application Message Monitor to confirm that the records were successfully sent.

See Also

[Chapter 25, "Administering the Interface with PeopleSoft Payables," Extracting Nontax Deductions for PeopleSoft Payables, page 557](#)

[Chapter 25, "Administering the Interface with PeopleSoft Payables," Viewing Extracted Deductions, page 562](#)

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

What the Voucher Records Include

The vouchers sent to PeopleSoft Payables contain three records: VOUCHER, VOUCHER_LINE, and DISTRIB_LINE. Fields of interest in each of these records are listed in the following table. The table lists only a subset of the fields in each record.

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
BUSINESS_UNIT	BUSINESS_UNIT	BUSINESS_UNIT
VOUCHER_ID	VOUCHER_ID	VOUCHER_ID
INVOICE_ID	VOUCHER_LINE_NUM	VOUCHER_LINE_NUM
INVOICE_DT	TOTAL_DISTRIBS	DISTRIB_LINE_NUM
VENDOR_SETID	MERCHANDISE_AMT	BUSINESS_UNIT_GL
VENDOR_ID		ACCOUNT
VNDR_LOC		MERCHANDISE_AMT
ADDRESS_SEQ_NUM		
ORIGIN		
VCHR_TTL_LINES		
GROSS_AMT		
DUE_DT		
REMIT_ADDR_SEQ_NUM		
EIN_FEDERAL		
EIN_STATE_LOCAL		

Enterprise Integration Points

The PeopleSoft Payroll for North America interface with PeopleSoft Payables utilizes two application messaging enterprise integration points (EIPs).

EIP Name	Message Name	Message Definition
Vendor	VENDOR_FULLSYNC	PeopleSoft Payables publishes data to the VNDR_ID table and PeopleSoft Payroll for North America subscribes.
Voucher	VOUCHER_BUILD	PeopleSoft Payroll for North America publishes data to the VOUCHER, VOUCHER_LINE, and DISTRIB_LINE tables and PeopleSoft Payables subscribes.

Note. To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

PeopleTools PeopleBook: PeopleSoft Enterprise Integration

Setting Up for the PeopleSoft Payables Interface

This section explains the prerequisites for posting deductions to PeopleSoft Payables. Perform the following steps (after you define your deductions) when implementing Payroll for North America, and on an ongoing basis, as needed, to maintain the accuracy of your deduction records.

To prepare PeopleSoft Payroll for North America for use with Payables:

1. Define vendors in PeopleSoft Payables.

Each benefit provider, garnishment collector, tax authority, or other entity that receives employee deductions must have a valid Vendor ID. Vendor IDs created in PeopleSoft Payables can be displayed from Payroll for North America pages.

Use the Vendor Information pages to define all types of vendors. The following table lists other pages you can use, depending on the vendor type.

Page	Type of Vendor You Can Set Up
Vendor Information Page	All types
Provider Table	Benefit providers only

Page	Type of Vendor You Can Set Up
(USF) Garnishment Payee Table - Vendor Information Page	(USF) Garnishment collectors only
Tax Collector Table	Tax collection authorities only

2. Link deduction definitions to vendors and define when deductions are to be paid.

All deductions to be paid by PeopleSoft Payables must be linked to a vendor.

- To link nontax deductions (benefits, general deductions, garnishments, bonds) to vendors, complete the SetID and Vendor ID fields on the Benefit Plan Table page, Garnishment Spec Table page, or General Deduction Table page.

On the same page, select the Pay Mode, AP Payment Date Type, and the Separate AP Payment check box, if desired. (When you run the extract process, the system refers to the Pay Mode and AP Payment Date Type to determine which deductions to retrieve for PeopleSoft Payables).

- To link U.S. tax deductions to vendors, use the Tax Type Table to create names for the tax types paid to a vendor. (A tax type represents a set of tax classes, such as withholding, OASDI, Medicare, or UI). Link each vendor to the appropriate tax type from the Fed/State Tax Types/Classes page or the Local Tax Types/Classes page.
- To link Canadian tax deductions to vendors, use the Canadian Company Tax Table page.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Vendors”

Chapter 5, “Defining Deductions,” page 55

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” Establishing Tax Types for Accounts Payable Integration

Using the PeopleSoft Payables Interface

This section discusses how to:

- Extract nontax deductions.
- Extract federal tax deductions.
- Extract state tax deductions.
- Extract local tax deductions.
- Extract Canadian tax deductions.
- View extracted deductions.
- View the total deduction amount extracted for a particular vendor.
- View the deductions to be posted for a vendor.

- Post the extracted deductions to PeopleSoft Payables.

Common Elements Used in this Section

Tax Period End Date Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the Tax Period End Date. (The paycheck date populates the Pay Tax records after a pay run is confirmed).

Payment Due Date Enter the date to appear on the voucher in PeopleSoft Payables. This is the date when AP actually pays the taxes.

Pages Used With the PeopleSoft Payables Interface

Page Name	Object Name	Navigation	Usage
Extract Non-Tax Deductions – Parameters	RC_X_DEDS	North American Payroll, Payroll Distribution, Accounts Payable Information, Extract Non-Tax Deductions, Parameters	Select the nontax deductions to send to PeopleSoft Payables for payment and to start the extract process (PY_AP Extraction – Deductions).
AP Federal Tax Extract	RC_X_TAX_FEDERAL	North American Payroll, Payroll Distribution, Accounts Payable Information, Extract U.S. Federal Taxes	Select the federal tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
AP State Tax Extract	RC_X_TAX_STATE	North American Payroll, Payroll Distribution, Accounts Payable Information, Extract U.S. State Taxes	Select the state tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
AP Local Tax Extract	RC_X_TAX_LOCALITY	North American Payroll, Payroll Distribution, Accounts Payable Information, Extract U.S. Local Taxes	Select the local tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
AP Canadian Taxes Extract	RC_XTAX_CAN	North American Payroll, Payroll Distribution, Accounts Payable Information, Extract Canadian Taxes	Select the tax deductions you want to send to PeopleSoft Payables for payment and to start the Canadian Tax Extract process (PYAP_XCTAX).

Page Name	Object Name	Navigation	Usage
AP Extract Review – Headers	AP_EXTRACT_RVW_H	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Accounts Payable Information, AP Extract Review – Headers North American Payroll, Payroll Distribution, Accounts Payable Information, AP Extract Review – Headers CAN 	Display the deductions extracted for a particular vendor. This page displays the header record for each voucher that will be created. You must run the Extract process before you can view deductions on this page.
AP Extract Review - Lines	AP_EXTRACT_RVW_L	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Accounts Payable Information, AP Extract Review – Lines North American Payroll, Payroll Distribution, Accounts Payable Information, AP Extract Review – Lines CAN 	Display the deductions to be posted to PeopleSoft Payables. This page displays the extracted information that will be used to create the Line & Distribution records of a voucher. You must run the Extract process before you can view deductions on this page.
AP Extract Audit Report	PRCSRUNCNTL	North American Payroll, Payroll Distribution, Accounts Payable Information, Create AP Extract Audit Rpt	Generate the PAYXTRCT report that lists the details of nontax deductions to send to PeopleSoft Payables.
Send Vouchers to AP	RC_AP_POST	North American Payroll, Payroll Distribution, Accounts Payable Information, Send Vouchers to AP	Post the extracted deductions to PeopleSoft Payables.
AP Vendor Listing	RUNCTL_PAYVNDR	North American Payroll, Payroll Distribution, Accounts Payable Information, Create AP Vendor Listing	Generate the PAYVNDR report that prints a listing of all vendors, up to a given date.

Extracting Nontax Deductions for PeopleSoft Payables

Access the Extract Non-Tax Deductions - Parameters page.

Extract Non-Tax Deductions — Parameters page

After a pay run is confirmed, you run one or more extract processes to select the deductions you want to pass to PeopleSoft Payables. The selected deductions are placed in a temporary table until they are sent to PeopleSoft Payables.

When deductions are extracted, the system updates the AP Stat (Status) check box that appears on the paycheck pages with an *X* to indicate that the deduction has been extracted for payment through PeopleSoft Payables.

You can extract nontax deductions for the Pay Run ID that you specify or extract just those deductions with a Pay Mode set to the date that you select. You can limit your selection further by specifying particular vendors you want to pay.

Pay Mode Selection

**Deduct/Collect
Comp./Bond Met**
(deducted/collection
completed/bond price met)

This option is applicable if you selected *Pay as Deducted*, *Pay when Collection Completed*, or *Pay When Bond Price Met* as the Pay Mode on the General Deduction Table, Benefit Plan Table, or Garnishment Spec Table and you selected either *Check Date* or *Pay Period End Date* as the AP Payment Date Type.

During the extract process, the system refers to the date associated with the AP Payment Date Type you enter in the *Pay Run ID* field to the right to determine which deductions to extract.

Pay Run ID

This field works in conjunction with the *Deduct/Collect Comp./Bond Met* option. It enables you to limit the extract process to a single pay run associated with this run control ID. Select the pay run. If the pay mode is Collection Completed or Bond Price Met, deductions that meet the criteria by the end date of the pay period represented by the pay run ID are extracted.

Specified Date

Select to send only those non-tax deductions with a check date that's before or the same as the date you enter in the field that appears to the right.

This option is appropriate when deductions for more than one pay period must be extracted (for example, benefit deductions that are withheld every pay period and sent to the vendor at the end of the month).

Payment Due Date

This field appears only when you select the *Specified Date* option. Enter the due date that you want to appear on the voucher. This is the date on which the PeopleSoft Payables system pays the vendor.

Vendor Selection

Pay All Vendors

By default, the system selects deductions for all vendors. To pay selected vendors only, clear this check box. The *SetID*, *Vendor ID*, and *Name* fields then become available.

Vendor Info

Vendor Info appears only if you clear the *Pay All Vendors* check box. Select the vendors you want to pay.

Name

The system automatically displays the name of the vendor you selected in the *Vendor ID* field.

See Also

[Chapter 5, “Defining Deductions,” Specifying the Deduction Priority, page 66](#)

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits, “Setting Up Benefit Plans”

[Chapter 7, “Setting Up Garnishments,” Establishing a Garnishment Deduction, page 127](#)

Extracting Federal Tax Deductions for PeopleSoft Payables

Access the AP Federal Tax Extract page.

AP Federal Tax Extract

Run Control ID: Test [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

*Company: ACC State of Accord

*Tax Period End Date: 12/31/2001

*Payment Date: 01/31/2002

Tax Type Information [Customize](#) | [Find](#) | [View All](#) | 1 of 1

Tax Type	Description
KUWHTAX <input type="text"/>	Income W/H Taxes <input type="button" value="+"/> <input type="button" value="-"/>

AP Federal Tax Extract page

To extract federal taxes, you can specify which tax types to include in the extract. Only those tax deductions with a tax class that belongs to a tax type that you specify are selected for payment through PeopleSoft Payables.

Tax Type Information

Tax Type

Select the tax type. The prompt table includes only those tax types you defined on the Tax Type Table Page. You can add as many tax types as you like.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” Establishing Tax Types for Accounts Payable Integration

Extracting State Tax Deductions for PeopleSoft Payables

Access the AP State Tax Extract page.

The screenshot shows the 'AP State Tax Extract' interface. At the top, the title 'AP State Tax Extract' is displayed. Below it, the 'Run Control ID' is set to 'Test'. There are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The 'Process Request Parameter(s)' section includes:

- *Company: ACC (with a search icon) and State of Accord
- *Tax Period End Date: 12/31/2002 (with a calendar icon)
- *Payment Date: 01/31/2002 (with a calendar icon)

 The 'State Selection' section has two radio buttons: 'All States' (which is selected) and 'Specific States'.

AP State Tax Extract page

For state tax processing, you can extract deductions for all or specific states. If you choose to extract deductions for a particular state, you can also limit the selection to certain tax types.

State Selection

All States To extract state tax deductions for all states, select this option.

Specific States To extract state tax deductions for a particular state, select this option. When you select this option, a *States* group box appears.

States

The *States* fields appear only when you select the *Specific States* option.

Tax Type Information

Tax Type Select the tax type. The prompt table includes only those tax types you entered for the state on the Fed/State Tax Types/Classes Table.

Extracting Local Tax Deductions for PeopleSoft Payables

Access the AP Local Tax Extract page.

AP Local Tax Extract

Run Control ID: Test [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

*Company: ACC State of Accord

*Tax Period End Date: 12/31/2002

*Payment Date: 01/31/2002

Locality Selection

All Localities Specific Localities

AP Local Tax Extract page

For local tax processing, you can extract tax deductions for all localities or a subset of localities. As with state tax processing, processing a subset requires that you specify one or more states, one or more localities within each state, and the specific tax types to process.

Locality Selection

All Localities To extract local tax deductions for all localities in all states, select this option.

Specific Localities To extract tax deductions for specific localities within particular states, select this option. When you select this option, the *State/Localities* fields appear.

State/Localities

The following fields appear only when you select the *Specific Localities* option. Select the localities and tax types for which you want to extract tax deductions.

Tax Type Information

Tax Type Select the tax type. The prompt table includes only those tax types you entered for the state on the Local Tax Types/Classes table.

(CAN) Extracting Canadian Tax Deductions for PeopleSoft Payables

Access the AP Canadian Taxes Extract page.

AP Canadian Taxes Extract

Run Control ID: Test [Report Manager](#) [Process Monitor](#) Run

Process Request Parameter(s)

Company: ACC State of Accord

Tax Type Information		Customize	Find	View All	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	
*Tax Type	Description	Tax Period End Date	*Payment Date			
QCTX <input type="text"/>	Source Deductions	12/31/2002 <input type="text"/>	01/31/2002 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

AP Canadian Taxes Extract page

For Canadian taxes, you can extract tax deductions for a single company or all tax deductions for all companies. You indicate the tax types to extract and enter a tax period end date and a period end date for each tax type specified.

Process Request Parameter(s)

Company To extract taxes for a single company, select the company in this field. To extract tax deductions for all companies, leave this field blank.

Tax Type Information

In the following fields, select the tax types for which you want to extract tax deductions and the associated dates. For example, if you select CTAX as the Tax Type and enter a Tax Period End Date of 01/01/2000, the system extracts all tax deductions with a tax class or sales tax class belonging to the CTAX tax type and with a pay check date of 01/01/2000 or earlier.

Tax Type Select the tax type. The prompt table includes only those tax types you define on the Tax Type Table Page. You can add as many tax types as you like.

Viewing Extracted Deductions

After you extract the deductions to send to PeopleSoft Payables, you can review the data that you extracted for each vendor.

The AP Extract Review –Headers Page lists the total amount that PeopleSoft Payables will pay a given vendor.

The AP Extract Review – Lines Page lists the deduction records that make up the total amount to be paid to the vendor.

To view a report that lists the extracted records for nontax deductions, see PeopleSoft Payroll for North America Reports.

Viewing the Payroll Deduction Total Amount for a Vendor

Access the AP Extract Review - Headers page.

Send	SetID	Vendor ID	Invoice Number	Invoice Date	Payment Date	Voucher Sent	Description	Invoicing Location	Extract Type
<input checked="" type="checkbox"/>	SHARE	CANKC00002	H0000038	11/30/1999	01/31/20	<input type="checkbox"/>		1	Tax

AP Extract Review page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

With the exception of the *Description* field, all information on this page comes from the Pay Deductions Table and the Pay Tax Table. The *Description* field displays information entered on the AP Extract Review - Lines page.

Send The system automatically selects this option to indicate the deduction will be sent to PeopleSoft Payables when you start the Send Vouchers to AP process. To prevent the transaction from being sent, clear this check box.

Search Click this button to take you to the AP Extract Review -Lines page where you can see detailed information for this header record and remove proposed payment records associated with this header record. Any records removed will be captured the next time the extract process runs.

Viewing the Payroll Deduction Records for a Vendor

Access the AP Extract Review - Lines page.

AP Extract Review

SetID: SHARE	Vendor ID: CANKC00002 Receiver General for Canada	
Invoice Number: H0000038	Invoice Date: 11/30/1999	AP Business Unit:
Payment Date: 01/31/2000	State and Local EIN: 123456789RP0001	
Federal EIN:		

More Information:

Line Records								
Customize Find View All First 1-5 of 11 Last								
Send to AP	EmplID	Empl Rcd Nbr	Name	Extract Type	Amount	Account	Department	Short Name
<input checked="" type="checkbox"/>	KC0028	0	Jacobs,Lisa Leigh	Tax	581.770	P220009		
<input checked="" type="checkbox"/>	KC0028	0	Jacobs,Lisa Leigh	Tax	91.320	P220011		
<input checked="" type="checkbox"/>	KC0028	0	Jacobs,Lisa Leigh	Tax	73.970	P220013		
<input checked="" type="checkbox"/>	KC0028	0	Jacobs,Lisa Leigh	Tax	103.560	P220014		
<input checked="" type="checkbox"/>	KC0029	0	Valade,Claudia A	Tax	1,541.240	P220009		
Total Amount:					3,582.020			

AP Extract Review — Lines page

With the exception of the *Long Description* field, all information on this page comes from the Pay Deductions Table and the Pay Tax Table.

Long Description Use this field to enter comments that you want to appear on the voucher.

Send The system automatically selects this option to indicate the transaction is sent to PeopleSoft Payables when you start the Send to AP process. To stop a transaction from being sent, clear the check box. Any records you remove will be captured the next time the extract process runs.

Posting Vouchers to PeopleSoft Payables

Access the Send Vouchers to AP page.

Send Vouchers to AP

Run Control ID: Test [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

Transaction Type Selection

Non-Tax Deduction Payments Tax Deduction Payments

Payment Date Selection

Payment Date: 12/31/2001

Send Vouchers to AP page

When you're ready to send deduction records to PeopleSoft Payables for payment, you start the Send Vouchers to AP process (PYAP_VCHPOST). Tax deductions and nontax deductions must be sent separately.

When deductions are sent, the system changes the AP Stat (Status) flag that appears on the paycheck pages from X (extracted) to S (Sent) to indicate that the deduction has been sent to PeopleSoft Payables. Deductions are cleared from the temporary table at this point.

Transaction Type Selection

Non-Tax Deduction Payments Select this option to send nontax deductions to PeopleSoft Payables.

Tax Deduction Payments Select this option to send tax deductions to PeopleSoft Payables.

Payment Date Enter the date to appear on the voucher in PeopleSoft Payables. The system will send only those deductions where the payment due date on the extract page matches the date you enter in this field.

CHAPTER 26

(USF) Setting Up and Processing Agency Interfaces

This chapter discusses how to:

- Set up electronic certification system (ECS) controls.
- Prepare ECS off-cycle disbursements.
- Run the ECS interface.
- Set up the Treasury and FRB Bond interface.
- Set up and run the Thrift Savings Plan (TSP) interface.
- Run the RITS interface process.

Setting Up Electronic Certification System Controls

This section provides an overview of the ECS interface process and discusses how to:

- Establish ECS control information.
- Enter transmission information.
- Enter extract control information.
- Define formats for summary payments.

Understanding the ECS Interface Process

The PeopleSoft Electronic Certification System interface process generates a file that you can load into a U.S. Department of Treasury-provided ECS. Here's a summary of the process:

1. Create the ECS control.
2. Run the Treasury and Bond interface, using the ECS control information.

The Treasury and Bond interface updates the ECS control with DOS file and extension names.

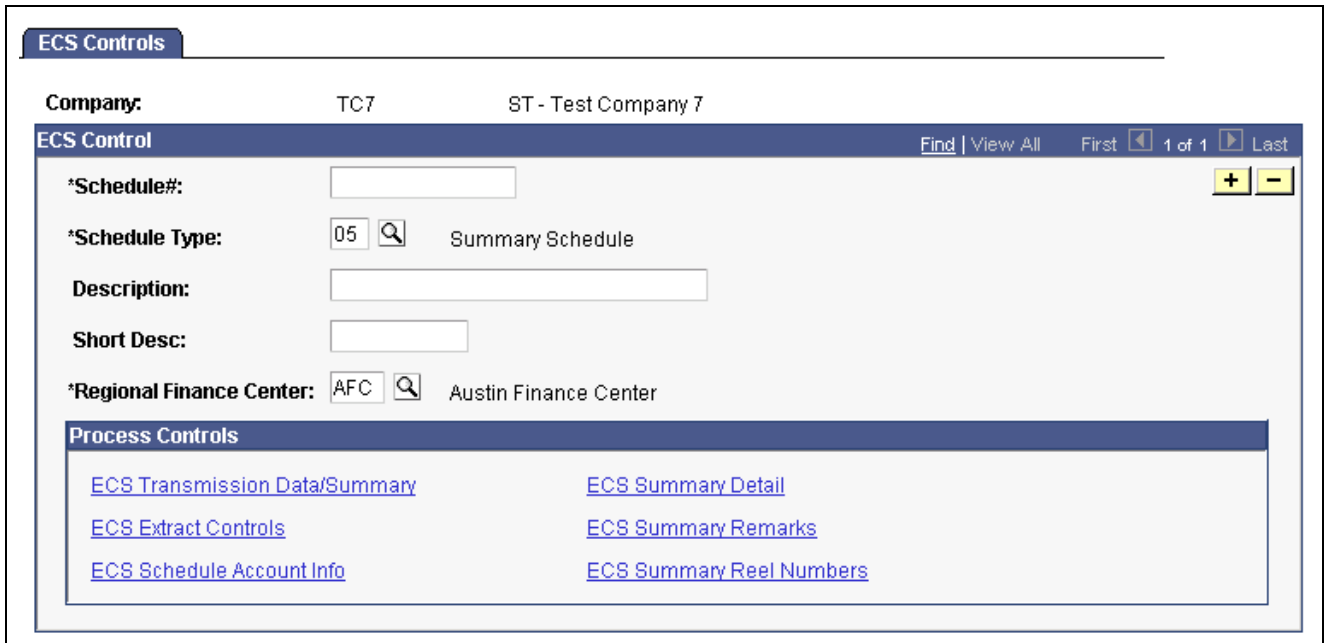
3. Run the ECS interface, using the DOS file and extension names from the ECS control.

Pages Used to Set Up Electronic Certification System Controls

Page Name	Object Name	Navigation	Usage
ECS Controls	GVT_ECS_CONTRO_TBL	North American Payroll, Payroll Distribution, Additional Integrations USF, Identify ECS Control	Establish ECS control information for your payroll schedules.
ECS Transmission Data/Summary	GVT_ECS_TRAN_SEC	Click the ECS Transmission Data/Summary link on the ECS Controls page.	Enter or review schedule control information for your ECS transmittal.
ECS Extract Controls	GVT_ECS_CNTL_SEC	Click the ECS Extract Controls link on the ECS Controls page.	Extract control information for your ECS transmittal.
ECS Schedule Account Information	GVT_ECS_ACCT_SEC	Click the ECS Schedule Account Info link on the ECS Controls page.	Enter an account symbol and a total account amount for each ECS transmittal. Enter a maximum of 10 rows per schedule.
ECS Summary Detail	GVT_ECS_SUMM_SEC	Click the ECS Summary Detail link on the ECS Controls page.	Define the schedule and formats for the Treasury interface for summary payments such as check, electronic file transmission (EFT), VENMIS, or bonds.
ECS Summary Remarks	GVT_ECS_REMARK_SEC	Click the ECS Summary Remarks link on the ECS Controls page.	Add remarks to your ECS transmittal. Use up to 7 lines of 72 characters each.
ECS Summary Reel Numbers	GVT_ECS_REEL_SEC	Click the ECS Summary Reel Numbers link on the ECS Controls page.	Enter reel numbers provided to you by the treasury to identify the location of your summary payment transactions. This is for your information only.

Establishing ECS Control Information

Access the ECS Controls page.



ECS Controls page

Schedule# (schedule number) This field accepts up to 14 characters, but the ECS accepts only the first 10. If you enter more than 10, you receive a warning message.

Schedule Type Select:

- *Salary ACH Schedule.*
- *Summary Schedule (for on cycle payments).*
- *Misc. Check Payment Schedule (for off cycle) (miscellaneous check payment schedule [for off cycle]).*
- *Misc. ACH Payment Schedule (miscellaneous ACH payment schedule).*

Regional Finance Center Select the U.S. Financial Management Service (FMS) Regional Finance Center that’s appropriate for your company.

Process Controls

The links in this group box activate a series of pages where you define ECS process controls. The options available to you depend on your schedule type.

Entering Transmission Information

Access the ECS Transmission Data/Summary page.

Requested Payment Date For on-cycle (summary) schedules, the system provides this date. For off-cycle schedules, enter this information.

Number of Payments In Schedule and Schedule Total Amount For summary schedules, the Treasury interface provides this information. For off-cycle schedules, the ECS interface provides this information.

Entering Extract Control Information

Access the ECS Extract Controls page.

DOS File Name and DOS File Extension	For summary schedules, the Treasury interface updates the DOS file name and extension of the extract file to be transmitted to the treasury. The file name and extension are required on the ECS interface run control.
ECS Transmission Extract Dt (ECS transmission extract date)	Date on which the ECS interface generated the ECS file.
ECS Transmission Generation Dt (ECS transmission generation date)	This is the date on which the ECS schedule had all of the required information. This depends on the schedule type.

Defining Formats for Summary Payments

Access the ECS Summary Detail page.

Prenotification Schedule?	Not currently used.
Summary Payment Type 1	Select the type of payments: <i>Salary</i> , or <i>Vendor</i> (VENMIS).
Summary Payment Type 2	Select the method of payment: <i>Check</i> or <i>EFT</i> .
MAC Payment Data	Optional, for your information only.

Preparing ECS Off-Cycle Disbursements

This section provides an overview and discusses how to:

- Create the ECS control for off-cycle disbursements.
- Select net payment transactions for off-cycle disbursements.
- Select deductions transactions for off-cycle disbursements.

Understanding ECS Off-Cycle Disbursements

Use off-cycle processing to process off-cycle deductions and net payment amounts through ECS and to track deduction disbursements.

To prepare for off-cycle disbursements:

1. Define the deduction as time sensitive.
2. Calculate and confirm the off cycle.
3. Create the ECS Control Schedule.
4. Select the off cycle transactions for inclusion in processes.
5. Run the ECS Interface.

Pages Used to Prepare Off-Cycle Disbursements

Page Name	Object Name	Navigation	Usage
ECS Controls	GVT_ECS_CONTRO_TBL	North American Payroll, Payroll Distribution, Additional Integrations USF, Identify ECS Control	Create the ECS Control Schedule.
Off Cycle Net	GVT_ECS_OFF_NET	North American Payroll, Payroll Distribution, Additional Integrations USF, Process ECS Off Cycle	Select net payments for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Net Check Summary Information	GVT_ECS_OFF_N_SEC	Click the Detail button on the Off Cycle Net page.	View off-cycle net check summary information.
Off Cycle Net Payment ID Information	GVT_ECS_NET_SEC	Click the Line ID Data button on the Off Cycle Net page.	View off-cycle payment ID information for each eligible payment.
Off Cycle Deductn	GVT_ECS_OFF_DED	North American Payroll, Payroll Distribution, Additional Integrations USF, Process ECS Off Cycle	Select deductions for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Deduction Summary Information	GVT_ECS_OFF_D_SEC	Click the Detail button on the Off Cycle Deduction page.	View off-cycle deduction summary information.
Off Cycle Deduction Payment ID Information	GVT_ECS_DED_SEC	Click the Line ID Data button on the Off Cycle Deduction page.	View off-cycle deduction payment ID information for each eligible payment.

Creating The ECS Control Schedule

Access the ECS Control page.

Use the same ECS Controls page for off-cycles as you do for on-cycle processing. The difference is in the Schedule Type.

Schedule Type

Determines the type of off-cycle distribution of deductions and net salary payments.

For off-cycle EFT distribution, select *03* (Salary ACH Payment Schedule).

For off-cycle check distribution, select *07* (Misc. Check Payment Schedule).

Off-Cycle?

You must select this check box for schedule types *03* and *07*.

See Also

[Chapter 26, “\(USF\) Setting Up and Processing Agency Interfaces,” Establishing ECS Control Information, page 568](#)

Selecting Net Payment Transactions

Access the Off Cycle Net page.

Off Cycle Net
Off Cycle Deductn

Agency: NOT

Schedule Number: OFFCYCLECK Test Off Cycle Check Schedule

Off Cycle Schedule Count: 0 **Total Amount:** 0.00

[View Eligible Payments](#)
Remove Selected
Remove All

Payments Included with Schedule

Payments Included With Schedule						Customize Find View All	First	1 of 1	Last
Select	EmplID	Name	Net Pay	Detail	Line ID Data				
1									

Off Cycle Net page

Eligible Payment cnt (eligible payment count) (Visible only in View Eligible Payments mode). This is the total payments that are eligible to be disbursed for this schedule number.

View Eligible Payments Click to change to View Eligible Payments mode.

View Specific Schedule Click to change to View Schedule mode.

Remove Selected (Available in View Eligible Payments mode). Remove payments from the selected schedule. Select the Select check box for each payment you're removing, then click Remove Selected.

Remove All (Available in View Schedule mode.) Remove all payments from the selected schedule.

Add Selected (Available in View Eligible Payments mode). Add payments to the selected schedule. Select the Select check box for each eligible payment you're adding then click Add Selected.

Add All (Available in View Eligible Payments mode). Add all eligible payments to the selected schedule.

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All payments included in the schedule.
View Eligible Payments	All payments eligible to be included in the schedule.

Select Select an eligible payment to be added or removed.

Net Pay The net pay amount for each payment.

Detail Click to display the Off Cycle Net Check Summary Information page.

Line ID Data Click to display the Off Cycle Net Payment ID Information page.

Selecting Deductions Transactions

Access the Off Cycle Deductn page.

The fields on this page are the same as the Off Cycle Net page with the following exceptions:

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All deductions included in the schedule.
View Eligible Payments	All deductions eligible to be included in the schedule.

Pay Period End Date Pay period end date of the listed deduction.

Plan Type Plan type of the listed deduction.

Deduction Code Identifies the listed deduction.

Current Deduction Current dollar amount of the listed deduction.

Detail Click to display the Off Cycle Deductions Summary Information page.

Line ID Data Click to display the Off Cycle Deduction Payment ID Information page.

Running the ECS Interface

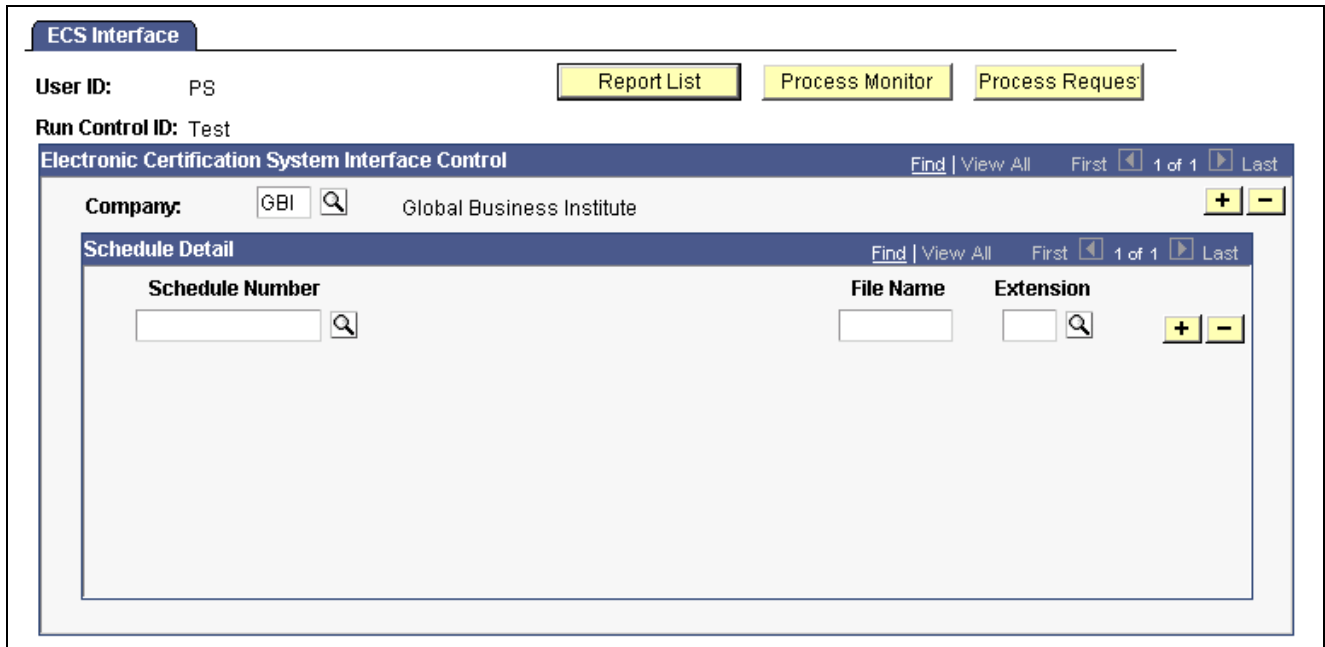
This section discusses how to run the ECS Interface for both on-cycle and off-cycle disbursements.

Page Used to Run the ECS Interface

Page Name	Object Name	Navigation	Usage
ECS Interface	RUN_FGPY004	North American Payroll, Payroll Distribution, Additional Integrations USF, ECS Interface	Creates the ECS Interface file for off cycle disbursements.

Running the ECS Interface

Access the ECS Interface page.



ECS Interface page

The same ECS interface run control page is used for off-cycles and on-cycles. The output is determined by the ECS Control schedule number.

Schedule Number Select all the ECS schedules currently available to be formatted for ECS transmission. Eligible schedules are those with a payment date, more than zero records, and an amount greater than zero. After you run this process, you can no longer modify the ECS control information for the selected schedules.

File Name and Extension Enter the exact DOS file name and extension of the schedule from the ECS Extract Controls page on the ECS Controls page.

Setting Up the Treasury and FRB Bond Interface

Agencies must process all payments through the Treasury Department/Financial Management Services (FMS). There are four basic payroll transactions to be transmitted to the treasury: check, electronic funds transfer, bonds, and taxes.

Page Used to Set Up the Treasury and FRB Bond Interface

Page Name	Object Name	Navigation	Usage
Treasury/FRB Bonds	RUN_FGPY003	North American Payroll, Payroll Distribution, Additional Integrations USF, Treasury/FRB Bond Interface	Select the control information that identifies the schedules to include in the Treasury interface process.

Setting Up the Treasury and FRB Bond Interface

Access the Treasury and FRB Bonds page.

The screenshot shows the 'Treasury/FRB Bonds' page. At the top, there is a header bar with the title 'Treasury/FRB Bonds'. Below the header, there are three buttons: 'Report List', 'Process Monitor', and 'Process Request'. The 'User ID' is set to 'PS' and the 'Run Control ID' is 'Test'. The main section is titled 'Treasury Interface Control Inf' and contains several input fields with search icons: 'Pay Run ID', 'Salary Check', 'Salary EFT', 'VENMIS EFT', and 'VENMIS Check'. Below these fields are two sections with checkboxes: 'Include Eligible Off Cycle' with options for 'Include Off Cycle Net Pay' and 'Include Off Cycle Deductions', and 'Fed Reserve Bond Processing' with a 'Process Bonds' checkbox.

Treasury/FRB Bonds page

Treasury Interface Control Inf

Salary Check Schedule Select the schedule of the checks in the payroll run, and enter the file name and extension.

Salary EFT Schedule Select the schedule of the EFT transactions of the payroll run, and enter the file name and extension.

VENMIS Schedule Select the schedule of the EFT tax payment in the payroll run, and enter the file name and extension.

VENMIS Check Schedule Select the schedule of the check tax payment of the payroll run.

Eligible Off Cycle Deductions

Include Off Cycle Net Pay Select to include unprocessed off-cycle net pay in Treasury Interface processing.

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in Treasury Interface processing.

Fed Reserve Bond Processing

Process Bonds To process Federal Reserve Bonds with the run, select this check box. The other controls in this group box appear only when you select this check box.

Setting Up and Running the Thrift Savings Plan Interface

This section discusses how to:

- Set up a Thrift Savings Plan (TSP) voucher.
- Enter off-cycle TSP voucher information.
- Run the TSP interface.

Pages Used to Set Up and Run the Thrift Savings Plan Interface

Page Name	Object Name	Navigation	Usage
TSP Vouchers	GVT_TSP_VCH_TBL	North American Payroll, Payroll Distribution, Additional Integrations USF, Identify TSP Voucher Info	Define the header information for a TSP voucher file or to print a cancelled TSP voucher.
TSP Voucher Detail	GVT_TSP_V_DET_TBL	North American Payroll, Payroll Distribution, Additional Integrations USF, Identify TSP Voucher Info	View a high-level breakdown of a TSP Voucher file and enter information for off-cycle vouchers. For on-cycle vouchers, the TSP interface process populates this page.
TSP Interface	RUN_FGPY002	North American Payroll, Payroll Distribution, Additional Integrations USF, TSP Interface	Transfer employee information, TSP deductions, and investment elections to the National Finance Center, the record keeper for the Thrift Board.

Setting Up a Thrift Savings Plan Voucher

Access the TSP Vouchers page.

TSP Vouchers page

TSP Voucher Number

The system issues and tracks TSP voucher numbers. The first 2 digits indicate the year, which is from the Agency Table. The remaining 4 digits are the voucher sequence number in that year. The system automatically increments the voucher sequence for each row that you add.

Note. You must update the Agency Table each year to restart the TSP voucher number sequence.

Routine Pay Submission?

This check box is for system use only. The TSP interface process selects this check box when you process a voucher for a regular, on-cycle payroll.

EFT Deposit?

This is for your information only.

Reel Number and Date Reel Created

Enter the reel number and date provided by the Thrift Savings Board.

Backup and Backup Date

The Thrift Savings Board provides this information.

Total Records

The TSP interface process provides this number.

Records on Magnetic Tape/Diskette/Forms

For on-cycle TSP vouchers, the system generates the count for each of the categories in this group box. For all other TSP vouchers, you must enter each amount.

Entering Off-Cycle TSP Voucher Information

Access the TSP Voucher Detail page.

TSP Voucher Detail

Company: ACC Agency Location Code:

TSP Voucher Find | View All First 1 of 1 Last

Number: 00 0001

Adjustment Records Find | View All First 1 of 1 Last

Current and Late Payments	Empl Contribution	Agency Basic	Agency Matching	Total
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total:	0.00	0.00	0.00	0.00
Negative Adjustments	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total:	0.00	0.00	0.00	0.00
Control Total with Adjustments:				0.00

TSP Voucher Detail page

Current and Late Payments

Select a Thrift Savings Plan and enter contribution amounts.

Negative Adjustments

This group box contains negative adjustment amounts and totals for the same categories as in the Current and Late Payments group box.

Running the TSP Interface

Access the TSP Interface page.

TSP Interface

User ID: PS Report List Process Monitor Process Request

Run Control ID: 1

Reprint TSP Voucher Only

Pay Run ID:

Voucher Year:

Voucher Seq No: 0000 Include Eligible Off Cycle

Interface File Name: Include Off Cycle Deductions

TSP Interface page

Interface File Name Enter the file name of the TSP interface destination.

Eligible Off Cycle Deductions

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in processing.

Running the RITS Interface Process

This section discusses how to run the RITS interface process.

Page Used to Run the RITS Interface Process

Page Name	Object Name	Navigation	Usage
RITS Interface	RUN_FGPY001	North American Payroll, Payroll Distribution, Additional Integrations USF, RITS Interface	Run the RITS interface process. The output file for the Office of Personnel Management (OPM) records deduction distributions for retirement CSRS, FERS, FEHB, health insurance, and FEGLI.

Running the RITS Interface Process

Access the RITS Interface page.

The screenshot shows the 'RITS Interface' page. At the top, there is a tab labeled 'RITS Interface'. Below the tab, the 'User ID' is set to 'PS'. To the right of the user ID are three buttons: 'Report List', 'Process Monitor', and 'Process Request'. Below this, the 'Run Control ID' is set to '1'. The main section is titled 'RITS Interface Parameters' and contains several input fields: 'Pay Run ID' with a search icon, 'Pay Period Code', 'Original or Supplemental' with a dropdown menu, and '2812 File Name'. At the bottom of this section is a checkbox labeled 'Include Off Cycle Deductions' which is currently unchecked.

RITS Interface page

Pay Run ID Select the pay run ID that identifies the on-cycle payroll for which you want to process the RITS interface.

Pay Period Code Enter the pay period (*1 to 26*) for which you want to process the RITS interface.

Original or Supplemental Indicate whether this is the original or a supplemental submission of this RITS process.

2812 File Name Enter the name of the output file to which the RITS 2812 transmission is written.

Eligible Off Cycle Deductions

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in processing.

CHAPTER 27

Reporting Payroll

This chapter provides an overview of common run control pages and discusses how to generate:

- Annual payroll reports.
- Quarterly payroll reports.
- Periodic payroll reports.

Note. Details of other reports that support specific payroll tasks or business processes are documented throughout the chapters of this PeopleBook. Year-end tax reports are documented in year-end processing instructions published on Customer Connection. The reports appendix provides a complete list of reports documented in this PeopleBook.

See Also

[Appendix D, “PeopleSoft Payroll for North America Reports,” page 809](#)

[Chapter 33, “Accessing Year-End Processing Instructions,” page 695](#)

Common PeopleSoft Payroll for North America Report Run Control Pages

This section discusses the following common run control pages that are used to run several PeopleSoft Payroll for North America processes and reports:

- PRCSRUNCNTL
- PRCSRUNCNTRL
- RUNCTL_RPT_RUNID
- RUNCTL_FRMTHRU_PAY
- RUNCTL_PAYINIT
- RUNCTL_PAYINIT2

Common Run Control Pages

Page Name	Object Name	Navigation	Usage
Varies	PRCSRUNCNTL	Varies	Run processes and reports.
Varies	PRCSRUNCNTRL	Varies	Run processes and reports.
Varies	RUNCTL_RPT_RUNID	Varies	Run processes and reports.
Varies	RUNCTL_FRMTHRU_PAY	Varies	Run processes and reports.
Varies	RUNCTL_PAYINIT	Varies	Run processes and reports.
Varies	RUNCTL_PAYINIT2	Varies	Run processes and reports.

Using the PRCSRUNCNTL and PRCSRUNCNTRL Pages

These pages have only the Run ID field. Select this value when you access the page.

Using the RUNCTL_RPT_RUNID Page

Select a pay run ID.

Using the RUNCTL_FRMTHRU_PAY Page

Enter the from and thru period that you want to process or report.

Using the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 Pages

Select the Run ID value when you access the page.

The screenshot shows the RUNCTL_PAYINIT page interface. At the top, there is a 'Run Control ID' field with the value 'GN2'. To the right are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this is a 'Language' dropdown menu set to 'English'. The main section is titled 'Report Request Parameter(s)' and is divided into two panels: 'On-Cycle Run' and 'Off-Cycle Pay Calendar', separated by the word 'or'. The 'On-Cycle Run' panel has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' panel has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process' (with 'Page #' and 'Thru' sub-fields), each with a search icon. At the bottom, there is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected).

Example of RUNCTL_PAYINIT

On Cycle Run	Enter the Pay Run ID in the On-Cycle Run Report Request Parameter box, if applicable. The payroll process uses Pay Run ID, which is an identifier associated with each pay period. This is normally the On-Cycle process. The Pay Run ID enables the system to assign a unique ID to each pay calendar entry, so that payroll for more than one pay group can be run together.
Off Cycle Pay Calendar	If this request involves an off-cycle pay calendar, enter the Company, Pay Group, and Pay End Date (pay period end date). When you do so, the Process fields become available and you can enter the page number range of the paysheet.
Payroll Cycle	Designate whether this run cycle is On-Cycle, Off-Cycle or Both.

Preparing Annual Payroll Reports

These reports can be printed and used on an annual basis.

Pages Used to Print Annual Payroll Reports

Page Name	Object Name	Navigation	Usage
Tax Summary Submission	RUNCTL_PAYINIT	North American Payroll, Regulatory Reports CAN, Tax Submission Summary	Generate TAX003CN that summarizes tax submission data, sorted by business number.
Form 1042 Audit Report	RUNCTL_TAX030	North American Payroll, Annual Taxes, 1042 Reporting, Form 1042 Audit Report	Generate the TAX030 report that details tax liability 1042 data for a company and period that you specify.
Specify Tax Form Print Parms — Run Parameters	RUNCTL_TAX712	North American Payroll, Annual Taxes, Define Annual Tax Reporting, Specify Tax Form Print Parms	Generate TAX712 that prints information from the Tax Form Print Parm Table.
Error Listing — Run Control	PRCSRUNCNTRL	North American Payroll, Annual Taxes, W-2 Reporting, Error Listing	Generate the TAX900 report that lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify social security numbers or to check for negative tax balances and other error conditions.
FUTA Wage Reconciliation Report — Run Control	PRCSRUNCNTRL	North American Payroll, Annual Taxes, FUTA Wage Reconciliation Report	Generate the TAX940 report that provides federal unemployment tax wage reconciliation. You normally run this at year-end, but you can run it at other times to verify data.

Preparing Quarterly Payroll Reports

These reports can be printed and used on a quarterly basis. This section lists quarterly reports and provides details on running Quarterly State Employee Wage Listing reports.

Pages Used to Print Quarterly Payroll Reports

Page Name	Object Name	Navigation	Usage
California	RUNCTL_TAX002CA	North American Payroll, Quarterly Taxes, State Wage Listing Report	Generate the TAX002CA report that provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.
Michigan	RUNCTL_TAX002XX	North American Payroll, Quarterly Taxes, State Wage Listing Report	Generate the TAX002XX report that provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.
Minnesota	RUNCTL_TAX002MN	North American Payroll, Quarterly Taxes, State Wage Listing Report	Generate the TAX002MN report that provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.
Others	RUNCTL_TAX002XX	North American Payroll, Quarterly Taxes, State Wage Listing Report	Generate the TAX002XX report that provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.
Multiple Worksite Report - Run Parameters	RUNCTL_QTR_YR_PAY	North American Payroll, Quarterly Taxes, Multiple Worksite Report	Generate the TAX004 report, that lists in tabular format, company data in the heading and one line each for location and worksite. Use it to complete information required for federally mandated Multiple Worksite report (BLS-3020) or state variations.
Employee Count	RUNCTL_TAX004ST	North American Payroll, Quarterly Taxes, Employee Count Report	Generate the TAX004ST report that lists employment count totals, sorted by gender, as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.

Page Name	Object Name	Navigation	Usage
Federal Tax Summary - Run Control	PRCSRUNCNTRL	North American Payroll, Quarterly Taxes, Federal Tax Summary	Generate the TAX007 report for each employee of quarter-to-date (QTD) federal withholding, FICA, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.
State Tax Summary Report - Run Control	PRCSRUNCNTRL	North American Payroll, Quarterly Taxes, State Tax Summary Report	Generate the TAX008 report that summarizes employee QTD state withholding, disability, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.
Tax Balance AuditRun Parameters	RUNCTL_QTR_YR_PAY	North American Payroll, Quarterly Taxes, Tax Balance Audit	For each tax class and tax jurisdiction, generate the TAX015 report that compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run, making it possible to verify that system computations are correct for these balances.
Run Parameters	RUNCTL_TAX017	North American Payroll, Quarterly Taxes, State Unemployment Tax Rpt	Generate the TAX017 report on a quarterly basis to verify that the appropriate employer unemployment tax for the quarter being reported has been calculated and posted to employees' Tax Balance records.
Form 1042 Audit Report	RUNCTL_TAX030	North American Payroll, Annual Taxes, 1042 Reporting, Form 1042 Audit Report	Generate the TAX030 report that details tax liability 1042 data for a company and period that you specify.
Create Magnetic Media	RUNCTL_TAX810XX	<ul style="list-style-type: none"> • North American Payroll, Quarterly Taxes, Create Magnetic Media AK-ID • North American Payroll, Quarterly Taxes, Create Magnetic Media IL-NC • North American Payroll, Quarterly Taxes, Create Magnetic Media ND-SC • North American Payroll, Quarterly Taxes, Create Magnetic Media SD-WY 	Generate the TAX810XX report that creates a file for states that must submit quarterly state wage listings on magnetic tape. The XX in the report ID is a two-character state abbreviation.

Page Name	Object Name	Navigation	Usage
Create Georgia Wage Diskette - Run Parameters	RUNCTL_TAX811GA	North American Payroll, Quarterly Taxes, Create Georgia Wage Diskette	This process works with TAX811 to create a file for submitting quarterly state wage listings on diskette. It reads the output file from TAX811 and maps the records to the format required for diskettes. Copy the output file to a newly formatted diskette for submission.

Generating Quarterly State Employee Wage Listing Reports

Access the State Employee Wage Listing — Other page.

For the general version of TAX002, there are no system prompts. However, determine the time period by specifying the calendar year and quarter on the Define Tax Reporting Parameters page, found under the Quarterly Processing menu.

Some states have state-specific parameters:

Report ID	State-Specific Parameter(s)
TAX002CA	Employee Count by Month
TAX002CO	Report Due Date
TAX002MN	Report Due Date, Employer's Phone, Earnings Code
TAX002MO	Report Probationary Employees
TAX002NH	Report Due Date
TAX002NJ	Base Weeks for Each Employee, Minimum Weekly Earnings
TAX002NV	Earnings Codes for Tips
TAX002OR	Earnings Code
TAX002VT	Earnings Codes included QTD hours reported for hourly employees
TAX002WI	Report Due Date

(E&G) Generating the Quarterly State Employee Wage Listing

Some states have special quarterly reporting requirements for public sector organizations that are not currently supported by TAX002XX. For these organizations, you must select the Education and Government indicator on the Installation Table - products page, which causes an additional field (Separate Tax Report) to appear on the TAX002XX run control page. This field is used only by T002XXHP. It determines whether to report SWT, SUT, and DIS separately. These reports have different report identifications—T002XXHP, where XX is the abbreviation for the state.

This report includes the following information, grouped by Employer ID (when the Employer ID field is populated in the Company State Tax Table and the Separate Tax Report check box is selected on the run control page):

- State withholding.
- State unemployment.
- State disability.

The run control page is the same as the standard Quarterly State Employee Wage Listing report run control page.

Preparing Periodic Payroll Reports

These reports can be printed at any time. You may want to print many of these reports after running your payroll for each pay period. This section lists many periodic payroll reports and discusses how to:

- Generate the Payroll Summary report.
- (CAN) Produce a Health Insurance Premium report.
- (CAN) Run the Update Source Deductions process.

Pages Used to Print Periodic Payroll Reports

Page Name	Object Name	Navigation	Usage
Deduction Register	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Deduction Register • North American Payroll, Payroll Processing USF, Reports, Deduction Register 	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.
Deduction Register	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deduction Register	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheque for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.
Payroll Register	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Payroll Register	Generate the PAY002 report that lists payroll amounts paid directly into the employee's bank account as direct deposits.

Page Name	Object Name	Navigation	Usage
Payroll Register	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Payroll Register North American Payroll, Payroll Processing USF, Reports, Payroll Register 	Generate the PAY002 report that lists payroll amounts paid directly into the employee's bank account as direct deposits.
Cost Center Report , Cost Center	RUNCTL_PAYINIT, RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Cost Center Detail Report North American Payroll, Payroll Processing USF, Payroll Information Reports, Cost Center Data North American Payroll, Payroll Processing CAN, Payroll Information Reports, Cost Center Report 	Generate the PAY005 report that groups employee hours and earnings, sorted by cost center. You might have to modify the SQR to meet your organization's requirements.
Other Earnings Register	RUNCTL_PAYINIT2, RUNCTL_PAYINIT	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Other Earnings Register North American Payroll, Payroll Processing CAN, Payroll Information Reports, Other Earnings Register North American Payroll, Payroll Processing USF, Reports, Other Earnings Register 	Generate the PAY006 report that lists detailed wages other than regular and overtime, such as automobile allowances or expense reimbursements.
Deductions in Arrears	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Deductions in Arrears North American Payroll, Payroll Processing USF, Reports, Deductions in Arrears 	Generate the PAY007 report, which lists deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.
Deductions in Arrears Report	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deductions in Arrears Rpt	(CAN) Generate the PAY007 report, which lists deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.

Page Name	Object Name	Navigation	Usage
Deductions Not Taken	RUNCTL_PAYINIT	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Deductions Not Taken North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deductions Not Taken Rpt North American Payroll, Payroll Processing USF, Reports, Deductions Not Taken 	Generate the PAY008 report, which lists employees who had benefits deductions omitted for a pay period.
Employees Not Processed	RUNCTL_RPT_RUNID	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Employees Not Processed Rpt North American Payroll, Payroll Processing CAN, Run Payroll, Employees Not Processed Rpt North American Payroll, Payroll Processing USF, Run Payroll, Employees Not Processed Rpt 	Generate the PAY010 report that lists employee hours and earnings that were not processed for the pay period.
Payroll Summary	RUNCTL_PAYINIT4	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Payroll Summary North American Payroll, Payroll Processing USF, Reports, Payroll Summary 	Generate the PAY018 report that summarizes payroll information.
Payroll Summary	RUNCTL_PAY018CN	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Payroll Summary Report	Generate the PAY018CN report that summarizes payroll information for Canadian employers. This report is similar to the PAY018 report.
Benefit Contribution	RUNCTL_PAYINIT2	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Benefits Register North American Payroll, Payroll Processing USF, Reports, Benefits Register 	Generate the PAY021 report that provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.

Page Name	Object Name	Navigation	Usage
Benefit Contribution	RUNCTL_PAYINIT	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Employer Benefit Contribution	Generate the PAY021CN report that provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.
Statistics Canada (Non-Educ)	RUNCTL_PAY100CN	North American Payroll, Payroll Distribution, Additional Integrations CAN, Statistics Non-Edu Institute	Generate the PAY100CN report, which conforms to Canadian wage reporting requirements. It is in the accepted report format for the Survey of Employment for Non-Educational Institutions, Payrolls, and Hours, required by the Canadian Labour Division of Statistics.
Workers Compensation Report	RUNCTL_PAY102CN	North American Payroll, Regulatory Reports CAN, Workers Compensation Assessments	Generate the PAY102CN report, which meets Canadian requirements for Workers Compensation Board (WCB) payroll reporting.
Overtime Bank Report	RUNCTL_PAY103CN	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Overtime Bank Report	Generate the PAY103CN report that lists overtime hours for both union and nonunion employees.
Statistics Canada (Educ)	RUNCTL_MO_YR_PAY	North American Payroll, Payroll Distribution, Additional Integrations CAN, Statistics Edu Institute	Generate the PAY110CN report, which conforms to Canadian wage reporting requirements. It is in the accepted report format for the <i>Survey of Employment for Educational Institutions, Payrolls, and Hours</i> , required by the Canadian Labour Division of Statistics.
Tax Deposit Summary	RUNCTL_PAYINIT2	North American Payroll, Pay Period Tax Reports, Tax Deposit Summary	Generate the TAX001 report that lists pay period details of federal, state, and local taxes withheld from employees, and liabilities incurred for employer-paid taxes.

Page Name	Object Name	Navigation	Usage
Local Tax Deposit	RUNCTL_PAYINIT2	North American Payroll, Pay Period Tax Reports, Local Tax Deposit	Generate the TAX009 report that lists local taxes withheld, and provides more detail than TAX001 (Tax Deposit Summary). This pay period report lists total taxes withheld for residents and nonresidents separately for each locality. It lists the number of employees in each category and counts only once those employees who receive more than one check.
Tax Summary - Federal	RUNCTL_TAX010FD	North American Payroll, Pay Period Tax Reports, Tax Summary — Federal	Generate the TAX010FD summary report of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level. Run the report monthly or quarterly.
Tax Summary - State	RUNCTL_TAX010ST	North American Payroll, Pay Period Tax Reports, Tax Summary — State	Generate the TAX010ST summary report of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state and local levels. Run the report monthly or quarterly.
Tax Summary PA	RUNCTL_TAX010PA	North American Payroll, Pay Period Tax Reports, Tax Summary — PA Opt	Generate the TAX010PA summary report (for Pennsylvania) of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels.
Reconciliation, Ohio Local	RUNCTL_MO_QTR_YR	North American Payroll, Pay Period Tax Reports, Reconciliation-Ohio Local	Generate the TAX012 report that provides the information for completing the Ohio Form W-3 and local variations.

Page Name	Object Name	Navigation	Usage
Fed Liability by State	RUNCTL_PAYINIT2	North American Payroll, Pay Period Tax Reports, Federal Liability by State	Generate the TAX014 report that lists federal withholding and liability (ER and EE FICA plus withholding) for each state. Use this report to determine when to deposit state withholding in those states that associate the frequency of state deposits with the employer's schedule for federal tax deposits. Run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.
Default Tax Data Report	RUNCTL_FRMTHRU_PAY	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Default Tax Data Report • North American Payroll, Employee Pay Data CAN, Tax Information, Default Tax Data Report • North American Payroll, Employee Pay Data USF, Tax Information, Default Tax Data Report 	Generate the TAX016 report that lists employees with incorrect default data in their Tax records.
Employee Check Information , Employee Cheque Information	RUNCTL_TAX018	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Employee Check Report • North American Payroll, Payroll Processing CAN, Print Cheque Items, Employee Cheque Report • North American Payroll, Payroll Processing USF, Print Check Items, Employee Check Report 	Generate the TAX018 report that lists individual employee check information.

Page Name	Object Name	Navigation	Usage
Employee Tax Information	RUNCTL_TAX019	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Employee Tax Information Rpt North American Payroll, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt North American Payroll, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt 	Generate the TAX019 report that lists the employee's tax withholding information based on each pay run.
Form 1042 Audit Report	RUNCTL_TAX030	North American Payroll, Annual Taxes, 1042 Reporting, Form 1042 Audit Report	Generate the TAX030 report that details tax liability 1042 data for a company and period that you specify.
EI Rebate	RUNCTL_TAX101CN	North American Payroll, Regulatory Reports CAN, EI Rebate	Generate the TAX101CN report that lists information for employers with private income replacement plans.
Health Insurance Premium Rpt	RUNCTL_TAX102CN	North American Payroll, Regulatory Reports CAN, Health Insurance Premium	Generate the TAX102CN report that lists calculated health insurance premiums for provinces with a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec.
Update Source Deductions	RUNCTL_TAX103CN	North American Payroll, Payment Reports CAN, Update Source Deductions	<p>Run this process to calculate and update federal, Quebec, and provincial basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the effective date specified.</p> <p>Run this process in preparation for the new year's payroll processing. The corresponding report (TAX103CN) provides a list of all records created.</p>
Employer Contribution to CNT	PRCSRUNCNTL	North American Payroll, Regulatory Reports CAN, Employer Contribution to CNT	Run the TAX105CN process to calculate the annual payment of the contribution to the financing of the Commission des Normes du Travail (CNT) by employers with employees working in the province of Quebec.

Page Name	Object Name	Navigation	Usage
NW Territories Payroll Tax	RUNCTL_TAX905CN	North American Payroll, Regulatory Reports CAN, NW Territories Payroll Tax	Print the Northwest Territories payroll taxes.
Nunavut Payroll Tax	RUNCTL_TAX906CN	North American Payroll, Regulatory Reports CAN, Nunavut Payroll Tax	Print TAX906CN, the Nunavut payroll taxes.

Generating a Payroll Summary Report

Access the Payroll Summary page.

Summary by Selection Select this option to report only summary subtotals.

Detail Report Select this option to include detail.

(USF) Generating the PA Tax Summary

Access the Tax Summary PA page.

Balances for Year Enter the calendar year for which you want to run this report.

Quarter and Period Enter the quarter and period for which you want to run this report.

Show EE Detail? Select this check box to display employee's information.

Sort Option Select *Company Within Locality* or *Locality Within Company*.

Output Summary

Following is a detailed summary of the output of the Payroll Summary report.

Select the Summary by Selection option and populate the Pay Run ID field to create an overall summary of companies and pay end dates in the RUNID. This report is identified as a Summary report in the heading.

If the pay run ID has only one company and only one pay end date, then the company, pay period end date, and pay run ID appear in the report.

If the same pay run ID is associated with multiple companies with the same pay end date, then the pay period end date and pay run ID appear in the report. The company does not appear in the report, and the field is blank.

If the same pay run ID is associated with multiple companies that do not share the same pay end date, then only the pay run ID appears in the report. The Company and Pay End Date fields are blank.

Select the Summary by Selection option and populate the Company, Pay Group, and Pay End Date fields to create an overall summary of companies and pay end dates for this selection. This report is identified as a Summary report in the heading.

The company and pay period end date appear in the report. The Pay Run ID field contains an asterisk (*).

Select the Detail Report option and populate the Pay Run ID field to create a detail report for each company and pay end date in the run ID. This report is identified as a Detail report in the heading.

If the pay run ID is for a single company, the company, pay period end date, and pay run ID appear in the report. A Summary report is not generated.

If the pay run ID is associated with multiple companies with the same pay period end date, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID appear. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

If the pay run ID is associated with multiple companies with different pay period end dates, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID are populated. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

Select Detail Report and populate the Company, Pay Group, and Pay End Date fields to create a Detail report for each company, pay group, and pay end date that you selected.

The system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company and pay period end date appear. The Pay Run ID field contains an asterisk (*) because the report does not know the pay run ID. In this case, a Summary report is not generated.

(CAN) Producing a Health Insurance Premium Report

Access the Health Insurance Premium Rpt page.

Balance ID	The default value is the balance ID for the calendar year. This field is unavailable for entry.
Balance Year and Balances for Period	Enter the year and month for which you want to run this report.
Summary Report	Select this option to report summary totals by company and province.
Detail Report	Select this option to include the employee detail listing.

(CAN) Running the Update Source Deductions Process

Access the Update Source Deductions page.

Federal Increase By	Use this group box to perform updates to employees' federal basic claim amounts. Use Percent or Amount only; specifying the value of the increase.
Quebec Increase By	Use this group box to perform updates to employees' Quebec basic claim amounts. Use Percent or Amount only; specifying the value of the increase.
Provincial Increase By	Use this group box to perform updates to employees' provincial basic personal amounts. Add rows to enter multiple provinces. Use Percent or Amount only; specifying the value of the increase.
Reset Special Letters	Enter <i>Y</i> (yes) to reset the special letters amount to zero.
Reset Special Letters (Quebec)	Enter <i>Y</i> to reset the Quebec special letters amount to zero.

Reset CPP Subject Months	<p><i>Y</i>: Reset the employee's CPP subject months to 12.</p> <p><i>N</i> (no): Reset the employee's CPP subject months to 0 when the employee's original CPP subject months are fewer than 12 (for example, to reset CPP subject months to 0 for employees who no longer contribute to CPP). If the employee's original CPP subject months are 12, they remain 12.</p>
Reset Federal Commission	Enter <i>Y</i> to reset the federal commission amounts to zero.
Reset Quebec Commission	Enter <i>Y</i> to reset the Quebec commission amounts to zero.
Reset Cross Province	<p><i>Y</i>: The Cross Province check box on the Canadian Income Tax Data 2 page is cleared when the new record is created.</p> <p><i>N</i>: The Reset Cross Province check box and associated field values are copied to the newly created record.</p>

CHAPTER 28

Processing Retro Pay

This chapter provides an overview of retroactive (retro) pay processing, lists prerequisites, and discusses how to:

- Create automatic retro pay requests.
- Define and process retro pay mass requests.
- Review and delete duplicate retro pay requests.
- Run and review retro pay calculations.
- Undo retro pay processing.
- Load retro pay into paysheets.
- Inquire and report on retro pay processing.
- (E&G) Generate lump-sum retroactive payments for contractual employees.
- (USF) Manage interest calculations on retro pay.

Note. Retroactive benefit processing is documented in the *PeopleSoft Human Resources: Manage Base Benefits PeopleBook*.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits, “Processing Retroactive Benefits and Deductions”

Understanding Retro Pay Processing

PeopleSoft Payroll for North America automatically generates retro pay requests when you make pay-related changes to Job Data or Additional Pay records, either online for individual employees, or for multiple employees through a structured query report (SQR) process.

The system loads retro pay requests into a table, where you review them before submitting them to the Retro Pay Calculation process. Review and update the calculation results and rerun the calculation as many times as needed. When you’re satisfied with the calculation results, load your retro pay data into paysheets, as you would in any on-cycle or off-cycle Paysheet Creation process.

Note. Eligibility for, and calculation of, back pay interest amounts associated with retro pay is handled outside of PeopleSoft HRMS for U.S. Federal Government. Once calculated, you can pay the amounts with a separate earnings code through additional pay, or by paysheet entries.

Prerequisites

To set up retroactive pay, you must:

1. Define earnings for retro pay on the Earnings Table – General page, specifying which earnings types are eligible for retro pay and which are used to pay retro pay.
2. Define retro pay programs on the Retro Pay Program component.
3. Assign retro pay programs to pay groups on the Pay Group Table component.

See Also

[Chapter 4, “Defining Earnings Codes and Earnings Programs,” page 27](#)

[Chapter 6, “Setting Up the Payroll Process,” Establishing Retro Pay Programs, page 106](#)

[Chapter 3, “Setting Up Pay Groups,” page 11](#)

Creating Automatic Retro Pay Requests

This section discusses how to create automatic retro pay requests by one of these methods:

- Change Job Data records.
- Change Additional Pay records.

Changing Job Data Records

Modifications to the following Job Data fields create retro pay requests when the effective date of the change is earlier than, or equal to, the pay end date of the last check paid to the employee:

- COMPRATE
- EMPL_STATUS
- SHIFT
- COMP_FREQUENCY
- STD_HOURS
- SHIFT_RT
- SHIFT_FACTOR
- EFFDT
- EFFSEQ
- FLSA_STATUS

Note. If any of these triggers affect the computation of the earnings code, then the system processes the employees’ retro pay.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce”

Changing Additional Pay Data

Modifications to Additional Pay data create retro pay requests when the effective date of the change is earlier than, or equal to, the pay end date of the last check paid to the employee.

Defining and Processing Retro Pay Mass Requests

This section provides an overview of defining and processing retro pay mass requests and discusses how to:

- Identify changes that generate retro pay mass requests.
- Process a retro pay mass request.

Understanding Defining and Processing Retro Pay Mass Requests

At times, you might make retroactive payroll changes in volume, for example, in response to union contracts. To do this, create an SQR to make Job Data or Additional Pay changes. To create retro pay requests for a mass change to Job Data or Additional Pay through an SQR, you must run the Retro Pay Mass Request process.

Pages Used to Define and Process Retro Pay Mass Requests

Page Name	Object Name	Navigation	Usage
Retro Pay Mass Request	MASS_RETRO_PAY	Set Up HRMS, Product Related, North American Payroll, Retroactive Process, Pay, Retroactive Pay Mass Request	Identify the changes for which you want to generate retro pay requests. Specify the criteria that employees must meet to qualify for selection.
Retro Pay Mass Request	RUNCTL_MASS_RETRO	North American Payroll, Retroactive Payroll, Pay, Request Mass Retro Processing	Process a retro pay mass request.

Specifying Retro Pay Mass Request Criteria

Access the Retro Pay Mass Request page.

Retro Pay Mass Request			
Mass Retro Request ID:	TEST	Description:	<input type="text"/>
*Retro Pay Program ID:	<input type="text"/> <input type="button" value="Q"/>	*Start Date:	<input type="text"/> <input type="button" value="B1"/>
Process End Date:	11/11/2002 <input type="button" value="B1"/>	*End Date:	<input type="text"/> <input type="button" value="B1"/>
Proc.Flag:	Not Proc.	Hire Date:	<input type="text"/> <input type="button" value="B1"/>
		Service Date:	<input type="text"/> <input type="button" value="B1"/>
Comments:	<input type="text"/>		
	<input type="checkbox"/> Delete Request <input type="checkbox"/> Eligible for Interest		
Selection Criteria			
*Company:	<input type="text"/> <input type="button" value="Q"/>	Mass Seq#:	1
Pay Group:	<input type="text"/> <input type="button" value="Q"/>	Union Code:	<input type="text"/> <input type="button" value="Q"/>
Business Unit:	<input type="text"/> <input type="button" value="Q"/>	Job Elig Wk Days:	<input type="text"/>
Job Code:	<input type="text"/> <input type="button" value="Q"/>	Un Cd Elig Wk Days:	<input type="text"/>
Location Code:	<input type="text"/> <input type="button" value="Q"/>	Loc Elig Wk Days:	<input type="text"/>
		Full/Part Time:	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
		Reg/Temp:	<input type="text"/>
		Empl Type:	<input type="text"/>
		Empl Class:	<input type="text"/>
		Empl Status:	<input type="text"/>

Retro Pay Mass Request page

Retro Pay Program ID Select the ID that identifies the earnings that this retroactive process calculates.

Maintain these values in the Retro Pay Program Table.

Start Date and End Date The system applies the retro pay mass request to employees with effective dates in their Job records that are both:

- Later than, or equal to, this start date.
- Earlier than, or equal to, this end date.

If the effective date in an employee's Job record does not fall between these start and end dates, the system selects the latest effective date that is earlier than, or equal to, the start date.

Hire Date and Service Date If you specify the hire date or service date, the employees' hire date or service date must be earlier than, or equal to, the effective dates of the data in the Selection Criteria group box. If you leave these fields blank, the system uses the end date.

Process End Date Define the end of this retro period.

Proc. Flag (process flag) Displays the status of the process.

Delete Request Select this check box to reverse the mass retro request only if you have not run the Extract/Calculation process for your mass retro ID. After you select this check box, the first process that the system performs every time you run the Retro Pay Mass Request process is to delete every mass retro ID and related requests that you associated with this function.

Note. This process works only if the mass requests have not been processed.

Eligible for Interest (USF only) Select if the retroactive payment is eligible for interest.

Selection Criteria

Use this group box to define the criteria that the system uses to select employees for whom to creates retro pay requests.

Note. These criteria are wild cards, which means that if you leave one blank—company, for example—the system searches all companies. Use these fields to narrow your criteria to a specific company, department, job code, pay group, and so on.

Job Elig Wk Days (job eligible work days), **Un Elig Wk Days** (union eligible work days), and **Loc Elig Wk Days** (location eligible work days)

These fields work with the job code, union code, or location code to enable you to create requests for employees who have been in a job, union, or location for a specified amount of time. The system uses the greater of these dates:

- The start date of the Retro Pay Mass Request process.
- The effective date in the Job record.

See Also

[Chapter 6, “Setting Up the Payroll Process,” Establishing Retro Pay Programs, page 106](#)

Deleting Duplicate Retro Pay Requests

This section provides an overview and discusses how to review and delete retro pay requests.

See Also

[Chapter 6, “Setting Up the Payroll Process,” Establishing Retro Pay Programs, page 106](#)

Understanding Deleting Duplicate Retro Pay Requests

Whether you generate retro pay requests through online changes to Job Data or Additional Pay records or in volume through the Retro Pay Mass Request process, the system places all requests in a Retro Pay Request table. If you have both online and mass retro pay requests, the system generates duplicate requests for employees who had changes from both methods. Before running the Retro Pay Calculation process, review the retro pay requests, and delete duplicate requests.

Note. You can’t delete a request on this page if the Proc Flag field value is Calculated. After a retro pay request is calculated, you can delete it only through the Retro Pay Delete process.

Page Used to Review and Delete Retro Pay Requests

Page Name	Object Name	Navigation	Usage
View/Delete Retro Pay Request	RETROPAY_RQST	North American Payroll, Retroactive Payroll, Pay, Review/Delete Request	View and delete duplicate retro pay requests.

Reviewing and Deleting Retro Pay Requests

Access the View/Delete Retro Pay Request page.

View/Delete Retro Pay Request									
Ng, Henry Yee		Employee		EmplID: L00005			Empl Rcd#:		
Retropay Detail									
Customize Find View All									
	Seq #	Effdt	RTP	Dup	Proc. Flag	Mass ID	Int	Type	Description
<input type="checkbox"/>	124124	01/16/2000		<input type="checkbox"/>	Not Proc.		<input type="checkbox"/>	Job	Adjustment

View/Delete Retro Page Request page

Retropay Detail

Effdt (effective date)	The effective date is either <i>Job Rqst</i> (generated by Job Data change) or <i>Add'l Pay</i> (generated by Additional Pay).
RTP	Indicates the retro pay program to which the retroactive earnings types belong.
Dup (duplicate)	If more than one row exists with the same effective date, request type, and retro pay program, the system selects this check box. Duplicate requests can occur when Job or Additional Pay changes made online are also made in batch.
Proc Flag (process flag)	This indicates where each retro pay request is in the process. When a retro pay request is created, its process flag is <i>Not Proc.</i> After the Retro Pay Calculation process is run for a request, its process flag changes to <i>Calculated.</i>
Mass ID	For each request that results from a Mass Retro Pay Request process, the system displays the mass retro request ID assigned to the process that created it.
Int (interest)	(USF only) Select if the retroactive payment is eligible for interest payment. This check box is unavailable for change if the request was created through the Mass Retro Pay Request process.
Type	Displays the request type, which is either <i>Job Rqst</i> (generated by Job Data change) or <i>Add'l Pay</i> (generated by Additional Pay).

The system might also select the same employees more than once through the Retro Pay Mass Request process, in which case it selects the Dup check box. This happens if you set up multiple selection criteria for a retro pay mass request, and an employee satisfies more than one of the criteria. If you process the retro pay calculation with duplicate records, the system clears the OK to Pay option on paysheets for employees with duplicate records. To load the retro pay earnings into paysheets, select the OK to Pay option.

Note. To delete a duplicate request (or any request), select the check box to the left of the sequence number with no designation and click the delete button.

Note. You can also change the Process Flag field for one or more retro pay requests using the Process Retro Pay Delete page.

Running and Reviewing Retro Pay Calculations

When you run the Retro Pay Calculation process, the system changes the Process Flag field value of each calculated request to Calculated on the View/Delete Retro Pay Request page.

Pages Used to Run and Review Retro Pay Calculations

Page Name	Object Name	Navigation	Usage
Retro Pay Calculate	RUNCTL_RTROPAYCALC	North American Payroll, Retroactive Process, Pay, Calculate Amounts	Run the Retro Pay Calculation process.
Retro Pay Review and Update	RETROPAY_EARNS	North American Payroll, Retroactive Process, Pay, Review/Update Calculations	Check the results of the Retro Pay Calculation process, and override the amount. Before using this page, you must run a Retro Pay Calculation process.

Running the Retro Pay Calculation Process

Access the Retro Pay Calculate page.

The screenshot shows the 'Retro Pay Calculate' page. At the top, there is a 'Run Control ID: 123' and a 'Run' button. Below this are four main sections:

- On-Line Process:** Contains checkboxes for 'Job' and 'Add'l Pay'.
- Run On-Line Process:** Contains a 'Pay All' checkbox, an 'or' separator, an 'EmpID:' label, a search input field, and a search icon.
- Mass Process:** Contains a 'Mass' checkbox.
- Run Mass Process:** Contains an 'All' checkbox, an 'or' separator, a 'Mass Retro Request ID:' label, a search input field, and a search icon.

Retro Pay Calculate page

On-line Process

Use this group box to calculate retro pay requests generated online. If you use this group box, all fields in the Mass Process and Run Mass Process group boxes become unavailable for entry.

- Job** Select this check box to calculate Job Data retro pay requests.
- Add'l Pay** (additional pay) Select this check box to calculate Additional Pay retro pay requests.

Run On-line Process

Use this group box to run the online process retro pay request for all employees, or for an employee ID.

Mass Process

Use this group box to calculate mass retro pay requests.

Note. You can calculate only one type of retro pay calculation at a time. If you use this group box, all fields in the On-line Process and Run On-line Process group boxes become unavailable for entry.

Run Mass Process

Use this group box to run the mass retro pay request for all employees, or for a mass retro request ID.

Note. After running the Retro Pay Calculation process, review the calculated requests of each employee and delete requests, as necessary, from further processing.

See Also

- [Chapter 28, "Processing Retro Pay," Undoing Retro Pay Processing, page 607](#)
- [Chapter 28, "Processing Retro Pay," Deleting Duplicate Retro Pay Requests, page 603](#)

Reviewing and Updating Retro Pay Calculations

Access the Retro Pay Review and Update page.

Retro Pay Review and Update

Details Find | View All First 1 of 4 Last

EmpID: KC0004	Reid, Charles M		
Empl Rcd#: 0	Retro Pay Eff Date: 01/01/2000	Status: Loaded PS	
Mass Rqst ID:	Retro Pay Seq#: 124123	Duplicate Flag: N	
Company: GBI	Pay End Date: 01/14/2000	<input checked="" type="checkbox"/> Exception	Page #: 15
Pay Group: KC2	Earns Begin Date: 01/01/2000	<input type="checkbox"/> Off Cycle	Line #: 1
	Earns End Date: 01/14/2000	<input checked="" type="checkbox"/> OK to Pay	Addl #: 0
Earns Code: REG Regular	Rate Code:	Earns Hours: 18.00	
Earns Type: Reg Hourly	Rate Type:		
Old Earns Amount: 369.00	New Earns Amount: 396.00		
Old Hourly Rate: 20.500000	New Hourly Rate: 22.000000		
Old Rate Used: 20.500000	New Rate Used: 22.000000		
Retro Pay Amount: 27.00	Amount Override: <input type="text"/>		

Retro Pay Review and Update page

Note. Except for the OK to Pay and Amount Override fields, all fields on this page are display-only.

Exception	The system selects this check box if the retro pay calculation is based on a mid-pay period change. This informs you that the system prorates the retroactive pay amount. Run the Retro Pay Summary report to verify the proration calculation.
OK to Pay	The system selects this check box by default for active employees and clears it for terminated employees. You can change this setting.
Amount Override	Enter an override amount that is different from the calculated amount.

Undoing Retro Pay Processing

This section discusses how to undo retro pay processing.

Page Used to Undo Retro Pay Processing

Page Name	Object Name	Navigation	Usage
Retro Pay Delete	RUNCTL_RTROPAYUNDO	North American Payroll, Retroactive Payroll, Change Status/Review Info, Change Retro Request Status	Change the Process Flag value in the Retro Pay Request Table for retro pay requests.

Undoing Retro Pay Processing

Access the Retro Pay Delete page.

Retro Pay Delete

Run Control ID: 123

[Report Manager](#)
[Process Monitor](#)
Run

Individual Retro

Retro Pay Seq#:

On-Cycle or Off-Cycle Run

Pay Run ID:

On or Off-Cycle:

Mass Retro

Process

Mass

Run

All
Request ID:

Off-Cycle Run

Company:

Pay Group:

Pay End Date:

Undo To

Delete
 Not Processed
 Calculated

Retro Pay Delete page

Individual Retro

Retro Pay Seq# (retro pay sequence number) Select a number to undo processing for an individual retro pay request. If you use this field, all other fields on this page become unavailable for entry.

Mass Retro

Use this group box to undo retro processing for mass requests. If you use this group box, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Mass Select this check box to undo retro processing for mass requests.

All Select this check box to undo retro processing for all employees.

Request ID Select an ID to undo retro processing for a single ID.

On-Cycle or Off Cycle Run

Use this group box to undo processing for the retro pay requests of a pay run.

Pay Run ID If you use this field, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Off-Cycle Run

Use this group box to undo retro pay processing for an off-cycle pay run.

Undo To

Use this group box to indicate the new Process Flag value.

Delete	Select this option to delete the retro pay requests.
Not Processed	Select this option if you do not want to process the retro pay requests.
Calculated	Select this option to calculate the retro pay requests.

Important! If you unsheet a retro pay request that has been loaded into a paysheet, you cannot add the retro pay request back to a paysheet again, unless you select the Calculated option on this page.

Note. Review the results on the View/Delete Retro Pay Request page.

Note. When you run the Retro Pay Delete process, paysheets are not affected in any way. If you want to completely remove the posted retro adjustment paysheets from the system, you must run the Pay Unsheet process and unsheet the complete pay run ID.

See Also

[Appendix A, “Configuring Batch Processes,” Payroll Processes, page 730](#)

Loading Retro Pay Into Paysheets

To load retro pay into paysheets, run the Retro Pay Load Paysheets process. You must load on-cycle retro pay into paysheets in conjunction with your regular payroll. So, for on-cycle retro pay, run this process immediately after you run the Paysheet Creation process for your regular payroll. For off-cycle retro pay, you can run this process any time.

Page Used to Load Retro Pay Into Paysheets

Page Name	Object Name	Navigation	Usage
Retro Pay Load Paysheets	RUNCTL_RTROPAYPSHT	North American Payroll, Retroactive Payroll, Pay, Add Requests to Paysheets	Run the Retro Pay Load Paysheets process.

Running the Retro Pay Load Paysheets Process

Access the Retro Pay Load Paysheets page.

Retro Pay Load Paysheets

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) Run

Process Terminated Employees

On-Cycle or Off-Cycle Run

Pay Run ID:

On or Off-Cycle: ▼

or

Off-Cycle Run

Company:

Pay Group:

Pay End Date:

Retro Pay Load Paysheets page

Process Terminated Employees

Select this check box to include terminated employees for whom retroactive pay has been calculated. By default, the system doesn't process paysheets for retro pay for terminated employees.

On-Cycle or Off-Cycle Run**Pay Run ID**

If you use this field, all fields in the Off-Cycle Run group box become unavailable for entry.

Off-Cycle Run**Company**

If you use this field, all fields in the On-Cycle or Off-Cycle Run group box become unavailable for entry.

Inquiring and Reporting on Retro Pay Processing

This section lists the pages used to review retro pay messages, requests, and reports, and discusses how to:

- Generate the Retro Pay Request Summary report.
- Generate the Retro Pay All Calculated report.

Pages Used to Inquire and Report on Retro Pay Processing

Page Name	Object Name	Navigation	Usage
Retro Pay Messages	RETROPAY_MESSAGES	North American Payroll, Retroactive Process, Change Status/Review Info, Pay Messages	Review retro pay messages. In the Pay Message Table, messages 8000 to 8011 relate to retro pay processing.
Retro Pay Request Summary	RETROPAY_RQST_SUMM	North American Payroll, Retroactive Process, Change Status/Review Info, Pay Request Summary	Review retro pay requests individually by employee. Before using this page, you must run a retro pay request.
Retro Pay Summary	RETROPAY_SUMMARY	North American Payroll, Retroactive Process, Change Status/Review Info, Pay Summary	Review a summary of the retro pay requests of an individual employee by sequence number. Before using this page, you must run a retro pay request.
Pay Request Summary - Run Control	RUNCTL_RTRORQST	North American Payroll, Retroactive Payroll, Reports, Pay Request Summary	Run the PAY300RT report, which reports retroactive pay information from the Retro Pay Request Table.
Pay All Calculated - Run Control	RUNCTL_RTRODETAIL	North American Payroll, Retroactive Payroll, Reports, Pay All Calculated	Generate the PAY301RT report, which provides a detailed listing of the retroactive pay calculation, sorted by employee and by earnings type.
Pay Summary - Run Control	RUNCTL_RTROSUMM	North American Payroll, Retroactive Payroll, Reports, Pay Summary	Run the PAY302RT report, which creates a summary of each request type, with a grand total of both request types.
Pay Terms Calculated - Run Control	RUNCTL_RTROTERM	North American Payroll, Retroactive Payroll, Reports, Pay Terms Calculated	Generate the PAY303RT report, which lists all terminated employees for whom the system has calculated retro pay.

Generating the Retro Pay Request Summary

Access the Pay Request Summary page.

Job Request	Select to view the retro pay requests generated by a job change.
Additional Pay Request	Select to view the retro pay requests generated by an additional pay change.
Mass Request	Select to view a retro pay request generated by mass retro.
All Requests	Select to view all retro pay requests.

Generating the Retro Pay All Calculated Report

Access the Pay All Calculated page.

Mass Request	Select to view the retro calculation for mass retro requests.
Job Request	Select to view the retro calculations for job retro requests.
Additional Pay Request	Select to view the retro calculations for additional pay retro requests.

(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees

This section provides an overview of lump-sum retroactive payments and discusses how to:

- Set up lump-sum retroactive payments.
- Process additional pay for contractual employees.

Understanding Lump-Sum Retroactive Payments

At times, you might change an employee's contract retroactively. For example, suppose that you have an employee working under a 9-month contract that is paid over a 12-month period. During the contractual period, the employee's compensation rate is increased, and the increase is effective on the first day of the contract. In such instances, you must pay the employee retroactive earnings. With the Lump-Sum Retroactive Payment feature, you can pay the employee's retroactive earnings as a lump sum.

To use this feature, indicate that you want a lump sum retroactive payment for contract pay by selecting the Lump Sum Retro Payment check box on the Choose Proration For Contract Change page that appears after you enter a new contract amount in the employee's record. Then, the Contract Pay SQR process calculates all the lump sum retroactive payment data. To deliver the payment in a separate check, select a check box on the SQR process page.

The Contract Pay SQR process completes the following tasks:

- Determines what you already paid as:
 - Paid, but not earned (PNE).
 - Earned, but not paid (ENP).
 - Contract regular earnings (CRG).
- Determines what you should have paid as PNE, ENP, and CRG, had the increase (or decrease) been in effect.
- Generates lump sum entries for each earnings code.
- Processes the lump sum entries from an on or off cycle payroll.
- Automatically adjusts the goal balances to reflect the increased amount.

The goal balance of the contract additional pay represents the actual balance of the contract pay. For example, if an employee has \$10,000 of contract pay and \$500 of lump-sum retroactive pay, contract additional pay with sequence number of 1 represents the employee's normal contract pay, and additional pay with sequence numbers greater than 1 represents the employee's lump-sum retroactive payment. The final goal balance of the sequence 1 additional pay should be \$10,000, and the goal balance of the lump-sum retroactive additional pay should be \$500.

When producing a lump-sum retroactive payment for contract pay, the system:

- Processes the retroactive compensation.
- Provides a lump-sum payment of the retroactive amount to the employee.
- Tracks the effective date of the retroactive changes to the compensation amount of the contract.
- Maintains the integrity of the contract.

This means that the contract begin and end dates, and the payment begin and end dates, do not change to accommodate the retroactive changes.

- Maintains the integrity of the assigned grade and step of the employee.
- Maintains the integrity of the true value of the contract.

The lump-sum retroactive payment for contract pay is optional. However, this capability enables you to deliver earnings to your employees in a manner that best fits your business practices and your employees' needs.

Note. If the compensation rate is changed in correction mode (that is, no new effective-dated row is added), no lump-sum retroactive amount is calculated.

Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees

Page Name	Object Name	Navigation	Usage
Compensation	JOB_DATA1	<ul style="list-style-type: none"> • Workforce Administration, Job Information, Job Data • Workforce Administration, Job Information, Pay Rate Change 	Set up lump-sum retroactive payments.
Contract Additional Pay - Run Parameters	RUNCTL_PAYINIT3	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Contract Additional Pay • North American Payroll, Payroll Processing CAN, Create Paysheets, Contract Additional Pay 	Process additional pay for contractual employees. This page executes the CNTPAY01 SQR. The Contract Additional Pay process produces an exception report. The exception report lists corrections that might be required to process contract additional pay.

Setting Up Lump-Sum Retroactive Payments

Before running the process to calculate and report on lump-sum retroactive payments for contractual employees, set up the system at the employee level.

Select the Lump Sum Retro Payment check box on the Compensation page.

Processing Additional Pay for Contractual Employees

Access the Contract Additional Pay - Run Parameters page.

Contract Additional Pay — Run Parameters page

Note. You can use the On-Cycle Run group box or the Off-Cycle Pay Calendar group box, but not both.

On-Cycle Run

Pay Run ID

Select a pay run ID that identifies the pay calendars to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. The system uses this information to select employees that have been active during the pay period.

Payroll Cycle

On-Cycle

If you select this option, the system uses the pay run ID that you entered to extract the company, pay group, and pay end date from the pay calendar.

Off-Cycle

If you did not enter a pay run ID, and you select this option, the system accepts the company, pay group, and pay end date that you enter on the page.

Both The system uses the pay run ID to extract the company, pay group, and pay end date from the pay calendar. If you did not enter a pay run ID, the system accepts the company, pay group, and pay end date that you enter on this page.

Lump Sum Retro Payments

Separate Check Select this option to distribute all lump-sum retroactive payments in the pay cycle as separate checks.

Important! Run this process before you run the Paysheet Creation process. This process creates additional pay records that are referenced during a payroll run.

(USF) Managing Interest Calculations on Retro Pay

This section provides an overview of interest on retro pay and discusses how to:

- Enter the current interest rate.
- Review interest calculations and interest rates.

Understanding Interest on Retro Pay

Agencies are required to pay interest on retroactive payments that are over 30 calendar days late. Payments are based on Office of Personnel Management (OPM) interest rates. Following are additional setup and processing details for managing interest calculations.

Additional Setup Steps

Follow these steps in addition to the general retro pay setup and processing steps documented earlier in this chapter.

- On the Earnings table, define retro earnings interest codes.
Retro interest earnings codes have unique payment requirements. The interest paid to employees is classified as income with no federal, OASDI, or Medicare withholdings.
- Assign the retro pay interest earning code at the pay group level.
Enter the interest earning code in the Interest field on the Pay Group Table - Calc Parameters page.
- Enter the current interest rate, as stipulated by the OPM, on the Gvt Retro Int page.
- When you define the retro pay mass request on the Retro Pay Mass Request page, select the Eligible for Interest check box.
- For retro pay requests not generated by the mass create process, select the Int (interest) check box on the View/Delete Retro Pay Request page.

Processing

During the Retro Pay Load Paysheets process, the interest is calculated on the sum of the retro payment and inserted into the paysheet using the interest earnings code that you defined for the employee's pay group.

Pages Used to Manage Interest Calculations on Retro Pay

Page Name	Object Name	Navigation	Usage
Gvt Retro Int (government retroactive interest)	GVT_RETRO_INT	Set Up HRMS, Product Related, North American Payroll, Retroactive Process, Retro Pay Interest USF	Define the retroactive interest rate as mandated by the OPM.
Retro Pay Interest	RUNCTL_PAY306RT	North American Payroll, Retroactive Payroll, Change Status/Review Info, Interest Limit	Run the Retro Pay Interest report (PAY306RT), which lists the name, national ID, and interest earnings for employees who have interest earnings over the limit amount in the reporting year.

Entering the Current Interest Rate

Access the Gvt Retro Int page.

Interest Rate Enter the Interest Rate specified by the Office of Personnel Management (OPM).

Reviewing Interest Calculations and Interest Rates

Access the Retro Pay Interest page.

Reporting Year The year in which the interest earnings are reported.

Limit Amount The limit amount for the year in which you are reporting.

CHAPTER 29

Reviewing, Adjusting, and Deleting Employee Balances

This chapter discusses how to:

- Work with employee balance adjustments.
- Review and adjust arrears balances.
- Review and adjust year-to-date check balances.
- Review and adjust deduction balances.
- Review and adjust earnings balances.
- Review and adjust garnishment balances.
- Review and adjust special accumulator balances.
- (USA) Review and adjust U.S. tax balances.
- (E&G) Review and adjust 1042 tax balances.
- (CAN) Review and adjust Canadian tax balances.
- Review and adjust other balances.
- Generate the Balance Adjustment Report.
- Delete employee balances.

See Also

[Appendix B, “Converting Employee Balances,” page 761](#)

Working with Employee Balance Adjustments

This section provides an overview of balance adjustments and discusses how to:

- Use the Balance Adjustment component.
- Process adjustments.
- Create new balance records.
- Use related balances.
- View employee balances.

Understanding Balance Adjustments

Sometimes it is necessary to adjust employee balances, for example if an employee were taxed in the wrong state or province. To correct the error, you use the balance adjustment component to adjust the employee's balance records.

The balance records in the system are cumulative totals of the various deductions, earnings, and taxes for individual employees' paychecks. If an employee works for more than one company, the system maintains separate balance records for each. The system creates a new balance record for each month, updates all balances when you run the Pay Confirmation process, and maintains monthly, quarterly, and year-to-date totals.

See Also

[Chapter 21, "Calculating Pay," page 465](#)

[Chapter 6, "Setting Up the Payroll Process," Handling Employees With Multiple Jobs in the Same Organization, page 119](#)

Using the Balance Adjustment Component

Use the balance adjustment component to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.

For each type of balance to be adjusted, there are two pages:

- Balances page.

On this page you identify the balance you want to adjust.

Note. After you enter data on page 1, click save. The system brings up page 2 for entering the adjustment. If you click the page 2 tab before saving page 1, all you will get is the data entered on the first page and blank space where the adjustment fields should be.

- Balances Adjustment page.

On this page you enter the adjustment.

When you save the data, the system updates the appropriate employee balance record. You can then make another adjustment to another balance for the employee. You can make multiple adjustments to an employee's balances quickly, without having to retype a lot of information.

Note. (CAN) When there is a separate Canadian version of a page, the fields on that page have the same functionality as those on the U.S. version. However, in addition to company and balance ID, you can view information according to wage loss plan and province.

Processing Adjustments

Suppose it's November, and you need to adjust an employee's deduction balance for the previous March. When you make the adjustment, the system updates the March balance and then rolls the adjusted amount forward, updating all monthly, quarterly and year-to-date balance records through November.

If you want to adjust a balance for a particular quarter, you can make the adjustment to any monthly balance in that quarter, and the system rolls the adjusted amount forward to the balance record for that quarter.

For each adjustment, the system creates an audit record that identifies the balance that was updated, the before and after values, and the amount of the adjustment, providing a complete snapshot of the adjustment, including the date and time it was made. You can view the audit trail for this adjustment online, using the balance inquiry pages under the North American Payroll, Periodic Payroll Events, Balance Reviews menu.

For multiple adjustments to a balance record, the system stores the adjustments by sequence number. For example, if you adjust a January deduction balance in July and then adjust the April balance of the same deduction in September, the sequence information provided by the system enables you to retrace your steps to get a precise accounting of how the system arrived at the current balance.

Warning! You cannot cross years when adjusting employee balances. To adjust a balance from a previous year, do a check reversal and then make the adjustment in the current year. Also, when you make an adjustment to a previous year's balance, be sure to consider the year-end requirements, for example, whether you need to issue a revised year-end slip.

Creating New Balance Records

You can create new balance records using the balance adjustment pages. For example, an employee has moved from Ohio to Indiana, and wages earned in the last pay period should have been in the Indiana tax balance. Using the Adjust Tax Balance pages, you can make an adjustment to reduce the Ohio wages and create a new Indiana tax balance, even though the employee doesn't have a state tax record for Indiana.

Note. Garnishment and Canadian ROE balance records cannot be created through the balance adjustment pages. For Garnishments, you must first establish a Garnishment Specification Data record for the employee. For Canadian ROE, the balance adjustment process only allows for the reallocation of ROE earnings and hours information from one existing EI period to another.

Using Related Balances

Some employee balance records are related to others. For example, an employee's garnishment balance is a subset of the employee's overall deduction balance. However, the system treats each category of balance records independently. When you make an adjustment to an employee's garnishment balances, the system does not automatically make a corresponding adjustment to the employee's deduction balances.

Similarly, if you adjust earnings, deduction, or tax balances, which are components of the employee's check year-to-date balance, the system does not automatically adjust the corresponding check year-to-date balance.

To keep the related balances synchronized, you must do so manually. For example, if you update the taxes on the Adjust Tax Balance page, make a corresponding manual adjustment on the Adjust Check YTD Balance page (and vice versa).

See Also

[Chapter 22, "Confirming Pay," page 489](#)

[Chapter 23, "Working With Checks and Direct Deposit," Understanding Paycheck Reversals and Adjustments, page 512](#)

[Chapter 13, "Administering Garnishments," page 285](#)

Viewing Employee Balances

Use the balance inquiry pages to view employee balances for deductions, garnishments, earnings, taxes, arrears, special accumulators, and year-to-date paycheck totals. You can also use these pages to view the adjustments made to employee balances.

Note. The system automatically updates information on the balance adjustment inquiry pages each time you confirm a payroll or make an online adjustment.

Although you can click the page tabs to move from a balance inquiry page to its associated balance adjustment page, there is no correlation between the scroll areas on those two pages. The scroll area on the balance inquiry page moves among monthly balances. The scroll bar on the balance adjustment page moves independently among adjustments.

For example, if you're viewing a particular monthly deduction balance on the Deduction Balances page, the Deduction Balance Adjustments tab takes you to the employee's deduction balance adjustments, but not necessarily the adjustments of that particular monthly deduction balance.

Common Elements Used in this Chapter

Adjustment Reason	Text you enter here becomes part of the adjustment record and your audit trail.
Balance ID	Identify the type of balance being adjusted, such as calendar year, fiscal year, and so forth.
Period	Identify the period within the Balance ID that is to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period 9 for the calendar year and could be period 1 for the fiscal year.
Quarter	The system displays the quarter that corresponds to the Balance ID and Period you entered.
Suspend Adjustment	Select to return to the first page in the component to reenter one or more of the keys.

Reviewing and Adjusting Arrears Balances

Typically, the system creates an arrears balance when an employee's net pay in a pay period is insufficient to cover a deduction (provided, that is, that you defined a deduction code in the Deduction Table to allow arrears). You can also create a deduction arrears balance as a payback balance for recapture in the next pay period, such as for a draw.

This section discusses how to view arrears balances and:

- Identify the deduction arrears for which you are adjusting balances.
- Change the employee's arrears balance.

Pages Used to Review and Adjust Arrears Balances

Page Name	Object Name	Navigation	Usage
Arrears Balances	BALANCES_ARREARS	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Reviews, Arrears • North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Arrears • North American Payroll, Periodic Payroll Events USF, Balance Reviews, Arrears 	Review an employee's arrears balances.
Arrears Balance Adjustments	BALANCES_ARR	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Arrears 	Review the arrears balance from before and after the adjustment.
Adjust Arrears Balance 1	ADJ_ARR_BAL1	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Arrears 	Identify the deduction arrears for which you're adjusting balances.
Adjust Arrears Balance 2	ADJ_ARR_BAL2	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Arrears • North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Arrears 	Change the employee's arrears balances.

Identifying Arrears Balances

Access the Adjust Arrears Balance 1 page.

Adjust Arrears Balance 1 page

Identify the arrears balance you want to adjust and enter an adjustment reason.

Note. Save this page to move to the next page. The Adjust Arrears Balance 2 tab also takes you to the next page, but the fields are display-only.

Changing Arrears Balances

Access the Adjust Arrears Balance 2 page.

Adjust Arrears Balance 2 page

Arrears

Enter your adjustment to this field. The system adds the amount you enter to the balance.

Reviewing and Adjusting Year-to-Date Check Balances

The system stores paycheck balances year-to-date. They include certain earnings, taxes, deductions, and net pay information.

This section discusses how to view and change year-to-date check balances.

See Also

Chapter 23, “Working With Checks and Direct Deposit,” page 495

Pages Used to Review and Adjust Year-to-Date Check Balances

Page Name	Object Name	Navigation	Usage
Check Balances Year-to-Date	BALANCES_CHK1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Check Year-to-Date North American Payroll, Periodic Payroll Events USF, Balance Reviews, Check Year-to-Date 	Review an employee’s YTD paycheck balances:
Check Balance Adjustments	BALANCES_CHK2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Check Year-to-Date North American Payroll, Periodic Payroll Events USF, Balance Reviews, Check Year-to-Date 	Review online, year-to-date (YTD) adjustments to an employee’s check balances.
Cheque Balances Year-to-Date	BALANCES_CN_CHK1	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Cheque Year-to-Date	Review an employee’s paycheque balances.
Cheque Balance Adjustments	BALANCES_CN_CHK2	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Cheque Year-to-Date	Review online YTD adjustments to an employee’s cheque balances.
Adjust Check YTD Balance 1	ADJ_CHK_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Check Year-to-Date North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Check Year-to-Date 	Identify the company, balance ID, year, and period for which you’re adjusting an employee’s year-to-date check balances.

Page Name	Object Name	Navigation	Usage
Adjust Check YTD Balance 2	ADJ_CHK_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Check Year-to-Date North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Check Year-to-Date 	Change the employee's year-to-date check balances.
Adjust Cheque YTD Balance 1	ADJ_CN_CHK_BAL1	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Cheque Year-to-Date	Identify the year-to-date cheque balances you want to adjust.
Adjust Cheque YTD Balance 2	ADJ_CN_CHK_BAL2	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Cheque Year-to-Date	Change the year-to-date cheque balances.

Changing Year-to-Date Check Balances

Access the Adjust Check YTD Balance 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Check YTD Balance 1
Adjust Check YTD Balance 2

King,Fisher Employee **EmpID:** TZ029

Company: TC7 ST - Test Company 7 **Year:** 2000

Balance ID: CY Calendar Year **Period:** December

Adjustment Reason: **Quarter:** Q4

Balance Adjustment

	Adjustment to YTD	Current YTD
Total Gross:	<input type="text" value="5752.00"/>	<input type="text" value="5752.00"/>
Total Taxes:	<input type="text" value="1491.14"/>	<input type="text" value="1491.14"/>
Total Deductions:	<input type="text" value="2510.54"/>	<input type="text" value="2510.54"/>
Net Pay:	1750.32	1750.32

Suspend Adjustment

Adjust Check YTD Balance 2 page

Adjustment YTD If you enter a value here, the system calculates the new Current YTD.

Current YTD If you enter a new Current YTD balance, the system calculates the Adjustment to YTD.

Reviewing and Adjusting Deduction Balances

This section discusses how to review and change deduction balances.

Pages Used to Review and Adjust Deduction Balances

Page Name	Object Name	Navigation	Usage
Deduction Balances	BALANCES_DED1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Deductions North American Payroll, Periodic Payroll Events USF, Balance Reviews, Deductions 	Review an employee's deduction balances.
Deduction Balance Adjustments	BALANCES_DED2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Deductions North American Payroll, Periodic Payroll Events USF, Balance Reviews, Deductions 	Review online adjustments to an employee's deduction balances.
Deduction Balances	BALANCES_CN_DED1	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Deductions	Review an employee's deduction balances.
Deduction Balance Adjustments	BALANCES_CN_DED2	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Deductions	Review online adjustments to an employee's deduction balances.
Adjust Deduction Balance 1	ADJ_DED_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Deductions North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Deductions 	Identify the deduction for which you're adjusting balances.
Adjust Deduction Balance 2	ADJ_DED_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Deductions North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Deductions 	Change deduction balances.
Adjust Deduction Balance 1	ADJ_CN_DED_BAL1	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Deduction	Identify which deduction balances you want to adjust.
Adjust Deduction Balance 2	ADJ_CN_DED_BAL2	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Deduction	Change deduction balances.

Changing Deduction Balances

Access the Adjust Deduction Balance 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Deduction Balance 1		Adjust Deduction Balance 2	
King,Fisher		Employee	EmpID: TZ029 Ben Rcd#: 0
Company:	TC7	ST - Test Company 7	
Balance ID:	CY	Calendar Year	
Plan Type:	ESPP		
Benefit Plan:	BAS	Employee S	Year: 2000
Deduction Code:	HX06	ESPP Ded	Period: December
Deduction Class:	A	After-Tax	Quarter: Q4
Balance Adjustment			
Deductions			
Current YTD:	150.00		
Current QTD:	150.00		
Current MTD:	<input type="text" value="150.00"/>		
Adjustment to MTD:	<input type="text" value="150.00"/>		
<input type="checkbox"/> Suspend Adjustment			

Adjust Deduction Balance 2 page

Deductions

If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

Reviewing and Adjusting Earnings Balances

This section discusses how to review and change earnings balances.

Pages Used to Review and Adjust Earnings Balances

Page Name	Object Name	Navigation	Usage
Earnings Balances	BALANCES_ERN1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Earnings North American Payroll, Periodic Payroll Events USF, Balance Reviews, Earnings 	Review an employee's earnings balances and the associated hours balances for hourly and exception hourly employees. For salaried employees, it displays hour balances for earnings that accumulate hours, such as vacation.

Page Name	Object Name	Navigation	Usage
Earnings Balance Adjustments	BALANCES_ERN2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Earnings North American Payroll, Periodic Payroll Events USF, Balance Reviews, Earnings 	Review online adjustments to earnings balances.
Earnings Balances	BALANCES_CN_ERN1	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Earnings	Review an employee's earnings balances and the associated hours.
Earnings Balance Adjustments	BALANCES_CN_ERN2	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Earnings	Review online adjustments to earnings balances.
Adjust Earnings Balance 1	ADJ_ERN_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Earnings North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Earnings 	Identify the earnings balances you're adjusting.
Adjust Earnings Balance 2	ADJ_ERN_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Earnings North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Earnings 	Change earnings balances.
Adjust Earnings Balance 1	ADJ_CN_ERN_BAL1	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Earnings	(CAN) Identify the earnings for which you're adjusting balances.
Adjust Earnings Balance 2	ADJ_CN_ERN_BAL2	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Earnings	(CAN) Change earnings balances.
Employee Earnings Record	PRCSRUNCNTRL	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Employee Earnings Record Rpt North American Payroll, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Record Rpt 	Prints the PAY014 report, which is an earnings summary record for each employee selected as of the date specified.

Page Name	Object Name	Navigation	Usage
Employee Earnings Record	PRCSRUNCNTL	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Record Rpt	Prints the PAY014CN report, which is an earnings summary record for each employee selected as of the date specified.
Employee Earnings Snapshot	RUNCTL_PAY013	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Employee Earnings Snapshot Rpt North American Payroll, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Snapshot Rpt 	Prints the PAY013 report, which reports detailed earnings information for employees as of the date that you specify.
Employee Earnings Snapshot	RUNCTL_PAY013CN	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Snapshot Rpt	Prints the PAY013CN report, which reports detailed earnings information for employees.

Changing Earnings Balances

Access the Adjust Earnings Balances 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Earnings Balance 1		Adjust Earnings Balance 2	
King, Fisher		Employee	
		EmplID: TZ029	Empl Rcd#: 0
Company:	TC7	ST - Test Company 7	
Balance ID:	CY	Calendar Year	
Wage Loss Plan:	AA	Year:	2000
Province:	AB	Period:	December
Earnings Code:	TRG	Quarter:	Q4
Balance Adjustment			
	Hours	Gross Earnings	
Current YTD:	160.00	5762.00	
Current QTD:	160.00	5762.00	
Current MTD:	<input type="text" value="160.00"/>	<input type="text" value="5762.00"/>	
Adjustment to MTD:	<input type="text" value="160.00"/>	<input type="text" value="5762.00"/>	
<input type="checkbox"/> Suspend Adjustment			

Adjust Earnings Balance 2 page

Hours Gross Earnings

If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

Reviewing and Adjusting Garnishment Balances

This section discusses how review and change garnishment balances.

Pages Used to Review and Adjust Garnishment Balances

Page Name	Object Name	Navigation	Usage
Garnishment Balances	BALANCES_GRN1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Garnishments North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Garnishments North American Payroll, Periodic Payroll Events USF, Balance Reviews, Garnishments 	Review the garnishments that you have taken if you are garnishing an employee's wages.
Garnishment Balance Adjustment	BALANCES_GRN2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Garnishments North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Garnishments North American Payroll, Periodic Payroll Events USF, Balance Reviews, Garnishments 	Review online adjustments to garnishment balances.
Adjust Garnishment Balance 1	ADJ_GRN_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Garnishments North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Garnishment North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Garnishments 	Specify which garnishment balances you're adjusting.

Page Name	Object Name	Navigation	Usage
Adjust Garnishment Balance 2	ADJ_GRN_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Garnishment North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Garnishment North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Garnishment 	Change garnishment balances.

Reviewing Garnishment Balances

Access the Garnishment Balances page.

The screenshot displays the 'Garnishment Balances' page. At the top, there are tabs for 'Garnishment Balances' and 'Garnishment Balance Adjustment'. Below the tabs, the user's name 'King, Fisher' and employee ID 'EmpID: TZ029' are shown. A 'Company Information' section includes 'Company: TC7 ST - Test Company 7'. A 'Balances for Year' section contains a table with columns for 'Year-to-Date', 'Quarter-to-Date', and 'Month-to-Date'. Below this table are several input fields: 'Quarter:', 'Plan Type:', 'Deduction Code:', 'Garnishment ID:', 'Vendor:', 'Total Deducted:', 'Garnishment:', 'Company Fee:', and 'Payee Fee:'. There are also navigation controls like 'Find | View All' and 'First 1 of 1 Last'.

Garnishment Balances page

Garnishment

Calculations for limit processing use this field. Enter this value in the Limit Balance field on the Garnishment Spec Data 3 page if you have adjusted the garnishment balances calculated by the system.

Changing Garnishment Balances

Access the Adjust Garnishment Balance 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Garnishment Balance 1
Adjust Garnishment Balance 2

King, Fisher Employee EmpID: TZ029

Company: TC7 ST - Test Company 7 **Year:** 2000

Balance ID: CY Calendar Year **Period:** December

Plan Type: General **Quarter:** Q4

Deduction Code: TGARN Garnishmnt **Deduction Class:** A After-Tax

Garnish ID: TCSCR Child

Balance Adjustment				
	Deductions	Garnishments	Company Fee	Payee Fee
Current YTD:	1500.00	1500.00		
Current QTD:	1500.00	1500.00		
Current MTD:	1500.00	<input style="width: 60px;" type="text" value="1500.00"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Adjustment to MTD:	1500.00	<input style="width: 60px;" type="text" value="1500.00"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>

Suspend Adjustment

Adjust Garnishment Balance 2 page

Deductions, Garnishments, Company Fee, and Payee Fee If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

Reviewing and Adjusting Special Accumulator Balances

This section discusses how to review and change special accumulator balances.

Pages Used to Review and Adjust Special Accumulator Balances

Page Name	Object Name	Navigation	Usage
Special Accumulator Balances	BALANCES_SPC1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Special Accumulators North American Payroll, Periodic Payroll Events USF, Balance Reviews, Special Accumulators 	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.

Page Name	Object Name	Navigation	Usage
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_SPC2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Special Accumulators North American Payroll, Periodic Payroll Events USF, Balance Reviews, Special Accumulators 	Review online adjustments to special accumulators.
Special Accumulator Balances	BALANCES_CN_SPC1	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Special Accumulators	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_CN_SPC2	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Special Accumulators	Review online adjustments to special accumulators.
Adjust Special Accum Balance 1 (adjust special accumulator balance 1)	ADJ_SPC_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Special Accumulator North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Special Accumulator 	Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance 2 (adjust special accumulator balance 2)Adjust Special Accum Balance 1 (adjust special accumulator balance 1)	ADJ_SPC_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Special Accumulators North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Special Accumulators 	Change special accumulator balances.
Adjust Special Accum Balance 1Adjust Special Accum Balance 1 (adjust special accumulator balance 1)	ADJ_CN_SPC_BAL1	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Special Accumulator	(CAN) Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance 2	ADJ_CN_SPC_BAL2	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Special Accumulator	(CAN) Change special accumulator balances.

Changing Special Accumulator Balances

Access the Adjust Special Accum Balance 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Special Accum Balance1		Adjust Special Accum Balance2	
King,Fisher		Employee	EmplID: TZ029 Empl Rcd#: 0
Company:	TC7 ST - Test Company 7	Year:	2000
Balance ID:	CY Calendar Year	Period:	December
Spcl Accum Code:	T41 ST - 401(k) Accumulator	Quarter:	Q4
Balance Adjustment			
	Hours	Gross Earnings	
Current YTD:	160.00	5752.00	
Current QTD:	160.00	5752.00	
Current MTD:	<input type="text" value="160.00"/>	<input type="text" value="5752.00"/>	
Adjustment to MTD:	<input type="text" value="160.00"/>	<input type="text" value="5752.00"/>	
<input type="checkbox"/> Suspend Adjustment			

Adjust Special Accum Balance 2 page

Hours and Gross Earnings If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

(USA) Reviewing and Adjusting U.S. Tax Balances

This section discusses how to review U.S. tax balances and:

- Identify the tax for which you're adjusting balances.
- Change tax balances.

Pages Used to Review and Adjust U.S. Tax Balances

Page Name	Object Name	Navigation	Usage
Tax Balances	BALANCES_TAX1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Taxes North American Payroll, Periodic Payroll Events USF, Balance Reviews, Taxes 	Review an employee's federal, state, and local tax balances.
Tax Balance Adjustments	BALANCES_TAX2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Taxes North American Payroll, Periodic Payroll Events USF, Balance Reviews, Taxes 	Review online adjustments to an employee's tax balances.
Adjust Tax Balance 1	ADJ_TAX_BAL1	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Taxes North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Taxes 	Identify the tax for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_TAX_BAL2	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Reviews, Taxes North American Payroll, Periodic Payroll Events USF, Balance Reviews, Taxes 	Change tax balances.

Identifying Tax Balances

Access the Adjust Tax Balance 1 page.

Adjust Tax Balance 1		Adjust Tax Balance 2	
King, Fisher		Employee	
		EmpID: TZ029	
Balance Information			
*Company:	ACC <input type="text"/>	State of Accord	
*Balance ID:	CY <input type="text"/>	Calendar Year	
*Year:	2001 <input type="text"/>		
*Period:	3 <input type="text"/>	March	
Quarter:	1	Q1	
*State:	AS <input type="text"/>	American Samoa	
Locality:	<input type="text"/>		
*Tax Class:	OASD/EE - tips <input type="text"/>		
Reason for Adjustment:	<input type="text"/>		

Adjust Tax Balance 1 page

Identify the tax balances you want to adjust and enter an adjustment reason.

State Enter *\$U* if you're adjusting federal tax balances.

Enter *\$E* if you're adjusting Advanced Earned Income Credit balances.

Changing Tax Balances

Access the Adjust Tax Balance 2 page.

Adjust Tax Balance 1
Adjust Tax Balance 2

King,Fisher Employee **EmpID:** TZ029

Company: TC7 ST - Test Company 7 **Year:** 2000

Balance ID: CY Calendar Year **Period:** December

State: AS American Samoa **Quarter:** Q4

Locality:

Tax Class: G OASD/EE - tips

Balance Adjustment

	Taxes	Taxable Gross	No Limit Gross	Tips Earnings
Current YTD:	1500.00	5000.00		
Current QTD:	1500.00	5000.00		
Current MTD:	<input type="text" value="1500.00"/>	<input type="text" value="5000.00"/>	<input type="text"/>	<input type="text"/>
Adjustments to MTD :	<input type="text" value="1500.00"/>	<input type="text" value="5000.00"/>	<input type="text"/>	<input type="text"/>

Suspend Adjustment

Adjust Tax Balance 2 page

Taxes, Taxable Gross, No Limit Gross, Tips, and Earnings

If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

(E&G) Reviewing and Adjusting 1042 Tax Balances

This section discusses how to review and change 1042 tax balances.

Pages Used to Adjust 1042 Tax Balances

Page Name	Object Name	Navigation	Usage
YTD 1042 Tax Balances 1	BALANCES_TAX3	North American Payroll, Periodic Payroll Events, Balance Reviews, 1042 taxes, YTD 1042 Tax Balances 1	Review an employee's 1042 tax balances.
YTD 1042 Adjustment	BALANCES_TAX4	North American Payroll, Periodic Payroll Events, Balance Reviews, 1042 taxes, YTD 1042 Adjustment	Review online adjustments to an employee's 1042 tax balances.
Adjust 1042 Tax Balances 1	ADJ_TAX_BAL3	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, 1042s North American Payroll, Periodic Payroll Events USF, Balance Adjustments, 1042s 	Identify the Country, Income Code, Tax Rate, State, and Reason for Adjustment to an employee's 1042 tax balances.
Adjust 1042 Tax Balances 2	ADJ_TAX_BAL4	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, 1042s North American Payroll, Periodic Payroll Events USF, Balance Adjustments, 1042s 	Change 1042 tax balances.

Changing 1042 Tax Balances

Access the Adjust 1042 Tax Balances 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust 1042 Tax Balances 1
Adjust 1042 Tax Balances 2

King, Fisher Employee EmpID: TZ029

Company: TC7 ST - Test Company 7 **Year:** 2000

Balance ID: CY Calendar Year **Period:** December

State: CA California **Quarter:** Q4

Country: USA United States

Income Code: 18 Teaching

Tax Rate: 0.000000

Balance Adjustment

	Tax	Taxable Gross	WH Allowance	
Current YTD:	150.00	1000.00		Reimbursed Amount
Current QTD:	150.00	1000.00		Current:
Current MTD:	<input type="text" value="150.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	Revised: <input type="text"/>
Adjustment to MTD:	<input type="text" value="150.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	Adjust by: <input type="text"/>

Exemption Code Change to

Suspend Adjustment

Adjust 1042 Tax Balances 2 page

Taxes, Taxable Gross, WH Allowance, and Exemption Code

You can make the adjustment either by entering a new Current MTD balance or by entering the adjustment amount in Adjustment to MTD. If you enter a new Current MTD balance, the system calculates the Adjustment to MTD; if you enter an Adjustment to MTD, the system calculates the new Current MTD.

(CAN) Reviewing and Adjusting Canadian Tax Balances

This section discusses how to review and change Canadian tax balances.

Pages Used to Review and Adjust Canadian Tax Balances

Page Name	Object Name	Navigation	Usage
Canadian Tax Balances	BALANCES_CN_TAX1	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Taxes	Review an employee's tax balances.
Canadian Tax Balance Adjust (Canadian tax balance adjustment)	BALANCES_CN_TAX2	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Taxes	Review online adjustments to an employee's Canadian tax balances.
Adjust Tax Balance 1	ADJ_CN_TAX_BAL1	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Taxes	Identify the taxes for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_CN_TAX_BAL2	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Taxes	Change tax balances.

Changing Canadian Tax Balances

Access the Adjust Tax Balance 2 page.

Note. To access the page you must first enter identifying criteria on the Balance 1 page and save it.

Adjust Tax Balance 1
Adjust Tax Balance 2

King, Fisher Employee **EmpID:** TZ029

Company: TC7 ST - Test Company 7

Balance ID: CY Calendar Year

Wage Loss Plan: AA **Year:** 2000

Province: AB **Period:** December

Tax Class: PYT Payroll Tax **Quarter:** Q4

Balance Adjustment

	Tax/PA	Taxable Gross	No Limit Gross
Current YTD:	250.00	1500.00	
Current QTD:	250.00	1500.00	
Current MTD:	<input type="text" value="250.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>
Adjustment to MTD:	<input type="text" value="250.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>

Suspend Adjustment

Canadian Adjust Tax Balance 2 page

Tax/PA, Taxable Gross, and No Limit Gross

If you enter a new Current MTD, the system calculates the Adjustment to MTD. If you enter an Adjustment to MTD, the system calculates the new Current MTD.

Reviewing and Adjusting Other Balances

This section provides links to documentation of how to review and adjust:

- (E&G) Contract prepay balances.
- (CAN) ROE balances.
- (USF) Leave accrual balances.

(E&G) Reviewing and Adjusting Contract Prepay Balances

See [Chapter 17, “\(E&G\) Administering Contract Pay,” Adjusting Contract Employee Prepay Balances, page 372.](#)

(CAN) Reviewing and Adjusting ROE Balances

See [Chapter 31, “\(CAN\) Generating a Canadian Record of Employment,” Reviewing and Updating ROEs Online, page 670.](#)

(USF) Reviewing and Adjusting Leave Accrual Balances

See [Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Managing Leave Accrual, page 341.](#)

Generating the Balance Adjustment Report

This section discusses how to generate the Balance Adjustment Report.

Pages Used to Generate the Balance Adjustment Report

Page Name	Object Name	Navigation	Usage
Balance Adjustment Report	RUNCTL_PAY025	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Balance Adjustment Rpt North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Balance Adjustment Rpt 	Generate the PAY025 report, which details the information recorded with each balance adjustment processed through the Balance Adjustment pages.
Balance Adjustment Report	RUNCTL_PAY025CN	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Balance Adjustment Report	(CAN) Generate the PAY025CN report, which details the information recorded with each balance adjustment processed through the Balance Adjustment pages.

Generating a Balance Adjustment Report

Access the Balance Adjustment Report page.

Select Date Type

Use Balance Date: Reports Balance records for periods in the specified date range to which you've applied adjustments.

Use Adjustment Date: Reports all Balance records that you *adjusted* on dates in the specified date range.

Deleting Employee Balances with the Batch Process

This section provides an overview of deleting employee balances and discusses how run the Delete Balances batch process.

Understanding the Delete Balances process

The Delete Balances batch process (PSPDLBAL in the U.S. and PSPDLBLC in Canada) is an effective way to purge obsolete historical data from the system and free disk space. This process deletes obsolete employee payroll balances for the year and period that you specify. Specifically, it deletes balances for earnings, deductions, taxes, and paychecks year-to-date.

When you run the Delete Balances batch process depends on when your company no longer has legal or corporate requirements that require it to maintain the information. For example, you might run the process annually after you print W-2s, produce quarterly reports, and so on.

Warning! Running the Delete Balances batch process deletes balances for earnings, deductions, taxes, and paychecks year-to-date for the year and period that you specify. Once deleted, this information is not recoverable. Use this process with care.

Page Used to Delete Balances

Page Name	Object Name	Navigation	Usage
Delete Balances	RUNCTL_PAY_DEL_BAL	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Balance Adjustments, Arrears North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Arrears North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Arrears 	Specify process parameters for PSPDLBAL(U.S.) and PSPDLBLC (Canada). You can delete balances for a specific company and a specific balance year and period.

Running the Delete Balances Process

Access the Delete Balances page.

Balance ID

Maintain these values in the Balance ID Table, and identify the various year types for which you maintain balances (for example, calendar year, or fiscal year). For each balance ID in the Balance ID Table, you must also define the following:

- The balance years, or the years included in that balance year type.
- The applicable periods for each balance year in which you maintain balances.

Balance Year and Period

For the balance year, the system deletes employee Balance records that precede and include the period that you specify in the Period field. The only exceptions are the last and latest updated Balance records. In other words, the system retains the latest updated period's balances, regardless of the period that you specify.

For example, suppose an employee's Federal Insurance Contributions Act (FICA) deduction ends in August 1994, because she reached the FICA earnings maximum. In February 1995, you run the Delete Balances batch process for the previous calendar year, specifying December as the period. The system:

- Deletes the employee's FICA Deduction Balance records for January through July.
- Retains the employee's FICA Deduction Balance record for August, because August was the last month in which you posted activity to that Balance record.

Because the employee is still actively employed, the system deletes all regular Balance records for January through November. December is not deleted, because its records are the last and latest updated Balance records.

Note. The system issues a warning if the balance year is within the past two years of the current year.

Use the Process Scheduler to run the Delete Balances batch process at intervals that you define.

CHAPTER 30

(CAN) Setting Up and Processing Business Payrolls Survey Reporting

This chapter provides an overview of Business Payrolls Survey (BPS) reporting and discusses how to:

- Set up BPS reporting tables.
- Define BPS reporting units.
- Specify earnings and deduction codes for BPS reporting.
- Process the BPS electronic data (EDR) file.

Understanding BPS Reporting

Statistics Canada selects employers to participate in the Business Payrolls Survey (BPS) and requires them to report payroll earnings and hours information on a monthly basis.

PeopleSoft supports the survey's Electronic Data Reporting (EDR) format. If you are participating in the survey, see the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information. Statistics Canada requires that you meet certain conditions before being accepted as an EDR respondent.

(CAN) Setting Up Business Payrolls Survey Reporting

This section discusses how to:

- Enter business and contact information.
- Define BPS activity codes.

Pages Used to Set Up Business Payrolls Survey Reporting

Page Name	Object Name	Navigation	Usage
BPS Business Information	BPS_CONTACT_CAN	Set Up HRMS, Product Related, North American Payroll, Canadian BPS Reporting, Business Info	Enter the Business and Contact Information for Record Type 1 of the survey's EDR file.
BPS Activity Table	BPS_ACT_TBL	Set Up HRMS, Product Related, North American Payroll, Canadian BPS Reporting, Activity Table	Create the business activities (defined by Statistics Canada) to set up your reporting units in the BPS Reporting Unit Table.

Entering the Business and Contact Information

Access the BPS Business Information page.

Business Number	The system automatically retrieves this number from the company's Wage Loss Plan record. This field is display-only.
Contact Name	Enter the name of your company's BPS contact person in the way it should appear in the transmission file.

Defining Business Payrolls Survey Activity Codes

Access the BPS Activity Table page.

Note. Use the Job Code Profile page to link BPS activities to job codes. When defining initial BPS activity codes on the Job Code Table component, apply updates to all relevant current, history, and future-dated records for the reference months required for reporting.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs," Adding New Job Codes

(CAN) Defining Business Payrolls Surveys Reporting Units

This section provides an overview of BPS reporting units and discusses how to:

- Specify the pay group and Business Payrolls Survey (BPS) activities.
- Specify Business Payrolls Survey locations.

Understanding Business Payrolls Survey Reporting Units

A BPS reporting unit represents a group of employees within a company that Statistics Canada has selected for the survey. Each reporting unit, uniquely identified within a company by the reporting unit ID, corresponds to one Payroll record (Record Type 2) in the survey EDR file.

A reporting unit is defined by:

- Business activities.
- Business locations.
- Pay frequencies of employees.

(Statistics Canada refers to pay frequency as *pay period type*).

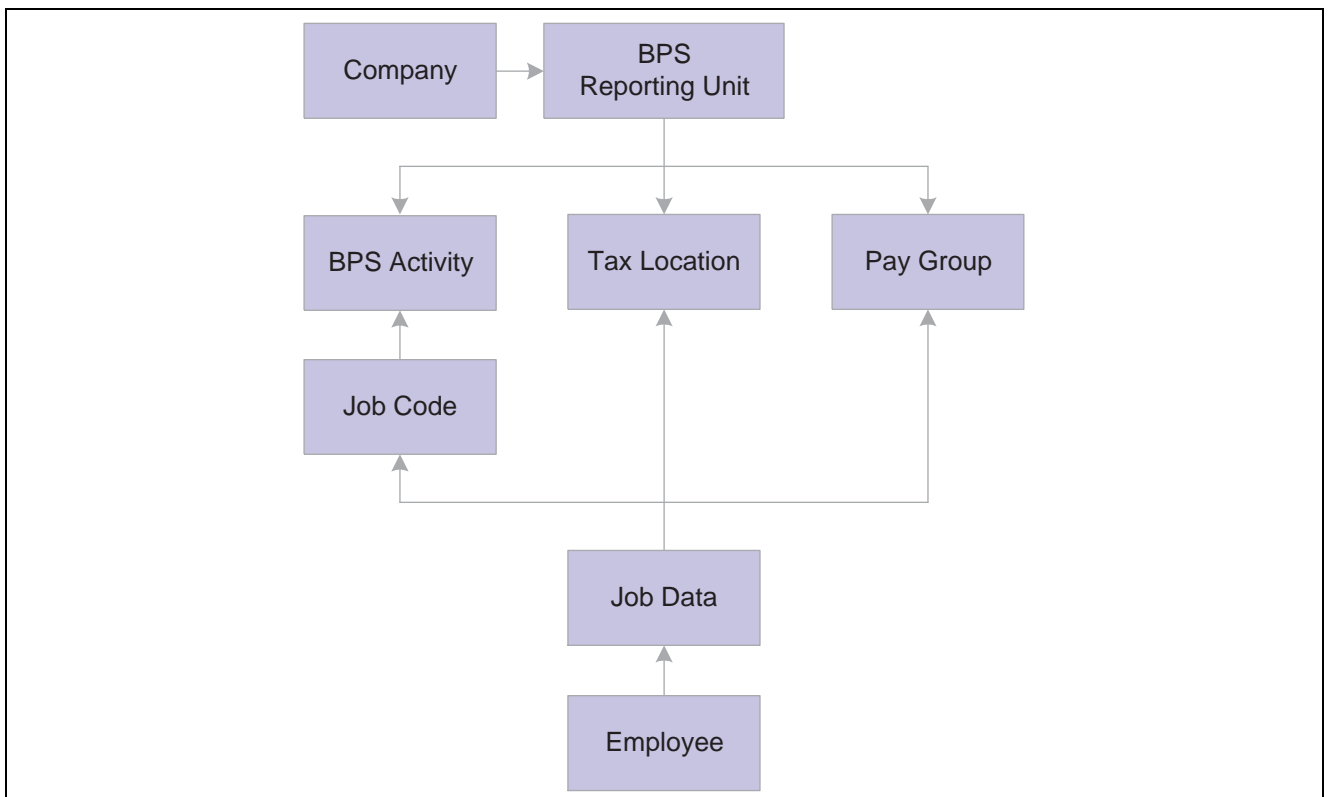
Note. To ensure that each employee appears only once per survey, assign a unique combination of pay group, BPS activity, and tax location information for each reporting unit.

Use the BPS Reporting Unit Table to establish the relationship between these criteria.
For each BPS Reporting Unit record:

- Define the required business activities and locations using the Tax Location and BPS Activity fields.
- Assign a pay group to ensure that each reporting unit includes only those employees with the same pay frequency (for example, biweekly or monthly) and pay period dates.

The system selects employees whose job data fulfils the criteria defined in the BPS Reporting Unit Table. It extracts and reports their payroll information in the Payroll record of the EDR file.

The following diagram shows the relationship of entities related to the BPS reporting unit:



Entities related to the BPS reporting unit

Pages Used to Define Business Payrolls Survey Reporting Units

Page Name	Object Name	Navigation	Usage
BPS Activities	BPS_RU_TBL1	Set Up HRMS, Product Related, North American Payroll, Canadian BPS Reporting, Reporting Unit Table	Specify the pay group and BPS activities that define a reporting unit.
BPS Locations	BPS_RU_TBL2	Set Up HRMS, Product Related, North American Payroll, Canadian BPS Reporting, Reporting Unit Table	Specify the BPS locations that define a reporting unit.

Specifying the Pay Group and Business Payrolls Survey Activities

Access the BPS Activities page.

BPS Activities | BPS Locations

Company: GBI Global Business Institute

Reporting Unit: KCRU2

Reporting Unit Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active

*Description: Resource Management Short Description: Res Mgmt

*Pay Group: KC2

Activity Information Customize | Find | View All First 1-2 of 2 Last

Activity ID	Description		
100	HR Administration	+	-
200	Payroll Administration	+	-

BPS Activities page

Reporting Unit Information

Pay Group

Specify the pay group that represents the group of employees selected for the survey. Specify only one pay group for each reporting unit. This ensures that each reporting unit reports on employees of the same pay frequency and pay period dates.

Activity Information

Activity ID Select the BPS activity required for reporting within the reporting unit. If this field is blank, the system reports all activities.

Specifying Business Payrolls Survey Locations

Access the BPS Locations page.

The screenshot shows the 'BPS Locations' page with the following details:

- Company:** GBI Global Business Institute
- Reporting Unit:** KCRU2
- Reporting Unit Information:**
 - Effective Date:** 01/01/1980
 - Description:** Resource Management
 - Pay Group:** KC2
 - Status:** Active
 - Short Description:** Res Mgmt
- Location Information:**

Tax Location Code	Description		
KCBC00	British Columbia	+	-
KCON00	Ontario	+	-
KCQC00	Quebec	+	-

BPS Locations page

Location Information

Tax Location Code Define the tax locations required for reporting within the specified reporting unit. If this field is blank, the system reports all tax location codes.

Specifying Earnings and Deduction Codes for Business Payrolls Survey Reporting

This section discusses how to define earnings and deductions codes for BPS reporting using the Tax Form Definition page.

Note. The second page of the Tax Form Definition component (Tax Form Footnote page) is not used as part of this process.

Page Used to Specify Earnings and Deductions for BPS Reporting

Page Name	Object Name	Navigation	Usage
Tax Form Definition	TAXFORM_DEFN_TBL	North American Payroll, Year End Processing CAN, Define Annual Tax Reporting, Tax Form Definitions, Tax Form Definition	Specify earnings and deduction codes to accumulate the earnings and hours information for Business Payrolls Survey reporting.

Specifying Earnings and Deduction Codes for Business Payrolls Survey Reporting

Access the Tax Form Definition page.

Select the Tax Form Identification of *Business Payrolls Survey-CAN* from the entry dialog box. The earnings and deduction codes that you specify for each BPS tax form box apply to the respective categories of employees (hourly, salaried, or working owners) for all reporting units.

The tax form box descriptions in the following tables correspond directly to reporting fields of the same descriptions in the EDR record layouts. Ensure that you do not duplicate earnings codes in tax form boxes where you do not want to report those earnings or hours twice (for example, reporting overtime in the OTP box for regular overtime pay and reporting overtime in an SP box for irregular overtime payments).

The following boxes refer to payments made in the last pay period of a reference month:

Tax Form Box	Description	Comments
RGP	Regular Gross Pay	For hourly and salaried employees, and working owners.
OTP	Overtime Pay	For hourly and salaried employees only.
THP	Total Hours Paid for Hourly Employees	For hourly only.
OTH	Overtime Hours Worked by Hourly Employees	For hourly only.

The following boxes refer to payments made at any time during a reference month:

Tax Form Box	Description	Comments
SP1	Special Payments - Monthly Payments	As described.
SP2	Special Payments - Payments made every 2 Months	As described.
SP3	Special Payments - Quarterly Payments	As described.
SP4	Special Payments - Greater than Quarterly Payments	As described.
SP5	Special Payments - Federal Taxable Benefits	As described.
SP6	Special Payments - Retroactive Payments	As described.
TGR	Total Gross Monthly Payroll	<p>For all employees paid in the reference month.</p> <p><i>Note.</i> For this box, define only the earnings codes to report in addition to the employees' True T4 taxable gross amounts (for example, severance pay).</p>

Warning! It is imperative that you define all applicable earnings and deductions for each BPS tax form box before creating the EDR file for transmission to Statistics Canada.

Note. See the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information on the reporting requirements for each box.

(CAN) Processing the Business Payrolls Survey EDR File

This section provides an overview of the PAY104CN SQR program and discusses how to run the process.

Understanding the BPS Electronic Data Transmission File Process

The SQR program PAY104CN generates the Business Payrolls Survey EDR file for transmission to Statistics Canada. At the same time, the system produces a summary report for your reference.

On the run control page you select the reference month (period) and companies for which the system should generate an EDR. Each company that you select corresponds to a Business and Contact Information record (Record Type 1) in the EDR file. The system reports on all the reporting units defined in the BPS Reporting Unit table for the company. Each reporting unit corresponds to a Payroll record (Record Type 2).

Note. Create this file for each reference month only after the corresponding Pay Confirmation process is complete for all pay periods associated with that reference month.

Selecting Payroll Data by Reference Month

A reference month is the month for which you report payroll data in the Business Payrolls Survey.

The system processes the selection of payroll information for a reference month as follows:

- Last Pay Period blocks.

The system selects payroll information for the *Last Pay Period* blocks in the report from the pay period with an end date that is closest to, but not later than, the third day of the month following the reference month. For example, for the reference month of October 2000, the system selects the pay period with an end date that is closest to, but not later than, November 3, 2000.

- Gross Monthly Payroll blocks.

The system selects payroll information for the *Gross Monthly Payroll* block in the report from pay periods with end dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2000, the system selects the pay periods with end dates from October 4, 2000 to November 3, 2000 inclusive.

- Blocks 1–6.

The system selects special payment amounts reported in Blocks 1 through 6 in the report from pay periods with cheque dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2000, the system selects the pay periods with cheque dates from October 4, 2000 to November 3, 2000 inclusive.

Classifying Employees

When processing the Business Payrolls Survey, the system classifies employees as either hourly or salaried, based on the employee type in Job Data. The system processes exception hourly employees as hourly employees. Employees can also be classified as working owners by the officer code in Job Data, in which case they are excluded from the hourly and salaried categories. Employees assigned to the following officer codes are classified as Working Owners and are reported in Category D - Working Owners of Incorporated Businesses:

- Chairman.
- Director.
- President.
- Vice President.

Locating the BPS Electronic Data Report Output

The PAY104CN SQR process creates the BPS EDR file in the PeopleSoft report output directory. The following table identifies the naming convention of the output files for each platform:

Platform	Output File Name
DB2/AS400	BPS001
MVS	BPS(D001)
Others	BPS.001

Renaming the File

You must rename the file to meet Statistics Canada requirements for submission. PeopleSoft recommends that you rename the file using the following convention:

BPSyymm.txt

- BPS: Business Payrolls Survey.
- yyymm: year and reference month for which the file is generated.
- txt: file extension.

Page Used to Generate the Business Payroll EDR File and Summary Report

Page Name	Object Name	Navigation	Usage
Business Payrolls Survey (BPS)	RUNCTL_PAY104CN	North American Payroll, Payroll Distribution, Additional Integrations CAN, Business Payrolls Survey	Creates a Business Payrolls Survey electronic data report (EDR) file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format provided by Statistics Canada.

Selecting PAY104CN Process Parameters

Access the Business Payrolls Survey (BPS) page.

- Period** Select the year and a month from 1–12. This is the reference month that the system uses to select payroll data for reporting.
- Company** Each company selected corresponds to a Business and Contact Information Record (Record Type 1) in the EDR file.

CHAPTER 31

(CAN) Generating a Canadian Record of Employment

This chapter provides an overview of the Record of Employment (ROE) and discusses how to:

- Define earnings for translation to the ROE form.
- Create ROE data.
- Review and update ROEs online.
- Review and adjust ROE balances.
- Print ROEs.
- Generate the ROE Summary report.
- Delete ROE data records.

See Also

[Appendix B, “Converting Employee Balances,” \(CAN\) Converting ROE Data, page 796](#)

Understanding ROEs

This section describes the Canadian Record of Employment and discusses:

- Tips and techniques for ROE processing.
- ROE data sources.

The Record of Employment

PeopleSoft Payroll for North America supports legislated Canadian payroll reporting requirements, including the ROE form. The ROE reports an employee’s record of earnings as a result of an interruption of earnings to Human Resources Development Canada (HRDC). HRDC uses the employment history provided on the ROE to:

- Determine whether an applicant qualifies for employment insurance (EI) benefits.
- Calculate the EI benefit rate.
- Establish the duration of eligibility for benefits.
- Detect fraud and abuse of the EI program.

Note. The accuracy of the data on the ROE form depends on the integrity and timeliness of the information in the system. You must enter manual cheques that you issued to the employee and final earnings payable before generating an ROE.

Tips and Techniques for ROE Processing

This section provides some tips and techniques to help you in processing ROEs.

Processing Job Status Changes

You must process the human resources data describing returns from leaves of absence and rehires in a timely manner to avoid creating an ROE for an employee who returns to active status without an interruption of earnings (as interpreted by HRDC).

Moving ROE Balance Amounts

Adjust EI insurable earnings and hours online using the Adjust ROE Balance component. Use the Adjust ROE Balance page to move ROE balance amounts from one period to another. To protect the integrity of the EI earnings and hours balance details, the system does not allow one-sided adjustments that result in the addition or deletion of insurable earnings amounts or hours. For example, you cannot add \$50.00 or 5 hours to an EI period on this page. You must enter this type of adjustment by processing manual cheques. The system marks the INS_EARNS_BAL record as Amended when it processes an online adjustment, which causes the ROE Mass Create process to generate an ROE amendment.

Managing Concurrent Multiple Jobs

If an employee has concurrent multiple jobs, the ROE Mass Create process generates an ROE reflecting the first date worked (original hire date) and last date worked (termination date minus one day) for the job that you are terminating. The system processes the ROE, although some concurrent jobs might continue to remain active. The system reports the *total* insurable earnings and hours accumulated during the required ROE reporting period for *all* jobs combined. This information assists HRDC in determining whether the reduction to the employee's work schedule entitles the applicant to receive EI benefits.

When creating ROE data for an employee with multiple jobs, the ROE Mass Create process generates an exception report to identify the situation. Review the first date worked and update it to correctly reflect either:

- The hire date of the earliest job.
- The termination date of the most recent job that required the issuance of an ROE.

Reallocating Insurable Earnings and Hours to Prior Pay Periods

Use the EI Period Correction check box on the paysheet to:

- Allocate *pay corrections* (as defined by HRDC) to the pay periods *for which they are earned*.
- Allocate earnings to the last pay period in which you paid regular wages upon termination, layoff, or leave.

If you select this check box, the system allocates insurable earnings and hours to the prior EI periods for which they were earned, according to the dates you specify in the Earnings Begin and End Date fields on the paysheet. When allocating the earnings to a prior EI period, the earnings begin and end dates on the paysheet must correspond exactly with the beginning and ending dates of the EI period that you're correcting.

When you use off-cycle payroll transactions to issue final payments or monies that you owe to employees upon an interruption of earnings, the earnings begin and end dates on the off-cycle paysheet must correspond exactly with the beginning and ending dates of the employee's final EI period. If the paysheet reflects earnings beginning and ending dates later than the interruption of earnings date, the system does not include those earnings for reporting on the ROE. The ROE process selects only Insurable Earnings Balance records with a period end date that is equal to, or prior to, the job interruption date.

Reporting Earnings When Pay Frequencies Change

If an employee changed pay frequencies during the ROE reporting period, you must complete the entire ROE form manually. The system's ROE automatic and manual creation processes cannot accommodate this situation. To identify the situation for special handling, the ROE Mass Create process (PAY124CN) creates an exception report containing the message *ROE not created due to Pay Frequency change*. If you used the manual online data entry method to create the ROE, a message appears in the Comments box of the form to identify this situation.

Recreating ROE Data

Because of updates and corrections to ROE-related information, you might need to recreate the ROE Data pages before you print an ROE (for example, when a termination date is changed or corrected). This situation is different from the ROE Amendment process, which occurs when you make changes after you print the ROE in Final mode and *assign an ROE number*.

You can re-create ROE Data pages repeatedly *before* printing an ROE in Final mode and updating it as Completed.

ROE Data Sources

The following table describes the sources of all the data that PeopleSoft Payroll for North America uses during the ROE Mass Create and ROE Print processes.

ROE Block Number	Description	Data Source
1	Serial number	This number is preprinted on the ROE form, and the system stamps it on the Insurable Earnings Balance record (PS_INS_EARNS_BAL) when you print the ROE in Final Print mode. The number comes from either a run parameter in the ROE Print process (PAY101CN) or the Last ROE# (record of employment number) field (ROE_NBR_LAST), in the Installation Table.
2	Serial number of ROE amended or replaced	Applies to amended ROEs only. The ROE Mass Create process (PAY124CN) retrieves the ROE# of the original ROE record from the ROE_NBR_REPL field in the PS_ROE record.
3	Employer's payroll reference number	The ROE Print process links the ROE Payroll Ref# (record of employment payroll reference number) in the Pay Group Table (PS_PAYGROUP_TBL) with the ROE# for reporting into this block. This block is intended solely for your internal reference purposes.

ROE Block Number	Description	Data Source
4	Employer's name and address	Originates from the Company Table (PS_COMPANY_TBL).
5	Canada Customs Revenue Agency (CCRA) business number (BN)	Originates from the Business Number field in the Wage Loss Plan Table (PS_WAGELS_PLAN_TBL), which is derived from the Wage Loss Plan field in the ROE record. The employment record number on the Canadian Income Tax Data page defines the employee's wage loss plan.
6	Pay period type	Originates from the Pay Group Table (PS_PAYGROUP_TBL).
7	Postal code	Originates from the Company Table (PS_COMPANY_TBL).
8	Social insurance number	Originates from the National ID field in the Personal NID Table (PS_PERS_NID). Define this field on the Personal Data Eligibility/Identity page.
9	Employee's name and address	Originates from the employee's name and address in the Personal Data Table (PS_PERSONAL_DATA).
10	First day worked	<p>The system determines this date by retrieving the Insurable Earnings Balance records and identifying the earliest period earnings end date that has not been previously reported on an ROE.</p> <p>The system inspects the Job Data records for the Hire, Rehire, Recall, Return from Leave, or Return from Disability action record with an effective date closest to, but not after, the earliest period earnings end date. It uses the effective date of that action, if found. If no such action is found, the system retrieves the employee's hire date from the Employment Data (PS_EMPLOYMENT).</p>
11	Last day for which paid	The system determines this date by retrieving the effective date of the Job Data action that caused the ROE and subtracting one day.
12	Final pay period ending date	Originates during the ROE Print process. It is the EI period date of the latest Insurable Earnings Balance record (PS_INS_EARNS_BAL) reported on the ROE.
13	Occupation	Originates from the Job Title field in the Job Code Table (PS_JOBCODE_TBL), derived from the job code in the employee's Job record.

ROE Block Number	Description	Data Source
14	Expected date of recall	<p>Expected return-to-work date retrieved from the Employment record (PS_EMPLOYMENT) if the employee's status is:</p> <p>L: Leave of absence.</p> <p>P: Leave with pay.</p> <p>S: Suspended.</p>
14	Not returning	<p>The system selects the Not Returning check box if the employee's status is:</p> <p>Q: Retired with pay.</p> <p>R: Retired.</p> <p>T: Terminated.</p> <p>U: Terminated with pay.</p> <p>V: Terminated pension payout.</p> <p>X: Retired-pension administration.</p>
14	Unknown	<p>If the Not Returning check box is cleared and the system cannot retrieve information for the expected date of recall, it selects the Unknown check box.</p>
15A	Total insurable hours	<p>Total number of insurable hours accumulated in the Insurable Earnings Balance record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRDC. For example, for a biweekly pay period, the system reports the total insurable hours for the last consecutive 27 pay periods (or fewer, if the period of employment is shorter).</p>
15B	Total insurable earnings	<p>Total insurable earnings accumulated in the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRDC. For example, for a biweekly pay period, the system reports the total insurable earnings for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). All vacation pay and other monies that you pay in the final pay period are included in Boxes 15B, 15C, and 17. Statutory holiday pay that you pay in the final pay period appears only in Boxes 15B and 15C.</p> <p>See Entering Additional Employment-Related Information.</p>

ROE Block Number	Description	Data Source
15C	Insurable earnings by pay period	<p>Information appears in this block only if there are pay periods in which the employee has had no insurable earnings during the required reporting period.</p> <p>The system reports a breakdown of the insurable earnings from the Insurable Earnings Balance record (PS_INS_EARNS_BAL) by pay period. For example, for a biweekly pay period, the insurable earnings appear for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). If the pay period has zero or no insurable earnings, NIL appears.</p> <p>When block 15C is populated, block 15B is also populated.</p>
16	Reason for issuing this ROE	The system retrieves the reason from the Action and Reason fields in the Job Data record that caused the ROE, then translates it to the ROE reason codes provided by HRDC.
16	For further information contact	The system retrieves the contact from the Contact ID field in the Pay Group Table that is associated with the employee's pay group.
16	Telephone number	The system retrieves the telephone number of the contact from the employee's Employment Data record (PS_EMPLOYMENT).

ROE Block Number	Description	Data Source
17	Payments or benefits (other than regular pay) paid in, or in anticipation of, the final pay period, or payable at a later date	<p>These boxes (17A, B, and C) require data if you pay benefits (other than regular pay) in, or in anticipation of, the final pay period, or for benefits payable at a later date. The system retrieves this information from the Box 17 (Future Pays Only) group box on the ROE Data – ROE Data 2 page.</p> <p>All vacation pay and other monies that you pay in the final pay period are automatically included in Boxes 17, 15B and 15C. For example, if you paid an employee \$500 of vacation pay in the final pay period, plus another \$200 of vacation pay after the final pay period, Box 17A should report a total amount of \$700. To correctly report \$700, you must manually enter the \$200 paid at a later date on the ROE Data - ROE Data 2 page.</p> <p>Statutory holiday pay that you pay in the final pay period is not automatically included in Box 17, although it is automatically reported in Boxes 15B and 15C. Consequently, you must manually enter all statutory holiday pay that you pay or owe to the employee upon the interruption of earnings on the ROE Data - ROE Data 2 page. For example, if you paid an employee \$200 of statutory holiday pay in the final pay period, plus another \$100 of statutory holiday pay after the final pay period, Box 17B should report a total amount of \$300. To correctly report \$300, you must manually enter both the \$200 entry plus the \$100 entry on the ROE Data - ROE Data 2 page.</p> <p>See Entering Additional Employment-Related Information.</p>
17A	Vacation pay	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).
17B	Statutory holiday pay: <ul style="list-style-type: none"> • Holiday date • Amount 	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).
17C	Other monies: <ul style="list-style-type: none"> • Earnings description • Amount 	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).
18	Comments	Manually enter on the ROE Data - ROE Data 2 page. Document information that might prevent a phone call from HRDC.

ROE Block Number	Description	Data Source
19		Complete this box if you pay the employee sick, maternity, parental leave, or a group wage loss indemnity payment after the last day worked. The system retrieves this information from the Box 19 (Paid Leave Payments) group box on the ROE Data - ROE Data 2 page.
	Payment start date	Manually enter on the ROE Data - ROE Data 2 page.
	Amount	Manually enter on the ROE Data - ROE Data 2 page. This is printed only if the payment start date has been altered.
	Per day Per week	Select the relevant check box manually on the ROE Data – ROE Data 2 page. This is printed only if the payment start date has been entered.
20	Communication preferred in: <ul style="list-style-type: none">• English• French	From the Language Code field in the Personal Data Table (PS_PERSONAL_DATA) that is associated with the issuer defined in the Pay Group Table for this employee’s pay group.
21	Telephone number	The system retrieves the telephone number of the issuer from the employee’s Employment Data record (PS_EMPLOYMENT).
22	Signature of issuer	Left blank for signature.
	Name of issuer	The system retrieves the issuer from the Issuer ID field in the Pay Group Table for the employee’s pay group.
	Date	Left blank for the issuer to complete.

See Also

Chapter 31, “(CAN) Generating a Canadian Record of Employment,” Creating an ROE Manually, page 667

Chapter 31, “(CAN) Generating a Canadian Record of Employment,” Entering Additional Employment-Related Information, page 668

Defining Earnings for Translation to the ROE Form

Define earnings for translation to the ROE form using the Tax Form Definition page.

The system uses this information to determine how to distribute the following information to the boxes in block 17 on the ROE form:

- Earnings information that you enter manually on the ROE Data - ROE Data 2 page.
- Vacation pay and other monies that you pay in the final pay period using the Pay Calculation process.

The following table describes the earnings information to enter for each ROE box on the Tax Form Definition - Tax Form Definition page.

Box	Earnings Description	Explanation
17A	Vacation pay	Specify the earnings code(s) that you use to pay vacation pay owing to an employee, on an interruption of earnings.
17B	Statutory holiday pay	Specify the earnings code(s) that you use to pay statutory holiday pay for holiday dates occurring after the date in Block 11 of the ROE form.
17C	Other monies	Specify the earnings codes for other payments that you might owe to an employee after an interruption of earnings. Earnings that you must report in this box include pension payments, both lump sum and ongoing severance payments or retiring allowances, wages in lieu of notice, and retroactive wage increases.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Payroll Tax Tables,” Defining Tax Forms

Creating ROE Data

This section provides overviews of automatic and manual ROE data creation and discusses how to:

- Create an ROE automatically.
- Create an ROE manually.

- Enter additional employment-related information.

Note. PeopleSoft Payroll for North America provides the capability to manually enter ROE information directly in the ROE Data component to manage exception circumstances. For normal creation of ROE data, use the electronic ROE Mass Create process (PAY124CN).

Understanding Automatic ROE Data Creation

Create ROEs automatically for a range of dates using the PAY124CN process. This process creates ROE data for all employees who had a change in status requiring an ROE during the date range you specify. The system uses this data to populate the ROE Data - ROE Data 1 and ROE Data - ROE Data 2 pages.

Selecting Amended ROE Records

Through the Pay Calculation and Pay Confirm processes, the system:

1. Identifies previously reported employee EI Insurable Earnings Balance records (PS_INS_EARNS_BAL) that you have updated with earnings or hours adjustments.
2. Updates these records to an Amended status for reporting by the ROE Mass Create process.

The ROE Mass Create process scans the employee EI Insurable Earnings Balance records for records that reflect an Amended status. If the system finds any that are within the reporting period, it creates an ROE Amendment record.

Selecting New ROE Records

The date range that you specify on the ROE Mass Create page defines the activity period from which the system selects employees qualifying for an ROE. PAY124CN inspects the database for employees who have *nonactive* Job records (based on the EMPL_STATUS field in the PS_JOB record) and an effective date within the specified date range. The system identifies a record for ROE creation if it has one of the following statuses:

- L: Leave of absence
- P: Leave with pay
- Q: Retired with pay
- R: Retired
- S: Suspended
- T: Terminated
- U: Terminated with pay
- V: Terminated pension payout
- X: Retired-pension administration

Even if the system identifies an employee using the preceding criteria, it suppresses the ROE under either of the following conditions:

- A subsequent, effective-dated Job record becomes active within seven consecutive calendar days of the earnings interruption.
- The Insurable Earnings Balance records do not contain insurable earnings for the period being reported.

Note. The system generates ROE records for all leaves, terminations, and retirements with pay (an employee status of P, Q, or T). Examine these ROE records and identify to the system those employees for whom it should issue an ROE. To print and issue an ROE, update the ROE Process field on the ROE Data - ROE Data 1 page from Hold to Generate.

Understanding the Calculation of Insurable Earnings and Hours

The system calculates insurable earnings and hours during the Pay Calculation process, and it updates the Insurable Earnings Balance records during the Pay Confirm process. The system determines insurable earnings and their associated hours by the following fields in the Earnings Table:

- Subject EI Earn (subject employment insurance earnings).
- Subject EI Hrs (subject employment insurance hours).

Although the EI premium deduction stops when one reaches the annual maximum insurable earnings amount (for example, \$39,000 in 2001), the insurable earnings and hours balances continue to accumulate for ROE reporting.

Amended ROE Records Processing

If earnings meet the criteria for amended ROE records processing, the system identifies the earnings associated with the original ROE to indicate that they must be reported again, and the PAY124CN process creates an ROE Amendment record (PS_ROE).

The ROE Amendment record contains data from the original ROE, plus the amended information about insurable earnings and hours. Review and update the original employment data using the ROE Data component.

Note. The ROE Mass Create process automatically causes the creation of ROE Amendment records. The manual ROE creation process does not support the creation and printing of amended ROEs.

For tracking purposes, the system populates the ROE# Amended field in the ROE amendment record with the original ROE number. The system also populates the Sequence # (sequence number) field in sequential order, starting with the first amendment created. The ROE Process field status is Hold.

New ROE Records Processing

If records meet the criteria for new ROE records processing, PAY124CN.SQR creates an ROE record with a status of Hold. This process uses data from the following records:

- PS_JOB
- PS_EMPLOYMENT
- PS_PAYGROUP_TBL
- PS_PERSONAL_DATA
- PS_INS_EARNS_BAL

Understanding Manual ROE Data Creation

PeopleSoft Payroll for North America provides the capability to manually create ROE data online using the ROE Data component for managing exception circumstances. This process requires that you *manually* enter all employment-related ROE reporting details into the system.

As you load information manually into the ROE Data component, be aware that there is no online editing feature to validate your entries. In other words, the data entry fields in the ROE process are free-form edit boxes into which you can enter *any* valid value. Enter information into these fields carefully.

After reviewing your entries for accuracy, select Generate in the ROE Process field to indicate that you want to print this ROE when you run the ROE Print process (PAY101CN).

Note. The manual ROE creation process does not support the creation and printing of amended ROEs or ROEs for employees who changed pay frequencies during the reporting period.

Reporting of Earnings when Pay Frequencies Change

If an employee changed pay frequencies within the ROE reporting period, you'll need to complete the entire ROE form manually. The system's ROE creation processes, both automated (SQR program PAY124CN) and manual (online data entry into the ROE data component) are unable to accommodate this situation. To identify the situation for special handling, the ROE Mass Create program, PAY124CN, will create an exception report containing the following message: "ROE not created due to Pay Frequency change".

If the manual online data entry method was used to create the ROE, a message will be printed in the Comments box of the form to identify the situation.

Pages Used to Create ROE Data

Page Name	Object Name	Navigation	Usage
ROE Mass Create	RUNCTL_FRMTHRU_PAY	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, Create Mass ROE Data	Run PAY124CN, which creates ROE data automatically for a range of dates.
ROE Data 1	ROE_DATA1	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data	Manually create an ROE and enter employment-related details.
ROE Data 2	ROE_DATA2	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data	Enter more employment-related details, after you finish entering data on the ROE Data - ROE Data 1 page.

Creating ROE Data Automatically

Access the ROE Mass Create page.

Enter the date range that defines the activity period from which the system selects employees qualifying for an ROE.

See Also

[Chapter 31, "\(CAN\) Generating a Canadian Record of Employment," Understanding Automatic ROE Data Creation, page 664](#)

Creating an ROE Manually

Access the ROE Data - ROE Data 1 page.

ROE Data 1		ROE Data 2	
Vaillancourt,Paulette		ID: KC0016	SIN: 997000047
Record of Employment Find View All First 1 of 1 Last			
*Company:	GBI	*ROE Date:	06/28/2000
*Wage Loss Plan:	KRG	*Date EI Payable:	12/31/1999
Sequence #:		ROE#:	00000001 + -
*Business Unit:	CAN01	*Job:	140065 Analyst-Human Resources
*Pay Group:	KC2 Canadian Biweekly	ROE# Amended:	
*Action:	Retirement	ROE Msg:	Completed
Reason Code:	RMT Normal Retirement	Age:	70 <input type="checkbox"/> Multi-Job
ROE Issuer ID:	KC0005 Moore,Catherine J	Pay Freq:	Biweekly
ROE Contact ID:	KC0023 Duvall,David	ROE Reason:	Other
*First Date Worked:	03/20/1981	*Last Date Worked:	12/31/1999

ROE Data 1 page

Company	Enter the company as entered in the Job record.
ROE Date	This date is for internal reference only. The default is the current date. During automated ROE creation, the default is the system date.
ROE#	The system adds this number when it prints the final ROE and stamps it onto relevant Insurable Earnings Balance records.
Wage Loss Plan	Enter the wage loss plan as entered in the employee's Canadian Income Tax Data record.
Date EI Payable	Enter the last date to which the EI premium is paid. During manual ROE creation, the default comes from the Add – ROE Data dialog box. During automated ROE creation, the default is the end date of the last Insurable Earnings Balance record or the last date worked, whichever is earlier.
ROE# Amended	Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system generates the original ROE number if the record is an amendment or replacement to an existing ROE.
Sequence #	Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system assigns a sequential number to identify different versions of an amended ROE.
ROE Process	Displays the status of the ROE:

Delete: The ROE is ready to be deleted.

Hold: The ROE has been created but is not yet ready for printing.

Generate: The ROE is ready to be printed.

Complete: The final ROE has been printed.

Note. After confirming that all information is correct, change the status from *Hold* to *Generate* so that the ROE Print process reports this record. After the ROE has a status of *Complete*, the ROE Process field disappears and an ROE Msg (record of employment message) field appears with a value of *Complete*.

Business Unit and Job	Enter this information as entered in the Job record.
Age	The system calculates this value.
Multi-Job (multiple jobs)	Select this check box if the employee has multiple jobs.
Pay Freq (pay frequency)	The system populates this entry according to the pay group.
Pay Group , Action, and Reason Code	Enter this information as entered in the Job record.

Note. You *must* make a selection for the Reason field. It populates block 16 on the ROE form.

ROE Issuer ID	Select the employee ID of the person who issued the ROE.
ROE Contact ID	Select the employee ID of the person who can be contacted for additional information.
First Date Worked	This date appears in block 10 of the ROE form.
Last Date Worked	This date appears in block 11 of the ROE form.

See Also

[Chapter 31, “\(CAN\) Generating a Canadian Record of Employment,” Understanding Manual ROE Data Creation, page 665](#)

Entering Additional Employment-Related Information

Access the ROE Data - ROE Data 2 page.

ROE Data 2 page

Box 14(Recall)

Recall Date

Enter the expected return date as entered in the Employment Data record.

Not Returning

Select this check box if the employee is not returning to work (for example, the employee is retired or terminated).

If the Not Returning check box is cleared and the Recall Date field is empty, the system selects the Unknown check box in block 14 on the ROE form.

Box 19 (Paid Leave Payments)

This group box corresponds to block 19 on the ROE form. Complete these fields only if the employee receives paid sick, maternity, parental leave, or group wage loss indemnity payments after the last day worked. These fields appear on the ROE form as you enter them here. The system does not validate them.

Box 15A (Insurable Hours)

ROE Override Hours

Enter the ROE override hours if you must correct the ROE insurable hours.

Box 18 (Comments)

These comments appear in block 18 on the ROE form.

Box 17 (Future Pays Only)

Enter earnings paid to the employee after the employee’s final pay period.

Earnings Type

You *must* define the earnings code on the Tax Form Definition - Tax Form Definition page.

Amount

Enter the amount that you paid to the employee *after* the final period.

The system does *not* automatically add this amount to balances for year-end reporting. When you use this field, *you* are responsible for ensuring that the applicable balance records are updated to reflect these amounts.

Holiday

This field is used for Box 17B, Statutory Holiday.

Special Notes About Box 17

Block 17 on the ROE form reports payments or benefits (other than regular pay) paid in, or in anticipation of the final pay period, or payable at a later date.

The following table describes how the system reports these earnings. You must first define all earnings on the Tax Form Definition - Tax Form Definition page.

Box	Earnings Paid in Final Pay Period	Earnings Paid After Final Pay Period
Box 17A Vacation Pay	Earnings are reported in Boxes 15B, 15C, and 17A.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17A only.
Box 17B Statutory Holiday Pay	Earnings are reported in Boxes 15B and 15C only. For the earnings to be reported in Box 17B, you must also enter the same earnings information on the ROE Data - ROE Data 2 page.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17B only.
Box 17C Other Monies	Earnings are reported in Boxes 15B, 15C, and 17C.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17C only.

See Also

Chapter 31, “(CAN) Generating a Canadian Record of Employment,” Creating ROE Data, page 663

Reviewing and Updating ROEs Online

After you create ROE records, use the ROE Data - ROE Data 1 and 2 pages to:

- Review the data.
- Add or update data to complete the ROE—for example, the Box 17 (Future Pays Only) and Box 18 (Comments) group boxes.
- Update all acceptable records from Hold to Generate status by selecting Generate in the ROE Process field on the ROE Data - ROE Data 2 page and saving the records.

See Also

[Chapter 31, “\(CAN\) Generating a Canadian Record of Employment,” Creating an ROE Manually, page 667](#)

[Chapter 31, “\(CAN\) Generating a Canadian Record of Employment,” Entering Additional Employment-Related Information, page 668](#)

Reviewing and Adjusting ROE Balances

This section provides an overview of ROE balances and discusses how to:

- Identify the Wage Loss Plan, the EI Period, and the earnings end date for both the FROM and TO records.
- Change earnings and hours balances for the EI periods.

Understanding ROE Balances

The system maintains EI insurable earnings and hours balances by pay period and reports those figures during the ROE (Record of Employment) Creation process. We refer to these balances as ROE balances.

The Adjust ROE Balance component enables you to process online adjustments to ROE balances. This process adjusts balances and moves or reallocates ROE Balances from one period to another, from one Wage Loss Plan to another, or a combination of both. It does not allow for the creation of new balances.

See Also

[Chapter 29, “Reviewing, Adjusting, and Deleting Employee Balances,” Using the Balance Adjustment Component, page 618](#)

Pages Used to Review and Adjust ROE Balances

Page Name	Object Name	Navigation	Usage
ROE Balances	BALANCES_UI1_CAN	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, ROE, ROE Balances	Review an employee’s ROE balances.
ROE Balance Adjustments	BALANCES_UI2_CAN	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, ROE, ROE Balance Adjustments	Review online adjustments of an employee’s ROE balance.
Adjust ROE Balance 1	ADJ_UI_BAL1_CAN	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, ROE	Identify the Wage Loss Plan, the EI Period, and the earnings end date for both the FROM and TO records.
Adjust ROE Balance 2	ADJ_UI_BAL2_CAN	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, ROE	Change earnings and hours balances for the EI periods.

Identifying ROE Balances

Access the Adjust ROE Balance 1 page.

Adjust ROE Balance 1		Adjust ROE Balance 2	
Vaillancourt,Paulette		Employee	EmpID: KC0016
*Company:	ACC <input type="text"/> <input type="button" value="Q"/>	State of Accord	
Adjust Balances (FROM)			
Wage Loss Plan:	<input type="text"/> <input type="button" value="Q"/>		
*EI Period Date:	<input type="text"/> <input type="button" value="E1"/>		
*Earnings End Date:	<input type="text"/> <input type="button" value="E1"/>		
Adjust Balances (TO)			
*Wage Loss Plan:	<input type="text"/> <input type="button" value="Q"/>		
*EI Period Date:	<input type="text"/> <input type="button" value="E1"/>		
*Earnings End Date:	<input type="text"/> <input type="button" value="E1"/>		
Adjustment Reason:	<input type="text"/>		

Adjust ROE Balance 1 page

Identify the ROE balance you want to adjust and enter an adjustment reason.

Adjustment Reason Text you enter here becomes part of the adjustment record and your audit trail.

Changing ROE Balances

Access the Adjust ROE Balance 2 page.

Adjust ROE Balance 1		Adjust ROE Balance 2	
Vaillancourt,Paulette		Employee	EmpID: KC0016
Company:	ACC	State of Accord	
Adjust Balances (FROM)			
Wage Loss Plan:	EI Period Date:	Earnings End Date:	
	EI Period Earnings	EI Period Hours	
Current:			
Adjustment:			
Adjust Balances (TO)			
Wage Loss Plan:	EI Period Date:	Earnings End Date:	
	EI Period Earnings	EI Period Hours	
Before:			
After:			

Adjust ROE Balance 2 page

Amounts must be entered in the Adjust Balances (FROM) box representing the source balance.

EI Period Earnings and EI Period Hours	If you enter a new Current balance, the system calculates the Adjustment amount for the source balance record and the adjusted After balance amount of the target balance record. If you enter an Adjustment, the system calculates the new Current balance for the source balance record and the adjusted After balance amount of the target balance record.
Suspend Adjustment	Select to return to the first page to reenter one or more of the fields.

Printing ROEs

This section provides an overview and discusses how to print ROEs.

Understanding ROE Printing

The ROE Print process (PAY101CN) prints ROEs that conform to the prescribed form supplied by HRDC. This is a multipart, tractor-feed form that requires an impact printer. You can run this process repeatedly until you select the Final Print option, at which time the system assigns ROE numbers.

The ROE Print process utilizes validation rules to identify potential errors detected while processing the data for reporting. Use the ROE Print Exceptions report (PAY126CN.SQR) to output these error messages for review. The potential errors identified by the ROE Print program are treated as warnings only and will not prevent the corresponding ROE forms from being processed. The ROE Print Exceptions report should be executed and reviewed each time the ROE Print program is run. Ensure that all errors have been resolved prior to executing the ROE Print program in Final Print mode to produce the forms for distribution to employees.

The ROE Print process prints only the following:

- ROE records identified as Generate.
- ROE records for employees with *no outstanding cheques* (that is, all cheques for the employees involved must be calculated and confirmed).

Because the manual ROE creation process is designed for exception circumstances, it bypasses edits that the Mass ROE Create process uses. Therefore, the system might print a manually created ROE for an employee who does not actually have an interruption in service, provided that the two criteria are fulfilled.

The ROE Print process extracts data from the ROE data and the Insurable Earnings Balance records to calculate the insurable earnings amounts and hours to report on the ROE forms.

Important! The ROE Print process reports all earnings during the reporting period that you have paid up to the point at which you run the process. If you create your ROEs and wait several days before running the ROE Print process, the ROE Print process includes earnings paid in the interim, including earnings that you input as future earnings on the ROE Data - ROE Data 2 page and have since paid. You must delete the Future Pays row for amounts that should not be included in Box 17 at the time of the final print run.

Important! The ROE Print process is *not* designed to *reprint* ROEs after they have been generated. Each employer receives ROEs that have been assigned serial numbers to keep track of the forms. Because of this strict tracking of the forms and the design of the create and print processes, you must issue an ROE amendment instead of reprinting the ROE.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” page 809

Pages Used to Print ROEs

Page Name	Object Name	Navigation	Usage
ROE Print	RUNCTL_PAY101CN	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, Print ROEs	Run PAY101CN, which prints ROE data onto preprinted forms supplied by Human Resources Development Canada (HRDC). You must use either line printer (LP) or HP format.
Print ROE Exceptions	RUNCTL_PAY126CN	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, Print ROE Exceptions	Generate the PAY126CN exception report of Record of Employment (ROE) errors detected during the ROE Print process.

Printing ROEs

Access the ROE Print page.

ROE Final Print

Select this option if you intend to distribute these ROEs. During final print, the system assigns ROE numbers to the INS_EARNS_BAL records and marks the ROE records as Completed. The system also populates the Last ROE # (last ROE number) field in the Installation Table.

ROE Start Number

Used only for final printing. Enter a maximum of eight characters. This number should match the serial number preprinted on the ROE form. The system enters it in the Insurable Earnings Balance History records during the final printing.

If you do *not* enter an ROE start number, the process uses the last ROE number defined in the Installation Table to determine the next number.

ROE Form Language

The system matches this value with the language code in the employee’s Personal Data record for printing purposes only. For example, if you select *French*, the system prints ROEs for those employees with a language code of French. You must load the French forms to print this batch of ROEs.

Alignment Count

This optional field specifies the number of alignment pages to print before printing the ROE data. Use this in conjunction with impact printers to ensure the proper positioning of the data in the preprinted boxes on the ROE forms.

Generating the ROE Summary Report

This section discusses how to generate the ROE Summary report:

Page Used to Generate the ROE Summary Report

Page Name	Object Name	Navigation	Usage
ROE Summary	RUNCTL_PAY125CN	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, ROE Summary Report	Produce the PAY125CN summary report of ROE Data records that have an ROE status of Hold, Complete, Delete, or Generate. The system deletes all ROE Data records that have an ROE process of Delete.

Running the ROE Summary Report

Access the ROE Summary page.

ROE Process	Select <i>All</i> , <i>Complete</i> , <i>Delete</i> , <i>Generate</i> , or <i>Hold</i> to indicate the status of the data records for which you want to generate the report.
From Date and End Date	Enter the beginning and ending dates of the payable date range.
Sort By	Sort the report by Employee Name or Employee ID.
Delete ROEs	Select this check box to delete void ROE Data records that have a ROE Process type of <i>Delete</i> .

Deleting ROE Data Records

You can delete extraneous ROE data records that were created in error, providing that those records do not reflect an ROE Process status of Complete. To protect the history records of valid ROE Data records, this process cannot be used to delete records that were previously used to produce ROE forms in Final Print mode. The process also cannot be used to delete amended ROE Data records.

Deleting ROE Data records is a two-step process.

1. Flag the appropriate records for deletion using the ROE Data 1 page. Do this by selecting Delete in the ROE Process field.
2. Run the ROE Summary program (PAY125CN) to physically delete the flagged records from the database. Select Delete as the ROE Process status and select the Delete ROEs check box. ROE data records will EI Payable dates that fall within the specified Start Date and End Date will be selected for deletion.

See Also

Chapter 31, “(CAN) Generating a Canadian Record of Employment,” Creating an ROE Manually, page 667

CHAPTER 32

(USF) Generating IRR and ROST Reports

This chapter discusses Individual Retirement Record (IRR) and Register of Separations and Transfers (ROST) reporting. It provides an overview of the IRR process, lists prerequisites, and discusses how to:

- View and maintain employee IRR data.
- Create IRR worksheets.
- Generate final IRRs.
- Generate ROST reports.
- Generate supplemental or correction IRRs.
- Accumulate and adjust fiscal data.

Understanding the IRR Process

You must maintain an Individual Retirement Record (IRR) for each employee covered by either the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS). Employees covered by CSRS require SF-2806. Employees covered by FERS require SF-3100.

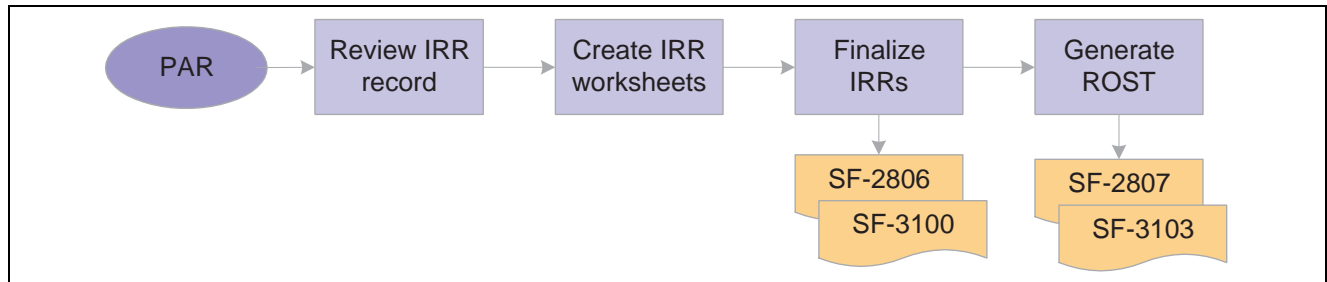
Summary of the IRR Process

Here is a summary of the steps in the IRR process:

1. Link a separation NOA Code to a PAR.
The system generates an IRR control record and the IRR process begins.
2. View and maintain IRR-related information in the Individual Retirement Record component.
3. Create an IRR Worksheet to verify the information stored on the IRR pages.
4. Run the IRR process to generate the final IRR.
5. Generate a Register of Separations and Transfers (ROST) form that summarizes the information in all of the IRRs for that payroll run.
6. Generate a Supplemental IRR or Correction IRR if adjustments are necessary.
7. Create an IRR Fiscal Data Accumulation report.

Illustration of the IRR Process

The following diagram provides an overview of IRR and ROST processing:



IRR and ROST Processing

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “(USF) Administering Personnel Action Requests”

[Appendix D, “PeopleSoft Payroll for North America Reports,” \(USF\) FGPY009 - IRR Worksheet - Separated Employees, page 839](#)

Prerequisites

Here are some prerequisite tasks that must be completed before you can process IRR and ROST reports:

- Set Up IRR Remarks.

See [Chapter 11, “\(USF\) Setting Up Additional U.S. Federal Payroll Functionality,” Setting Up IRR Remarks, page 218.](#)

- Set up NOA codes.

Before you create an IRR, you must define NOA codes to report to OPM on IRRs. Each NOA code has a unique numerical code that identifies the nature of action for statistics and data processing.

PeopleSoft delivers standard NOA codes in the Nature of Action Table in PeopleSoft Human Resources. These codes are based on information from the OPM Bulletin Board. You can also create new NOA codes.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “(USF) Setting Up Human Resources Management Tables,” Setting Up Nature of Action Codes.

- Define IRR reportability for earnings codes.

See [Chapter 4, “Defining Earnings Codes and Earnings Programs,” \(USF\) Specifying Additional Earnings, page 45.](#)

- Define the pay year for every pay calendar you establish.

The IRR Fiscal Data Accumulation process requires this. We recommend that the pay year match the pay end date.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Using Pay Calendars,” Creating Pay and FLSA Calendars.

- Associate PAR remarks with IRRs.

All PAR remarks display on the IRR Service History page. However, only the PAR remarks that you designate as IRR reportable in the PAR Remarks table appear in the final IRR report.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “(USF) Setting Up Human Resources Management Tables,” Setting Up PAR Remarks.

Viewing and Maintaining Employee IRR Data

This section provides an overview of the IRR data component and discusses how to:

- View an employee’s IRR control information.
- Enter IRR tracking comments.
- View employee service history details.
- View the PAR remarks for a specific action.
- View an employee’s current year and accumulated fiscal data.
- Enter remarks to an employee’s IRR.

Understanding the IRR Component

After you create a separation PAR with a Nature of Action Code associated with an IRR Type, the system generates an IRR control record. The IRR control record drives the entire IRR process. By creating the IRR control record, the system enables you to view an IRR online and print the final IRR.

When an IRR control record is created, a separation PAR takes effect. You can then monitor all the PARs and fiscal data for an employee in one component. The IRR component is similar to an online version of the SF-2806 and SF-3100 forms:

- The IRR Control page corresponds to the header part of the forms and contains a summary of information for the employee.
- The IRR Service History page corresponds to the left-hand side of the form and contains all the PARs for the employee.
- The Fiscal History page corresponds to the right-hand side of the form and contains a summary, by year, of all retirement deductions for the employee.

Use these pages to track an employee’s IRR information and add remarks to a pending IRR before running the final IRR.

The Individual Retirement Record component includes pages to review and update a pending IRR. After a final IRR is created, you can no longer modify it in these pages.

Pages Used to View and Maintain Employee IRR Data

Page Name	Object Name	Navigation	Usage
IRR Control	GVT_IRR_CNTRL_HDR	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events USF, Maintain IRR, Identify IRRs North American Payroll, Periodic Payroll Events USF, Maintain IRR, Review IRRs 	Track an employee's IRR information, such as the IRR type and status, after you create an IRR control record.
Employee	GVT_IRR_DTA_TRK	Click the Employee ID link on the IRR Control page.	Enter tracking data comments.
IRR Service Hist	GVT_IRR_CNTRL_SERV	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events USF, Maintain IRR, Identify IRRs North American Payroll, Periodic Payroll Events USF, Maintain IRR, Review IRRs 	View employee service history details.
PAR Remarks	GVT_IRR_PAR_RK_SEC	Click the Information button on the IRR Service Hist page.	Display the PAR remarks for a specific action.
Fiscal History	GVT_IRR_CNTRL_FIN	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events USF, Maintain IRR, Identify IRRs North American Payroll, Periodic Payroll Events USF, Maintain IRR, Review IRRs 	View an employee's current year and accumulated fiscal data.
IRR Remarks	GVT_IRR_REMARK	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events USF, Maintain IRR, Identify IRRs North American Payroll, Periodic Payroll Events USF, Maintain IRR, Review IRRs 	Enter remarks to an employee's IRR.

Viewing IRR Control Information

Access the IRR Control page.

The screenshot shows the 'IRR Control' page for employee Shannon, Dalal (Employee ID: FDG966). The page has tabs for 'IRR Control', 'IRR Service Hist', 'Fiscal History', and 'IRR Remarks'. The main content area is titled 'Individual Retirement Record' and shows the following details:

- IRR Type:** Transfer/Resignation
- Effective Date:** 02/01/1997
- Sequence:** 11
- IRR Status:** Pending
- IRR Retirement Form Number:** N/A
- ROST Page Number:** 0
- ROST Year:** 0
- ROST Series Designation:**

There is a link for 'Employee ID' at the bottom left of the record area.

IRR Control page

IRR Status Indicates whether this is a *Pending* or *Final IRR*. A pending IRR is one where the separation PAR has been generated, but the final IRR process has not been run. The status of the IRR changes to final when the final IRR is run.

IRR Retirement Form Number The Form type comes from the IRR Retirement Plan Type that you designated on the Retirement Plan Table in the Base Benefits business process.

Employee ID Click to access the Employee page.

Entering IRR Tracking Comments on the Employee Page

Access the Employee page.

The screenshot shows the 'Employee WIP' page. It features a table with the following information:

Employee WIP		Find View All	First	1 of 1	Last
WIP Sequence Number:	1				
Action Date:	11/18/2002				
Comment:	<input type="text"/>				

Employee WIP page

You can record the PeopleSoft Human Resources processing information for your agency’s internal use as an audit trail for Work In Progress (WIP). For example, you can track who makes changes to the IRR.

WIP Sequence No (Work In Progress Sequence Number) The WIP Sequence number enables the audit trail entry to be uniquely identified in the system. This value is set by default from the Establishing Job Codes.

Action Date The current date at time of entry by default.

Comment Enter comments to track updates to an IRR or to indicate the person who is responsible for processing the IRR.

See Also

PeopleSoft Human Resources PeopleBook: Manage Base Benefits

Viewing Employee Service History Details

Access the IRR Service Hist page.

The screenshot displays the 'IRR Service Hist' page for employee Shannon, Dalal (EmpID: FDG966). The page includes tabs for 'IRR Control', 'IRR Service Hist', 'Fiscal History', and 'IRR Remarks'. The main content area shows 'Individual Retirement Record Service History' for a 'Transfer/Resignation' event effective on 02/01/1997 (Sequence: 11). Below this, a 'Service History Details' table lists two entries: a 'Removal' on 02/01/1997 and a 'Transfer' on 01/05/1997, both with a base pay of 17614.000000. The table columns are Effective Date, Seq. Nbr., Description, Pay Plan, Grade, Step, Base Pay, and PAR Remarks.

Effective Date	Seq. Nbr.	Description	Pay Plan	Grade	Step	Base Pay	PAR Remarks
02/01/1997	11	Removal	GS	03	05	17614.000000	
01/05/1997	11	Transfer	GS	03	05	17614.000000	

IRR Service Hist page

Base Pay The base pay associated with each PAR.

PAR Remarks (Personnel Action Request Remarks) PAR (Personnel Action Requests) are reported in the Service History Details area. Each HR change (PAR) has a remark associated with it. The remarks can be found in the Pers Action Request Remarks – PAR Remarks Table Page.

Viewing and Entering PAR Comments

Access the PAR Remarks page.

PAR Remarks

SF50 Remark Code:

Insertion Required

IRR Reporting Settings

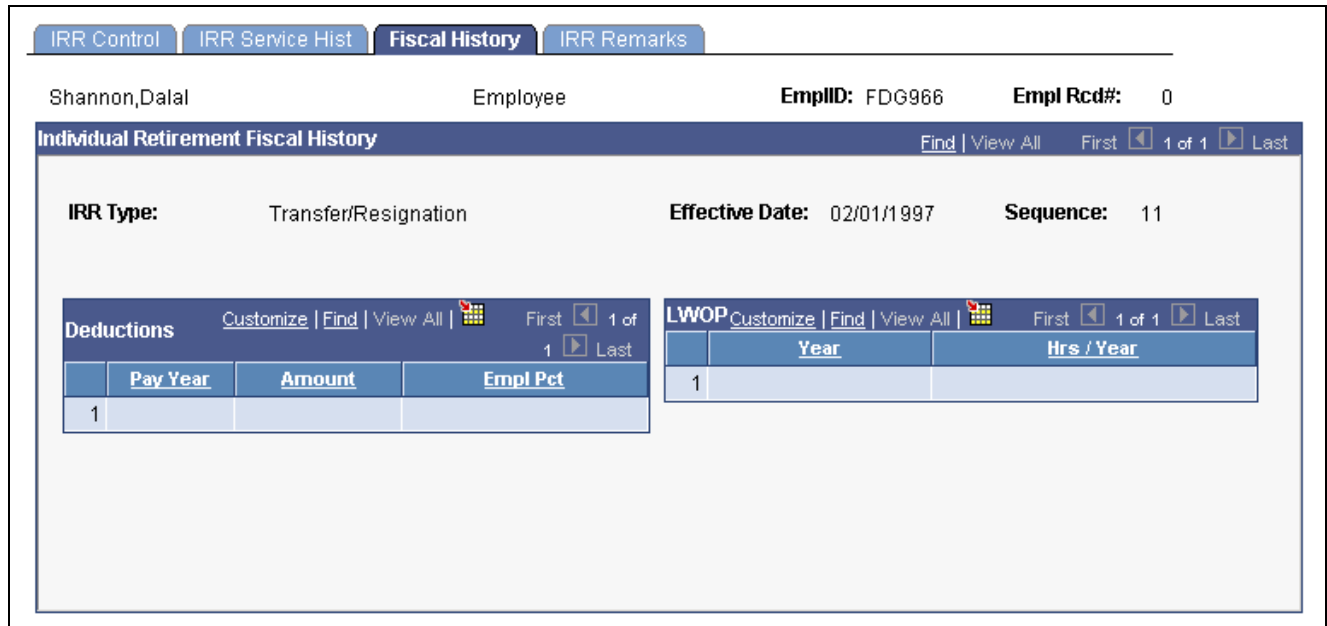
ROST Reportable

PAR Remarks page

- Remark CD** This code uniquely identifies the PAR Remark. The value comes from the Pers Action Request Remarks - PAR Remarks Table Page.
- Insertion Required** Select this check box to specify that additional text must be inserted into the Remark when it is associated with a PAR.
- IRR Reportable** (Individual Retirement Record Reportable) This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.
- ROST Reportable** (Record of Separation and Transfer) This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

Viewing Employee’s Fiscal History

Access the Fiscal History page.



Fiscal History page

Individual Retirement Fiscal History

Amount The Basic Pay for prior years while not enrolled in the CSRS or FERS retirement plan.

Deductions

As payroll processes run, the system enters information about retirement deductions withheld from employees' earnings into the Fiscal History page for those earnings designated as such on the earnings code. These are summarized yearly in this group box.

Pay Year The year in which the retirement deduction was taken.

Amount The sum of the retirement deductions for that year.

Empl Pct The deduction percentage of the retirement deduction for that year.

LWOP (leave without pay)

Hours/Year The hours accumulated for the year.

Basic Pay prior to CSRS/FERS appt (basic pay prior to Civil Service Retirement System or Federal Employees Retirement System appointment) the basic pay for the year before enrollment in CSRS or FERS.

LWOP (leave without pay) The year and corresponding hours accumulated.

Retirement Deductions The year of the contribution, the amount of the deduction, and the percent of the employee contribution.

Entering IRR Remarks

Access the IRR Remarks page.

IRR Remarks page

Remark Description

IRR Remark

Select an IRR remark code from the IRR Remark drop-down list box. When you select an IRR remark code for an employee, the system provides a format with which you can complete the employee-specific component.

The components of the IRR remark code, as defined in the IRR Remarks Table, appear sequentially. The IRR remark code consists of the Sequence Number, Remark Type, Field Type, and Label. On the left side of the inner scroll bar is the sequence level for each remark component. On the right side of the inner scroll bar are user entry fields for text, date, or number entries.

Depending on the remark type selected, different fields appear. For example, fields that have a *Text* remark type have the text appear as display-only on the page, without any user entry fields. Fields that have an *Employee-specific* remark type have user entry fields available. Use these fields to indicate employee-specific remarks, such as specifying the dollar amount of indebtedness (a number) or a reason for the indebtedness (text). As you complete the employee-specific information, the remarks are dynamically generated and displayed in the comment box at the bottom of this page. You can add as many remarks as necessary for an employee.

Note. Values for IRR remarks can be set up in advance in the IRR Remarks Table.

Remark Details

These fields provide the association of the defined IRR remark with the separated employee's IRR. In addition, employee-specific text, date, or an amount may be entered, provided the IRR Remark has been defined. The design of these remarks is generic and enables the customer to predefine the remark format. Depending upon how the remark is defined (Employee Specific or Text), you may need to enter additional information. If the remark is defined as employee specific, then you may need to enter a date (1st field in Remark Details) or an amount (2nd field) or text (3rd field).

After you insert a remark, the display changes.

See Also

[Chapter 11, "\(USF\) Setting Up Additional U.S. Federal Payroll Functionality," Setting Up IRR Remarks, page 218](#)

Creating IRR Worksheets

This section provides an overview of IRR worksheets and discusses how to generate them.

Understanding IRR Worksheets

You have 30 days after an employee separates to prepare and submit an IRR to OPM. During that time, you can print an IRR worksheet for a separated employee and review the data. Also, use the IRR worksheet to view service history and fiscal history for a current employee.

Reviewing the IRR Worksheet

The IRR worksheet for a separated employee contains the same information that appears in the final IRR, but the worksheet is not formatted to print on OPM stock and is for internal agency use only. If you find mistakes on an employee's IRR worksheet, you can correct or add remarks using the online pages before generating the final IRR.

See Also

[Chapter 32, "\(USF\) Generating IRR and ROST Reports," Viewing and Maintaining Employee IRR Data, page 679](#)

Pages Used to Create IRR Worksheets

Page Name	Object Name	Navigation	Usage
IRR Worksheet - Separated Empl	RUN_FGPY009	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Create IRR Wrksht-Sep Emp	Run FGPY009 process to produce an IRR worksheet for separated employees.
IRR Worksheet - Current Empl	RUN_FGPY010	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Create IRR Wrksht-Current Emp	Run F GPY010 process to produce an IRR worksheet for current employees.

Creating an IRR Worksheet for a Separated Employee

Access the IRR Worksheet — Separated Empl page.

IRR Worksheet - Separated Empl

Run Control ID: Test [Report Manager](#) [Process Monitor](#) Run

*Form: FERS Filter

Available IRRs [Customize](#) | [Find](#) | [View All](#) | First ◀ 1-2 of 11 ▶ Last

	Empl ID	Rcd#	Name	National ID	Eff Date	IRR Type	Form	Cor
<input type="checkbox"/>	FRG355	0	Lewis, Mary	500000355	07/02/1995	T	F	<input type="checkbox"/> 🔍
<input type="checkbox"/>	FRG705	0	Abel, Sebastian	700000705	11/10/1996	T	F	<input type="checkbox"/> 🔍

Add Selected
Add All
Remove Selected
Remove All

Selected IRRs [Customize](#) | [Find](#) | [View All](#) | First ◀ 1-2 of 11 ▶ Last

	Empl ID	Empl Rcd Nbr	Name	National ID	Eff Date	IRR Type	Form	Cor
<input type="checkbox"/>	FRG355	0	Lewis, Mary	500000355	07/02/1995	T	F	
<input type="checkbox"/>	FRG705	0	Abel, Sebastian	700000705	10/27/1996	T	F	

IRR Worksheet — Separated Empl page

Note. The run control parameters for this report are the same as for generating IRRs.

See [Chapter 32, “\(USF\) Generating IRR and ROST Reports,”](#) [Generating IRRs, page 688.](#)

Generating Final IRRs

When the IRR information is correct, run FGPY007 SQR to process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM. The system changes the IRR status for an employee to *final*. After running this process, you can view PARs for an employee only through the Supplemental IRR and Correction IRR components.

Page Used to Generate IRRs

Page Name	Object Name	Navigation	Usage
IRR	RUN_FGPY007	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Process IRRs	Run the FGPY007 process to generate a final IRR or a supplemental or correction IRR.

Generating IRRs

Access the IRR page.

The screenshot shows the IRR page interface. At the top, there is a 'Run Control ID: Test' field and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a '*Form:' dropdown menu set to 'FERS' and a 'Filter' button. The main area contains two tables: 'Available IRRs' and 'Selected IRRs'. Both tables have columns for 'Empl ID', 'Rcd#', 'Name', 'National ID', 'Eff Date', 'IRR Type', 'Form', and 'Cor'. The 'Available IRRs' table shows two entries: FRG355 (Mary Lewis) and FRG705 (Sebastian Abel). The 'Selected IRRs' table shows the same two entries. Between the tables are buttons for 'Add Selected', 'Add All', 'Remove Selected', and 'Remove All'. Navigation controls like 'First', '1-2 of 11', and 'Last' are present for both tables.

IRR page

Form Select the IRR retirement form: *CSRS*, *FERS*, or *N/A* (not applicable).

Filter Click this button to filter out all employees except those relevant to the form you selected.

Available IRRs

Use the check box to select individual employees.

Add Selected and Remove Selected	Click a button to add or remove only the selected IRRs that appear in the Available IRRs group box.
Add All and Remove All	Click a button to add or remove all IRRs that appear in the Available IRRs group box.
Cor	For generating supplemental or correction IRRs. Select the IRR type that is associated with the original IRR. For example, if the original IRR Type was R (retirement), enter R in the Cor field. This links the original IRR that you are changing to the Supplemental IRR or Correction IRR.

Selected IRRs

Only IRRs listed in this group box print from this run control.

Note. You can select only pending IRRs on this page. After you generate a final IRR, you cannot rerun it.

Note. Although all PAR processing runs on both 2-tier and 3-tier systems, some differences exist when printing the SF-50 and SF-52 reports using the Print button on the PAR pages. You can print SF-50 or SF-52 from the PAR pages in a 2-tier system by selecting the Print button on the page or the Print menu option. You can print SF-50 or SF-52 from the PAR pages in a 3-tier system only by selecting the Print menu option.

Processing the Register of Separations and Transfers (ROST)

This section provides an overview of the ROST and discusses how to run and review the ROST report.

Understanding ROST Reports

The Register of Separations and Transfers (ROST) summarizes information in the Individual Retirement Records (IRRs). It must accompany the IRRs that you submit to the Office of Personnel Management (OPM).

The system generates the following official OPM forms:

- SF-2807 for employees covered by the Civil Service Retirement System (CSRS). This report summarizes all SF-2806 and SF-2806-1 IRRs.
- SF-3103 for employees covered by the Federal Employees Retirement System (FERS). This report summarizes all SF-3100 and SF-3101 IRRs

You can create a ROST only after you generate final IRRs.

Note. The system groups IRR batches together by form type (either SF-2806 or SF-3100). Generate a separate ROST for each IRR batch type.

When you generate the ROST, the system:

1. Selects all the IRRs that are in final status and have not been previously reported to OPM.

By creating the ROST report, the system automatically updates the ROST series, year, and page information in the individual IRR so that you don't report it to OPM again in future ROST runs.

2. Creates summarized information for each IRR.

The ROST report displays one employee per line, with the employee's total current-year retirement deductions and total retirement deductions. The current-year retirement deductions should match those reported in the individual IRRs. The total retirement deductions should match the last cumulative deduction reported in the IRRs.

The system creates a new ROST control record for each ROST page by agency, ROST type, current year, and ROST page number. Page totals for IRRs are also recorded.

Pages Used to Generate and Review ROST Reports

Page Name	Object Name	Navigation	Usage
Reg of Separation and Transfer	RUN_FGPY008	North American Payroll, Periodic Payroll Events CAN, Maintain IRR, Process Reg of Seps/Transfers	Generate a ROST report.
ROST Summary	GVT_ROST_SUMMARY	North American Payroll, Periodic Payroll Events CAN, Maintain IRR, Review ROST Summary	View the cover page that accompanies the IRRs that you submit to OPM. The system generates the ROST summary when you process the ROST. You can also review a processed ROST report online through the ROST summary.

Running the ROST Report

Access the Reg of Separation and Transfer page.

Agency The default values come from the Agency Table.

Series Select *OPM*. This field defines a page-numbering scheme for the form.

Generating Supplemental or Correction IRRs

This section provides an overview of Supplemental and Correction IRRs and discusses how to:

- Initiate a supplemental or correction IRR PAR.
- Adjust IRR PAR data.
- Create a supplemental or correction IRR worksheet.
- Create a supplemental or correction IRR.

Understanding Supplemental and Correction IRRs

If you discover inaccuracies in an IRR after you send it to OPM, generate a Supplemental IRR or Correction IRR to make the necessary adjustments. This requires you to create another PAR.

Use a Supplemental IRR if you originally under-reported an employee's retirement deductions. The system automatically calculates the difference after processing the payroll adjustments. Create a Supplemental IRR to report the difference in the retirement deduction amount to OPM.

Use a Correction IRR (SF-2806-1 or SF3101) to correct the original IRR or if you over-reported retirement deductions.

Summary of Procedures

Here's a summary of the steps to generate a supplemental or correction IRR:

1. Initiate a supplemental or correction IRR PAR.
2. Review the IRR record.
3. Create a Supplemental or Correction IRR Worksheet.
4. Create the final Supplemental or Correction IRR.
5. Generate a corresponding ROST report.
6. Submit to OPM.

Pages Used to Generate Supplemental or Correction IRRs

Page Name	Object Name	Navigation	Usage
Data Control	GVT_JOB0	Workforce Administration, Job Information, 1st Rqst Authorization USF	Add IRR PAR information if you under-reported an employee's original deductions.
Data Control	GVT_JOB0	Workforce Administration, Job Information, Correct IRR Supplement USF	Add IRR PAR information (SF-2806-1 or SF-3101) to correct reported PAR information and over-reported retirement deductions to the OPM. Changes can be related to a PAR or to the payroll.

Initiating a PAR for Supplemental or Correction IRR

Use the Data Control page to initiate a new PAR. In the Actual Effective Date field, enter the date that the Supplemental IRR or Correction IRR becomes effective. When you create the new PAR, the system creates an IRR control record with an IRR Type of C (correction) or S (supplemental).

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Administering Personnel Action Requests"

Adjusting IRR Data

Use the same pages that you use to create a new IRR.

See Also

Chapter 32, “(USF) Generating IRR and ROST Reports,” Viewing and Maintaining Employee IRR Data, page 679

Creating a Supplemental or Correction IRR Worksheet

Use the same page that you use to create a new IRR worksheet.

See Also

Chapter 32, “(USF) Generating IRR and ROST Reports,” Creating IRR Worksheets, page 686

Generating the Final Supplemental or Correction IRR

Use FGPY700 SQR to generate a Supplemental IRR or Correction IRR. This is the same process and run control page that you use to generate a final IRR. On the run control page you link the original IRR that you are changing to the Supplemental IRR or Correction IRR.

When the system generates a Supplemental IRR or Correction IRR, it prints only the IRR-reportable PARs created since the original IRR, along with IRR remarks and adjustments to fiscal data.

In a Correction IRR, IRR remarks appear in the Reason for Correction box. In a Correction PAR, IRR remarks appear in the Corrected Data section of the SF-2806-1 (CSRS) or the SF-3101 (FERS) form.

Note. A Supplemental IRR reports only the retirement deduction adjustment and IRR Remarks associated with the supplemental action. Unlike a regular IRR, it does not display a full history of all PARs. The Supplemental IRR displays only the difference between the original under-reported amount and the new amount.

Send the Supplemental IRR or Correction IRR, accompanied by a ROST form (SF-2807 or SF3103), to the OPM.

See Also

Chapter 32, “(USF) Generating IRR and ROST Reports,” Generating IRRs, page 688

Accumulating and Adjusting Fiscal Data

This section provides an overview of adjusting fiscal data and discusses how to:

- Run the IRR Fiscal Data Accum report.
- Adjust IRR yearly amounts.

Understanding the Fiscal Data Accumulation Report

Create an IRR Fiscal Data Accumulation report at the end of the tax year to accumulate and store fiscal information from the IRRs for all employees.

The process uses payroll earnings and deductions for the current year and accumulated fiscal data for all prior years. You do not need to run this process for an employee whose separation occurs mid-year. All IRR pages and reports automatically select and summarize payroll detail earnings and deductions.

This report accumulates all retirement deductions for employees, leave without pay (LWOP) hours, and basic pay that they received when they were not covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) retirement plans. Run this process at the end of a tax year.

If you must run this process at any time other than the end of the tax year, or if you must make a correction to an employee’s fiscal data, you can do so for employees whose IRRs are affected.

If run regularly at the end of the tax year, this report processes records for all employees in your agency. If run for selected employees, it processes records for those employees only.

Pages Used to Accumulate and Adjust Fiscal Data

Page Name	Object Name	Navigation	Usage
IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation)	RUN_FGPY006	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Process Accum Fiscal Data	Run the IRR Fiscal Data Accumulation (FGPY006) report to transfer all of the fiscal data recorded on an employee’s IRR and stored in the payroll system to the fiscal data portion of the IRR.
Adjust Empl Fiscal Yr History (adjust employee fiscal year history)	GVT_ADJ_FISCAL_YR	North American Payroll, Periodic Payroll Events USF, Adjust Emp Fiscal Year History	Adjust an employee’s yearly retirement deduction totals.

Running the IRR Fiscal Data Accum Report

Access the IRR Fiscal Data Accum page.

IRR Fiscal Data Accum

Run Control ID: Test [Report Manager](#) [Process Monitor](#) Run

***Agency:** Department of Agriculture

***Pay Year:**

Customize Find View All First 1 of 1 Last			
	EmplID	Name	Empl Rcd#
1	<input type="text" value="B-BARET198"/> <input type="button" value="Q"/>	Branson, Merideth	0 <input type="button" value="+"/> <input type="button" value="-"/>

IRR Fiscal Data Accum page

If an employee has a status of Retired and has accumulated retirement amounts in a plan for which that employee is ineligible, you can adjust the employee's fiscal year history.

Pay Year

Enter the pay year for which you're running the fiscal data accumulation.

Note. For every Pay Calendar that you establish, specify the pay year on the Year Settings page in the Pay Calendar Table. This is defined automatically during the pay calendar creation, and it is generally the same as the year of the pay end date. When processing IRRs, the IRR Fiscal Data Accumulation process identifies all monies that come from the pay year.

Note. If you're populating historical data, you must populate pay calendars from prior years.

EmplID (employee identification) and **Empl Rcd#** (employee record number)

Enter the employee ID and record number for employees to include in the IRR Fiscal Data Accumulation process. If you do not enter any employees, this process runs for your agency's employee population.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars,"
Creating Pay and FLSA Calendars

Adjusting IRR Yearly Amounts

Access the Adjust Empl Fiscal Yr History page.

Year	Displays the year.
Amount	Displays the current amount balance.
Adjusted Amount	Enter the adjusted amount balance.
Empl Contrib % (employee contribution percentage)	Displays the current value of the employee's contribution percentage.
Adjusted Empl Contrib % (adjusted employee contribution percentage)	Enter the adjusted value of the employee's contribution percentage.
LWOP Hrs (leave without pay hours)	Displays the employee's current balance of leave without pay hours.
Adjusted LWOP Hrs (adjusted leave without pay hours)	Enter the adjusted balance of leave without pay hours.
Reason for Adjustment	Enter a reason.

CHAPTER 33

Accessing Year-End Processing Instructions

PeopleSoft Payroll for North America is designed to help you efficiently organize and process your year-end data and reports.

This documentation does not include specific information about year-end processing because, due to legislative changes in your region, year-end processing information usually changes annually.

Download the appropriate documentation from the PeopleSoft Customer Connection Website. The documentation is posted with the year-end tax update. If you do not currently have access to the Customer Connection Website, contact the PeopleSoft Global Support Center.

Year-end processing documentation is available each year for these jurisdictions:

- United States.
- Canada.

APPENDIX A

Configuring Batch Processes

This appendix provides a technical overview of configuring batch processes and discusses the following subjects:

- PeopleSoft technical architecture.
- Payroll-related tables.
- Understanding processes.
- High-level processes.
- Process detail.
- PeopleSoft Payroll for North America COBOL program types.
- PeopleSoft SQL API for batch COBOL.
- Flexible field lengths.

Understanding Configuring Batch Processes

Before you modify PeopleSoft Payroll for North America batch processes, make a thorough analysis of the business requirements that you're trying to address through configuration and seriously consider the possibility of addressing those requirements through re-engineering your payroll department procedures rather than through changing PeopleSoft COBOL source code. It is almost always more cost-effective to reduce your list of required changes to an absolute minimum. When you configure batch processes, you incur a variety of ongoing maintenance expenses and possible conflicts as the effects of your changes move through the system.

An important configuration consideration is how the system processes the various dates in PeopleSoft Payroll for North America: effective dates, begin and end dates, dates on the job record, dates on the General Deduction table, and dates on the Pay Calendar table.

Note. In providing information on this topic, we assume that you have a basic understanding of PeopleSoft online processing flow, PeopleTools, relational databases, and COBOL programming.

See Also

[Chapter 6, "Setting Up the Payroll Process," Understanding Pay Calendar Date Fields, page 91](#)

Prerequisites

Do you really need to configure PeopleSoft Payroll for North America?

Configuration is not to be performed lightly. Before you start to think about adding, deleting, or modifying code, ensure that everyone in your organization understands what configuration entails. Your goal should be to modify the system as little as possible, and preferably not at all.

Remember that companies decide to acquire a software package such as PeopleSoft Payroll for North America because it is a package. It's a coherent and self-contained system, already designed and delivered. It runs, it works, it satisfies the demands made upon it, and it does this best—and with the least problem and expense—when you work with the package as it exists.

Before you make a list of required modifications to PeopleSoft Payroll for North America, perform the following prerequisite activities:

- Understand what configuration may cost—and this includes hidden maintenance expenses that might not be immediately obvious.
- Understand PeopleSoft Payroll for North America system capabilities and design from a functional point of view. For what tasks are you trying to use it?
- Use the vanilla PeopleSoft Payroll for North America system extensively; both with the PeopleSoft-supplied Demonstration data and with your own realistic test data.
- Revisit your configuration requirements thoroughly.
- Produce a list of your required modifications.
- Review your proposed modifications with PeopleSoft.
- Contact other PeopleSoft customers to discuss configuration issues you may have in common.

Understanding True Configuration Costs

This section discusses the cost of configuring your batch processes such as upgrading, further documentation, and support limitations.

Future Ongoing Liability: Upgrades

After you configure your PeopleSoft system, upgrades inevitably become more difficult, with the degree of difficulty directly proportional to the extent of the modifications you make.

You must retrofit all your configured code to the new PeopleSoft release. We supply you with a new, upgraded system, and you've modified the old one. You're going to have to make a careful analysis of the old and new systems, relying to some extent on the documentation you've (hopefully) produced to go along with your configured code. Additionally, you need to decide which modifications to keep (and how to keep them), which to delete, which to re-code from scratch, and so on.

PeopleSoft maintains our application features from release to release. We may alter the manner in which we provide certain functions. When we do, we deliver the upgraded feature as part of the new system release. When the change requires a new structure for data, we provide you with specific, rigorously tested procedures to change your data or programs to conform to the new release. This, in itself, is a powerful argument against configuration and its associated maintenance costs, because when you make modifications, you may have to re-implement your modifications whenever a new release comes out.

This might be a fairly straightforward process: You just add your old modified code into the new system. On the other hand, PeopleSoft may have changed the way we do things from release to release, so you have to look at each modification and technically assess whether it works the way it used to or not. After you make the decision to configure, you have to continue to modify the package each time you implement a new release.

Future Ongoing Liability: Documentation

For every configured feature you implement, you must produce your own documentation. You have to decide whether to merge your documentation with PeopleSoft's or to keep them separate. And documentation must be maintained. Each time a new release comes out, you have to go through the same process all over again, merging or adapting your documentation as necessary. It's expensive. And this expense will continue. Documentation isn't just a part of your initial configuration project. It's part of your upgrade process with every new release.

Possible Support Limitations

After you modify the system, you face another dilemma: If something in the system doesn't seem to work properly, is the problem due to PeopleSoft or to your configurations? Is the alleged bug in PeopleSoft code or yours?

Can PeopleSoft duplicate the problem you're having? After you've modified the system, PeopleSoft might not be able to do so. It's important to be able to duplicate a given problem, to satisfy yourself that there is indeed a problem, and to know whether you've fixed it.

For PeopleSoft to help you solve the problem, we must be able to duplicate the problem, fix the source code, and rerun the process. This is sometimes very difficult to do, even if you haven't modified the system in any way. We might not be able to do this at all, after you configure the system.

It might be difficult, depending on what you modify, to help you. Such inherent support limitations constitute just one more reason to stay with the core application as much as possible, and if you're going to modify it, to modify only minor aspects.

Understanding PeopleSoft Payroll for North America System Capabilities

To configure PeopleSoft Payroll for North America you must have a rigorous understanding of the system. How is the system put together? What is its component tables, programs, and pages? What is its system architecture and what is it really designed to do? And, of equal importance: How is your organization using it or planning to use it?

The following section provides some tips for training the appropriate people in your organization with PeopleSoft Payroll for North America.

Combine Functional and Technical Personnel into One Team

When you're learning about PeopleSoft Payroll for North America, your functional and technical personnel should be in close communication with each other, to the point of becoming a single team. Your functional people know how your business runs; your technical people know how your current system is put together. And between the two groups, they can act as an effective team.

Ensure That Team Receives Training

Make sure that the whole team receives training in the PeopleSoft system, as a team, everybody together.

Run PeopleSoft Vanilla Payrolls at Your Site

Before rushing to configure, or even to formulate a list of configuration requirements, PeopleSoft recommends that you install the standard PeopleSoft Payroll for North America demonstration software without changes. Have your team start using the demonstration companies, employees, pay groups, pay calendars, deductions, and so on; have everyone read PeopleSoft Payroll for North America Business Processes; run PeopleSoft Payroll for North America. In this way, everyone becomes familiar with such critical concepts as what paysheets are and what the Paysheet Creation process is; what Pay Calculation does, and what checks are in PeopleSoft Payroll for North America; what Pay Confirmation does, what balances are, and so on.

Using the Vanilla PeopleSoft System

Everyone in the team should be familiar with how PeopleSoft Payroll for North America works, because the next step is to try to duplicate your company's payroll with the vanilla PeopleSoft Payroll for North America system.

Build Real Earnings/Benefit/Deduction Table Entries

Start configuring your Earnings Table, Benefits tables, and Deduction Table by creating entries tailored exactly to support your company's payroll operations. As you do this, you will, of necessity, start making some real decisions on how to define the actual earnings, deductions, and benefits you need, according to the PeopleSoft vanilla style.

Set Up Realistic Test Cases

Set up some realistic employee test data; then use all parts of the system. Hire employees through the normal PeopleSoft Human Resources paths; set them up with realistic earnings, general deductions, and benefits; enable them to be paid; then go ahead and pay them.

Keep the Demonstration System Available

Be sure to keep the original PeopleSoft Payroll for North America demonstration system data available, so that as you're going through and modifying earnings, deductions, employees, and other data, you can always refer back to some of our test cases to see how they were set up. Many of the demonstration employees are paid, for example, with fairly complex benefit setups. And if you purge all the PeopleSoft demonstration data, you won't know how they were originally set up. By keeping the demonstration system available, you always have a reference point as you continue to build tables for your own company's real-life needs.

Revisiting Your Modification Requirements

After you've gone through these exercises, and everyone on the team has a thorough understanding of PeopleSoft system capabilities, we encourage you to go back to your original list of requirements, whether this is in the form of a request for proposal or something else. Based on your new knowledge of the PeopleSoft system, you may find you can significantly refine your requirements, and that some might actually disappear. The following section provides some key questions to ask when revisiting your requirements.

Where Did We Get This Requirement? Is It Real?

Is it really a company requirement that we do payroll in this particular manner? Do we want to do it that way just because we've always done it that way? And, if so, is that sufficient reason to continue with this practice? Or is there another way that's just as easy, just as good, and doesn't require modification of PeopleSoft Payroll for North America?

How Much Have Operational Characteristics of the Existing System Influenced Requirements?

When companies revisit and analyze their payroll requirements, they sometimes discover that particular requirements were actually formulated in response to operational characteristics or restrictions in their current (or old) system. A particular procedure came about that was really a compromise or a work-around. Some payroll department procedures may have no basis in any real payroll requirements; they might just reflect some operational characteristic of the current or old system. If so, this is an argument for re-engineering some of your business procedures and practices and not configuring PeopleSoft Payroll for North America.

Whose Standards Should We Use, Ours or PeopleSoft's?

Because of your company's in-house standards and conventions, you might discover a discrepancy between the way you ordinarily do things and the way PeopleSoft has delivered the system.

One reason your company decided to use the PeopleSoft system is the high degree of fit between your requirements and our features. Your selection team determined that PeopleSoft Payroll for North America has attributes that your company could use.

A system your company builds in-house will in all likelihood conform to your company's standards; but if you bring in a package, it might be more reasonable to adopt the standards set by the vendor of the package.

Decisions having to do with standards start right at the beginning, when you install PeopleSoft Payroll for North America. We require a database to be set up, and the tables all have to be named. A database administrator might say, "Our Company does not name tables this way," and suggest renaming all 8000 and some odd PeopleSoft tables and views. Keep in mind the ramifications of renaming all 8000 tables and just how extensive a change that really is.

Producing a List of Required Modifications

Now that you've assessed the costs of configuration, acquired a deep understanding of PeopleSoft Payroll for North America system capabilities, used the vanilla system extensively both with the DEMO data and your own test cases and thoroughly examined your requirements—you are in a position to come up with a list of required modifications. What remains should consist of changes you absolutely have to make to the PeopleSoft Payroll for North America system to make it acceptable for production.

After you've come up with such a list, separate it into two parts:

1. Changes that can be addressed through business re-engineering.
2. Changes that require configuration of the PeopleSoft system.

Examine your list very carefully with the goal of having an absolute minimum of changes that require configuration.

Reviewing Proposed Modifications with PeopleSoft

After compiling your list of modifications, work with your PeopleSoft Account Executive on these proposed changes.

Remember that there might be another way, short of rewriting code, to do what you want to do. It's always useful to reconsider the functional and technical issues, with the help of an experienced expert in the system. Often, they can suggest another way of achieving the functionality you want, ideally, through the standard system.

And may be that PeopleSoft is already planning and designing, for a future release, a feature similar or identical to what you have in mind. Particularly if your requirement doesn't represent something unique to your company's individual way of doing things, but is rather a genuine functional requirement typical of many payroll departments, we might have other customers who've requested we add such a feature to our standard system.

PeopleSoft may have already designed the feature you need. If this is the case, you can work with PeopleSoft, through your Account executive, so that we can jointly get that feature into your system.

It's always to your advantage to remain in close contact with PeopleSoft on configuration issues. For example, even if you do all the work on designing and implementing a modification, if PeopleSoft subsequently takes it over and makes it part of our standard product, then you'll be free from the ongoing maintenance liability.

Contacting Other Customers

Your company probably has payroll requirements that overlap to a considerable extent with those of other PeopleSoft customers. Another PeopleSoft customer may have requested the same modification you are contemplating; they might have gone ahead and designed the feature on their own. This might occur even if you think the requirement is absolutely pure or unique to your circumstances.

Other customers might have similar requirements and built it into their systems. By trading design ideas back and forth with other customers, you might be able to come up with a great solution more effectively and efficiently than either of you could on your own.

Use Customer Connection to Communicate

Customer Connection, PeopleSoft's web-based communications service consisting of updates and fixes, discussions and SIGs, and news and information about PeopleSoft products and development plans, is an ideal tool for communicating with other customers about configuration issues.

PeopleSoft Technical Architecture

This section provides an overview of the technical architecture of the PeopleSoft system and discusses:

- Payroll-related database tables.
- Payroll processes:
 - Process details.
 - COBOL program types.

Payroll-Related Tables

PeopleSoft Payroll for North America is a set of input tables, processes, and output tables. You set up your input tables, run a process, and the process—in turn—writes new data to the output tables. Here's a schematized example:

Input Tables	Processes	Output Tables
<i>Employee Data</i>	<i>Payroll</i>	<i>Paycheck</i>
Job	Paysheet Creation	Checks
Benefits	Pay Calculation	Deductions
Deductions	Pay Confirmation	Taxes
	PayCheck Distribution	Balances
<i>Pay Process</i>	Paycheck Reversal	Messages
Earnings	Pay Calendar Creation	
Deductions	Delete Balances	
Taxes	Paycheck Reprint	
	Pay Unconfirm	
	Payunsheet	
	<i>Benefits</i>	
	Deduction Calculation	
	Deduction Confirmation	
	403(b) Balances/Projections	
	Leave Accrual Processing	
	<i>Human Resources</i>	

Input Tables	Processes	Output Tables
	Fiscal Yr Encumbrances	
	Nightly Encumbrances	
	Tenure/Flexible Service Calculation	

Note. This chart doesn't list actual table names, but are generic classifications for the various tables in the system.

Running PeopleSoft Payroll for North America processes might be labeled a quiet task. The processes start, run, and stop, rarely putting out more than five or ten lines of output, which typically consist of messages to the effect that the process began at a certain time, a certain pay group is being processed, and finally, that the run has finished.

The system writes all results of the PeopleSoft Payroll for North America processes back into the database. Any tangible outputs from these processes, such as paychecks, are all reports based on database tables. To get the physical paychecks, for example, you run an SQR against the database.

So what does a typical PeopleSoft Payroll for North America process do? It reads some input from various tables, writes new data back into the database, and goes away. A process might send a message that says "Check Messages!!!"; that means it wrote at least one message into the message table. In that case, you need to go back and run a report against the message table to get the messages, or view the messages online on the Paysheets page, Payroll Messages page.

Employee Data Input Tables

As shown in the preceding chart, the employee data input tables can be classified as employee jobs, benefits, and deductions. Online, some of these tables are found in the Workforce Administration menu, others in the Employee Pay Data menu, and some in the Benefits menu.

You hire employees and set up their job data; enroll them in benefits programs and set up their benefits data; set them up for general deductions and enter this information on the database. You insert rows into their various job, benefits, and deduction tables.

Table Name	Online Page Name
ADDL_PAY_DATA ADDL_PAY_EFFDT ADDL_PAY_ERNCN	Additional Pay
BOND_SPEC_DATA BOND_SPEC	U.S. Savings Bond Specification Data

Table Name	Online Page Name
CSB_EMPL_SERIES CSB_REGISTRANT CSB_REG_DENOM	Canada Savings Bond Specification Data
DIRECT_DEPOSIT DIR_DEP_DISTRIB	Direct Deposit
EMPL_DED_PROC	General Deduction Override
GENL_DEDUCTION GENL_DED_CD	General Deduction Data
GARN_SPEC GARN_SCHED GARN_RULE	Garnishment Specification Data
TAX_DIST_EFFDT TAX_DISTRIB	Employee Tax Distribution
JOB	Job
EMPLOYMENT	Payroll Data
PERSONAL_DATA	Personal Data
BEN_PROG_PARTIC	Benefits Program Participation
DEPENDENT_BENEF	Dependent/Beneficiary Data
DISABILITY_BEN BENEFIT_PARTIC	Disability Benefits
FSA_BENEFIT BENEFIT_PARTIC	FSA Benefits

Table Name	Online Page Name
HEALTH_BENEFIT BENEFIT_PARTIC	Health Benefits
LEAVE_ACCRUAL	Leave Accruals
LEAVE_PLAN BENEFIT_PARTIC	Leave Plans
LIFE_ADD_BEN BENEFIT_PARTIC	Life and AD/D Benefits
RTRMNT_PLAN BENEFIT_PARTIC	Retirement Plans
SAVINGS_PLAN SAVINGS_BENEFIC SAVINGS_INVEST BENEFIT_PARTIC	Savings Plans
VACATION_BEN BENEFIT_PARTIC	Vacation Benefit
PENSION_BENEFC PENSION_PLAN	Pension Plans
CAN_TAX_DATA CAN_TAX_PRVDATA EMPL_WAGELS_CAN	Canadian Income Tax Data
FED_TAX_DATA STATE_TAX_DATA LOCAL_TAX_DATA TAX_DIST_EFFDT TAX_DISTRIB	Federal Tax Data State Tax Data Local Tax Data Employee Tax Distribution

Table Name	Online Page Name
CONTRACT	Contract Pay Data
SAVINGS_403B_EE	Employee 403B Data
EG_FLX_SVC_DT	Flexible Service Data
EG_PRIOR_CREDIT	Prior Credit Data
EG_SVC_HIST	Service History Data
EG_SVC_HIST_FLX	Flexible Service History Data
EG_TENURE_DATA	Tenure Data

Employee data tables all have EMPLID as a key, so if you need to find them all, a good way to start is to look at those tables containing EMPLID. To do this, use the Records and Fields PeopleTools Cross Reference Report (XRFFLRC).

Effect of Database Changes

One of the advantages of PeopleSoft Payroll for North America is that you can use PeopleTools to easily configure your payroll tables. However, you keep in mind how any changes you make might move through your database, particularly considering the interdependency not only of tables, but also of the batch processes that call them.

Suppose you decide you have to add a column (a field) to PERSONAL_DATA. PeopleSoft batch processes never issue a SQL SELECT statement against a table. The system always selects only the columns that it wants from the table. If it wants to retrieve or update rows of the employee names, for example, it specifically asks for the NAME. It never makes an assumption about what columns are on that table.

Consequently, if you add a column to PERSONAL_DATA, it doesn't affect batch Payroll processes, because if a batch process wants something from PERSONAL_DATA, such as the employee's address, it asks for the address by column name. So, in effect, you can add multiple columns, and if you do not need or want your new columns to affect batch processing, that's OK, because the processes ignores them. Any tables you modify, of course, are maintained by the online system, so you need to modify and store the appropriate records (and possibly pages).

You must be more careful when modifying existing columns used by the batch processes. For example, you might decide to alter the HOURLY_RT column on the JOB table. You need seven decimal places instead of the six provided in PeopleSoft. Now, the batch Payroll system is set up to read the HOURLY_RT column from the JOB table; and when it does so, it makes the assumption that it's reading the HOURLY_RT as defined in the standard application. In this case, modifying an existing column affects payroll processing, because the COBOL programs must know the format of the data to be mapped. Because the HOURLY_RT column is used by Payroll, you also have to modify some of the batch processes.

Remember also that if you change the name of the HOURLY_RT column, the batch processes won't be able to find it unless you modify the batch processes accordingly.

Some of the tables—particularly the output tables—are maintained by batch processes (DEDUCTION_BAL, the Deduction Balance Table, for example). During normal processing, the system inserts, updates, and possibly even deletes individual rows. When you add new or modify existing columns on these tables, you have to make the corresponding COBOL changes.

Payroll Process Input Tables

For payroll process input tables, you set up much of the controlling information for running payrolls, information having to do with the specifics of particular earnings, deductions, or taxes. You can find these tables online in the Set Up HRMS, Product Related, North American Payroll menu, unless otherwise indicated.

The fact that an employee works in the state of New York is employee-level data stored in the employee data input tables. But to calculate that employee's taxes, the system checks the appropriate pay process input table that defines tax rates for employees who work in New York.

Table Name	Online Page Name
ACCT_CD_TBL	Account Code Table
BALANCE_ID_TABLE	Balance ID Table
BANK_TBL	Bank Table
BOND_TBL	U.S. Savings Bond Table
COMP_RATECD_TBL	Comp Rate Code Table
CSB_SERIES_TBL CSB_FREQ_TBL	Canada Savings Bonds Table
DEDUCTION_TBL DEDUCTION_CLASS DEDUCTION_FREQ EARN_SPCD_DEDN DED_SUBSET_CD	Deduction Table

Table Name	Online Page Name
DEPT_BUDGET DEPT_BUDGET_DT DEPT_BUDGET_ERN DEPT_BUDGET_DED DEPT_BUDGET_TAX DEPT_BUDGET_CTX	Department Budget Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
DED_SUBSET_TBL	Deduction Subset Table
EARNINGS_TBL EARNINGS_ACCRL EARNINGS_SPCL	Earnings Table
ENCUMB_DEFN_TBL ENCUMB_DEFN_DED ENCUMB_DEFN_TAX	Encumbrance Definition Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
ERN_PROGRAM_TBL ERN_PROGRAM_DEF	Earnings Program Table
GARN_PAYEE_TBL	Garnishment Payee Table
GARN_RULE_TBL GARN_EXEMPT_TBL	Garnishment Rules Table (U.S.)
GARN_RULE_TBL GARN_DE_EARN GARN_EXEMPT_TBL GARN_OPERANDS	Garnishment Rules Table (CAN)
GARN_DE_DEFN GARN_DE_DED GARN_DE_DEF_LNG	Garnishment DEDefinition Garnishment DE Definition Related Language Table
GARN_DE_DED	Garnishment Disposable Earnings Deduction Table

Table Name	Online Page Name
GARN_DE_EARN	Garnishment DE Earnings Table
GARN_EXEMPT_TBL	Garnishment Exemption Table
GARN_OPERANDS	Garnishment Operands Table
GARN_PRORATE_DF	Garn Prorate Defn
GARN_PRORATE_RL	Garnishment Proration Rules
GENL_DED_TBL	General Deduction Table
HOLIDAY_TBL HOLIDAY_DATE	Holiday Schedule Table
LIMIT_TBL LIMIT_EXCLD_TBL LIMIT_INCLD_TBL LIMIT_IMPIN_TBL	Limit Table (found online in the Benefits menu)
PAY_FORM_TBL	Form Table
PAYGROUP_TBL PAYGRP_EMPLTYPE	Pay Group Table
PAY_CALENDAR	Pay Calendar Table
PAY_MESSAGE_TBL	Pay Message Table
PAY_OL_PRINT	Configure Online Printing
PAY_RUN_TBL	Pay Run Table
RATE_CODE_GROUPS	Rate Code Groups
SAVINGS_PLN_TBL SAVINGS_INV_TBL	Savings Table (found online in the Benefits menu)

Table Name	Online Page Name
SHIFT_TBL	Shift Table
SPCL_EARNS_TBL	Special Accumulator Table
SAVINGS_PLN_TBL SAVINGS_INV_LANG SAVINGS_INV_TBL	Savings Table
TERM_ACTN_RSN	Final Check Action/Reason
TERM_PGM_TBL	Final Check Program Table
EG_AUDIT	Application Trace (found online in the Maintain Service Parameters menu)
EG_CAL_DEFN_TBL EG_CAL_DETP_TBL	Calendar (found online in the Maintain Faculty Events menu)
EG_DAATE_CNV_OPT	Date Conversion Table (found online in the Maintain Service Parameters menu)
EG_DURATION_OPT	Duration Option Table (found online in the Maintain Service Parameters menu)
EG_DATE_RND_OPT	Date Round Option Table (found online in the Maintain Service Parameters menu)
EG_DFN_SCAT_CAT EG_DFN_SVC	Service Rules Table (found online in the Maintain Faculty Events menu)
EG_HR_ACTION	HR Action/Reason Category Table (found online in the Maintain Faculty Events menu)

Tax Tables	Online Page Name
EG_CALC_GRP_TBL EG_FNC_RSLT_DFN EG_FUNCTN_RESLT	Calculation Group Table (found online in the Maintain Faculty Events menu)
CO_LOCALTAX_TBL	Company Local Tax Table
CO_STATETAX_TBL	Company State Tax Table
LOCTX_RECIP_TBL	Local Tax Reciprocity Table
LCLWK_TXRCP_TBL	Local Work-Work Reciprocity Table
LOCAL_TAX_TBL	Local Tax Table
LOCAL_TAX_TBL2	Local Tax Table - User defined fields
US_SOC_TBL	U.S. SOC Table
STATE_TAX_TBL STATE_TAXRT_TBL ST_OTH_TAX_TBL	Federal/State Tax Table
STTAX_RECIP_TBL	State Tax Reciprocity Table
SWT_MARSTAT_TBL	SWT Marital Status Table
TAXFORM_TBL TAXFORM_BOX TAXFORM_DED TAXFORM_ERN	Tax Form Definition Table (found online in the Manage Annual Tax Rptg U.S. menu)
TAXGR_BASE_TBL	Taxable Gross Definition Table
TREATY_NRA_TBL TREATY_EARN_TBL	Treaty/Non-Resident Alien Table

Tax Tables	Online Page Name
TAX_LOCATION1 TAX_LOCATION2	Tax Location Table
TAX_CLCTR_TABLE	Tax Collector Table
CO_UI_RPTCD_TBL	UI Report Code Table
VDI_ADMIN_TBL	VDI Administrator Table
CAN_USR_TAX_TBL CAN_USR_TAX_PRV	Canadian Company Tax Table
CAN_TAX_CITLUMP CAN_TAX_CITRATE CAN_TAX_PROV CAN_TAX_PROVNCT CAN_TAX_PROVTHR CAN_TAX_QITLUMP CAN_TAX_QITRATE CAN_TAX_TBL	Canadian Tax Table
WAGELS_PLAN_TBL WGLS_LIA_GL_ACC WGLS_EXP_GL_ACC	Canadian Wage Loss Plan Table
CAN_WCB_PROV CAN_WCB_RT_GRP CAN_WCB_CU	Canadian WCB Classifications

Paycheck Output Tables

Paycheck output tables are result tables written to and maintained by the batch processes. Some paycheck output tables are, in turn, inputs to other batch processes:

Payroll Input Tables (Paysheets)	Payroll Output Tables (Balance Tables)
PAY_CTX_OVRD	PAY_CHECK
PAY_EARNINGS	PAY_DEDUCTION
PAY_GARN_OVRD	PAY_DISTRIBUTN
PAY_LINE	PAY_EARNINGS
PAY_ONE_TIME	PAY_GARNISH
PAY_OTH_EARNS	PAY_INS_EARNS (CAN ONLY)
PAY_PAGE	PAY_MESSAGE
PAY_TAX_OVRD	PAY_OTH_EARNS
	PAY_SPCL_EARNS
	PAY_TAX
	PAY_TAX_1042
	PAY_TAX_CAN

The tables on the left are payroll input tables. Often, they are populated with data during the Paysheet Creation process, so in that sense they are output tables. But after they are created, they serve as inputs to the other payroll batch processes, such as Pay Calculation and Pay Confirmation. Paysheet Creation is a process that goes through the database and forms a proposal to pay someone; it creates the paysheets. When you view paysheets online, you're looking at data from the payroll input tables. When you make one-time tax, deduction, or garnishment changes to an employee's paysheet, you are writing data to these tables, data that the batch processes uses in the next step of converting input to output.

The tables on the right are payroll output tables; most of them also have corresponding balance tables. These tables are the result of running one of the payroll batch processes. These tables are maintained by the PeopleSoft Payroll for North America system. That is, these are tables that the system uses to write back to the database during processing.

Notice that the PAY_EARNINGS table functions both as a payroll input table and as a payroll output table. The Paysheet Creation process initially generates information in PAY_EARNINGS. Your online users might then update the table. However, the Pay Calculation and Pay Confirmation processes subsequently write results back into PAY_EARNINGS, because PAY_EARNINGS also serves as the history record of the employee's earnings.

PAY_EARNINGS before and after Pay Confirmation is the same table, but there is a difference. The PeopleCode behind the data-entry paysheets pages doesn't read any data that you've already confirmed. That is, the system considers information on a confirmed PAY_EARNINGS row ineligible to display on a paysheet. The information, however, is still there; it exists until you purge it.

PAY_OTH_EARNS is treated in a similar fashion.

See Also

[Chapter 12, "Maintaining Payroll Data," page 221](#)

[Appendix A, "Configuring Batch Processes," Using Cross-Reference \(.XRF\) Files, page 719](#)

Understanding Processes

Having briefly discussed the tables that are either required for online input to Payroll or written to by Payroll, the next step is to discuss the processes by which the system maintains the output tables. The following chart provides a general view of the upper-level programs of PeopleSoft Payroll for North America:

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Create Paysheet	PAYSHEET	PSPPYBLD	PSPPYSH	
Calculate Pay	CALCPAY	PSPPYRUN	PSPPYCAL (U.S.)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPTCALC (Tax Calculator-U.S.)
		PSPPYRUN	PSPCPCAL (Canada)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPXCALC (Tax Calculator-Canada)
Calculate Deductions	DEDCALC	PSPDCRUN	PSPDCCAL	

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Confirm Pay	CONFIRM	PSPCNFRM	PSPPYUPD	
Confirm Deductions	DEDCONF	PSPDCCNF	PSPDCCNF	
Unconfirm Pay	UNCNFRM	PSPUNCNF	PSPPYUNC	
Calendar Build	CALENDAR	PSPCLBLD	PSPCLBLD	
Delete Balances (US)	DLTBALUS (U.S.)	PSPDLBAL	PSPDLBAL	
Delete Balances (Canada)	DLTBALCN (Canada)	PSPDLBLC	PSPDLBLC	
Check Reprint	REPRINT	PSPRPRNT	PSPRPRNT	
Reversal Processing	REVERSAL	PSPPYREV	PSPCKREV	
Leave Accrual	ACCRUAL	PSPACCRL	PSPACCPR	
Payunsheet (SQR)	PAYUNSHT			
Deductions Unconfirm	DEDUNCF	PSPDCUNC	PSPDCUNC	
Final Check Build		PSPFCBLD	PSPFCBLD	
Create Initial FLSA Calc Period		PSPIFLSA	PSPIFLSA	
Imputed Income		PSPIMRUN	PSPIMRUN	
Time and Labor / Payroll Update		PSPLDTL1	PSPLDTL1	

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Delete online check data		PSPOLCDL	PSPOLCDL	
Check number reassignment for online checks		PSPOLCRN	PSPOLCRN	
Load/Rest Paysheet Trans		PSPPSHUP	PSPPSHUP	
Retro Deductions Calculate		PSPRDEXT	PSPRDEXT	
Retro Deductions Mass		PSPRDMSS	PSPRDMSS	
Retro Deductions Load		PSPRDPSH	PSPRDPSH	
Retroactive Pay Calculations		PSPRPEXT	PSPRPEXT	
Retroactive Pay Mass Process		PSPRPMSS	PSPRPMSS	
Retroactive Pay Load Paysheets		PSPRPPSH	PSPRPPSH	
Retroactive Pay Undo		PSPRPUND	PSPRPUND	
Run tips allocation		PSPTARUN	PSPTARUN	
Calculate total compensation		PSPTCRUN	PSPTCRUN	

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Actuals Distribution	DISTPAY	PSPPFUND	PSPPFDST	PSPPFDST (Distribute Earnings) PSPPFDED (Distribute Deductions) PSPPFTAX (Distribute Taxes - U.S.) PSPPFCTX (Distribute Taxes - Canada)
Fiscal Year Encumbrances Process	ENANN	PSPENANN	PSPENANN	
Nightly Encumbrances Process	ENNHT	PSPENNHT	PSPENNHT	
Tenure/Flexible Service Cal'n		EGPPRCTL	EGPPRCTL	
403(b) Balances /Projections		PSPSV403	PSPSV403	PSPDCALC (Deduction Calculator) PSPDCOVG (Benefit Coverage Calculator)
				Other Lower-Level COBOL Programs:
				Table Access Programs
				Input Programs
				Utility Programs

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
				Output Programs
				PTPSQLRT

So, for example, PAYSHEET is a high-level process; its online name is Paysheet Creation. If you run DOS, you use the PAYSHEET.BAT file to initiate the process; if you run MVS/DB2, there's a PAYSHEET JCL PROC.

Note. The run control processes on the preceding chart are the only programs that are initiated at the operating-system level. All other programs—including everything to the right of the Run Control Programs column on the chart—are initiated by the high-level process programs through call statements.

Using Cross-Reference (.XRF) Files

The preceding chart shows only the upper levels of the PeopleSoft Payroll for North America call structure. For a more detailed view, PeopleSoft provides a variety of cross-reference (.XRF) files that you can use to better understand the nested relationships of these batch processes. If you're planning to configure, familiarize yourself with these useful files, which you can view with your text editor software or as printout.

You'll find our .XRF files helpful as you learn to navigate your way through the system. For each release, PeopleSoft generates these cross-reference files directly from the COBOL source code, so they're accurate as of the release with which we send them. The following are examples of some of our .XRF files.

CTREEXPY.XRF

CTREEXPY.XRF provides a detailed hierarchy of all payroll program calls. The following excerpt from CTREEXPY.XRF shows the programs called when you run the Paysheet Creation process. You can see that the run control program, PSPCLBLD, initiates a series of calls to lower-level programs.

```
PSPY  HR750/XRF750/XRFBLD

PSPACCRL

  PSPACCPR

    PTPDTWRK

      PTPSQLRT

        PTPSQLRT

          PTPUSTAT

            PSPCLBLD

              PSPPYGRP

                PSPPYMSG
```

```

        PTPSQLRT
PSPSETAR
        PSPPYMSG
            PTPSQLRT
                PTPSQLRT
                    PTPDTWRK
                        PTPSQLRT
                            PSPPYMSG
                                PTPSQLRT
                                    PTPDTWRK
                                        PTPRUNID
                                            PTPSQLRT
                                                PTPUSTAT
                                                    PSPCNFRM
                                                        PSPPYWK1
                                                            PSPPYWK2
                                                                PSPPYWK3
                                                                    PSPPYWK4
                                                                        PSPPYWK5
                                                                            PSPPYWK6
                                                                                PSPPYWKS
                                                                                    PSPCPCAL
                                                                                        PSPBAXCN
                                                                                            PSPPYMSG
                                                                                                PTPSQLRT
                                                                                                    PSPSLSTX

```

CALLPPY.XRF

This file alphabetically lists programs and shows which programs they call:

Program	Calls
PSPABUPD.CBL	PTPSQLRT.CBL
PSPACCPR.CBL	PTPDTWRK.CBL

	PTPSQLRT.CBL
PSPACCRL.CBL	PSPACCPR.CBL
	PTPSQLRT.CBL
	PTPUSTAT.CBL
PSPAGERT.CBL	PTPDTWRK.CBL
	PTPSQLRT.CBL
PSPBARRY.CBL	PSPPYMSG.CBL
	PTPSQLRT.CBL
PSPBAXCN.CBL	PSPPYMSG.CBL
	PSPSLSTX.CBL
	PTPSQLRT.CBL
PSPBDUPD.CBL	PSPBNDTB.CBL
.	
.	
.	
(etc.)	

PCALLPY.XRF

This file alphabetically lists programs and shows what programs call them:

Program	Called By
PSPABUPD.CBL	PSPPYUNC.CBL
	PSPPYUPD.CBL
PSPACCPR.CBL	PSPACCRL.CBL
PSPAGERT.CBL	PSPDCLIF.CBL
	PSPDEDLA.CBL
PSPANNLZ.CBL	PSPCANSP.CBL
	PSPDCALC.CBL
	PSPDCLIF.CBL
	PSPDCOVG.CBL
	PSPDCPEN.CBL
	PSPDCSAV.CBL
	PSPDCUSD.CBL

PSPDEDNP.CBL
 PSPDEDTN.CBL
 PSPEARRY.CBL
 PSPGCALC.CBL
 PSPIMEMP.CBL
 PSPPARRY.CBL
 PSPPYGRN.CBL

.

.

.

(etc.)

PCOPYPY.XRF

This file lists copybooks alphabetically and shows what programs copy them:

Program	Copied By
PSCAARRY.CBL	PSPABUPD.CBL
	PSPEBUPD.CBL
	PSPFNDAB.CBL
	PSPPYUNC.CBL
	PSPPYUPD.CBL
PSCAGERT.CBL	PSPAGERT.CBL
	PSPCPCAL.CBL
	PSPDCALC.CBL
	PSPDCLIF.CBL
	PSPDEDLA.CBL
	PSPDEDTB.CBL
	PSPDEDTN.CBL
	PSPIMCAL.CBL
	PSPONETM.CBL
	PSPPYCAL.CBL
	PSPPYEND.CBL
	PSPPYNET.CBL

PSPPYUNC.CBL

PSPPYUPD.CBL

.

.

.

(etc.)

COPYPPY.XRF

This file lists programs alphabetically and shows what they copy:

Program	Copies
PSPABUPD.CBL	PSCAARRY.CBL
	PSCCHECK.CBL
	PSCPSLCT.CBL
	PSCPYGRP.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL
PSPACCPR.CBL	PSCASLCT.CBL
	PTCDTWRK.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL
PSPACCRL.CBL	PSCASLCT.CBL
	PSCRTNCD.CBL
	PSCVERSN.CBL
	PTCDTWRK.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL

.

.

.

(etc.)

MSGDPY.XRF

This file lists the program and message name of all Message IDs in numerical order:

Program	Messages Referenced	Message ID
PSPPCAL.CBL	NONE	0
PSPFCEXT.CBL	NONE	0
PSPFCLOD.CBL	NONE	0
PSPGCALC.CBL	NONE	0
PSPIMCAL.CBL	NONE	0
PSPPYCAL.CBL	NONE	0
PSPPYMSG.CBL	NONE	0
PSPPYSHT.CBL	NONE	0
PSPPYUNC.CBL	NONE	0
PSPPYUPD.CBL	NONE	0
PSPRPCAL.CBL	NONE	0
PSPPCAL.CBL	NONE	000000
PSPFCEXT.CBL	NONE	000000
PSPFCLOD.CBL	NONE	000000
PSPGCALC.CBL	NONE	000000
PSPIMCAL.CBL	NONE	000000
PSPPYCAL.CBL	NONE	000000
PSPPYMSG.CBL	NONE	000000
PSPPYSHT.CBL	NONE	000000

(etc.)

PTABLPY.XRF

This file lists programs alphabetically, shows which tables the programs use, and how they are used:

Program	Table	Use
PSPABUPD.CBL	PS_LEAVE_ACCRUAL	Insert
	PS_LEAVE_ACCRUAL	Select
	PS_LEAVE_ACCRUAL	Update
	PS_LEAVE_PLAN	Select

	PS_SQLSTMT_TBL	Delete
PSPACCPR.CBL	PS_COMPANY_TBL	Select
	PS_EMPLOYMENT	Select
	PS_JOB	Select
	PS_LEAVE_ACCRUAL	Insert
	PS_LEAVE_ACCRUAL	Select
	PS_LEAVE_ACCRUAL	Update
	PS_LEAVE_PLAN	Select
	PS_SQLSTMT_TBL	Delete
PSPACCR.L.CBL	PS_ACCRUAL_RUNCTL	Delete
	PS_ACCRUAL_RUNCTL	Select
	PS_LEAVE_ADDL_TBL	Select
	PS_LEAVE_PLAN_TBL	Select
	PS_LEAVE_PLAN_TBL	Update
.		
.		
.		
(etc.)		

TABLPPY.XRF

This file lists tables alphabetically, showing which programs use them and how:

Table	Use	By Program
PS_ACCRUAL_RUNCTL	Delete	PSPACCR.L.CBL
	Select	PSPACCR.L.CBL
PS_ADDL_PAY_DATA	Select	PSPEBUPD.CBL
	Select	PSPECALC.CBL
	Select	PSPFCERN.CBL
	Select	PSPFPARRY.CBL
	Select	PSPRPERY.CBL
	Select	PSPRPPEX1.CBL
	Update	PSPEBUPD.CBL
PS_ADJUST	Select	PSPPYGRP.CBL

PS_AGE_COVG_TBL	Select	PSPAGERT.CBL
PS_AGE_RATE_TBL	Select	PSPDEDLT.CBL
	Select	PSPPYGRP.CBL
PS_ALLOC_METH	Select	PSPTARUN.CBL
PS_APPR_INP	Select	PSPTARUN.CBL
PS_BALANCE_ID_DEF	Select	PSPCLBLD.CBL
	Select	PSPPYGRP.CBL
PS_BALANCE_ID_QTR	Select	PSPPYGRP.CBL
PS_BALANCE_ID_TBL	Select	PSPPYGRP.CBL
PS_BANK_TBL	Select	PSPPYGRP.CBL
.		
.		
.		
(etc.)		

Using Cross-Reference Reports

For further views of the architecture of your application, you can use the PeopleTools cross-reference reports. These are actually pre-defined SQR reports, not unlike the standard reports delivered with your PeopleSoft system. The cross-reference reports scan the PeopleTools tables containing the definitions for application objects, then print them out in a report designed specifically as a PeopleTools configuration reference tool.

As with our other standard reports, you can easily identify cross-reference reports by their three-character prefix: XRF. So, for example, XRFFLPN is the Fields and Pages cross-reference report, which lists all fields in alphabetical order.

Following is a sample printout from XRFFLPN.

PeopleSoft HRMS

Report ID: XRFFLPN CROSS REFERENCE -- FIELDS AND PAGES Page No. 1


```

Run Date 09/09/92
Run Time 8:49:15
Language Code: ENG

```

Field Name	Record Name	Page Name	Long Field Name

AAP_RESPONSIBLE_ID	AFF_ACTN_PLAN	<u>AFF_ACTN_PLAN</u>	Person Responsible for AA Plan
AA_PLAN_GOAL	AFF_ACTN_GOALS	AFF_ACTN_PLAN	<u>Aff</u> Action Plan Goal
AA_PLAN_ID	AFF_ACTN_PLAN	<u>AFF_ACTN_PLAN</u>	<u>Aff</u> Action Plan ID
	AFF_ACTN_PL_TBL	AFF_ACTN_PLAN_TBL	
AA_PLAN_QTRCD	AFF_ACTN_PLAN	<u>AFF_ACTN_PLAN</u>	<u>Aff</u> Action Plan Qtr
AA_PLAN_YR	AFF_ACTN_PLAN	<u>AFF_ACTN_PLAN</u>	<u>Aff</u> Action Plan Year
ABSENCE_TYPE	ABSENCE_HIST	ABSENCE_HISTORY	Absence Type
ACCESS_CD	SCRTY_TBL_DEPT	SCRTY_TABL_DEPT	Access Code
ACCOUNT#	DIR_DEP_DISTRIB	DIRECT_DEPOSIT	Account Number

XRFFLPN Report Sample (1 of 3)

		DIRECT_DEPOSIT_CAN	
	PAYGROUP_TBL	PAYGROUP_TABLE1	
	PAY_DISTRIBUTN	PAY_CHECK_A	
ACCOUNT_TYPE	DIR_DEP_DISTRIB	DIRECT_DEPOSIT	Account Type
		DIRECT_DEPOSIT_CAN	
	PAY_DISTRIBUTN	PAY_CHECK_A	
ACCOUNT_TYPE_SUM	DERIVED_PAY	DIRECT_DEPOSIT	Account Type Sum
		DIRECT_DEPOSIT_CAN	
ACCRUAL_FREQUENCY	LEAVE_PLAN_TBL	LEAVE_PLN_TBL1	Accrual Frequency
		LEAVE_PLN_TBL2	
		LEAVE_PLN_TBL3	
ACCRUAL_PCT	PAY_CALENDAR	PAY_CALENDAR_TABLE	Accrual Percent
ACCRUAL_PROC_DT	ACCRUAL_RUNCTL	RUNCTL_ACCRUAL	Accrual Process Date
	LEAVE_ACCRUAL	LEAVE_ACCRUALS	

XRFFLPN Report Sample (2 of 3)

	LEAVE_PLAN_TBL	LEAVE_PLN_TBL1	
		RUNCTL_ACCRUAL	
ACCT_CD	ACCT_CD_TBL	ACCT_CD_TABLE	Account Code
	ADDITIONAL_PAY	ADDITIONAL_PAY2	
	JOB	ADDITIONAL_PAY2	
		JOB_DATA2	
		JOB_DATA9	
		JOB_DATA_EXP3	
		JOB_DATA_EXPC	
	JOB_EARNS_DIST	JOB_DATA4	
		JOB_DATA_EXP4	
		PAY_RT_CHANGE2	
	PAY_EARNINGS	PAY_SHEET_ADD_C	
		PAY_SHEET_ADD_S	
		PAY_SHEET_LINE_C	
		PAY_SHEET_LINE_S	

XRFFLPN Report Sample (3 of 3)

One Set of COBOL Source

PeopleSoft Payroll for North America has only one set of COBOL source for all platforms. Our COBOL source is ANSI-85-compatible, and it is becoming strictly ANSI-85-compatible.

Note. Each platform does have a few COBOL programs written expressly for that platform, notably a batch API program and a Process Scheduler program.

High-Level Processes

The section provides a more detailed look at the high-level processes. We classify them into benefits processes and payroll processes, along with Human Resource Processes.

Benefits Processes

The following table lists the benefits processes.

DEDCALC*	Deduction Calculation goes through the initial part of the Pay Calculation process, determining which employees are enrolled in which benefits. Where it can, Deduction Calculation determines coverage rates and calculates deductions according to the rules stored in the Benefits Tables.
DEDCONF*	Deduction Confirmation confirms the deductions calculated by Deduction Calculation.
ACCRUAL	Leave Accrual Processing (also used by Payroll).

*These constitute PeopleSoft Payroll Interface, an interface application for companies using PeopleSoft HRMS for benefits without PeopleSoft Payroll for North America.

Payroll Processes

We classify PeopleSoft Payroll for North America processes into three types: those you use on a regular basis, those you run occasionally, and those you need only in emergency situations.

Regular Processes

PeopleSoft Payroll for North America includes six processes that you run repeatedly as part of your normal payroll procedures:

PAYSHEET	Paysheet Creation builds the payroll input tables shown in the previous chart. If you do not have those tables, then the next process, Pay Calculation, doesn't have anything to do.
CALCPAY	Pay Calculation can run, after the payroll input tables are populated on the database, and the pay earnings have been marked as OK to Pay (by Paysheet Creation itself, if you've set this up as the default, or by your payroll users through the online Paysheets pages). Pay Calculation checks all the earnings for a particular pay calendar (or group of pay calendars) and starts to produce checks. You can run Pay Calculation repeatedly. Typically, you run it initially to calculate most of your employees, and then you run it again to clean up errors or perhaps to select some late hours that you've just entered. When you run Pay Calculation again, it doesn't have to recalculate everybody; it can calculate only those employees who need to be recalculated.
CONFIRM	Pay Confirmation is the process you run after your final Pay Calculation, after you've corrected all errors and the checks are exactly as you want them. Pay Confirmation completes the preparation of the check distribution information, assigns check numbers, updates the balance tables, and again writes all these results back into the database.
DISTPAY	Paycheck Distribution is run after a payroll has been confirmed. It distributes pay earnings, employer-paid deductions, and employer-paid taxes across funding sources and accounting periods in preparation for the Actuals GL Interface process.

ACCRUAL	Leave Accrual Processing updates leave accrual information for employees. You typically run this process after you run Pay Confirmation.
REVERSAL	Paycheck Reversal/Adjustment is for reversing or adjusting confirmed checks. You use this process as you need it.

Human Resources Processes for Education and Government

PSPENANN	Fiscal Year Encumbrances generally runs once each fiscal year to initially calculate encumbrances for that year.
PSPENNHT	Nightly Encumbrances runs on a regular basis (for example, nightly) to update encumbrance calculates with changes that have occurred since the last encumbrance run.
EGPPRCTL	Tenure/Flexible Services Calculation is a regular process. It calculates service based on the user-defined time period.
PSPSV403	403(b) Balances/Projects calculates balances, service years, Includible Earnings, and the projected limits, then updates the 403(b) Annuity Data pages with this information. This process can be rerun at any time, but to ensure the most accurate results for the Maximum Exclusion Allowance tests during Pay Calculation, the Project to End of This Year should be run prior to each payroll.

Occasional Processes

Four PeopleSoft Payroll for North America processes are for occasional use:

CALENDAR	Pay Calendar Creation builds your pay calendars. For example, if you're planning on running monthly payrolls, you can run Pay Calendar Creation to generate 12 pay calendars for the next year.
DLTBALUS (U.S.)	Delete Balances (U.S.) deletes balances from the balance table.
DLTBALCN (Canada)	Delete Balances (Canada) deletes balances from the balance table.
REPRINT	Paycheck Reprint is a check reprint facility that works by reassigning check numbers. If your printer destroys a few checks, you can run Paycheck Reprint, telling the program that you want some replacement checks printed, starting and ending at particular check numbers.

Emergency Processes

These three processes are for emergency use only:

<p>UNCNFRM</p>	<p>Pay Unconfirm backs a confirmed payroll out of the database. That is, it backs all of the detail out of the balance tables, so that everything looks as if you had been running Pay Calculation, but not Pay Confirmation.</p> <p>Note that after you run Pay Unconfirm, you must manually reset the Last Form Number Used field in the Form Table to the last number that was used before you ran Pay Confirmation. Pay Unconfirm does not reset this number automatically.</p> <p>We do not recommend that you use Pay Unconfirm in production. It is available, and it does work, but in production, after you've made your final decision to confirm a payroll, update balances, and distribute checks, you normally do not want to go back and unconfirm.</p> <p>Pay Unconfirm reverses out the entire pay run; use Paycheck Reversal/Adjustment for individual checks.</p> <p>Note. You must recalc all after running UNCNFRM and before confirming again. Otherwise, the location field isn't repopulated when you confirm again.</p>
<p>DEDUNCF</p>	<p>Deduction Unconfirm is for use with Deduction Calculation in the PeopleSoft Payroll for North America Interface product. Deduction Unconfirm resets the calendar.</p>
<p>PAYUNSHT</p>	<p>Payunsheet effectively erases all records belonging to a specified set of paysheets, including the results of any Pay Calculations run on those paysheets. When you run Payunsheet, the program prompts you for the Pay Run ID you want to unsheet. The source code for Payunsheet consists essentially of a series of deletes; all the tables from which it deletes are PS_PAY_ tables, and the program goes through and erases them all, as though paysheets were never created.</p> <p>You typically use Payunsheet during testing. For example, when testing the system, people may get used to paying people in a particular month, and it upsets them if they have to move to September, for example, if they're running August monthly payrolls. With Payunsheet, they can test an August pay run all the way through Pay Confirmation, unsheet the pay run to bring everything back to zero, and then rerun Paysheet Creation for August to test some other option.</p> <p>PeopleSoft customers with automated time-entry systems sometimes use Payunsheet when an error is made that results in, for example, doubling the input to paysheets. Rather than attempting to fix the error manually online, they can just unsheet to get rid of everything and start over.</p> <p>Note. Payunsheet deletes all paysheets associated with a particular Pay Run ID off-cycle and on-cycle. It's important to be aware of this when deciding to unsheet a pay run, because you might have off-cycle paysheet pages you want to save attached to the pay run you want to unsheet.</p>

Process Detail

How are processes—Paysheet Creation, Pay Calculation, and so on—actually implemented in PeopleSoft Payroll for North America? At the user level, the user defines process parameters, clicks the Run button, and then tells the system when and where to run the process in the Process Scheduler page.

For each process, no matter what your environment, the PeopleSoft system uses operating system-stored commands. PeopleSoft uses whatever method your operating system uses to store operating system commands.

If you run PeopleSoft Payroll for North America under environments other than Microsoft Windows (NT):

OS/2	PeopleSoft uses .CMD (command) files.
MVS	PeopleSoft uses JCL.
VMS	PeopleSoft uses a combination of command files and logicals.
UNIX	PeopleSoft uses script files to initiate PS batch processes in a shell environment (BOURNE, KORN, OR C). Our script files are compatible with all three shells.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

One Common Command (PSRUN) Referenced by All Processes

These stored commands have one thing in common: They start another stored procedure called PSRUN. PSRUN, in turn, is the procedure that actually starts the process, initiating a run control COBOL program. (PAYUNSHT, being an SQR, is an exception).

Process Example for MVS/DB2

The following example, delivered in the JCL Library, shows how PeopleSoft implements the Pay Calculation process under MVS:

```
//*
//*****
//* RUN PS PAYROLL CALCULATION
//*****
//*
//PROCLIB DD DISP=SHR,DSN=PROCLIB
//CALCPAY EXEC PSRUN,PSLOAD = 'PSLIB'
```

```

//SYSTSIN DD *
DSN SYSTEM (DDD) RETRY (O) TEST (O)
RUN PROGRAM (PSPPYRUN) -
    PLAN (PLANRT)
END
/*
//

```

You can see that the program is executing a PROC called PSRUN. In this startup routine, the procedure passes the SYSTSIN input file to the PSRUN procedure, and it indicates that the program to start is PSPPYRUN. PSPPYRUN is the run control program, the driving program for Pay Calculation.

PeopleSoft Payroll for North America COBOL Program Types

We can classify PeopleSoft Payroll for North America COBOL programs into a number of types:

- Run Control Programs.
- Main Programs.
- Processing Programs.
- Table Access Programs.
- Input Programs.
- Utility Programs.
- Output Programs.
- PTPSQLRT.

COBOL Program Naming Conventions

All PeopleSoft Payroll for North America COBOL programs have eight-character names beginning with PS (for PeopleSoft):

PSP	COBOL source (P stands for Program).
PSC	Regular COBOL Copy code.

In general, the five letters following the prefix are an abbreviated form of the program's functional name. These abbreviations are typically formed by removing the vowels.

Table Access Program Names

After PSP or PSC come three letters identifying the table, and then TB (for table):

PSP ERN TB = Earnings table manager (looks up and loads earnings types)

Input Program Names

After PSP or PSC comes one letter identifying the program, and then ARRY (for array):

PSC E ARRY = Earnings Array Input Program (loads the earnings array)

Utility Program Names

After PSP or PSC comes five letters that abbreviate the function of the program:

PSP DTWRK = Date manipulation routine

PSP ANNLZ = Annualizes/deannualizes amounts

Processing Program Names

Processing programs typically end in -CALC, with one letter identifying the type of calculation:

PSP E CALC = Earnings Calculator

PSP D CALC = Deduction Calculator

PSP T CALC = U.S. Tax Calculator (PeopleSoft-maintained)

PSP X CALC = Canadian Tax Calculator (PeopleSoft-maintained)

Output Program Names

Output programs have descriptive names such as the following:

PSP CB UPD = Maintains check balance table (UPDates Check Balances)

PSP DB UPD = Maintains deduction balance table (UPDates Deduction Balances)

PSP C UPDT = Maintains current pay result table (UPDaTes earnings data)

PSP T UPDT = Maintains current pay result table (UPDaTes Tax data)

PSP X UPDT = Maintains current pay result table (UPDaTes Canadian TaX data)

Run Control Programs

Run control programs are the top-level programs started from the stored operating system command files. These are the programs that PSRUN starts. The run control programs fetch parameters from the run control table, which you set up online through the pages in the Paysheets page (or, for benefits processes, the Benefits Tables pages). In the example of process detail in the previous topic, the job of the run control program PSPPYRUN is to read the run control for Pay Calculation that you enter into the database.

Run control programs usually call a main program to initiate the process for the pay calendar or calendars associated with a particular Pay Run ID. The main program then loops through all of the pay calendars in a run.

Here's a list of the run control programs, each with its associated online process name:

PSPPYBLD	Paysheet Creation
PSPPYRUN	Pay Calculation
PSPDCRUN	Deduction Calculation
PSPCNFRM	Pay Confirmation
PSPDCCNF	Deduction Confirmation
PSPUNCNF	Pay Unconfirm
PSPDCUNC	Deduction Unconfirm
PSPCLBLD	Pay Calendar Creation
PSPDLBAL	Delete Balances
PSPDLBLC	Delete Balances (Canada)
PSPRPRNT	Paycheck Reprint
PSPPYREV	Paycheck Reversal/Adjustment
PSPACCRL	Leave Accrual Processing
PSPPFUND	Pay Distribution
PSPENANN	Fiscal Year Encumbrances
PSPENNHT	Nightly Encumbrances
EGPPRCTL	Tenure/Flexible Service Calc'n
PSPSV403	403(b) Balances/Projections

In most cases, these run control programs call a main program, but there are some exceptions. For example, the Deduction Confirmation process is so simple that everything is processed within the run control program, PSPDCCNF, itself so there's no need for a main program, and PSPDCCNF doesn't call anything else. PSPCLBLD (Pay Calendar Creation), PSPDLBAL (Delete Balances), PSPDLBLC (Delete Balances—Canada), and PSPRPRNT (Paycheck Reprint) are processed the same. Other than these exceptions, the run control programs call main programs to do the actual work, or at least to control it.

PSPPYWKS

Three of the run control programs—PSPPYRUN, PSPCNFRM, and PSPUNCNF—call a special controlling program, PSPPYWKS. The purpose of PSPPYWKS is to hold working storage. In the compiler we use, any given section can be a maximum of 64K. To pass more than 64K of data between our programs, PSPPYWKS owns working storage for the programs and passes it to them through linkage.

The arrays owned by PSPPYWKS are EARRY (the Earnings Array), DARRY (the Deduction Array), and DEDT1-6 (the Deduction Table Arrays).

Main Programs

The main COBOL programs are called by most run control programs to process one pay calendar:

Main Cobol Programs

PSPPYSHY	Paysheet Creation
PSPPYCAL	Pay Calculation (U.S.)
PSPPCAL	Pay Calculation (Canada)
PSPDCCAL	Deduction Calculation
PSPPYUPD	Pay Confirmation
PSPPYUNC	Pay Unconfirm
PSPCKREV	Check Reversal/Adjustment
PSPACCPR	Leave Accrual Processing (U.S.)
FGPACCRL	Leave Accrual Processing (USF)
PSPPFYST	Pay Distribution
No main program	Tenure/Flexible Service Calc'n
No main program	403(b) Balances/Projections
No main program	Fiscal Year Encumbrances
No main program	Nightly Encumbrances

No main program	Deduction Confirmation
No main program	Pay Calendar Creation
No main program	Delete Balances, Delete Balances (Canada)
No main program	Paycheck Reprint

The run control program for Pay Calculation, PSPPYRUN, must call one of the main Pay Calculation modules to do the actual work. If PSPPYRUN finds that the pay groups to be calculated is a U.S. pay group, then it calls PSPPYCAL, which is the Pay Calculation module for U.S. pay groups. If the pay group to be calculated is Canadian, PSPPYRUN calls PSCPCAL, the Pay Calculation module for Canadian pay groups.

The main programs are thus second-level down in the call tree.

Table Access Programs

PeopleSoft table access programs are designed to keep all pay process table information for each pay calendar in memory for the entire run. All the table access programs are identically configured; they're all clones of each other.

Selected Table Access Programs

PSPERNTB	Earnings Table Manager
PSCERNTB	Earnings Table Copy Section Manager
PSPDEDTB	Deduction Table Manager
PSCDEDT1 through PSCDEDT6	Deduction Table Copy Section Manager

Understanding Table Access Programs

To understand the function of the table access programs, let's look at how a process as Pay Calculation actually works. As Pay Calculation is calculating a pay group, it needs certain information. Among other things, it needs to know who needs to be paid. Pay Calculation bases the answer to the question of who needs to be paid on what earnings and deductions it finds on the database. At the employee level, it takes in all the earnings and all the deductions for a particular employee.

In addition, Pay Calculation must know the details about those deductions and earnings. It gets this information from the Earnings Table and the Deduction Table. These are pay-process-level tables, not employee-level tables, and when you run a process, they're managed by subroutines in the Payroll system, the table access programs.

When Pay Calculation sees an earnings come in for an employee, it reads the employee-level data, and sees, for example, that this employee is going to be paid some regular pay. It then goes to the Earnings Table to find out the details of regular pay, reads the information about regular pay once, and stores it in a table array in memory. When the next employee comes along and also has regular pay, it doesn't have to read the Earnings Table again.

After the first few checks are calculated, the table access programs typically have all the details about all the earnings and deductions for that particular pay run. Ideally, Pay Calculation reads the Earnings Table only once for each earnings type during a given run.

The key to running a process like Pay Calculation quickly is to reduce the number of hits on the database tables. This is why, if you have an Earnings Table on the database containing 300 earnings types, we do not want Pay Calculation to read the Earnings Table 300 times. For a particular pay group, you might use only 20 earnings types, so the table access programs reads them into the table array once, as they're first encountered.

Increasing the Occurs Count on Table Access Programs

If your company requires it, one fairly safe and easy modification you can make is to increase the occurs count on your table access programs.

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of particular pay process tables typical for one of your pay runs.

The table access program that manages the Earnings Table is called PAPERNTB. What happens if the array it stores earnings data in is allocated to 50 earnings types, and your typical pay run requires more than 50? PAPERNTB attempts to go find some information about this new earnings code, and get its, but there's no more room in the array.

In this situation, PAPERNTB moves something else out of the array and replaces it with the information for the new earnings code. It does this without comment. It replaces one of the entries with a new one.

In this manner, you can encounter problems with the Earnings Table, or other tables, on the database, if the amount of storage isn't enough. There are two ways to determine whether you're doing this:

- The easy way.

Make a performance analysis of your payroll process and check the table accesses on particular tables. If the Earnings Table, for example, is being hit more than you would expect—more than the number of entries in your Earnings Table—then you know that you're starting to stress it.

- The more difficult way.

Insert a display into PAPERNTB into the particular piece of code that actually does move one of the earnings codes out and send a message to yourself, saying something to the effect of, "I'm starting to replace entries in the Earnings Table, you might want to look at this".

Note. It's important to recognize that this kind of table destruction might be costing you a lot of processing time.

If you determine you're destroying a table, you can increase the occurs count in the appropriate table access program. For example, let's look at a piece of the unmodified code in PSCDEDTB, the Deduction Table Manager

```

02  DEDUCTION-COUNT          PIC 9999  VALUE ZERO  COMP.
      88  DEDUCTION-COUNT-MAX          VALUE 500.
02  DED-CLASS-TABLE-MAX     PIC 9999  VALUE 6      COMP.
02  DEDUCTION-TABLE                OCCURS 500
                                      INDEXED BY

```

```

                                DEDTB-IDX
                                DEDTB-NEXT-IDX.

03  PLAN-TYPE                    PIC XX.

    88  PLAN-TYPE-DEDUCTION      VALUE '00' .

    88  PLAN-TYPE-HEALTH        VALUE '10' THRU '19'

...

03  DEDCD                       PIC X(10) .

```

This is saying that you can have 500 deductions total for a pay run for any pay calendar. And if you exceed the 500, PSCDEDTB is going to start quietly replacing them. If you require a larger number of deductions, you want to replace the DEDUCTION-COUNT-MAX VALUE and DEDUCTION-TABLE OCCURS values of 500 with larger values.

PeopleSoft has built the Payroll system so that it runs under DOS; and with DOS there are severe memory constraints. Under MVS/DB2, OS/2, or UNIX, the memory constraints effectively go away. Increasing these two 500s to 999s, for example, isn't going to cost you anything other than storage, and on non-DOS platforms, storage is usually readily available.

This type of modification is not particularly difficult to deal with when you upgrade to a new PeopleSoft Payroll for North America release. When you upgrade, PeopleSoft delivers a whole new set of source. At that point, you use your installation Compare utility to compare the new source we send you with the old source.

The code in the previous example is a piece of the copy section called PSCDEDT1, and when you run the Compare utility, you'll see that the new incoming source for PSCDEDT1 contains different values. You'll probably just decide to retain your change to the code.

Input Programs

PeopleSoft input programs are similar to the table access programs. The input programs access employee-level payroll data and store it in arrays. For example, during Pay Calculation, an input program called PSPEARRY fetches all pay earnings records for an employee and stores them in an array called EARRY.

Understanding Input Programs

The situation is a little different than with the table access programs, because here, to take earnings as an example, before the system can process a given pay run for an employee, it needs to store all the employee's earnings for that payroll in memory. These earnings are taken from the PAY_EARNINGS table and the PAY_OTH_EARNS table.

It's similar with deductions and with a number of other types of employee-level data. All the relevant employee data must be stored in memory for processing to take place.

Such data is stored in Employee Storage Arrays. As delivered in vanilla PeopleSoft Payroll for North America, these arrays, as the ones for pay process data, might not be sufficiently large to run your processes. But if they're too small and you overflow the array, the system creates a message for that check, to the effect of, "We haven't got enough space to store the earnings for this employee". And the system bypasses processing of that check.

Increasing the Occurs Count

If you need more memory space in your Employee Storage Arrays, you can perform a modification similar to the modification of the table access programs we've already discussed.

For example, we deliver the Earnings Array with an EARNINGS-COUNT-MAX of 150. That is, you can have up to 150 pay earnings and other earnings for an employee on a check; if you need more, you've got to increase the number.

Here's the relevant code from PSCEARRY:

```

EARNINGS-COUNT          PIC 9999          COMP.
      88  EARNINGS-COUNT-MAX          VALUE 300.
02  EARNINGS-LIMIT-COUNT          PIC 99          COMP.
      88  EARNINGS-LIMIT-COUNT-MAX          VALUE 25.
02  EARRY-ERNTB-START-PTR          PIC 9999          VALUE 1          COMP.
02  EARNINGS-DATA          OCCURS 300
                                INDEXED BY
                                EARRY-IDX
                                EARRY-SPEC-IDX
                                EARRY-PREV-IDX
                                EARRY-NEXT-IDX.
03  ERNTB-PTR          PIC 9999          COMP.
03  ERNCD          PIC X(10) .
03  ADDL-NO          PIC 999          COMP.

```

You can increase the values of 300 up to 999.

Utility Programs

PeopleSoft Payroll for North America includes a series of utility programs that are called by the COBOL modules that make up the payroll processes.

Selected Utility Programs

PTPDTWRK	Date manipulation routine
PSPANNLZ	Annualizes/deannualizes amounts

PTPDTWRK is used for various date functions:

D	Date difference. How many days between?
A	Add days to a date.
G	Age. How old is this employee? Used for deduction calculations.
W	Days of week. Used for Canadian weeks/calendar build.
K	Work days.
M	Month difference. Used for deduction calculations.
C	Converts microseconds to hours, minutes, seconds, and microseconds.
L	Calculates leap days.
T	Calculates the difference between two date/time entries in seconds.
I	For future use.

PSPANNLZ is used to calculate an amount. The input consists of:

- Amount. What amount is for (for example, weekly, or monthly).
- Old frequency type (for example weekly, or monthly)
- Old frequency factor. If this value is supplied as zero, then the value will be determined from the old frequency type
- New frequency type (for example weekly, or monthly)
- New frequency factor. If this value is supplied as zero, then the value will be determined from the new frequency type.

The output is the amount relating to the output format.

Processing Programs

Processing programs do the actual work. PeopleSoft strongly recommends that you limit your modifications of processing programs to the following types:

- Inserting special earnings and deduction calculation routines in the specific places we've allotted for them.
- Cloning standard PeopleSoft code and using it as the basis for any modifications you have to make.

Selected Processing Programs

PSPECALC	Earnings Calculator
PSPDEDTN	Deduction Calculator
PSPTCALC	U.S. Tax Calculator (PeopleSoft-maintained)
PSPXCALC	Canadian Tax Calculator (PeopleSoft-maintained)

Special Deduction and Earnings Calculation Routines

If you want to write your own code to calculate a deduction, on the General Deduction Table, select *Special Deduction Calculation* for the Deduction Calculation Routine field. Insert the code in the SPECIAL-DEDUCTION-CALC section of PSPDCALC.

Using Your Own Code for the General Deduction Table page:

General Deduction Table

Deduction Code: KCAGR N Garnishment

General Deduction Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 Federal Data + -

*Deduction Calculation Routine: Flat Amount

Deduction Rate or %:

Special Accumulator Code:

SetID:

Vendor ID:

Pay Mode:

AP Payment Date Type: Check Date

Loan Processing (Canada)

Ben Admin Taxable Ben (Canada)

Allow update via Emp Self Serv

Amount Per Pay Period Find | View All First 1 of 1 Last

Flat/Additional Amount: + -

*Pay Frequency: D Daily

General Deduction Table page

Using Your Own Code for the Earnings Table – Calculation Page:

On the Earnings Table – Calculation page, select the Special Calculation Routine check box if you want to write your own code to calculate an earnings type. Insert the code in the SPECIAL-EARNINGS-CALC section of PSPECALC.

General		Taxes		Calculation		Special Process		Pay Limit and Cap	
Earnings Code: B31 Regular									
Earnings Information Find First 1 of 1 Last									
Effective Date: 01/01/1980					Status: Active + -				
Expense Accounts - Non Commitment Accounting :					ERNTBLAC				
Earnings Calc Sequence: 500					Based on Other Earnings/Hours				
Rate Adjustment Factor: <input type="text"/>					Type				
Hours Adjustment Factor: <input type="text"/>					<input type="radio"/> Single Earnings <input type="text"/>				
Multiplication Factor: 1.0000					<input type="radio"/> Special Accumulator <input type="text"/>				
Earnings Adjustment Factor: <input type="text"/>					<input checked="" type="radio"/> None				
Maximum Hourly Rate: <input type="text"/>					*Based On Amount or Hours: None <input type="text"/>				
Maximum Yearly Earnings: <input type="text"/>					Category for FLSA				
*Budget Effect: Regular <input type="text"/>					<input type="radio"/> Regular <input type="radio"/> Overtime <input checked="" type="radio"/> Excluded				
*Tips Category: Not Tips <input type="text"/>									
<input type="checkbox"/> Special Calculation Routine									

Earnings Table - Calculation page

The following example shows the SPECIAL-DEDUCTION-CALC section from the Deduction Calculator, PSPDCALC:

```

IF CALC-DED-YES OF W-SW
  EVALUATE TRUE
    WHEN DED-CALC-AMOUNT
      ...
    WHEN DED-CALC-PCT-TTL
      ...
    WHEN OTHER
      PERFORM DG200-SPECIAL-DEDUCTION-CALC
  END-EVALUATE
  ...
/*****
  DG200-SPECIAL-DEDUCTION-CALC SECTION.
  *SPECIAL CALCULATION ROUTINES IDENTIFIED BY DEDUCTION CODE*
  *****/
  
```

```

MOVE ZERO TO WK-AMT OF W-WORK.

SPECIAL-DEDUCTION-CALC-EXIT.

```

Notice that we've taken out a number of pieces of code for this example (indicated by the ellipses, "..."). Essentially, the first part consists of a series of WHEN statements that typically take care of all the PeopleSoft radio buttons on the General Deduction Table page. Then, if none of the radio buttons are true, PSPDCALC goes ahead and performs the special deduction calculation routine DG200.

Further on in the program, the example shows the DG200 special deduction calculation routine supplied with vanilla PeopleSoft Payroll for North America: MOVE ZERO TO WK-AMT OF W-WORK. (If, before modifying PSPDCALC, you've ever clicked on Special Deduction Calculation and run a Pay Calculation just to see what happens, you know that it always comes out with a zero. Now you know why).

So this is where you put all your special deduction calculation routines.

Cloning Code for Your Modifications

If you're thinking of inserting special calculations for deductions or earnings, PeopleSoft recommends that you first make a thorough study of DEDTN and ECALC, so that you get a feel for how these programs make their calculations, read flags, get their amounts, and so on.

The easiest way of implementing a special routine is to clone some piece of PeopleSoft code. For example, take out the health insurance calculation, play with it all you want, then plug it back into the Special Deduction Calc section. Ideally, when the time comes to do an upgrade, all your modifications are isolated in this section. Then, assuming that the way we did the new DEDTN is the same as the way we did the old DEDTN, make your special calculation routine and insert it into the Special Deduction Calc section in the new release.

Alternatively, of course, instead of cloning some of our code, modifying it, and inserting it into the Special Deduction Calc section, you can modify the appropriate section of our code that actually performs a given calculation. Just be sure to document your modifications carefully and clearly, with plenty of comments that document your reasoning behind the modification. As long as you ensure that the modified code stands out clearly when you do an upgrade, you're usually able to post the same change into our new module.

See Also

[Chapter 5, "Defining Deductions," page 55](#)

[Chapter 4, "Defining Earnings Codes and Earnings Programs," page 27](#)

Output Programs

PeopleSoft output programs typically maintain balance tables, including year-to-date balance tables; they also maintain current pay result tables.

Selected Output Programs

PSPCBUPD	Maintains balance table
PSPDBUPD	Maintains balance table

PSPCUPDT	Maintains current pay result table
PSPTUPDT	Maintains current pay result table (PSPXUPDT for Canada)

Do You Really Want to Modify the Output Programs?

If you're looking at modifying some of the output programs, we recommend you take another look at that requirement. Changing deduction and earnings calculation rules is one thing. It is reasonable to expect that you might have business requirements necessitating such modifications. But changing the balances the system maintains is another thing. If you're seriously contemplating that type of change, then talk with your PeopleSoft Account executive.

PeopleSoft SQL API for Batch COBOL

The purpose of PeopleSoft SQL API is to enable PeopleSoft batch COBOL programs to execute SQL commands and control the SQL environment.

Understanding PeopleSoft SQL API for Batch COBOL

This topic provides an overview of PeopleSoft SQL API features, functions, interface, parameters, setup and data lists, and limitations.

Features

These are the features:

- Pre-defined SQL statements are stored outside of the COBOL program and are identified by name.
- SQL statements are executed dynamically.
- Multiple (up to 254) SQL cursors are available.
- The SQL interface is invoked from the application COBOL program from CALL with parameters.
- Support is provided for SQL statements built dynamically by COBOL programs.

Functions

These are the functions:

- Process Select Statement.
- Fetch Row.
- Process Update Statement: DELETE, INSERT, and UPDATE.
- Commit Run Unit.
- Clear Common Statement (after program CANCEL).
- Disconnect Cursor.

- Disconnect All Cursors.
- Process Fatal Application Error.

Interface

SQL API services are provided through CALLs to program PTPSQLRT, which provides a consistent application interface for COBOL programs running on a variety of database platforms. The call has this general form:

```
CALL 'PTPSQLRT' USING action,
                        sqlrt,
                        cursor,
                        statement,
                        bind-setup,
                        bind-data,
                        select-setup,
                        select-data
```

The actual list of parameters needed depends on the action requested. For example, a SELECT statement requires all of the previous parameters, while a FETCH action requires only the first three. Only the first two parameters are required in every case. The following table identifies the parameters, the order coded, and the functions for which they are required.

Parm #	CALL Parameter	Required for Actions
1.	Action	All
2.	SQLRT	All
3.	Cursor	Select, Fetch, Update, Commit, & Disconnect
4.	Statement	Select & Update
5.	Bind-setup	Select & Update
6.	Bind-data	Select & Update
7.	Select-setup	Select
8.	Select-data	Select

Note. Parameter descriptions are provided in the next topic in this section.

Communication Area

To use the SQL interface, copy PTCSQLRT into the WORKING-STORAGE topic of the main program and pass this 01-level data to all sub-programs using the SQL interface. This member defines data needed by the SQL interface and supports communication between the SQL interface and the application program.

Parameter Descriptions

The following is a list of parameter descriptions.

1. Action

This is a one-character code representing one of the eight functions supported. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-FETCH	Fetch from a previous SELECT answer set.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.
ACTION-COMMIT	Commit a unit of work.
ACTION-ROLLBACK	Roll back the changes since the last COMMIT.
ACTION-DISCONNECT	Disconnect a cursor.
ACTION-DISCONNECT-ALL	Disconnect all cursors.
ACTION-CONNECT	Create a database connection and establish a cursor.
ACTION-ERROR	Process an error condition.
ACTION-CLEAR-STMT	Clear common statement (when program CANCELED).

2. SQLRT

This is the 01-level of data division copy member PTCSQLRT and is used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the following topic “Interface Data”.

3. Cursor

This is a four-digit computational number representing a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT
```

```
SQL-CURSOR OF S-CHECK
```

4. Statement

The 18-character name of a stored SQL statement must conform to the following pattern:

Char 1-8	Program Name
Char 9	Constant “_” (underscore)
Char 10	Constant specifying SQL statement type:
	S for select
	D for delete
	I for insert
	U for update
Char 11	Constant “_” (underscore)
Char 12-17	Unique Statement Name within program

Example

```
01 S-CHECK.
02 STMT-NAME PIC X(18) VALUE 'PSPRPRNT_S_CHECK'.

CALL 'PTPSQLRT' USING ACTION-SELECT OF SQLRT
SQLRT
SQL-CURSOR-COMMON OF SQLRT
```

STMT-NAME OF S-CHECK

....

5. Bind-Setup

This is a list of descriptors for the data used by the SQL statement in the WHERE, HAVING, SET, and VALUES clauses. These descriptors tell the API the sizes and types of the corresponding bind variables. The descriptors exactly match the memory layout of the bind variables themselves. Setup strings are the same for both bind and select setup lists.

For details, see the topic Setup List.

Example

BIND-SETUP OF S-CHECK

6. Bind-Data

This is a list of data elements defined by BIND-SETUP and is described subsequently for both bind and select data lists.

Example

BIND-DATA OF S-CHECK

7. Select-Setup

This is a list of specifications for the data returned by the SQL statement - SELECT.

For details on both bind and select setup lists, see the topic Setup List.

Example

SELECT-SETUP OF S-CHECK

8. Select-Data

This is a list of data elements defined by SELECT-SETUP. Setup lists are described in the following section for both bind and select data. Select-Data is the buffer area into which data is returned by the Fetch action. Be sure to initialize this area before each Fetch, because character fields are not blank-filled on all platforms. If you do not clear the buffer, a short character value might only partially replace a longer value from a previous fetch.

Example

SELECT-DATA OF S-CHECK

Setup List

A setup list is a string of codes, terminated with a “Z,” fully specifying both the logical and physical characteristics of the data elements in a Data List. Specifications include data type, physical data storage bytes, and decimal places for decimal numbers. Each data element is specified with a character string whose length represents the actual bytes of storage the data element occupies and whose value includes data type codes and decimal positions. All data types except decimal numbers use alphabetic characters preceded a number or special character. Consecutive data elements of the same type alternate one of the two characters representing the data type.

The following table summarizes information for the data types supported:

Data Type	Codes	Length (bytes)	Data List Picture
Character	C, H	1 to 255	X through X(255)
Date	D, A	10	X(10)
Time	T, E	26	X(26)
Small Integer	S, M	2	[S]999 or [S]9999 COMP
Large Integer	I, N	4	[S]9(8) or [S]9(9) COMP
Decimal Number	d[P...]	1 to 8	<p>[S]9(w)[V9(d)], where d is the number of decimal places, and w is the remaining number of whole number digits, deduced from the total length of the field and the number of decimals. See Examples.</p> <p>d = 0-9 for 0-9 decimal places, 0- 5 for 10-15 decimal places. (The vertical bar character represents the tens digit).</p> <p>Note. Packed decimal numbers are stored two digits (including the sign) per byte. For example, the number PIC S9(9)V9(2) occupies 6 bytes.</p>

Examples:

SETUP List	DATA List
PIC X(5) VALUE ALL 'C'	PIC X(5)
PIC X(10) VALUE ALL 'D'	PIC X(10)
PIC XX VALUE ALL 'S'	PIC S9999 COMP

SETUP List	DATA List
PIC XXXX VALUE ALL 'I'	PIC S9(8) COMP
PIC XX VALUE '0P'	PIC S999 COMP-3
PIC X(5) VALUE '3PPPP'	PIC S9(6)V999 COMP-3
PIC X(8) VALUE '3PPPPPP'	PIC S99V9(13) COMP-3

Data List

This is a list of data elements with COBOL name and pictures. The list must be concluded with a one-character filler containing the value “Z.” The Setup List and the Data List must be equal in length.

SQL Restrictions/Limitations

SQL statements must conform to a subset of ISO/ANSI Standards common to all vendors. The basic standard used is DB2:

- Use only statements SELECT, DELETE, INSERT, and UPDATE.
- Always use the Fetch Function following a Select Statement, even when only one row is expected.
- No SELECT INTO.
- No SELECT FOR FETCH ONLY.
- LONG VARCHAR columns are not supported.
- Program (Host) variables must be preceded by a colon (“:”) and represented by numbers ascending from 1 (one) without gaps in the order of specification within the statement and without repetition of any number.
- Code the stored SQL name for the select as the cursor name when using DELETE or UPDATE with positioning. For example:

```
WHERE CURRENT OF CURSOR PSPRPRNT_S_CHECK
```

Note. A separate SQL select with FOR UPDATE OF must be coded for DELETE and UPDATE with positioning in DB2.

- The internal (COBOL) select list might be shorter than the external (SQL) select list. Only those columns identified internally are retrieved. An example where this is useful is the requirement that ORDER BY columns be included in the select list. Add the columns to the end of the SQL select list, but do not include in the COBOL source.

Interface Data

COPY member PTCSQLRT contains the following sub-parameters:

RTNCD	A four (4) digit computational number returned with each call indicating results of processing. A zero value means no errors were detected.
ERR-SECTION	A thirty (30) character field used to send the name of the COBOL SECTION issuing a call to process a fatal application error.
OPERID	An eight (8) character field that contains the user ID used to initiate this run.
BATCH-RUN-ID	A thirty (30) character field that contains the batch run ID used to initiate this run or a value of "N" if no batch run ID was required.
SQL-CURSOR-COMMON	A four (4) digit computational number representing a shared resource connection unit.
CURSOR-CNT	Work field—not used by application program.
SQL-CURSOR-SAVES	Work field—not used by application program.
ACTION	Constants described previously in ACTION parameter.
OPTION-SW	A one (1) character code used with the process select statement function to indicate that positioning is required for subsequent UPDATE and DELETE statements.
ERROR-DISC-SW	This field is used for ROLLBACK processing and is not used by application program.
DBTYPE-SW	An eight (8) digit computational number used to define the current database type being accessed.
	00 Not set
	01 SQLBase
	02 DB2

	04 Oracle
	08 SQL Server
	10 ALLBASE
	11 RDB
DB2-WORK-AREA	Work field—not used by application program.
SQLRT-CHECK	Work field—not used by application program.

Dynamic SQL Interface

If it is necessary for the application program to construct SQL statements on the fly at run time, the BIND-SETUP and SELECT-SETUP methods of describing bind and select data are not appropriate. For this case, the SQL API provides an alternative interface in which the bind and select data items are passed in arrays of descriptors, with a data type, length, and pointer for each item. When using this interface, the CALL interface is different:

```
CALL 'PTPSQLRT' USING action,
                        sqlrt,
                        cursor,
                        statement,
                        bind-table,
                        bind-table [place-keeper],
                        select-table
```

The parameters correspond to the CALL used for executing pre-defined statements, but different values and formats for the following parameters indicate that this is a dynamic statement.

1. Action

This is a one (1) character code that indicates the type of statement. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the dynamic actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.

Other actions, such as ACTION-FETCH, use the same calls as for pre-defined SQL, as documented previously.

2. SQLRT

This is the 01-level of copy data division PTCSQLRT used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the “Interface Data” topic previously.

3. SQL-Cursor

A four (4) digit computational number that represents a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT
```

```
SQL-CURSOR OF S-CHECK
```

4. Statement

The first three characters of the statement parameter are used to determine if the current statement is a dynamic statement, rather than the name of a pre-defined statement.

These are the allowable dynamic statements:

```
SELECT
```

```
INSERT
```

```
UPDATE
```

```
DELETE
```

5. Bind-Table

Use this parameter to specify a table form of bind setup information. This has the same format as the following Select-Table.

6. Bind-Table (place-keeper)

Because the bind data is supplied through pointers, the address of a bind data area is not applicable to dynamic calls. However, you must pass a parameter as a place-keeper, so provide the bind table a second time.

7. Select-Table

Use this parameter to specify the table form of select setup information. The first character indicates that the table form of setup list is in use. The SETUP-COUNT variable gives the number of entries, that is, the number of bind or select items. Each SETUP-ENTRY gives the address, length, scale (number of decimal places), and type of the corresponding data field.

```

01  SQLSI.

      02  SETUP-FORM          PIC X.

          88  SETUP-FORM-TBL          VALUE 'Y'.

      02  SETUP-COUNT        PIC 999          COMP.

          88  SETUP-COUNT-MAX        VALUE 100.

      02  SETUP-ENTRY        OCCURS 100

                                INDEXED BY

                                SQLSI-IDX.

      03  SETUP-DATA-PTR          POINTER.

      03  SETUP-LENGTH        PIC 999          COMP.

      03  SETUP-SCALE        PIC 99          COMP.

      03  SETUP-TYPE        PIC X.

          88  SETUP-TYPE-CHAR        VALUE 'C'.

          88  SETUP-TYPE-SMALLINT    VALUE 'S'.

          88  SETUP-TYPE-INT         VALUE 'I'.

          88  SETUP-TYPE-DEC         VALUE 'P'.

          88  SETUP-TYPE-DATE        VALUE 'D'.

          88  SETUP-TYPE-TIME        VALUE 'T'.

```

Flexible Field Lengths

PeopleSoft Payroll for North America provides some flexibility of redefining the lengths of certain fields. Whenever you redefine field lengths, you should exercise caution. Because the batch programs used by the system expect certain fields to be the lengths defined in the standard as-shipped application, you should be careful not to increase those field sizes beyond the maximums allowed. Otherwise, you might have to modify the batch programs to reflect your changes.

This section provides a list of the maximum field sizes expected by specific PeopleSoft applications.

Note. For fields that aren't listed here, the applications are programmed to process the length defined in the standard product as the maximum length.

Character Fields

In many cases, PeopleSoft Payroll for North America batch programs are designed to process larger-than-standard character field sizes. They can always process smaller-than-standard field sizes. Here's an alphabetical list of the maximum field sizes allowed for character fields used by PeopleSoft Payroll for North America programs.

Character Field Name	Maximum Size
ACCT_CD	35
CITY	50
COMPANY	10
COVG_GROUP_CD	10
DEDCD	10
DEPTID	20
EMPLID	20
ERNCD	10
ERNCD_SPCL	10
FORM_ID	10
HOLIDAY_SCHEDULE	10
JOBCODE	20
LOCATION	20
PAYGROUP	10
POSITION_NBR	10

Character Field Name	Maximum Size
RUN_ID	10
SCHEDULE_ID	10
TAX_GRS_COMPNT	10
WAGE_LOSS_PLAN	10

Number Fields

As with character fields, with certain decimal fields the batch programs in PeopleSoft Payroll for North America can accommodate field sizes larger than those defined in the standard product. Here's an alphabetical list of the maximum field sizes allowed for decimal fields.

Number Field Name	Maximum Size
DED_RATE_PCT	9,999.99999
EMPLR_CONTRB_PCT	999.99999
EMPLR_COVRG_RATE	.99999
EMPLR_EMPL_PCT	999.99999
EMPLR_LIMIT_PCT	999.99999
EMPLR_PCT	999.99999
EMPLR_RATE_NONSMOK	99.99999
EMPLR_RATE_SMOKER	99.99999
EMPL_LIMIT_PCT	999.99999
EMPL_PCT	999.99999
EMPL_PCT_ATA	999.99999
EMPL_PCT_BTAX	999.99999

Number Field Name	Maximum Size
FACTOR_XSALARY	99.99999
MAXIMUM_MO_BENEFIT	999,999.99
PCT_EMPL_CONTRIBUTN	999.99999
PCT_EMPL_INVESTMNT	999.99999
PCT_GROSS	999.99999
PCT_GROSS_ATAX	999.99999
SALARY_REPLACE_PCT	999.99999
TOTAL_COVRG_RATE	99999.99999
TOTAL_RATE_NONSMOK	99.99999
TOTAL_RATE_SMOKER	99.99999

APPENDIX B

Converting Employee Balances

This appendix provides an overview of Employee Balance records and discusses how to:

- Generate control totals.
- Use structured query reports (SQRs).
- Use year-end processing.
- Convert Record of Employment (ROE) data.

Note. If you go live (begin using the system) at the beginning of a quarter, you need only concern yourself with year-to-date (YTD) balances.

Understanding Employee Balance Records

This section provides:

- A general description of Employee Balance records.
- A list of record details, sorted alphabetically by record ID.

Note. Only those records and fields that need clarification or elaboration are described in detail.

Employee Balance Records: General Description

These tables list the PeopleSoft Payroll for North America records that you might use to convert employee balances, sorted alphabetically by record ID. If you need more information about a record, see the record details at the end of this section.

Records for U.S. Only

The following table lists U.S. only records.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_BOND_LOG	Bond Log	O	<p>This record applies only to U.S. conversions and is required if you use the Bond Processing feature in PeopleSoft Payroll for North America. The record contains detailed information about each bond that the employee purchases. The only records of concern are those that are still in process—that is, when the employee is making contributions toward a bond, but has not yet accumulated enough to actually purchase it. The system populates this record after producing each paycheck for an employee.</p>
PS_CHECK_YTD	Check YTD	O	<p>This record contains fields that are currently used only in the following standard PeopleSoft reports:</p> <ul style="list-style-type: none"> • Payroll Check Print (PAY003). • Employee Earnings Snapshot (PAY013). • Employee Earnings Record (PAY014). • Direct Deposit Advice Print (DDP003). <p>PS_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net.</p> <p>If you don't require this data on your paychecks, don't convert this data.</p>

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_DEDUCTION_BAL	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, such as 401(k) deductions. You must also load other deductions that are reported on Form W-2, such as the taxable benefit portion of group-term life insurance (imputed income). Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_EARNINGS_BAL	Earnings Balance	R	<p>This record is required for earnings types that are necessary for W-2 processing and for earnings on which you impose a YTD limit. Also consider check-printing YTD data requirements.</p> <p>Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages.</p> <p>If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.</p>
PS_TAX_BALANCE	Tax Balance	R	<p>Tax balances are the most critical set of records to convert. Without these balances, you could have incorrect tax data and tax reports. YTD data is your biggest concern. If you convert at the beginning of a quarter, you do not need quarter-to-date (QTD) or month-to-date (MTD) data.</p>

(CAN) Records for Canada Only

The following table lists Canadian only records.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_CHECK_YTD	Check YTD	O	<p>This record contains fields that are currently used only in the following standard PeopleSoft reports:</p> <ul style="list-style-type: none"> • Payroll Check Print – Canada (PAY003CN). • Survey of Employment – Education (PAY110CN – Statistics Canada report). • Direct Deposit Advice – Canada (DDP003CN). <p>PS_CAN_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net.</p> <p>If you don't require this data on your paycheques, don't convert this data.</p>
PS_CAN_DED_BALANCE	Deduction Balance	R	<p>This record is required for deductions on which you impose a YTD limit, most frequently your pension deduction. You must also load other deductions that you report at year-end, such as the taxable benefit for company-paid life insurance. Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.</p>

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_ERN_BALANCE	Earnings Balance	R	<p>This record is required for earnings types necessary for year-end processing and for earnings on which you impose a YTD limit. Also consider cheque-printing YTD data requirements.</p> <p>Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages.</p> <p>If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.</p>
PS_CAN_TAX_BALANCE	Tax Balance	R	<p>See the U.S. Tax Balance record, PS_TAX_BALANCE.</p>
PS_INS_EARNS_BAL	Insurable Earnings Balance	O	<p>The system creates this record during payroll processing and tracks Canadian employment insurance (EI) insurable earnings balances and related information for employees by company, wage loss plan, EI period, and earnings end date.</p> <p>The system uses this data during the ROE Creation process. You must convert your weekly EI earnings to Insurable Earnings records.</p>

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ROE	ROE	O	<p>This is not a balance record. It is a data record that the system uses to print the ROE that you send to the government upon terminating an employee. To use the PeopleSoft ROE Automated Create process, you must enter your submitted ROEs for the past reportable periods. This enables the system to generate amended ROEs. (Only enter data for old ROEs; the system generates new ones).</p> <p>Enter this data on the ROE Data 1 page. PeopleSoft recommends this procedure only if the amount of data is relatively small; alternatively, you can use a conversion process to build the records.</p>
PS_ROE_FUTURE_PAY	ROE Future Pay	O	<p>This record contains information about ROE-reportable payments (other than regular pay) to include in the final or future pay for an employee.</p> <p>Note. Use this record only for entering online expected future pay data at the time that you produce an ROE. Do not enter conversion data in this record.</p>

Records for Both U.S. and Canada

The following table lists records for U.S. and Canada.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ADDL_PAY_DATA	Additional Pay Data	O	This record operates identically to the GENL_DEDUCTION record, except that it is for earnings instead of deductions. The GOAL_BAL field contains the to-date amount that you've paid to the employee.
PS_ADDL_PAY_EFFDT	Additional Pay Effective Date	O	This record is the effective dated control record for ADDL_PAY_DATA. It is also the child record of PS_ADDL_PAY_ERNCD.
PS_ADDL_PAY_ERNCD	Additional Pay Earnings Code	O	This record is the earnings code control record for ADDL_PAY_DATA. It is also a child record of Human Resources record PS_EMPLOYMENT.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_DED_ARREARS	Deduction Arrears	O	<p>Use this record to record employee deductions that are in arrears in the current system.</p> <p>If the number of employees with arrears balances is very small, consider manually converting this information after you go live. Use the Paysheet One-Time Deduction page to input the arrears amount as a one-time additional amount.</p> <p>If you decide to load these records, the system attempts to take the amount that is in arrears during the first payroll run.</p> <p>These deductions should be valid for the benefit or deduction program in which the employee is currently enrolled.</p>
PS_GARN_BALANCE	Garnishment Balance	O	<p>Use this record to record balance data for each garnishment ID.</p> <p>Before loading garnishment balance data into this record, load the PS_DEDUCTION_BAL record with YTD, QTD, and MTD data for the combined total of all garnishments for an employee. PeopleSoft defines garnishments as tax levies, wage assignments, child or spouse support, and bankruptcies. PeopleSoft identifies each garnishment with a garnishment ID.</p>

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_GENL_DED_CD	Garnishment Deduction Code	O	This record contains the top level keys for employee general deduction data. It is also the child record of Human Resources record PS_EMPLOYMENT.
PS_GENL_DEDUCTION	General Deduction Detail	O	This record contains employee-specific deduction limits. The GOAL_BAL field contains the to-date amount that the system deducted toward a goal limit. The system might have already loaded this for a previous conversion. It is also the child record of PS_GENL_DED_CD.
PS_LEAVE_ACCRUAL	Leave Accrual	O	This record contains employee balances for vacation and sick leave.
(E&G) PS_LEAVE_ACCRUAL	Leave Accrual	O	See the standard Leave Accrual record, PS_LEAVE_ACCRUAL.

PS_BOND_LOG - Bond Log

Here are details of the PS_BOND_LOG record.

Field	Remarks
BOND_ID	Required. Value of the bond, such as \$100, \$500, and so on.
BOND_OWNER_ID	Required. ID of the owner of the bond. If the current system does not contain this information, enter EE (employee). Otherwise, this field represents the ID assigned to one of the Dependent or Beneficiary records.
BOND_OTH_REG_TYPE	Required. Indicates whether there are co-owners or beneficiaries. If you do not have this information, enter N (none).

Field	Remarks
BOND_OTHER_REG_ID	Required. Indicates the co-owner or beneficiary. If you do not have this information, enter EE (employee).
BOND_LOG_SEQ	Required. Indicates a sequential number for each bond. Populate with a 1.
BOND_LOG_STATUS	Required. Indicates the status of each record: D: Funds disbursed. N: Funds not ready to disburse. R: Funds ready to disburse. Load only records for funds with a status of N.
REVERSED	Required. Indicates whether the entry has been reversed due to a check reversal. Set to N.
FORM_ID	Required. Form ID from the Pay Group Table.
PAYCHECK_NBR	Required. Indicates the PS_PAYCHECK where the system deducted the amount. Enter a dummy check number, such as 999999.
CHECK_DT	Required. The check date of the paycheck when the system deducted the amount. You can use the conversion date.
BOND_COLLECT_AMT	Required. The amount that that system deducted for each bond. If this data is not available, enter zero.
BOND_DISBURSE_AMT	Amount that was used to purchase a bond. Leave blank.
BOND_PURCH_UNITS	Indicates how many bonds were purchased for each paycheck. Leave blank.
BOND_ACCUM_AMT	Balance remaining since the last bond was purchased. Load data into this field.
COMPANY	Company.
PAYGROUP	Pay group.

Field	Remarks
PAY_END-DT	Pay period end date.
OFF_CYCLE	Off-cycle.
AP_STATUS	Indicates if the bond purchase details have been sent to PeopleSoft Accounts Payable. Leave blank.

(CAN) PS_CAN_CHECK_YTD - Check YTD

Here are details of the PS_CAN_CHECK_YTD record.

Field	Remarks
TOTAL_GROSS_YTD TOTAL_TAXES_YTD TOTAL_DEDNS_YTD NET_PAY_YTD	See PS_CHECK_YTD.

(CAN) PS_CAN_DED_BALANCE - Deduction Balance

Here are details of the PS_CAN_DED_BALANCE record.

Field	Remarks
PLAN_TYPE BENEFIT_PLAN DED_CD DED_CLASS	See PS_DEDUCTION_BAL.

Field	Remarks
DED_SLSTX_CLASS	B: None. G: Goods and services tax. H: Harmonized sales tax. I: Provincial sales tax on insurance. P: Provincial sales tax. Q: QC provincial sales tax on insurance. S: QC provincial sales tax. T: Provincial premium tax. U: QC provincial premium tax.
DED_YTD DED_QTD DED_MTD	See PS_DEDUCTION_BAL.

Note. When converting deduction balances, generate a CAN_DED_BALANCE row with a DED_SLSTX_CLASS set to None for the base deduction amount. If you have sales tax amounts types, generate additional rows for the sales tax.

(CAN) PS_CAN_ERN_BALANCE - Earnings Balance

Here are details of the PS_CAN_ERN_BALANCE record.

Field	Remarks
SPCL_BALANCE ERNCD HRS_YTD HRS_QTD HRS_MTD GRS_YTD GRS_QTD GRS_MTD	See PS_EARNINGS_BAL.

(CAN) PS_CAN_TAX_BALANCE - Tax Balance

Here are details of the PS_CAN_TAX_BALANCE record.

Field	Remarks
TAX_CLASS_CAN	Use the following values for each tax class type: ALL: Total gross. CBT: Canadian bonus tax. CIT: Canadian income tax (T4). CPA: Pension adjustment. CPP: Canada Pension Plan employee. CPR: Canada Pension Plan employer. EIE: Employment insurance employee. EIR: Employment insurance employer. HTX: Provincial health tax. PYT: Payroll tax. QBT: Quebec bonus tax. QIT: Quebec income tax (RL-1). QPP: Quebec Pension Plan employee. QPR: Quebec Pension Plan employer. RV2: Quebec income tax (RL-2). T4A: Canadian income tax (T4A). TRV: True RL. TT4: True T4.
NLGRS_YTD* NLGRS_QTD* NLGRS_MTD* TXGRS_YTD TXGRS_QTD TXGRS_MTD TAX_YTD TAX_QTD TAX_MTD	See PS_TAX_BALANCE.

* (CAN) These fields are required because each imposes a limit, such as CPP and QPP. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for \$50,000. The taxable gross for CPP is \$33,400, whereas, the no-limit gross is \$50,000.

You must populate the No Limit Gross field for tax types TRV and TT4 with employment income (that is, all income, including taxable benefits). To convert your total gross amounts, populate the No Limit Gross field for tax type All. However, with all other taxes, leave these fields blank.

Converting taxable grosses for CPP, QPP, and EI is an important requirement for PeopleSoft Payroll for North America processing. These taxes are self-adjusting, and the system keeps the contributions synchronized with the earnings during the payroll calculation throughout the year. If you load the balances incorrectly, a refund can occur.

PS_CHECK_YTD - Check YTD

Here are details of the PS_CHECK_YTD record.

Field	Remarks
TOTAL_GROSS_YTD	Total of all earnings that add to gross (Earnings Table).
TOTAL_TAXES_YTD	Total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All before-tax and after-tax deductions.
NET_PAY_YTD	Remaining amount.

PS_DED_ARREARS - Deduction Arrears

Here are details of the PS_DED_ARREARS record.

Field	Remarks
PLAN_TYPE	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DED_CLASS	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
ARREARS_BAL	Amount that the employee owes for each deduction.

PS_DEDUCTION_BAL - Deduction Balance

Here are details of the PS_DEDUCTION_BAL record.

Field	Remarks
PLAN_TYPE	00: General deductions. 01: Benefit program. 10 – 17: Medical plans 1W: FEHB Waiver. 20 – 27: Life insurance plans. 2Y: FEGLI – Living Benefits. 2Z: Option A – Standard. 30: Short-term disability. 31: Long-term disability. 40 – 49: Employee investment plans. 4A: Employed stock purchase plan. 50: Sick (no loading required for this record). 51: Vacation (no loading required for this record). 52: Personal (no loading required for this record). 53: Family and medical leave (no loading required for this record). 5A: Company car. 66: Retirement counseling Canada. 70: PERS. 80: Standard pension. 81: Supplementary pension. 82: USDB pension plan 1. 83. USDB pension plan 2. 84: USDB pension plan 3. 85: USDB pension plan 4. 86: USDB pension plan 5. 87: USDB pension plan 6. 90: Vacation buy. 91: Vacation sell.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).

Field	Remarks
DEDCD	Enter the deduction code.
DED_CLASS	A: After-tax. B: Before-tax. L: QC (Quebec) taxable benefit. N: Nontaxable benefit. P: Nontaxable benefit for before-tax match. T: Taxable benefit.
DED_YTD	YTD deduction amount.
DED_QTD	QTD deduction amount (optional).
DED_MTD	MTD deduction amount (optional).

PS_EARNINGS_BAL - Earnings Balance

Here are details of the PS_EARNINGS_BAL record.

Field	Remarks
SPCL_BALANCE	Set to Y if you are loading a special accumulator. Otherwise, set to N.
ERNCD	Enter the earnings code. When loading special accumulators, enter the special accumulator code.
HRS_YTD	YTD hours.
HRS_QTD	QTD hours.
HRS_MTD	MTD hours.
GRS_YTD	YTD amount.
GRS_QTD	QTD amount.
GRS_MTD	MTD amount.

PS_GARN_BALANCE - Garnishment Balance

Here are details of the PS_GARN_BALANCE record.

Field	Remarks
PLAN_TYPE	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DED_CD	Enter the deduction code.
DED_CLASS	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
GARNID	Unique identifier for each garnishment. It must match the ID in the employee's GARN_SPEC record.
DED_YTD	Total YTD deduction amount, including the deduction and processing fees.
DED_QTD	Total QTD deduction amount, including the deduction and processing fees.
DED_MTD	Total MTD deduction amount, including the deduction and processing fees.
DED_GARN_YTD	Year-to-date amount collected for the garnishment itself, minus processing fees.
DED_GARN_QTD	QTD amount collected for the garnishment itself, minus processing fees.
DED_GARN_MTD	MTD amount collected for the garnishment itself, minus processing fees.
DED_CFEE_YTD	YTD processing fees paid to the company.
DED_CFEE_QTD	QTD processing fees paid to the company.
DED_CFEE_MTD	MTD processing fees paid to the company.

Field	Remarks
DED_PFEE_YTD	YTD processing fees paid to the payee.
DED_PFEE_QTD	QTD processing fees paid to the payee.
DED_PFEE_MTD	MTD processing fees paid to the payee.

(CAN) PS_INS_EARNS_BAL - Insurable Earnings Balance

Here are details of the PS_INS_EARNS_BAL record.

Field	Remarks
UI_PERIOD_DT	EI period date (pay period end date).
EARNS_END_DT	Earnings end date (Saturday of each week in the pay period).
UI_PERIODS_PER_YR	EI pay periods per year.
UI_CALC_SEQ	EI calculation sequence.
UI_USE_WKLY	EI use weekly values. Set to N if entire pay period is insured. Set to Y to revert to weekly rules of insurability. For EI period dates of January 1, 1997, or later, set to N.
UI_EARNS_CUR	Total insurable earnings in this EI period.
UI_EQUIV_WEEKS_CUR	Total number of weeks in this insured EI period. If all weeks in a biweekly cycle are insured, this is 2. If all weeks in a monthly cycle are insured, it is 4.33. For EI period dates of January 1, 1997, or later, leave this field blank.
UI_EE_PREMIUM_CUR	Current employee premium.
UI_ER_RT	EI employer rate.
UI_WKLY_EARNS	EI earnings this week (no limit). All earnings that fall between Sunday and Saturday.
UI_WKLY_HOURS	EI hours this week.

Field	Remarks
ROE_NBR	ROE number (normally blank).
INS_EARNS_AMENDED	Insurable earnings amended: A: Amended. Next run of PAY124CN changes to R. N: Not applicable (normal status). R: Amended and reported.

PS_LEAVE_ACCRUAL - Leave Accrual

Here are details of the PS_LEAVE_ACCRUAL record.

Field	Remarks
PLAN_TYPE	50: Sick. 51: Vacation. 52: Personal. 53: Family and medical leave.
ACCRUAL_PROC_DT	Last time you ran the Accrual process. You can leave this field blank.
SERVICE_HRS	Accumulated service hours used to calculate an employee's accrual. If your accrual is based on length of service, you can leave this field blank.
HRS_CARRYOVER	Accrual hours carried over from the previous year.
HRS_EARNED_YTD	Number of hours accrued this year.
HRS_TAKEN_YTD	Number of hours taken for each plan.
HRS_ADJUST_YTD	Number of hours used to adjust an employee's plan balance. Can be left blank.
HRS_BOUGHT_YTD	Number of hours that an employee bought during the year.
HRS_SOLD_YTD	Number of hours that an employee sold during the year.

Field	Remarks
SERVICE_HRS_UNPROC	Service hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_TAKEN_UNPROC	Taken hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_ADJUST_UNPROC	Adjusted hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_BOUGHT_UNPROC	Bought hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_SOLD_UNPROC	Sold hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.

(USF) PS_LEAVE_ACCRUAL

Here are details of the (USF) PS_LEAVE_ACCRUAL record.

Field	Remarks
GVT_ERN_ACCR_CLASS (key)	Class code.
EFFDT (key)	Effective date.
EFF_STATUS	Active or inactive.
DESCR	Long description.
DESCRSHORT	Short description.

Field	Remarks
GVT_ACCR_TYPE	Earnings accrual type: A: Annual. C: Credit time. G: Religious comp. L: LWOP. N: Nonpay. P: Compensatory time. R: Restored. S: Sick. T: Time-off award.
GVT_ADJ_ALLOWED	Adjustments allowed: yes (Y) or no (N).
ACCRUAL_FREQUENCY	Accrual frequency: H: Hours per hour. M: Hours per month. P: Hours per pay period. Y: Hours per year.
SERVICE_INTERVAL	Service units: H: Hours. M: Months. Y: Years.
HRS_GO_NEGATIVE	Accrued balance go negative: Y or N.
SPECIAL_CALCULATN	Special calculation routine: Y or N.
YEAR_BEGIN_CALC	Service calculation at year begin: Y or N.
GVT_EFF_RATE_PAY	Effective rate disposition: E: Use rate when earned. C: Use current rate. P: Use percentage of current rate.

Field	Remarks
GVT_ERNCNCD_EXPIRE	Expiration earnings code.
GVT_EXP_INTERVAL	Expiration interval: H: Hours. M: Months. Y: Years.
GVT_EXP_INTERVALS	Expiration intervals.
GVT_EXP_DISP	Expiration disposition: P: Convert to pay. F: Forfeit. C: Convert to other.
GVT_EXP_ERNCNCD	Termination earnings code.
GVT_EOY_FLAG	End-of-year indicator: Y or N.
GVT_CEILING_SET	Ceiling indicator: Y or N.
GVT_MAX_CEILING	Maximum compensation hours.
GVT_CEIL_INTERVAL	Ceiling interval: H: Hours. M: Months. Y: Years.
GVT_CEIL_INTERVALS	Ceiling intervals.
GVT_CEILING_DISP	Ceiling disposition: A: Allow to exceed. U: Use of lose. P: Convert to pay. F: Forfeit. O: Convert to other.

Field	Remarks
GVT_CEILING_ERNC	Ceiling earnings code.
GVT_MAX_CARRYOVER	Maximum carryover indicator: Y or N.
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_COORD_WITH_GF	Coordinate with grandfather: Y or N.
GVT_COVR_DISP	Carryover disposition: A: Allow to exceed. U: Use of lose. P: Convert to pay. F: Forfeit. O: Convert to other.
GVT_COVR_INTERVAL	Carryover interval: H: Hours. M: Months. Y: Years.
GVT_COVR_INTERVALS	Carryover intervals.
GVT_MAX_COVR_ERNC	Carryover earnings code.
PAY_TERM_PCT	Pay percentage of hours at term.
GVT_PAY_TERM_DISP	Termination disposition: P: Convert to pay. F: Forfeit.
GVT_PAY_TERM_ERNC	Termination earnings code.
GVT_USE_OLD_FIRST	Use oldest hours first indicator: Y or N.
EMPLID (key)	Employee ID.

Field	Remarks
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
COVERAGE_ELECT	Coverage election: E: Elect. T: Term. W: Waive.
COVERAGE_ELECT_DT	Leave plan coverage date.
GVT_ALT_WORK_SCHED	Work schedule.
GVT_GFATH_CYOVER	Grandfather carryover.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
GVT_R_ADJ_HRS_ADD	Add to restored hours adjusted: Y or N.
GVT_R_TAK_HRS_ADD	Add to restored hours taken: Y or N.
HRS_TAKEN_ADD	Add to hours taken.
SERVICE_HRS_ADD	Add to service hours.
ADJUST_HRS_ADD	Add to adjust hours.
BOUGHT_HRS_ADD	Add to hours bought.
SOLD_HRS_ADD	Add to hours sold.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.

Field	Remarks
EFFDT (key)	Effective date.
SERVICE_INTERVALS (key)	Service intervals.
HOURS_EARNED	Hours earned.
GVT_SUPPL_HRS	Hours in last pay period.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
SERVICE_INTERVALS (key)	Service intervals.
HOURS_EARNED	Hours earned.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
SERVICE_HRS	Hours of service.
HOURS_EARNED	Hours earned.
HRS_TAKEN	Hours taken.
HRS_ADJ	Hours adjustment.
GVT_HRS_BOUGHT	Hours bought.
GVT_HRS_SOLD	Hours sold.

Field	Remarks
GVT_NONPAY_HRS	Nonpay hours.
GVT_CR_REDUCE_HR	Credit reduction hours.
GVT_FORFEIT_HRS	Forfeited hours.
GVT_MUSTUSE_USE	Must-use hours.
EXPIRATN_DT	Expiration date.
RATE_AMOUNT	Rate amount.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
SEQUENCE_NBR (key)	Sequence number.
GVT_ADJ_DT	Adjustment date.
ADJ_REASON	Adjustment reason.
GVT_ADJ_APPLIED	Adjustment applied: Y or N.
SERVICE_HRS	Hours of service.
HOURS_EARNED	Hours earned.
HRS_TAKEN	Hours taken.
HRS_ADJ	Hours adjustment.

Field	Remarks
GVT_HRS_BOUGHT	Hours bought.
GVT_HRS_SOLD	Hours sold.
GVT_NONPAY_HRS	Nonpay hours.
GVT_CR_REduc_HRS	Credit reduction hours.
GVT_FORFEIT_HRS	Forfeited hours.
GVT_MUSTUSE_HRS	Must-use hours.
EXPIRATN_DT	Expiration date.
RATE_AMOUNT	Rate amount.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
HRS_CARRYOVER	Hours carried over – previous year.
HRS_EARNED_YTD	Hours earned YTD.
HRS_TAKEN_YTD	Hours taken YTD.
HRS_ADJUST_YTD	Hours adjusted YTD.
HRS_BOUGHT_YTD	Hours bought YTD.
HRS_SOLD_YTD	Hours sold YTD.
GVT_NONPAY_YTD	Hours nonpay YTD.

Field	Remarks
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_GFATH_CYOVER	Grandfather carryover.
GVT_R_HRS_1	Restored hours balance.
GVT_R_HRS_TAK_1	Restored hours taken.
GVT_R_EXPIRE_DT_1	Expiration date.
GVT_R_HRS_2	Restored hours balance 2.
GVT_R_HRS_TAK_2	Restored hours taken 2.
GVT_R_EXPIRE_DT_2	Expiration date 2.
GVT_R_HRS_3	Restored hours balance 3.
GVT_R_HRS_TAK_3	Restored hours taken 3.
GVT_R_EXPIRE_DT_3	Expiration date 3.
GVT_ADJ_APPLIED	Adjustment made.
ADJ_ENTRY_DT	Adjustment entry date.
GVT_AUDITED	Audited indicator: Y or N.
GVT_YEAR	Year.
GVT_YEAR_FY	Fiscal year begin indicator: Y or N.
GVT_YEAR_CY	Calendar year begin indicator: Y or N.
GVT_PP_NBR	Pay period sequence number.
GVT_ACCR_RUN	Accrual year begin indicator: Y or N.

Field	Remarks
GVT_YEAR_PY	Pay year begin indicator: Y or N.
GVT_YEAR_LY	Leave year begin indicator: Y or N.

(CAN) PS_ROE - ROE

Here are details of the PS_ROE record.

Field	Remarks
UI_PAYABLE_DT	EI premium payable up-to-date.
ROE_SEQ	ROE sequence number.
ROE_PROCESS	C: Complete. D: Delete. G: Generate. H: Hold.
ROE_NBR	ROE number.
ROE_NBR_REPL	ROE number amended or replaced.
ROE_DT	ROE date created or completed.
MULTIPLE_JOBS	Employee has multiple jobs (Y or N).
PAYGROUP	Pay Group on the employee's Job data.
JOBCODE	Job code for extraction of job description.

Field	Remarks
ACTION	ADL: Additional job. ASC: Assignment completion. ASG: Assignment. DEM: Demotion. DTA: Data change. FSC: Family status change. HIR: Hire. INT: Completion of introductory Per. JED: Earnings distribution change. JRC: Job reclassification. LOA: Leave of absence. LOF: Layoff. LTD: Long-term disability with pay. LTO: Long-term disability. PAY: Pay rate change. PLA: Paid leave of absence. POS: Position change. PRB: Probation. PRC: Completion of probation. PRO: Promotion.

Field	Remarks
ACTION (continued)	REC: Recall from suspension or layoff. REH: Rehire. RET: Retirement. RFD: Return from disability. RFL: Return from leave. RWP: Retirement with pay. STD: Short-term disability with pay. STO: Short-term disability. SUS: Suspension. TER: Termination. TWB: Terminated with benefits. TWP: Termination with pay. XFR: Transfer.
ACTION_REASON	Reason code.
ROE_ISSUER_ID	EMPLID of issuer.
ROE_CONTACT_ID	EMPLID of contact.
FIRST_DATE_WORKED	First date worked.
LAST_DATE_WORKED	Last date worked.
PD_LEAVE_START_DT	Paid leave start date.
PD_LEAVE_INTERVAL	Paid leave interval. Duration interval: D: Daily. W: Weekly.
PD_LEAVE_AMT	Paid leave amount.
EXPECTED_RETURN_DT	Expected return date.

Field	Remarks
NOT_RETURNING	Not returning (Y or N).
OVRD_HRS	To override the system-calculated hours for this ROE.
BUSINESS_UNIT	Business unit on the employee's Job data.
SETID_JOBCODE	Setid for the Job Code.
COMMENTS	Comments

PS_TAX_BALANCE - Tax Balance

Here are details of the PS_TAX_BALANCE record.

Field	Remarks
STATE	For federal taxes, use \$U. For state and local taxes, use the 2-character state code.
LOCALITY	For federal and state taxes, leave blank. Otherwise, use the PS local tax code.

Field	Remarks
TAX_CLASS	Use the following values for each tax: A: Non-resident alien (1042). B: Local employer and employee. C: Earned income credit. D: OASDI or disability – employee. E: OASDI or disability – employer. F: FICA Medicare Hospital Insurance - employee. G: OASDI/EE- tips. H: Withholding. J: OASDI/ER- tips. K: Excise. L: NJ Supl Workforce Admin Fund. M: New Jersey WFDP. N: New Jersey HCSF. P: Occupational privilege tax. Q: FICA Med Hospital Ins/ER. R: Local employer. S: Unemployment - special. T: FICA Med Hospital Ins/EE- tips. U: Unemployment ER. Use for employer-paid federal and state unemployment taxes. V: Unemployment EE. Use for employee-paid state unemployment. W: Voluntary Disability Plan – employee. X: Voluntary Disability Plan – employer. Z: FICA Med Hospital Ins/ER-tips.
NLGRS_YTD*	YTD no-limit gross wages.
NLGRS_QTD* NLGRS_MTD*	Not required, if going live at quarter start.
TXGRS_YTD	Enter the amount, up to the taxable limit.

Field	Remarks
TXGRS_QTD TXGRS_MTD	Not required, if going live at quarter start.
TAX_YTD	Enter the tax amount taken.
TAX_QTD TAX_MTD	Not required, if going live at quarter start.

* (US) These fields are required only for taxes that impose a limit, such as FICA, FUT, SUT, and SDI. Leave these fields blank for all other taxes. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for \$50,000. The taxable gross for FUT is \$7,000, whereas the no-limit gross is \$50,000. PeopleSoft state quarterly tax reports typically use the No Limit Gross field for reporting wages, so this field is very important.

Generating Control Totals

To ensure an accurate conversion, generate control totals from the previous system and accounting records before you begin converting data. The following totals are usually sufficient to detect problems encountered during the conversion process:

U.S.	Canada
Gross wages (all payroll-processed earnings).	Gross wages (all payroll-processed earnings).
Federal W-2, FICA and FUTA wages.	Taxable wages.
Withheld tax totals by each tax type (FWT, SWT by state, FICA, SDI, and so on).	Withheld tax totals by each tax type (CIT, QIT, CPP, QPP, and EI).

Using SQRs

The Tax Summary - Federal report (SQR TAX010FD) provides total U.S. federal W-2, OASDI, and UI wages from the tax balance tables.

The Quarterly Federal Tax Summary - Employee Detail report (SQR TAX007) provides detailed quarterly employee data that can be helpful during a mid-quarter conversion.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” page 809

Using Year-End Processing

PeopleSoft year-end functionality is designed to be available at any time of the year. To verify a successful conversion, run through a mock year-end process, generating the various year-end audit reports.

See Also

Chapter 33, “Accessing Year-End Processing Instructions,” page 695

(CAN) Converting ROE Data

PeopleSoft Payroll for North America generates ROEs for your employees, if the data is available. The system updates PS_INS_EARNS_BAL during the Pay Confirmation process, so after the system has been in production long enough, the ROE Creation process uses data generated by PeopleSoft Payroll for North America. Until then, you have two options:

- Convert all the necessary data.
- Manually combine the PeopleSoft ROE with the previous system data.

The Create ROE process (SQR PAY124CN) uses the following records:

- PS_INS_EARNS_BAL
- PS_JOB
- PS_ROE
- PS_PAYGROUP_TBL
- PS_EMPLOYMENT
- PS_PERSONAL_DATA

Consequently, you must convert all of these records accurately to have the system produce an accurate ROE.

See Also

Chapter 31, “(CAN) Generating a Canadian Record of Employment,” page 655

APPENDIX C

Reviewing the Parallel Test Checklist

This appendix presents parallel test guidelines and a checklist of the processes and procedures to complete during parallel testing of the system prior to actual implementation of PeopleSoft Payroll for North America.

Parallel Test Guidelines

The following are some guidelines for parallel testing:

- Apply the most recent tax updates before proceeding with parallel testing.
- Rerun each audit procedure after each test run.
- Reconcile the results of each procedure run during parallel testing to your current payroll system.
- Test the direct deposit transmittal process thoroughly. Create the transmittal file or report and test receipt by processing agency.
- If your organization requires multijob or single check processing, set up your test conditions during parallel testing to reflect this.

Parallel Test Checklist

Use this checklist to ensure that the parallel phase of your payroll implementation is complete.

Note. (CAN) Canadian SQRs contain the ending CN (for example, PAY001CN).

Note. (USF) Federal SQRs begin with FG (for example, FGPY001).

Process	Task	Program	Expected Result	Target Date	Initials
Preproduction Clean Up				_____	_____
Load Data	Time Input	Runtime Input Process	Job completed	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
			Data reconciled to current system	_____	_____
		TAX011 (only if entire quarter is done in PeopleSoft)	Tax balances reconcile top current quarterly tax balance records	_____	_____
Verify Data	Run Audit Programs	PreSheet PAY034	Confirms data complete for creating paysheets	_____	_____
			Paysheets created	_____	_____
On-Cycle Testing	Run Paysheets		Job completes	_____	_____
Verify Data	Run Audit Programs	PreCalc PAY035	Confirms payroll key data correct for running calculations	_____	_____
	Run Preliminary Payroll Calculation	PAY001 Deductions Register PAY001CN		_____	_____
	Run Reports for Payroll Calculation	PAY002 Payroll Register		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY011 Payroll Error Messages		_____	_____
		PAY021 Employer Benefit Contributions /Deductions PAY021CN		_____	_____
		An iterative series of steps: run until each report is error-free.	Data reconciles to current system on subsequent report runs	_____	_____
	Correct invalid data shown by reports		Job completes	_____	_____
	Re-run preliminary payroll calculation			_____	_____
	Re-run reports for payroll calculation		Job completes error free	_____	_____
	Run final payroll calculation		Job completes error free	_____	_____
	Run payroll confirmation	PAY001 Deduction Register PAY001CN	Each report completes	_____	_____
	Run final payroll confirmation reports	PAY002 Payroll Register	Each report reconciles to current system	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
Verify Data	Run Audit Programs	PAY036 Pre Confirm	Confirms that Pay Data is Correct Before Confirming Payroll	_____	_____
		PAY003 Payroll Check Print PAY003CN	In the required format	_____	_____
		PAY004 Payroll Check Register		_____	_____
		DDP005 Direct Deposit Prenotification		_____	_____
		DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Create Direct Deposit Transmittal file DDP001CN	Transmittal file produced in the correct format	_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Payroll Advice Register		_____	_____
	Process Payroll Savings – Canada	PAY132CN Create Payroll Savings Transmittal File	Transmittal file produced in the correct format	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY005 Cost Center		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed		_____	_____
		PAY015A Check Reconciliation Process		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY016 Bond Purchase		_____	_____
		PAY018 Payroll Summary Report PAY018CN		_____	_____
		PAY021 Employer Benefit Contributions /Deductions PAY021CN		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
			Check numbers are re-assigned	_____	_____
	Perform paycheck reprint process		Balance records are removed from the balance tables	_____	_____
	Delete balances		All payroll records updated with manually derived data	_____	_____
Off-Cycle Processes	Perform manual payroll check print			_____	_____
	Create Online Check			_____	_____
	Disable direct deposit			_____	_____
	Perform gross up process	Override	Jobs complete	_____	_____
	Calculate one-time deductions	Addition		_____	_____
		Refund		_____	_____
		Arrears Payback		_____	_____
		Override	Jobs complete	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
	Calculate one-time garnishment	Suspend		_____	_____
		Override	Jobs complete	_____	_____
	Calculate one-time tax data	Refund		_____	_____
		Addition		_____	_____
			Balance records show negative entries for reversal	_____	_____
	Perform paycheck reversal			_____	_____
	Perform paycheck adjustment			_____	_____
	Run preliminary payroll calculation for off-cycle	PAY001 Deductions Register PAY001CN		_____	_____
	Run reports for preliminary payroll calculation for off-cycle	PAY002 Payroll Register		_____	_____
	(USF) Run Electronic Certification	FGPY003 ECS		_____	_____
		PAY006 Other Earnings Register		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed in Current Payroll		_____	_____
		PAY011 Payroll Error Messages		_____	_____
	Run final payroll calculation for off-cycle			_____	_____
	Run off-cycle confirmation	DDP005 Direct Deposit Prenotification		_____	_____
	Run reports for off-cycle confirmation	DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Create Direct Deposit Transmittal file DDP001CN		_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Payroll Advice Register		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY001 Deduction PAY001CN		_____	_____
		PAY002 Payroll register		_____	_____
		PAY003 Payroll Check Print PAY003CN		_____	_____
		PAY004 Payroll Check Register		_____	_____
		PAY005 Cost Center Report		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY015A Check Reconciliation Process		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY016 Bond Purchase Report		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY018 Payroll Summary PAY018CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
	(USF) Run interface programs	FGPY004, Electronic Certification System; FGPY001, RITS INTERFACE; FGPY002, Thrift Savings Plan Interface; FGPY003, Treasury/ FRB Bond Interface FGPY006, FGPY007, FGPY008, FGPY009, Individual Retirement Records		_____	_____
	Compare PeopleSoft and current system data to verify earnings			_____	_____
	Run quarterly reports			_____	_____
	Run GL interface			_____	_____
	Run payroll check print			_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
Special Processes	Leave accrual process	Vacation		_____	_____
		Personal		_____	_____
		Process Adjustments		_____	_____
	(USF) Leave Accrual	Cascading Leave, Annual Entitlement; Accrual Summary Ledger		_____	_____
	Set up prior year calendar			_____	_____
	Run year-end processes			_____	_____
	Test other processes (as applicable)			_____	_____

APPENDIX D

PeopleSoft Payroll for North America Reports

This appendix provides an overview of PeopleSoft Payroll for North America reports and enables you to:

- View summary tables of all reports.
- View details for selected reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Payroll for North America Reports: A to Z

These tables list the PeopleSoft Payroll for North America reports, sorted alphanumerically by report ID. For some reports, a more detailed description is provided at the end of this appendix.

The reports are presented in three tables:

- Direct Deposit Reports.

Direct Deposit reports have the prefix DDP.

- Payroll Reports.

Payroll reports contain information about paychecks, deductions, earnings, and other payroll functions. Other Payroll processes print paysheets, paychecks, and advice vouchers.

Payroll reports have the prefix PAY. U.S. Federal-specific reports have the prefix FG.

- Tax Reports.

Tax reports contain information related to wage reporting, and they provide the forms and formats required for reporting payroll data to federal, state, provincial, and local taxing authorities.

Tax reports have the prefix TAX. The special numerical series in the TAX reports are as follows:

- TAX000-099: Related to quarterly and periodic tax reporting.
- TAX100-199: Related to tax status, exemption, eligibility.
- TAX700-799: Tax tables.
- TAX800-899: Processes to create files for states that must submit quarterly state wage listings on magnetic tape.
- TAX900-999: Related to annual wage reporting processes.

Note. Reports that are strictly for year-end processing are not listed in this appendix.

See Also

Chapter 33, “Accessing Year-End Processing Instructions,” page 695

Direct Deposit Reports

Report ID and Report Name	Description	Navigation	Run Control Page
DDP001 Create Direct Deposit Transmit	Create a direct deposit file.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Direct Deposit File • North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Create Direct Deposit File 	RUNCTL_DDP001
DDP002 Direct Deposit Register	Lists all direct deposits for employees in each company in the organization.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Direct Deposit Register • North American Payroll, Payroll Processing CAN, Create Direct Deposits Items, Direct Deposit Register • North American Payroll, Payroll Processing USF, Create Direct Deposits Items, Direct Deposit Register 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
DDP003 Direct Deposit Advice Print	Prints paycheck and pay stub information onto direct deposit advice forms.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Print Advice Forms • North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Print Advice Forms 	RUNCTL_CHK_ADV1
DDP003CN Direct Deposit Advice Print	Prints Canadian paycheque and pay stub information onto direct deposit advice forms.	North American Payroll, Payroll Processing CAN, Create Direct Deposit Items, Print Advice Forms	RUNCTL_CHK_ADV

Report ID and Report Name	Description	Navigation	Run Control Page
DDP004 Payroll Advice Register	Reports payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Advice Register • North American Payroll, Payroll Processing CAN, Create Direct Deposit Items, Advice Register • North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Advice Register 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
DDP005 Direct Deposit Prenotification	Provides notification of the amounts slated for deposit and the associated accounts before the transactions actually take place, so that your employees can verify that the information is correct and make necessary changes.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Prenotification • North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Prenotification 	RUNCTL_PAYINIT2
DDP006 Direct Deposit Prenote Memo	Prints notifications for employees who have their pay deposited directly into their checking accounts for the first time.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Direct Deposits, Prenote Memo • North American Payroll, Payroll Processing USF, Create Direct Deposit Items, Prenote Memo 	RUNCTL_PAYINIT2

Payroll Reports

Report ID and Report Name	Description	Navigation	Run Control Page
BUD002 Reconciliation	Provides reconciliation details. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Manage Commitment Accounting, "Defining Fiscal Year Budgets".</i>	<ul style="list-style-type: none"> • North American Payroll, Payroll Distribution, Commitment Accounting, Reconciliation Report • North American Payroll, Payroll Distribution, Commitment Accounting CAN, Reconciliation Report • North American Payroll, Payroll Distribution, Commitment Accounting USF, Reconciliation Report 	RUNCTL_FISCAL_YR

Report ID and Report Name	Description	Navigation	Run Control Page
BUD004 Fiscal Year Budget	Provides the budget level definition for taxes, deductions, and earnings. Also reports the actuals to-date for the budget level, and the FTE cap and maximum for the department. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Manage Commitment Accounting, "Defining Fiscal Year Budgets".</i>	<ul style="list-style-type: none"> North American Payroll, Payroll Distribution, Commitment Accounting, Fiscal Year Budget Reports North American Payroll, Regulatory Reports CAN, Fiscal Year Budget 	RUNCTL_BUD004
FG1514 Military Deposit OPM-1514	Creates an Office of Personnel Management (OPM) Military Deposit worksheet for service credit payments for post-1956 military service.	North American Payroll, Employee Pay Data USF, Military Deposits, Military Dep OPM-1514	RUN_FG1514
FGHR031 WGI/Tenure Update	Lists employees whose WGI, Tenure, or Probation dates are extended, the extended date, and the nonpay hours.	North American Payroll, Payroll Processing USF, Run Payroll, Update WGI/Tenure	RUN_FGNONPAY
FGPY001 RITS Interface	Summary report of the output file for the Office of Personnel Management (OPM) that records deduction distributions for retirement CSRS, FERS, FEHB, health insurance, and FEGLI.	North American Payroll, Payroll Distribution, Additional Integrations USF, RITS Interface	RUN_FGPY001
FGPY002 TSP Interface	Summary report of employee information, TSP deductions, and investment elections transferred to the National Finance Center.	North American Payroll, Payroll Distribution, Additional Integrations USF, TSP Interface	RUN_FGPY002
FGPY003 Treasury/FRB Bonds	Summary report of the treasury interface process.	North American Payroll, Payroll Distribution, Additional Integrations USF, Treasury/FRB Bond Interface	RUN_FGPY003
FGPY004 ECS Interface	Summary report of the ECS Interface file for off cycle disbursements.	North American Payroll, Payroll Distribution, Additional Integrations USF, ECS Interface	RUN_FGPY004
FGPY006 IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation)	Provides Individual Retirement Record (IRR) fiscal data accumulation.	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Process Accum Fiscal Data	RUN_FGPY006

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY007 Individual Retirement Record	Produces an IRR.	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Process IRRs	RUN_FGPY007
FGPY008 Register of Separation and Transfer	Generate a ROST report.	North American Payroll, Periodic Payroll Events CAN, Maintain IRR, Process Reg of Seps/Transfers	RUN_FGPY008
FGPY009 IRR Worksheet - Separated Employees	Produces an IRR worksheet for all separated employees.	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Create IRR Wrksht-Sep Emp	RUN_FGPY009
FGPY010 IRR Worksheet - Current Employees	Produces an IRR worksheet for all current employees. Use the IRR worksheet to view up-to-date service history and fiscal data for a current employee.	North American Payroll, Periodic Payroll Events USF, Maintain IRR, Create IRR Wrksht-Current Emp	RUN_FGPY010
FGPY011A Bond Purchases	Lists all bonds purchased since the last process run.	North American Payroll, Payroll Processing USF, Reports, Bond Purchase	RUNCTL_PAYINIT2
FGPY011B Bond Purchases - Federal Reserve System Format	Produces magnetic media output in Federal Reserve System format for the purchase of bonds.	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Bond-Federal Reserve North American Payroll, Payroll Processing USF, Reports, Bond-Fed Reserve 	RUNCTL_PAYINIT2
FGPY012 Military Deposits Closed Accounts	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service for all closed accounts.	North American Payroll, Employee Pay Data USF, Military Deposits, Mil Closed Acct Rpt	RUN_FGPY012
FGPY013 Leave Accruals	Lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.	North American Payroll, Payroll Processing USF, Reports, Leave Accruals	PRCSRUNCNTL
FGPY015 New Hire Reporting	Creates an interface file to export to the Social Security Administration to report new hire data used to track and enforce child support payments. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Meet Regulatory Requirements, “(USF) Performing Central Personnel Data File Edit Processing”.</i>	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, New Hire USF	GVT_RUN_NH_EXTRACT

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY016 New Hire Error Reporting	Processes the file returned by the Social Security Administration to determine errors to correct before the next data transmission. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Meet Regulatory Requirements, “(USF) Performing Central Personnel Data File Edit Processing”.</i>	Workplace Monitoring, Meet Regulatory Rqmts, Regulatory Reports, New Hire Error Reporting	GVT_RUN_NH_ERROR
FGPY019 Temporary Employee Buying FEHB	The Semi-Annual Headcount process provides up to four separate 2812A reports, based on four categories of employees. The report differentiates enrollees for whom the employing agency contributes a portion of the FEHB premium from those for whom it does not.	North American Payroll, Payroll Processing USF, Reports, Temp Employees Buying FEHB	GVT_RUN_FGPY019
FGPY021 Semi-Annual Headcount	Provides details of life insurance and health benefits withholding contribution data for the Civil Service Retirement (CSRS) and Federal Employee Retirement Systems (FERS). Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.	North American Payroll, Payroll Processing USF, Reports, Semi-Annual Headcount Report	GVT_RUN_FGPY021
FGPY023 FEFFLA Summary	Provides the FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee’s FMLA year.	Workforce Administration, Leave Administration USF, Reports, FEFFLA	RUNCTL_FEFFLA
FGPY024 FEFFLA Limit	Provides a list of employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year.	Workforce Administration, Leave Administration USF, Reports, FEFFLA	RUNCTL_FEFFLA
FGPY025 FMLA History Summary	Provides the FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours taken in the employee’s FMLA year.	Workforce Administration, Leave Administration USF, Reports, FMLA	RUNCTL_FGFMLA

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY026 FMLA Summary	Provides the FMLA hours taken in the requested calendar year and the hours taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken.	Workforce Administration, Leave Administration USF, Reports, FMLA	RUNCTL_FGFMLA
FGPY027 FMLA Limit	Provides a list of all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.	Workforce Administration, Leave Administration USF, Reports, FMLA	RUNCTL_FGFMLA
FGPY028 Leave Acceptance Notifications	Prints Leave Acceptance Notifications for employees whose donor or recipient applications have been approved. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Managing Leave".</i>	Workforce Administration, Leave Administration USF, Reports, Leave Acceptance Notifications	GVT_RUNCTL_LEAVE
FGPY029 Leave Bank Participants	Lists leave bank participants. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Managing Leave".</i>	Workforce Administration, Leave Administration USF, Reports, Leave Bank Participants	GVT_RUNCTL_LEAVE
FGPY030 Leave Transfer Participants	Lists leave transfer participants. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Managing Leave".</i>	Workforce Administration, Leave Administration USF, Reports, Leave Transfer Participants	GVT_RUNCTL_LEAVE
FGPY031 Leave Denial Notifications	Prints Leave Denial Notifications for employees whose donor or recipient applications have been denied. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "(USF) Managing Leave".</i>	Workforce Administration, Leave Administration USF, Reports, Leave Denial Notifications	GVT_RUNCTL_LEAVE

Report ID and Report Name	Description	Navigation	Run Control Page
FGSF1150 Leave Audit SF1150	Prints a leave audit, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.	North American Payroll, Payroll Processing USF, Run Payroll, Leave Audit SF1150	RUNCTL_FGSF1150
GLX002 G/L Distribution Summary	Provides a summary of the distribution of payroll-related amounts for a pay period to their respective general ledger account numbers. Use this to verify general ledger entries for payroll expenses.	<ul style="list-style-type: none"> • North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary • North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary CAN • North American Payroll, Payroll Distribution, Provide GL Information, GL Distribution Summary USF 	PRCSRUNCNTL
GMTEC002 GM Time and Effort Certification	(USA) higher education institutions use this report to meet A-21 Certification requirements for grants.	North American Payroll, Payroll Distribution, Additional Integrations, Time/Effort Certificatn Rpts	RC_GM_TE
PAY001 Deduction Register	Reports the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Deduction Register • North American Payroll, Payroll Processing USF, Reports, Deduction Register 	RUNCTL_PAYINIT2
PAY001CN Deduction Register	Reports the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deduction Register	RUNCTL_PAYINIT

Report ID and Report Name	Description	Navigation	Run Control Page
PAY002 Payroll Register	Reports the name, employee ID, and department ID for all employees who receive a paycheck for a pay run and pay calendar.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Payroll Register • North American Payroll, Payroll Processing CAN, Payroll Information Reports, Payroll Register • North American Payroll, Payroll Processing USF, Reports, Payroll Register 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY003 Check Print	Prints paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Print Checks • North American Payroll, Payroll Processing USF, Print Check Items, Print Checks 	RUNCTL_CHK_ADV1
PAY003CN Cheque Print	Prints paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run.	North American Payroll, Payroll Processing CAN, Print Cheque Items, Print Cheques	RUNCTL_CHK_ADV
PAY004 Check Register	Lists all checks, in check number order, written in the pay period for each company in the organization.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Check Register Report • North American Payroll, Payroll Processing CAN, Print Cheque Items, Cheque Register • North American Payroll, Payroll Processing USF, Print Check Items, Check Register Report 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY005 Cost Center	Groups employee hours and earnings, sorted by cost center. Reports cost center information for each company in the organization, sorted by pay period.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Cost Center Detail Report • North American Payroll, Payroll Processing CAN, Payroll Information Reports, Cost Center Report • North American Payroll, Payroll Processing USF, Payroll Information Reports, Cost Center 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY006 Other Earnings Register	Reports detailed wages other than regular and overtime, such as automobile allowances or expense reimbursements.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Other Earnings Register • North American Payroll, Payroll Processing CAN, Payroll Information Reports, Other Earnings Register • North American Payroll, Payroll Processing USF, Reports, Other Earnings Register 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY007 Deductions in Arrears	Lists deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Deductions in Arrears • North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deductions in Arrears Rpt • North American Payroll, Payroll Processing USF, Reports, Deductions in Arrears 	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY008 Deductions Not Taken	Lists employees who had benefits deductions omitted for a pay period.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Deductions Not Taken • North American Payroll, Payroll Processing CAN, Payroll Information Reports, Deductions Not Taken Rpt • North American Payroll, Payroll Processing USF, Reports, Deductions Not Taken 	RUNCTL_PAYINIT
PAY009 Paysheets	Reports the results of the Paysheet Creation process.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Print Paysheets • North American Payroll, Payroll Processing CAN, Create Paysheets, Print Paysheets • North American Payroll, Payroll Processing USF, Create Paysheets, Print Paysheets 	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY010 Employees Not Processed	Reports employee hours and earnings that were not processed for the pay period.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Employees Not Processed Rpt • North American Payroll, Payroll Processing CAN, Run Payroll, Employees Not Processed Rpt • North American Payroll, Payroll Processing USF, Run Payroll, Employees Not Processed Rpt 	RUNCTL_RPT_RUNID
PAY011 Payroll Error Messages	Provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before you run the Pay Confirmation process.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Review Processing Messages, Error Messages Report • North American Payroll, Payroll Processing CAN, Review Processing Messages, Error Messages Report • North American Payroll, Payroll Processing USF, Review Processing Messages, Error Messages Report 	RUNCTL_RPT_RUNID
PAY013 Employee Earnings Snapshot	Reports detailed earnings information for employees as of the date that you specify.	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Reviews, Employee Earnings Snapshot Rpt • North American Payroll, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Snapshot Rpt 	RUNCTL_PAY013
PAY013CN Employee Earnings Snapshot	Reports detailed earnings information for employees.	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Snapshot Rpt	RUNCTL_PAY013CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY014 Employee Earnings Record	Prints an Earnings Summary record for each employee selected as of the date specified.	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Reviews, Employee Earnings Record Rpt • North American Payroll, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Record Rpt 	PRCSRUNCNTRL
PAY014CN Employee Earnings Record	Prints an earnings summary record for each employee selected as of the date specified.	North American Payroll, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Record Rpt	PRCSRUNCNTRL
PAY015B Check Reconciliation	Lists the entries in the temporary Check Reconciliation file. Run this report for both U.S. and Canadian companies.	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Check Reconciliation, Reconciliation Report • North American Payroll, Periodic Payroll Events CAN, Check Reconciliation, Reconciliation Report • North American Payroll, Periodic Payroll Events USF, Check Reconciliation, Reconciliation Report 	PRCSRUNCNTRL
PAY016A Bond Purchases	Lists all bonds purchased since the last process run.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Bond Purchase • North American Payroll, Payroll Processing USF, Reports, Bond Purchase 	RUNCTL_PAYINIT2
PAY016B Bond Purchases - Federal Reserve System Format	Produces magnetic media output in Federal Reserve System format for the purchase of bonds.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Bond-Federal Reserve • North American Payroll, Payroll Processing USF, Reports, Bond-Fed Reserve 	RUNCTL_PAY016B

Report ID and Report Name	Description	Navigation	Run Control Page
PAY017 Paysheets Distributed Earnings	Produces paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Print Paysheet Earng Distribtn • North American Payroll, Payroll Processing CAN, Create Paysheets, Print Paysheet Earng Distribtn • North American Payroll, Payroll Processing USF, Create Paysheets, Paysheets Earnings Distributn 	RUNCTL_PAYINIT2
PAY018 Payroll Summary	Summarizes payroll information.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Payroll Summary • North American Payroll, Payroll Processing USF, Reports, Payroll Summary 	RUNCTL_PAYINIT4
PAY018CN Payroll Summary	Summarizes payroll information.	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Payroll Summary Report	RUNCTL_PAY018CN
PAY021 Employer Benefit Contribution	Provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Reports, Benefits Register • North American Payroll, Payroll Processing USF, Reports, Benefits Register 	RUNCTL_PAYINIT2
PAY021CN Employer Benefit Contribution	Provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and YTD month, quarter, and year.	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Employer Benefit Contribution	RUNCTL_PAYINIT
PAY025 Balance Adjustment	Details the information recorded with each balance adjustment processed through the Balance Adjustment pages.	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Balance Adjustments, Balance Adjustment Report • North American Payroll, Periodic Payroll Events USF, Balance Adjustments, Balance Adjustment Report 	RUNCTL_PAY025

Report ID and Report Name	Description	Navigation	Run Control Page
PAY025CN Balance Adjustments	Details the information recorded with each balance adjustment processed through the Balance Adjustment pages.	North American Payroll, Periodic Payroll Events CAN, Balance Adjustments, Balance Adjustment Report	RUNCTL_PAY025CN
PAY031 Deductions and Benefits Register	Use with PeopleSoft Payroll Interface. Reports deductions taken, sorted by deduction code.	Benefits, Reports, Contributions and Deductions, PI Benefit Deductions Register	RUNCTL_PAYINIT2
PAY033 Imputed Income Adjustment	Reports data about imputed income adjustments.	<ul style="list-style-type: none"> • North American Payroll, Periodic Payroll Events, Imputed Income Adjustments, Adjustments Report • North American Payroll, Periodic Payroll Events USF, Imputed Income Adjustments, Adjustments Report 	RUNCTL_PAYINIT2
PAY034 Presheet Audit	Verifies the integrity of your payroll and benefits setup and your employee data. Before creating paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Paysheets, Presheet Audit Report • North American Payroll, Payroll Processing CAN, Create Paysheets, Presheet Audit Report • North American Payroll, Payroll Processing USF, Create Paysheets, Presheet Audit Report 	RUNCTL_PRESHEET
PAY035 Paysheet Records Audit Prior to Calc Pay (paysheet records audit prior to calculation pay)	Provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Run Payroll, Precalc Audit Report • North American Payroll, Payroll Processing CAN, Run Payroll, Precalc Audit Report • North American Payroll, Payroll Processing USF, Run Payroll, Precalc Audit Report 	RUNCTL_AUDIT

Report ID and Report Name	Description	Navigation	Run Control Page
PAY036 Paysheet Records Audit Prior to Confirm	Provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Run Payroll, Preconfirm Audit Report North American Payroll, Payroll Processing CAN, Run Payroll, Preconfirm Audit Report North American Payroll, Payroll Processing USF, Run Payroll, Preconfirm Audit Report 	RUNCTL_AUDIT
PAY038 Generate Chartkey Values	Generate PAY038 that lists Chartkey values populated for PeopleSoft General Ledger.	Set Up HRMS. Product Related, North American Payroll, GL Interface, Populate Chartkey Values	GEN_CHART_KEYS
PAY039 HR Accounting Line Report	Lists all the accounting line entries created by running the GL Interface process.	North American Payroll, Payroll Distribution, GL Interface Reports, HR Accounting Line	RUN_PAY752
PAY050 Allocation By Establishment	Reports tip allocation information for establishments.	North American Payroll, Periodic Payroll Events, Tip Allocation, Allctn by Estab Rpt	RUNCTL_TIPS_ALLOC
PAY051 Allocation By Employee	Lists tip employees, sorted by establishment.	North American Payroll, Periodic Payroll Events, Tip Allocation, Create Allctn by Employee Rpt	RUNCTL_TIPS_ALLOC
PAY052 Allocation Earnings	Lists directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.	North American Payroll, Periodic Payroll Events, Tip Allocation, Balance Verification Rpt	RUNCTL_TIP_PAY
PAY055 Employee Gross Receipts	Lists gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.	North American Payroll, Periodic Payroll Events, Tip Allocation, Employee Receipt Rpt	RUNCTL_TIP_PAY055

Report ID and Report Name	Description	Navigation	Run Control Page
PAY056 Final Check Request	Lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Final Check, Final Check Requests Report North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Requests Report North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Requests Report 	RUNCTL_PAY056
PAY057 Final Check Reconcile	Reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.	<ul style="list-style-type: none"> North American Payroll, Periodic Payroll Events, Final Check, Final Check Reconcile Report North American Payroll, Periodic Payroll Events CAN, Final Cheque, Final Cheque Reconcile Report North American Payroll, Periodic Payroll Events USF, Final Check, Final Check Reconcile Report 	RUNCTL_PAYINIT
PAY100CN Statistics Canada, Non-Educational Institutions	Conforms to Canadian wage reporting requirements. It is in the accepted report format for the <i>Survey of Employment for Non-Educational Institutions, Payrolls, and Hours</i> , required by the Canadian Labour Division of Statistics.	North American Payroll, Payroll Distribution, Additional Integrations CAN, Statistics Non-Edu Institute	RUNCTL_PAY100CN
PAY101CN ROE Print	Prints ROE data onto preprinted forms supplied by Human Resources Development Canada (HRDC). You must use either line printer (LP) or HP format.	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, ROE Print	RUNCTL_PAY101CN
PAY102CN Workers Compensation	Meets Canadian requirements for Workers Compensation Board (WCB) payroll reporting.	North American Payroll, Regulatory Reports CAN, Workers Comp Assessments	RUNCTL_PAY102CN
PAY103CN Overtime Bank	This report includes the union or nonunion employees for a date range that you specify, sorted by department, and lists the total number of overtime hours for each employee, sorted by employment record number.	North American Payroll, Payroll Processing CAN, Payroll Information Reports, Overtime Bank Report	RUNCTL_PAY103CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY104CN Business Payrolls Survey (BPS)	Creates a Business Payrolls Survey electronic data report (EDR) file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format provided by Statistics Canada.	North American Payroll, Payroll Distribution, Additional Integrations CAN, Business Payrolls Survey	RUNCTL_PAY104CN
PAY110CN Statistics Canada, Educational Institutions	Conforms to Canadian wage reporting requirements. It is in the accepted report format for the <i>Survey of Employment for Educational Institutions, Payrolls, and Hours</i> , required by the Canadian Labour Division of Statistics.	North American Payroll, Payroll Distribution, Additional Integrations CAN, Statistics Edu Institute	RUNCTL_MO_YR_PAY
PAY124CN ROE Mass Create	Creates ROE data for a range of dates.	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, ROE Mass Create	RUNCTL_FRMTHRU_PAY
PAY125CN ROE Summary	Produces a summary report of ROE Data records that have an ROE status of Hold, Complete, Delete, or Generate. The system deletes all ROE Data records that have an ROE process of Delete.	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, ROE Summary Report	RUNCTL_PAY125CN
PAY126CN ROE Print Exceptions	Produces an exception report of Record of Employment (ROE) errors detected during the ROE Print process.	North American Payroll, Periodic Payroll Events CAN, Record of Employment Forms, ROE Print Exceptions	RUNCTL_PAY126CN
PAY131CN Canada Savings Bond Purchase	Provides a listing of employees' Canada Savings Bond (CSB) purchases through payroll deduction.	North American Payroll, Payroll Processing CAN, Payroll Information Reports, CSB Purchase Report	RUNCTL_PAY131CN
PAY132CN Payroll Savings Create File	Creates a Canada Payroll Savings (CPS) electronic data transmission file and a Transmission Summary report for your reference. The system produces the transmission file in accordance with the format provided by the Bank of Canada.	North American Payroll, Payroll Distribution, Additional Integrations CAN, Create Canada PY Savings File	RUNCTL_PAY132CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY300RT Retro Pay Request Summary (retroactive pay request summary)	Reports retroactive (retro) pay information from the Retro Pay Request Table.	North American Payroll, Retroactive Payroll, Reports, Pay Request Summary	RUNCTL_RTRORQST
PAY301RT Retro Pay All Calculated	Provides a detailed listing of the retroactive pay calculation, sorted by employee and by earnings type.	North American Payroll, Retroactive Payroll, Reports, Pay All Calculated	RUNCTL_RTRODETAIL
PAY302RT Retro Pay Summary	Creates a summary of each request type, with a grand total of both request types.	North American Payroll, Retroactive Payroll, Reports, Pay Summary	RUNCTL_RTROSUMM
PAY303RT Retro Pay Terms Calculated	Lists all terminated employees for whom the system has calculated retro pay. This lists the same information as PAY301RT.	North American Payroll, Retroactive Payroll, Reports, Pay Terms Calculated	RUNCTL_RTROTERM
PAY305RT Load Paysheet Trans	If run after the Load/Reset PaysheetTransactions process, the report lists transactions loaded from other applications or from Rapid Entry Paysheets. If run before the load process, the report lists transactions that originated in other applications that are being loaded into paysheets. <i>See PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “(USF) Managing Leave”.</i>	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Create Paysheets, Paysheet Transaction Report North American Payroll, Payroll Processing CAN, Create Paysheets, Paysheet Transaction Report North American Payroll, Payroll Processing USF, Create Paysheets, Paysheet Transaction Report 	RUNCTL_PSHUPLD
PAY306RT Retro Pay Interest	(USF) The report lists the employee name, national ID, and interest earnings for employees who have interest earnings over the limit in the reporting year.	North American Payroll, Retroactive Payroll, Change Status/Review Info, Interest Limit	RUNCTL_PAY306RT
PAY701 Bank Table	Lists information from the Bank Table, which is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts established for paychecks and direct deposits.	Set Up HRMS, Common Definitions, Banking, Bank/Branch Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY702 Company Table - GL Data	Generate PAY702 that lists general ledger data from the Company Table, where you establish the individual companies in your corporate structure. This report is a companion to PER707 (the Company Table - General Data report), which lists the payroll-related general ledger information in the Company Table.	Set Up HRMS, Product Related, North American Payroll, GL Interface, Company GL Data Report	PRCSRUNCNTRL
PAY703 General Deduction/Deduction Frequency Table	Lists information from the General Deduction/Deduction Frequency Table, which contains payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees.	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, General Deduction/Frequency	PRCSRUNCNTRL
PAY704 Deduction/Deduction Frequency Table	Lists information from the Deduction/Deduction Frequency Table, which contains deduction priority, tax effect, and frequency of both benefit and nonbenefit deductions.	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, Deduction/Frequency	PRCSRUNCNTRL
PAY705 Deduction Classes	Lists deduction classification codes from the Deduction Table.	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, Deduction Class	PRCSRUNCNTRL
PAY706 Bond Table	Lists information from the U.S. Bond Table, which contains bond types. Bonds are one type of benefit that employees can purchase through payroll deductions.	Set Up HRMS, Product Related, North American Payroll, Deduction Table Reports, US Savings Bond	PRCSRUNCNTRL
PAY708 Shift Table	Lists information from the Shift Table, where you identify the work shifts to which you can assign an employee. Because it contains the rate or factor that the system uses to calculate the shift differential, this table works with the Earnings and Special Accumulator Tables to calculate earnings.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Shift	PRCSRUNCNTRL
PAY709 Wage Loss Plan Table	Lists information from the Wage Loss Plan Table for Canadian employers.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Wage Loss Plan CAN	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY710 Account Code Table	Lists information from the Account Code Table, which is an edit table for paysheet processing.	Set Up HRMS, Common Definitions, Payroll, Account Code Report	PRCSRUNCNTL
PAY711 Pay Group Table	Lists pay groups, effective dates, and processing characteristics from the Pay Group Table.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Pay Group	PRCSRUNCNTL
PAY712 Earnings Table	Lists earnings types and their payroll characteristics.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Earnings Tables	PRCSRUNCNTL
PAY713 Special Accumulator Table	Lists information from the Special Accumulator Table, which is an edit table for payroll processing. It contains codes that isolate earnings for deductions that are stated as a percent of gross (for example, 401[k]).	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Special Accumulator	PRCSRUNCNTL
PAY714 Pay Calendar Table	Lists information from the Pay Calendar Table, which contains the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a pay period for a pay group.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Pay Calendar	PRCSRUNCNTL
PAY715 Garnishment Rules Table	Prints the Garnishment Rule Table by listing the rules for each state.	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Garnishment Rules	PRCSRUNCNTL
PAY715CN Garnishment Rules Table	Prints the Garnishment Rule Table by listing the rules for each province and territory.	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Garnishment Rules CAN	PRCSRUNCNTL
PAY716 Disposable Earnings Definition	Lists information from the Disposable Earnings Definition Table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Disposable Earnings Definition	PRCSRUNCNTL
PAY717 Earnings Program Table	Lists information from the Earnings Program Table.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Earnings Program	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY718 Tax Location Table	Lists information from the Tax Location Table.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Tax Location	PRCSRUNCNTL
PAY719 Garnishment Proration Report	Provides a listing by Court ID of employees whose garnishment amounts were prorated.	<ul style="list-style-type: none"> North American Payroll, Payroll Processing, Reports, Garnishment Prorations North American Payroll, Payroll Processing USF, Reports, Garnishment Prorations 	RUNCTL_PAY719
PAY720 Garnishment Proration Rule Listing	Lists proration rules from the Garnishment table.	Set Up HRMS, Product Related, North American Payroll, Garnishment Table Reports, Proration Rules	PRCSRUNCNTL
PAY750 Tip Establishment Table	Lists information from the Tip Establishment Table, which contains the tip establishments and data related to allocating tips to tipped employees.	Set Up HRMS, Product Related, North American Payroll, Tip Allocation, Tip Establishment Report	PRCSRUNCNTL
PAY751 Final Check Program Table	Lists information from the Final Check Program Table, which contains final check processing rule definitions for earnings, leave accruals, and deductions.	Set Up HRMS, Product Related, North American Payroll, Comp/Earnings Table Reports, Final Check Program	RUNCTL_PAY751
PAY752 ChartKey Listing	Lists all of the human resources (HR) ChartKeys and their equivalent general ledger accounts and department IDs.	North American Payroll, Payroll Distribution, GL Interface Reports, Chartkey Values	RUN_PAY752
PAYGL01 Payroll General Ledger Interface	For employers using the GL Interface process, this produces accounting lines for PeopleSoft General Ledger. This does not produce a report.	North American Payroll, Payroll Distribution, Prepare GL Information, Non-Commit Accounting Info, Run Parameters	RUNCTL_PAYGL01
PAYVNDR AP Vendor Listing	Generates a listing of all vendors, up to a given date.	North American Payroll, Payroll Distribution, Accounts Payable Information, Create AP Vendor Listing	RUNCTL_PAYVNDR
PAYXTRCT AP Extract Audit	Reports details of nontax deductions to send to PeopleSoft Payables.	North American Payroll, Payroll Distribution, Accounts Payable Information, Create AP Extract Audit Report	PRCSRUNCNTL

Tax Reports

Report ID and Report Name	Description	Navigation	Run Control Page
T002CAHP Quarterly State Employee Wage Listing - California	(E&G) Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	North American Payroll, Quarterly Taxes, State Wage Listing Report	RUNCTL_TAX002CA
T002MIHP Quarterly State Employee Wage Listing - Michigan	(E&G) Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	North American Payroll, Quarterly Taxes, State Wage Listing Report	RUNCTL_TAX002MI
T002MNHP Quarterly State Employee Wage Listing - Minnesota	(E&G) Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	North American Payroll, Quarterly Taxes, State Wage Listing Report	RUNCTL_TAX002MN
TAX001 Tax Deposit Summary	Provides pay period details of federal, state, and local taxes withheld from employees, and liabilities incurred for employer-paid taxes.	North American Payroll, Pay Period Tax Reports, Tax Deposit Summary	RUNCTL_PAYINIT2
TAX002XX Quarterly State Employee Wage Listing	Provides quarterly state employee wage listings.	North American Payroll, Quarterly Taxes, State Wage Listing Report	RUNCTL_TAX002XX
TAX003CN Tax Submission Summary	Summarizes Tax Submission data, sorted by business number.	North American Payroll, Regulatory Reports CAN, Tax Submission Summary	RUNCTL_PAYINIT
TAX004 Multiple Worksite	Provides a tabular format with company data in the heading and one line each for locations and worksites. Use it to complete information required for federally mandated Multiple Worksite report (BLS-3020) or state variations.	North American Payroll, Quarterly Taxes, Multiple Worksite Report	RUNCTL_QTR_YR_PAY
TAX004ST Employee Count	Provides employment count totals, sorted by gender, as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.	North American Payroll, Quarterly Taxes, Employee Count Report	RUNCTL_TAX004ST
TAX007 Quarterly Federal Tax Summary	Provides, for each employee, quarter-to-date (QTD) federal withholding, FICA, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.	North American Payroll, Quarterly Taxes, Federal Tax Summary	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX008 Quarterly State Tax Summary	Summarizes employee QTD state withholding, disability, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.	North American Payroll, Quarterly Taxes, State Tax Summary Report	PRCSRUNCNTRL
TAX009 Local Tax Deposit Summary	Lists local taxes withheld, and provides more detail than TAX001. This pay period report lists total taxes withheld for residents and nonresidents separately for each locality. It lists the number of employees in each category and counts only once those employees who receive more than one check.	North American Payroll, Pay Period Tax Reports, Local Tax Deposit	RUNCTL_PAYINIT2
TAX010FD Tax Summary - Federal	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level. Run the report monthly or quarterly.	North American Payroll, Pay Period Tax Reports, Tax Summary - Federal	RUNCTL_TAX010FD
TAX010ST Tax Summary - State	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state and local levels. Run the report monthly or quarterly.	North American Payroll, Pay Period Tax Reports, Tax Summary - State	RUNCTL_TAX010ST
TAX010PA Tax Summary – PA (tax summary – Pennsylvania)	Summarizes, for Pennsylvania, period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels.	North American Payroll, Pay Period Tax Reports, Tax Summary PA OPT, Tax Summary PA	RUNCTL_TAX010PA
TAX012 Ohio Local Tax Reconciliation	Provides the information for completing the Ohio Form W-3 and local variations.	North American Payroll, Pay Period Tax Reports, Reconciliation, Ohio Local	RUNCTL_MO_QTR_YR

Report ID and Report Name	Description	Navigation	Run Control Page
TAX014 Federal Liability by State	Lists federal withholding and liability (ER and EE FICA plus withholding) for each state. Use this report to determine when to deposit state withholding in those states that associate the frequency of state deposits with the employer's schedule for federal tax deposits. Run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.	North American Payroll, Pay Period Tax Reports, Federal Liability by State	RUNCTL_PAYINIT2
TAX015 Quarterly Tax Balances Audit	For each tax class and tax jurisdiction, this report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run, making it possible to verify that system computations are correct for these balances.	North American Payroll, Quarterly Taxes, Tax Balance Audit	RUNCTL_QTR_YR_PAY
TAX016 Default Tax Data	Lists employees with incorrect default data in their tax records.	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Default Tax Data Rpt • North American Payroll, Employee Pay Data USF, Tax Information, Default Tax Data Report 	RUNCTL_FRMTHRU_PAY
TAX016CN Default Tax Data	Provides the data auto-generated by the system, such as the employee's hire date, default net claim amounts from the Canadian Tax Tables, and provincial tax credit amounts from the Canadian Income Tax Data record.	North American Payroll, Employee Pay Data CAN, Tax Information, Default Tax Data Report	RUNCTL_FRMTHRU_PAY
TAX017 Quarterly State Unemployment Tax Verification	Run this report quarterly to verify that the appropriate employer unemployment tax for the quarter being reported has been calculated and posted to employees' Tax Balance records.	North American Payroll, Quarterly Taxes, State Unemployment Tax Report	RUNCTL_TAX017

Report ID and Report Name	Description	Navigation	Run Control Page
TAX018 Employee Check Information	Provides a listing of individual employee check information.	<ul style="list-style-type: none"> • North American Payroll, Payroll Processing, Create Checks, Employee Check Report • North American Payroll, Payroll Processing CAN, Print Cheque Items, Employee Cheque Report • North American Payroll, Payroll Processing USF, Print Check Items, Employee Check Report 	RUNCTL_TAX018
TAX019 Employee Tax Information	Provides an individual listing of the employee's tax withholding information.	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data, Tax Information, Employee Tax Information Rpt • North American Payroll, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt • North American Payroll, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt 	RUNCTL_TAX019
TAX030 Form 1042-S Tax Liability Data by Pay Period	Provides tax liability 1042 data for a company and period that you specify.	North American Payroll, Annual Taxes, 1042 Reporting, Form 1042 Audit Report	RUNCTL_TAX030
TAX100 Federal Tax Data Status	Lists all employees in each company who are exempt from federal income tax withholding.	<ul style="list-style-type: none"> • North American Payroll, Employee Pay Data USF, Tax Information, Fed Tax Data Status Report • North American Payroll, Employee Pay Data, Tax Information, Fed Tax Data Status Report 	RUNCTL_TAX100
TAX100CN Exemption	Lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have fewer than 12 months subject to Canada or Quebec pension plan contributions.	North American Payroll, Employee Pay Data CAN, Tax Information, Exemption Report	RUNCTL_TAX100CN
TAX101CN EI Rebate (employment insurance rebate)	Provides information for employers with private income replacement plans.	North American Payroll, Regulatory Reports CAN, EI Rebate	RUNCTL_TAX101CN

Report ID and Report Name	Description	Navigation	Run Control Page
TAX102CN Health Insurance Premium	Lists calculated health insurance premiums for provinces with a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec.	North American Payroll, Regulatory Reports CAN, Health Insurance Premium	RUNCTL_TAX102CN
TAX103 Reset W-4 Exempt Employees	Identifies employees who have not yet filed a new Form W-4 by the due date to continue their exemption status, and inserts a new Tax record to reset the employee federal withholding status, marital status, and withholding allowances. It also updates future-dated records that currently specify exempt status.	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Reset W-4 Exempt List North American Payroll, Employee Pay Data USF, Tax Information, Update W-4 Exempt List 	RUNCTL_TAX103
TAX103CN Update Source Deductions	Calculates and updates federal, Quebec, and provincial basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the effective date specified.	North American Payroll, Payment Reports CAN, Update Source Deductions	RUNCTL_TAX103CN
TAX105CN Employer Contribution to CNT (employer contribution to Commission des Normes du Travail)	Calculates the annual payment of the contribution to the financing of the Commission des Normes du Travail (CNT) by employers with employees working in the province of Quebec.	North American Payroll, Regulatory Reports CAN, Employer Contribution to CNT	PRCSRUNCNTL
TAX106 W-4 IRS	Lists employees who claim either exemption from federal withholding or more than 10 allowances.	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, W-4 IRS Report North American Payroll, Employee Pay Data, Tax Information, W-4 IRS Report 	RUNCTL_TAX106
TAX107 W-4 Audit	Produces a list of all employees who either created or updated their W4 information on the web.	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, W-4 Audit Report North American Payroll, Employee Pay Data, Tax Information, W-4 Audit Report 	RUNCTL_TAX107

Report ID and Report Name	Description	Navigation	Run Control Page
TAX113 Reset W-5 EIC Employees	Identifies employees who have not refiled EIC eligibility by the due date, resets the employee EIC status to <i>None</i> , and updates the EIC status on future-dated records.	<ul style="list-style-type: none"> North American Payroll, Employee Pay Data, Tax Information, Reset W-5 List North American Payroll, Employee Pay Data USF, Tax Information, Update W-5 List 	RUNCTL_TAX103
TAX504 Update W-2 Information	Sets fields in employee Federal Tax Data records to the correct current values for W-2 processing. This process does not produce a printed report.	North American Payroll, Annual Taxes, W-2 Reporting, Update W-2 Reporting Info	RUNCTL_TAX504
TAX702 Federal/State Tax Table	Prints information from the State Tax Table and the State Other Tax Table, which store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Federal/State Tax	PRCSRUNCNTRL
TAX703 Local Tax Table	Lists information from the Local Tax Table, which contains calculations for local income taxes.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Local Tax	PRCSRUNCNTRL
TAX704 Company State Tax Table	Lists information from the Company State Tax Table, which identifies the states in which your company collects and pays taxes.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Company State Tax	PRCSRUNCNTRL
TAX705 Company Local Tax Table	Lists information from the Company Local Tax Table, which identifies the localities for which your company collects and pays taxes.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Company Local Tax	PRCSRUNCNTRL
TAX706 Taxable Gross Definition Table	Prints information from the Taxable Gross Definition Table, which contains definitions that the system uses during payroll calculation to determine state and local taxable grosses that deviate from the normal federal withholding. It specifies the base for taxable gross and indicates modifications to that base.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Taxable Gross Definition Tbl	PRCSRUNCNTRL
TAX707 State Tax Rate Table	Lists information from the State Tax Rate Table, which contains bracket rates needed for calculating state and federal taxes.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, State Tax Rate	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX708 State Reciprocity Rules Table	Summarizes the rules that determine where to withhold income taxes when an employee works in one state and lives in another.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, State Reciprocity Rules	PRCSRUNCNTRL
TAX709 Local Reciprocity Rules Table	Lists the rules that determine where to withhold income taxes when an employee works in one locality and lives in another.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Local Reciprocity Rules	PRCSRUNCNTRL
TAX711 Marital Status Codes	Prints information from the Marital Codes Status Table, which contains all valid marital status codes, sorted by state.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, SWT Marital Status Codes	PRCSRUNCNTRL
TAX712 Print Tax Form Print Parm Table	Prints information from the Tax Form Print Parm Table.	North American Payroll, Annual Taxes, Define Annual Tax Reporting, Specify Tax Form Print Parm	RUNCTL_TAX712
TAX713 Work-Work Reciprocity Rules Table	Lists the reciprocal rules that determine local income tax withholding when an employee works in a location that has multiple taxing jurisdictions that share a reciprocal agreement.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Work—Work Reciprocity Rules	PRCSRUNCNTRL
TAX715 VDI Administrator Table	Lists information from the VDI Administrator Table.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, VDI Administrator	PRCSRUNCNTRL
TAX720 Tax Treaty Table	Lists information from the Tax Treaty Table.	Set Up HRMS, Product Related, North American Payroll, Tax Table Reports, Tax Treaty Table	PRCSRUNCNTRL
TAX810XX Quarterly UI Wage Tape	Creates a file for states that must submit quarterly state wage listings on magnetic tape. The XX in the report ID is a two-character state abbreviation.	<ul style="list-style-type: none"> • North American Payroll, Quarterly Taxes, Create Magnetic Media AK-ID • North American Payroll, Quarterly Taxes, Create Magnetic Media IL-NC • North American Payroll, Quarterly Taxes, Create Magnetic Media ND-SC • North American Payroll, Quarterly Taxes, Create Magnetic Media SD-WY 	RUNCTL_TAX810XX

Report ID and Report Name	Description	Navigation	Run Control Page
TAX860XX Quarterly UI Wage Tape	Creates a file for states that must submit quarterly state wage listings on magnetic tape. The XX in the report ID is a two-character state abbreviation.	<ul style="list-style-type: none"> North American Payroll, Quarterly Taxes, Create Magnetic Media AK-ID North American Payroll, Quarterly Taxes, Create Magnetic Media IL-NC North American Payroll, Quarterly Taxes, Create Magnetic Media ND-SC North American Payroll, Quarterly Taxes, Create Magnetic Media SD-WY 	RUNCTL_TAX810XX
TAX811GA Quarterly UI Wage Diskette for Georgia	This process works with TAX811 to create a file for submitting quarterly state wage listings on diskette. It reads the output file from TAX811 and maps the records to the format required for diskettes. Copy the output file to a newly formatted diskette for submission.	North American Payroll, Quarterly Taxes, Create Georgia Wage Diskette	RUNCTL_TAX811GA
TAX900 Annual Reporting Error Listing (Annual Wage Data Edit)	Lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify social security numbers (SSNs), or to check for negative tax balances and other error conditions.	North American Payroll, Annual Taxes, W-2 Reporting, Error Report	PRCSRUNCNTRL
TAX905CN NW Territories Payroll Tax (Northwest Territories payroll tax)	Prints the Northwest Territories payroll taxes.	North American Payroll, Regulatory Reports CAN, NW Territories Payroll Tax	RUNCTL_TAX905CN
TAX906CN Nunavut Payroll Tax Annual	Prints the Nunavut payroll taxes.	North American Payroll, Regulatory Reports CAN, Nunavut Payroll Tax	RUNCTL_TAX906CN

PeopleSoft Payroll for North America Selected Reports

This section provides detailed information on individual reports including important fields. The reports are listed alphabetically by report ID.

DDP003 - Direct Deposit Advice Print

Information on the advice form includes:

- Employee name.
- Delivery address.
- Department.
- Location.
- Date.
- Advice number.
- Check amount.

The report groups the gross amount into earnings, taxes, deductions, and employer-paid benefits, with both pay period totals and YTD totals.

The stub information identifies:

- Company.
- Employee.
- Deposit amount.
- Distribution details of the accounts receiving the funds.

DDP004 - Payroll Advice Register

This report lists the direct deposit transactions, sorted by advice number. It includes:

- Check date for each advice.
- Net amount deposited.
- Employee name and ID.
- Employee department information.
- Pay group.
- Employee choice for delivery address.

The report totals the advice amounts at the company level and prints a grand total of all companies reported.

DDP005 - Direct Deposit Prenotification

For each company and pay period, this reports lists employees who you have added to the direct deposit instructions since the last pay period. It includes:

- Employee ID.
- Priority of the types of deposits.
- Code (such as checking or savings) for the type of account designated to receive the deposit.
- Bank transit number.

- Checking account number.

You must run this report before DDP006 - Direct Deposit Prenote Memo to provide the necessary employee data for producing printed prenotification notices for employees who are affected.

DDP006 - Direct Deposit Prenote Memo

This report prints the memo on your company stationery or memo forms. The text of the memo informs the employee of the direct deposit and lists:

- Bank transit number.
- Account number.
- Account type.
- Deposit instructions for verification, as recorded in DDP005 - Direct Deposit Prenotification. This report contains no data if you do not run DDP005 first.

(USF) FGPY007 - Individual Retirement Record

Use this report to process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM.

See Also

Chapter 32, “(USF) Generating IRR and ROST Reports,” Generating Final IRRs, page 688

(USF) FGPY009 - IRR Worksheet - Separated Employees

Use this report to print the IRR worksheet before printing an official SF-2806 or SF-3100 form.

See Also

Chapter 32, “(USF) Generating IRR and ROST Reports,” Creating IRR Worksheets, page 686

(USF) FGPY011A - Bond Purchases

The system selects all Bond Log records with a status of R, prepares the report, and sets the status to D (distributed) for each selected record. The report identifies relevant information about co-owners and beneficiaries. It inserts a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase file; each transaction contains the following fields:

- Denomination: 5 positions.
- No. of Bonds Purchased (number of bonds purchased): 3 positions.
- Purchase Date: 6 positions (YYMMDD).
- Owner Name: 30 positions.
- Owner SSN (owner social security number): 9 positions.
- Other Registrant Name: 30 positions (optional).
- Other Registrant SSN (other registrant social security number): 9 positions.

- Other Registrant Type: 1 position (optional).

You can change this format to accommodate your interface requirements.

(USF) FGPY011B - Bond Purchases - Federal Reserve System Format

Report details are the same as (USF) FGPY011A - Bond Purchases.

Note. You must use the file name PAYROLL.DK when submitting savings bond purchase data to the Federal Reserve Bank on diskette. In some environments, you might need to rename the PAY016B.SQR output file as PAYROLL.DK when creating the diskette.

(USF) FGPY012 - Military Deposits Closed Accounts

Use this report to identify accounts that were closed during RITS interface processing. For the accounts identified, you must:

- Process a PAR to change the SCD-Retire.
- Print the OPM Form 1514.
- Generate an IRR.

See Also

[Chapter 16, “\(USF\) Administering Additional U.S. Federal Payroll Functionality,” Crediting Military Service to Civilian Retirement, page 351](#)

PAY001 - Deduction Register

The system defines deductions and all nontaxable amounts subtracted from employee pay. If the current deduction amount contains adjustments for refunds, amounts paid in arrears, or amounts excluded, the report lists them in separate columns and provides column totals. The report includes:

- Totals for month-to-date (MTD), QTD, and YTD deductions, sorted by employee.
- Grand total for the pay period.
- Goal amounts.

The report lists each deduction type on a separate page and the cumulative totals on the last page.

PAY002 - Payroll Register

This report groups the employees by pay group and provides totals, sorted by department ID. It provides totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks. The report inserts page breaks after each pay group. For each employee listed, the report includes:

- Check date and number.
- Hours worked.
- Earnings.

- Gross and net amounts of the check.

Note. The check number appears only if you run the report after confirmation. Before confirmation, you do not see a check number.

The report further groups the number of hours worked and the associated earnings into regular, overtime, and other pay types. It contains a column for the gross amount of the check and the net amount.

There are also columns reducing the gross amount by tax type and each separate deduction. Each net amount is labeled with the type of payment document given to employee:

- Check (C).
- Direct deposit advice (A).

PAY003 - Check Print

This report prints the following information on the check stock:

- Employee name.
- Address.
- Location.
- Date.
- Check number.
- Check amount.

The stub information identifies the company, employee, and check.

The report groups the gross amount into:

- Earnings.
- Taxes.
- Deductions.
- Employer-paid benefits.

It includes pay period totals and YTD totals.

Note. Pay Group Tables 4, 5, and 6, and the Payroll Data 1 and 2 pages contain extensive options for sorting and sequencing your employees' paychecks.

PAY004 - Check Register

This report includes the following information about checks:

- Date.
- Amount.
- Name of payee employee.
- Employee ID.

- Department name and ID.
- Location name and ID.
- Pay group.
- Address option for the employee.

Each company in the organization has its own register page. The report totals the check amounts and number of checks written by the company and includes a grand total for all companies included in the report.

PAY005 - Cost Center

This report provides totals at the cost center level. In the cost center, the report lists employee name and ID and the hours and earnings represented in the current pay period.

The hours and earnings are further grouped into regular, overtime, and other types, including a total earnings column for each employee line.

PAY006 - Other Earnings Register

This report includes each Other Earnings type on a separate page and totals, sorted by hours and amounts. It groups earnings information by pay periods for each company in the organization, and it groups pay periods by pay groups. Under each earnings type, the report lists the names and ID numbers of employees in employee ID order. It includes amounts and hours for the current pay period and sorted by MTD, QTD, and YTD totals. The report includes a grand total of hours and amounts for the following:

- All earnings types for the pay group.
- Pay period.
- Company.
- All companies.

PAY007 - Deductions in Arrears

This report includes the type of deduction and the associated benefit plan type for each employee affected. A balance column displays the amount still due in arrears. The report includes totals for the following:

- The deduction listed.
- All deductions for the company.
- All companies in the report.

PAY008 - Deductions Not Taken

For each employee, this report lists:

- Pay group.
- Deduction name and code.
- Amount omitted.

If this amount is in arrears, the report displays a *Y* in the Added to Arrears column and the new total of the arrears amount for that employee.

The report also includes the number and date of the check affected. It provides totals for the following:

- All deductions not taken in the pay period.
- Each company.
- All companies (grand total).

PAY009 - Paysheets

The system creates paysheets in a batch process, during which it scans all employee records and selects the ones that it must pay in the pay period that you specify. For each set of applicable employee records that it finds, it creates a payline displaying payroll information.

You can view the results of this process online or print them (usually on a preprinted form). You might want to modify this report for your organization's unique needs. Specify the paysheet contents on Pay Group Table pages 4–6 and Payroll Data pages 1–2. Each payline consists of information, such as:

- Amount or hours of regular pay.
- Job data such as department, location, and job code.
- Additional pay.
- Tax information.

For each page, the system creates a paysheet balance, which counts total number of paylines, total number of regular hours, and total amount of regular pay.

PAY010 - Employees Not Processed

For each employee listed, this report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. It provides totals for the following:

- Pay group.
- Pay period.
- Each company.
- All companies (grand total).

PAY011 - Payroll Error Messages

If the system encounters errors during processing, it creates a message describing the condition causing the error. The system displays *Check Messages!!!* and stores the message for viewing online or in a printed report. The report includes the messages, sorted by company, for all pay groups in a pay period. It includes the following information in employee ID order:

- Employee name and ID.
- Department ID.
- Page and line.

- Separate check indicator.
- Message ID number and its text.

PAY013 - Employee Earnings Snapshot

The system prompts you for the employee name. You can specify any number of employees. This report includes the following information for each employee:

- Employee name and ID.
- Date hired.
- Date rehired.
- Service date.
- Termination date.
- Leave return date.
- Status.
- Regular or temporary.
- Full-time or part-time.
- FLSA status.
- Employee type.

If the job action dates do not apply to the selected employee, the column remains blank. The report includes the following job information:

- Job code and title.
- Department name and ID.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The report lists earnings codes separately and as total amounts.

(CAN) PAY013CN - Employee Earnings Snapshot

This report includes the following job information:

- Job code and title.
- Department name and ID.
- Business unit.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The earnings display balances across all wage loss plans and provinces. The report lists earnings codes separately and as total amounts.

PAY014 - Employee Earnings

Each employee appears on a separate page and includes the following information:

- Pay period end date.
- Department ID.
- Check and advice numbers written in the quarter.
- Hours and earnings for regular, overtime, and other earnings.
- Gross pay amounts.
- Federal and provincial tax types and amounts.
- Deduction amounts and their codes.
- Net pay for the quarter.

A new page starts for each different employee, but an employee might have multiple pages, depending on the volume of data.

(CAN) PAY014CN - Employee Earnings

Report details are the same as PAY014 - Employee Earnings.

Note. Use the Calendar Year and Quarter fields on the Tax Reporting Parameters page to determine the period of data to include.

PAY015A - Check Reconciliation Process

Use PAY015A and PAY015B to perform check reconciliation.

See [Chapter 23, “Working With Checks and Direct Deposit,” Reconciling Checks, page 523.](#)

PAY015B - Check Reconciliation

Use PAY015A and PAY015B to perform check reconciliation.

See [Chapter 23, “Working With Checks and Direct Deposit,” Reconciling Checks, page 523.](#)

PAY016A - Bond Purchases

This report selects all Bond Log records with a status of R, prepares the report, and sets the status to D (distributed) for each record selected. The report identifies relevant information about co-owners and beneficiaries. It inserts a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase file.

PAY016B - Bond Purchases - Federal Reserve System Format

Report details are the same as PAY016A - Bond Purchases.

PAY018 - Payroll Summary

This report summarizes, on separate pages, information about:

- Paycheck amounts.
- Regular earnings amounts.
- Special accumulator amounts.
- Employee deduction amounts.
- Employer contribution amounts.
- Employee and employer tax amounts.
- Other earnings amounts.

See Also

[Chapter 27, "Reporting Payroll," Generating a Payroll Summary Report, page 595](#)

PAY025 - Balance Adjustment

Adjusted balance information is reported on separate pages in the following order:

1. Checks.
2. Earnings and special accumulators.
3. Deductions.
4. Garnishments.
5. Taxes.
6. ROE insurable earnings and hours.

PAY039 - HR Accounting Line

This report includes the following accounting line information:

- Line description.
- General ledger account and department ID.
- Check number.

- Payroll check date and foreign amount.
- General ledger monetary amount.
- Payroll and general ledger currency codes.
- Conversion rate multiplier and divisor.

You must first run PAYGL01 process.

See Also

Chapter 24, “Administering the Interface with PeopleSoft General Ledger,” Preparing and Transferring Payroll Data to General Ledger, page 546

PAY050 - Allocation by Establishment

This report includes the following information for each tip establishment:

- To-date totals for gross receipts (if tip allocation method is gross receipts).
- Direct tips.
- Indirect tips.
- Allocation base.
- Direct tipped allocation base.
- Total shortfall.
- Total allocation.
- Tip hours (if tip allocation method is hours).
- Employee count.

PAY051 - Allocation by Employee

For each employee, this report includes:

Hours or receipts and the reported tips used to calculate the allocated tips.

- YTD allocated tips.
- Previously allocated tips.
- Current allocated tips.

The report includes subtotals for each establishment and a grand total for the company.

(CAN) PAY100CN - Statistics, Non-Educational Institutions

This report is similar to PAY110CN, except that it groups employees by hourly, salaried, and other pay types. For each type, it totals:

- Employees in the group and their regular gross pay.
- Overtime pay.
- Hours paid.

- Overtime hours paid.

The first part of this report applies to the last pay period of the month. In the second part, it includes information for the complete month at the bottom of the page and includes details about irregular payments, total payroll, and employees absent without pay. It further sorts the irregular payments and employees absent without pay by payment type and employee category, respectively.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” (CAN) PAY101CN - ROE Print, page 848

(CAN) PAY101CN - ROE Print

The ROE reports an employee’s interruption of earnings to HRDC.

The ROE Print process extracts data from the ROE Data pages and the EI (employment insurance) Insurable Earnings Balance records. The output conforms to the prescribed format, and you must print it on multi-part, tractor-feed forms supplied by HRDC. The system assigns the ROE number during the final Print process.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” (CAN) PAY124CN - ROE Mass Create, page 849

(CAN) PAY102CN - Workers Compensation

Based on the date range or pay run ID that you enter when requesting the report, this report includes the following information, sorted by province:

- Number of employees.
- Employees’ total unlimited assessable earnings.
- Total assessed earnings.
- Assessment rate.
- Assessment amount.
- Any limits that apply.

If there are employees who exceed the limit, the report includes the total number with the total amount of their excess earnings.

In accordance with WCB requirements, this report excludes certain employees, based on the status of their officer code in the Job record. For the Northwest Territories, Nunavut, Ontario, and Prince Edward Island, employees whose officer code is other than N (none) are excluded. For Alberta, Manitoba, and Quebec, employees with an officer code of D (director) and C (chairman) are excluded.

(CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File

This program creates the BPS electronic data report (EDR) file for transmission to Statistics Canada, as well as the BPS Summary report for your reference.

Create this file for each reference month only after the corresponding Pay Confirmation process is complete for all pay periods associated with that reference month.

See Also

Chapter 30, “(CAN) Setting Up and Processing Business Payrolls Survey Reporting,” (CAN) Processing the Business Payrolls Survey EDR File, page 651

(CAN) PAY110CN - Statistics Canada, Educational Institutions

PAY110CN is similar to PAY100CN, with the exception that PAY110CN groups employees into teaching staff, nonteaching staff, and supply or substitute teachers (rather than hourly, salaried, and other employees).

(CAN) PAY124CN - ROE Mass Create

This process creates ROE data for all employees who had, during the specified date range, a change in employee job status requiring an ROE. It generates entries in the ROE Data 1 and 2 pages for your review and makes updates as applicable.

This process does not produce a printed report unless the system generates an exception message, in which case the system produces an exception report.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” (CAN) PAY101CN - ROE Print, page 848

PAY126CN - ROE Print Exceptions

This program produces an exception report of potential errors detected during the ROE Print process. The errors will not prevent the corresponding ROE forms from being processed. However, it is your responsibility to review the exceptions after each run of the ROE Print program, to ensure that all errors have been resolved prior to printing the ROE forms in Final Print mode.

See Also

Appendix D, “PeopleSoft Payroll for North America Reports,” (CAN) PAY101CN - ROE Print, page 848

(CAN) PAY131CN - Canada Savings Bond Purchase

The report includes the following information for each participating employee:

- Employee ID and name.
- Principal registrant and social insurance number (SIN).
- Number of bonds, sorted by denomination.
- Bond value.
- Carrying charge.
- Goal amount.
- Employee deduction.
- Bond cancel date.

The report also includes the total value of bonds, sorted by denomination, for all employees of the CSB series code.

(CAN) PAY132CN - Payroll Savings Create File

Details of this report are discussed with the business process.

See [Chapter 14, “\(CAN\) Administering Additional Canadian Payroll Functionality,” Administering Canada Payroll Savings Plans, page 306.](#)

PAY301RT - Retro Pay All Calculated

This report lists:

- Original hours.
- Hourly rate.
- Earnings amount.
- New hourly rate.
- Earnings amount.
- Retro pay amount.
- Effective, begin, and end dates, if you performed an override.
- OK to Pay status, if this is a duplicate request, if you are processing off-cycle, or if there is an exception.
- Exception message.

You can use this report as a printed audit report. The same information is available online.

PAY701 - Bank Table

This report lists each bank, sorted by transit number. For each bank, it includes:

- Long and short bank name description.
- Address.
- Deposit medium (tape, diskette, or report).
- Waiting period for direct deposits after sending a prenote test.

Note. (CAN) For Canadian reports, the three-digit Bank ID is reported in the Bank/Transit # field and the Branch ID is reported in the Branch field.

PAY703 - General Deduction/Deduction Frequency Table

This report lists valid general deduction codes and their effective dates. It includes:

- Calculation type code for each deduction.
- Fat rate or percentage.
- Special accumulator code.

- Employee pay frequency.
- Additional flat deduction amount.

PAY704 - Deduction/Deduction Frequency Table

This report includes:

- Each deduction plan type, its description, and effective date.
- Codes that determine how the system handles deductions during payroll processing.

PAY705 - Deduction Classes

This report comes in two parts; you must request each report separately by ID number. PAY705A contains processing and GL information for deduction classes. PAY705B contains the effect of deduction classes on taxes.

PAY706 - Bond Table

The report lists all valid bond types, sorted by ID number. Each type has:

- Effective date.
- Description.
- Purchase amount.
- Value at maturity.

PAY708 - Shift Table

This report lists the shifts for each Earnings Table ID. It includes:

- Date on which the shift became effective.
- Flag indicating whether you must specify the rate and factor at the employee level.
- Shift rate and factor.
- Shift time in hours and minutes.

PAY711 - Pay Group Table

Lists information from the Pay Group Table

Note. (CAN) For Canadian reports, the three-digit Bank ID is reported in the Bank Transit # field and the Branch ID is reported in the Bank Branch field.

PAY712 - Earnings Table

This report comes in three parts:

- PAY712A: Lists selected tax effects related to earnings.
- PAY712B: Lists selected tax effects related to earnings.

- PAY712C: Contains the Canadian requirements for earnings types.

PAY752 - ChartKey Listing

For every ChartKey, this report includes:

- SetID.
- Activity.
- Account type.
- GL business unit.
- ChartKey.
- Account department ID.
- Line description.

TAX001 - Tax Deposit Summary

The primary page break for this report is check date, because it usually determines when you must deposit the taxes. For each check date, the report includes taxable gross amounts and taxes, sorted by taxing jurisdiction. Federal taxes are first, followed by states and localities. There are separate sections for withholding, FICA and disability, and unemployment amounts on this report. It lists employee contributions to unemployment insurance separately, with a tax type of UI-EE. The report lists special employer unemployment taxes—such as the medical Security Tax in Massachusetts and Louisiana’s special assessment—separately under the Unemployment columns of the report, with a tax type of UI-SP.

(CAN) TAX003CN - Tax Submission Summary

This report includes:

- Income tax.
- Payroll tax.
- CPP.
- QPP.
- EI deductions.
- Total Remittance amounts.

TAX004 - Multiple Worksite

This report includes:

- Company name and address.
- Location name and address.
- Count of employees working at each worksite.
- Total wages paid at each worksite.

- Employee and wage totals are for the quarter. The report extracts employee information that is related to the tax location code.

TAX012 - Ohio Local Tax Reconciliation

For each taxing locality, this report lists:

- Employee counts.
- Taxable gross amount.
- Tax withheld.

It lists separately employees paying resident and nonresident taxes, providing a total for each.

The report also includes taxes withheld for residents working in other taxing jurisdictions. Ohio taxing authorities apply credit for work tax paid to the residence tax liability (up to the rate of the residence tax). The report lists these work credits by locality name and includes the work tax rate. The report displays an asterisk next to the work tax rate if it exceeds the residence locality rate. In this case, the system calculates the credit based on the residence rate.

A summary line includes:

- Total taxable gross for the locality.
- Calculated tax based on the residence tax rate.
- Actual tax withheld.
- Total credit amount.
- Sum of actual tax withheld and credits.
- The calculated tax should be within pennies of the withheld tax and credits.

TAX015 - Quarterly Tax Balances Audit

This is an exception report; that is, it lists only employees whose balances are not equal to the sum of the detail records. The report includes:

- Tax class.
- Balance type.
- Payline detail sum.
- QTD balance.
- Discrepancy between the balance and the detail sum.

Normally, you should have no employees listed on this report. If they appear, investigate the source of the discrepancy immediately. TAX015, which you can run for any quarter of any year, is a more comprehensive report, because it is not restricted to a pay run ID or pay calendar, but runs across all companies.

TAX016 - Default Tax Data

When you hire an employee using PeopleSoft HRMS, the system automatically sets up the following Tax records for the employee:

- Federal.
- State.
- Local.

The system uses information, such as the employees' home address and job location from their Personal Data and Job Data records, as the default in their Tax Data records, with a marital status of Single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unchecked, you can run SQR TAX016 - Default Tax Data. This report identifies which employees have such default data in their Tax records. The report reviews records from a date range that you specify.

(CAN) TAX016CN - Default Tax Data

When you hire someone using PeopleSoft HRMS, the system automatically sets up Income Tax Data records for that employee. Run TAX016CN as a safeguard against incorrect default data slipping through unchecked.

TAX017 - Quarterly State Unemployment Tax Verification

In the case of an employee who, for reasons such as termination, stops being paid during a quarter in which a tax rate change *later* occurs, you might need to adjust the tax in the Balance record, because the quarterly tax should have been based on the later rate. Employees who continue to be paid throughout the quarter are self-adjusting.

The report lists, for employees whose balances are not what they should be:

- Current YTD, QTD, and latest MTD employer unemployment tax balances.
- Amounts of the adjustments.
- Adjusted balance amounts.

If you run the SQR in R (report only) mode, the system performs the verification only, without actually updating system balances. To update the balances, run the report in U (update and report) mode.

TAX019 - Employee Tax Information

This report includes:

- Company.
- Effective date.
- State.
- Local.
- Resident.
- Special status.
- Additional amount and annual exempt.
- Additional percent.
- Marital status.
- Allowances.
- Additional allowances.

- SUT exempt.
- FICA status.
- EIC status.
- SDI status.

For Canada, it includes:

- Wage loss plan.
- CPP and QPP subject months.
- EI calculation status.
- Special status.
- Net claim amount.
- TD1 adjustment.
- Prescribed area.
- Special letters.
- Additional amounts.
- Payroll tax exempt.
- RPP and RRSP limit.
- Commission amounts.
- Other tax credits.

TAX100 - W-4 Exemptions

For each employee listed, the report includes:

- Employee ID.
- Name.
- Effective date of the exemption.
- Department information.
- Social security number.
- Federal taxable gross YTD earnings.
- Number of allowances.
- Special FWT Status.
- Election of additional federal withholding.

(CAN) TAX100CN – Exemption

Lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have fewer than 12 months subject to Canada or Quebec pension plan contributions.

(CAN) TAX101CN - EI Rebate

Canadian employers use this annual report with private income replacement plans. These employers pay EI premiums at a reduced rate and, by law, must pass at least 5/12 of the premium reduction along to employees, either as cash or in the form of increased benefits.

For each employer wage loss plan for which the premium rate differs from the standard employer rate, rebates the system calculates rebates as follows:

employee's YTD EI premium \times (standard rate – employer rate) \times 5/12

For each employee, the report includes:

- Employee rate and premium.
- Employer rate and premium.
- Calculated employee rebate amount.

(CAN) TAX102CN - Health Insurance Premium

This report provides monthly or pay period reporting totals as specified in the report request parameters. It inserts page breaks after each company.

TAX810XX and TAX860XX - Quarterly UI Wage Tape

Copy the output file to tape before filing. TAX860XX outputs the report in MMREF format. Use the output file as input for TAX811 to create records for submission on diskette.

The state-specific versions of this report have self-explanatory prompts. You can specify the calendar year and quarter on the Define Tax Reporting Parameters page, found under the Quarterly Processing menu.

Where applicable, choose between the TAX810XX and TAX860XX formats from the choices displayed in the process list that appears after you click the Run button on the run control page.

(CAN) TAX905CN - NW Territories Payroll Tax

This report prints the following information for employees who reside in the specified area:

- Employee name.
- SIN.
- Total remuneration.
- Taxable remuneration.
- Tax withheld.

Total remuneration in the report is set to True T4 Total Gross YTD. A company total appears at the end of the report.

Employees who are exempted from payroll tax at the end of the report year do not appear in the report, even if their Tax Balance records indicate nonzero YTD tax or YTD taxable gross. An employee is exempted from payroll tax if the Payroll Tax Exempt check box in the employee's Canadian Income Tax Data record is selected.

You normally run this report at year-end, but you can run it at other times for data verification purposes.

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.

data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail values dynamically directly from a table in the database, rather than from a range of values entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM job	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
key	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See <i>activity</i> .
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>participant object</i> .
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context. If three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to

automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

Learning Management activity characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
SQR	See <i>Structured Query Report (SQR)</i> .
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

URL

See *uniform resource locator (URL)*.

user interaction object

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

worksheet

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

Index

Numerics/Symbols

1st Rqst Authorization USF - Data Control
(USF) page 691

A

Account Code Report page 97
Account Code Table page 97
account codes
 editing 97
Accrual Ledger (USF) page 342, 345
Accrual Nonpay (USF) page 342, 350
Accrual Restore (USF) page 342, 344
Accrual Summary (USF) page 342
accumulator balances
 reviewing and adjusting 632
additional documentation xxxiv
Additional Earnings page 36, 45
additional pay data
 retro pay requests 601
additional pay earnings, defining 270
additional pay earnings, entering 271
additional pay earnings, job data
 default 274
additional pay earnings, job data
 override 275
additional pay earnings, payment
 details 273
additional pay earnings, tax
 information 275
Additional Pay page 271
Adjust 1042 Tax Balances 1 page 638
Adjust 1042 Tax Balances 2 page 638
Adjust Arrears Balance 1 page 621–622
Adjust Arrears Balance 2 621
Adjust Arrears Balance 2 page 622
Adjust Check YTD Balance 1 page 623
Adjust Check YTD Balance 2 page 624
Adjust Cheque YTD Balance 1 (CAN)
 page 624
Adjust Cheque YTD Balance 2 (CAN)
 page 624
Adjust Deduction Balance 1 page 626
Adjust Deduction Balance 1(CAN)
 page 626
Adjust Deduction Balance 2 (CAN)
 page 626
Adjust Deduction Balance 2
 page 626–627
Adjust Earnings Balance 1 (CAN)
 page 628
Adjust Earnings Balance 1 page 628
Adjust Earnings Balance 2 (CAN)
 page 628
Adjust Earnings Balance 2 page 628–629
Adjust Empl Fiscal Yr History (USF)
 page 693
Adjust Garnishment Balance 1 page 630
Adjust Garnishment Balance 2 page 631
Adjust Prepay Balance 1 (E&G) page 373
Adjust PrePay Balance 1 (E&G) page 374
Adjust Prepay Balance 2 (E&G)
 page 373–374
Adjust ROE Balance 1 (CAN) page 671
Adjust ROE Balance 2 (CAN) page 671
Adjust Special Accum Balance 1 (CAN)
 page 633
Adjust Special Accum Balance 1
 page 633
Adjust Special Accum Balance 2 (CAN)
 page 633
Adjust Special Accum Balance 2
 page 633
Adjust Special Accumulator Balance 2
 page 633
Adjust Tax Balance 1 page 635
Adjust Tax Balance 1(CAN) page 640
Adjust Tax Balance 2 (CAN) page 640
Adjust Tax Balance 2 page 635–636
Adjustment (USF) page 342, 346
adjustments, *See* reversals and adjustments
administrative stipend
 for earnings 39
advices
 general SQR information 496
 printing 495
agency interfaces (USF)
 electronic certification system
 (ECS) 567
 setting up and processing 567

- Alloc End Date page 316
 - Allocate by Empl page 317
 - Allocate by Estab page 317
 - Allocation End Date page 318
 - Allocations by Establishment page 317, 319
 - Annuity Report Details (USF) page 358–359
 - Annuity Report Totals (USF) page 358–359
 - AP Canadian Taxes Extract page 556
 - AP Extract Audit Report page 557
 - AP Extract Review - Headers page 557, 563
 - AP Extract Review - Lines page 557, 563
 - AP Federal Tax Extract page 556, 559
 - AP Local Tax Extract page 556, 560
 - AP State Tax Extract page 556, 560
 - AP Vendor Listing page 557
 - application fundamentals xxxiii
 - arrears
 - deduction, establishing parameters 76
 - Arrears Balance Adjustments page 621
 - Arrears Balances page 621
- B**
- Balance Adjustment Report (CAN) page 642
 - Balance Adjustment Report page 642
 - balances
 - contract prepay (E&G) 641
 - leave accrual balances (USF) 641
 - ROE (CAN) 641
 - bank file 523
 - batch processing
 - benefits processes 729
 - character fields 757
 - COBOL naming conventions 734
 - COBOL program types 734
 - configuring 697–698
 - cross-reference (.XRF) files 719
 - cross-reference (.XRF) reports 726
 - delete balances 642
 - employee data input tables 704
 - flexible field lengths 756
 - high-level processes 729
 - input programs 740
 - modification requirements 700–702
 - number fields 758
 - online process names 715
 - output programs 745
 - paycheck output tables 713
 - payroll process input tables 708
 - payroll processes 730
 - payroll system capabilities 699
 - Peoplesoft technical architecture 702
 - process detail 733
 - processes, understanding 715
 - processing programs 742
 - PSPPYWKS 737
 - PSRUN 733
 - run control programs 735
 - setup list 750
 - SQL API, Batch COBOL 746
 - SQL restrictions 752
 - support limitations 698
 - table access programs 738
 - tables, payroll-related 702
 - utility programs 741
 - Vanilla PeopleSoft system 700
 - Batch Publish page 547
 - Benefit Contribution (CAN) page 591
 - Benefit Contribution page 590
 - benefit deduction overrides
 - at employee-level, defining 266
 - at employee-level, understanding 265
 - benefit deductions 86
 - Canadian examples 60
 - understanding 56
 - benefit program
 - multiple programs 125
 - Benefits Ded Proc Override page 266
 - benefits deductions
 - setting limits 125
 - benefits processes 729
 - Bond Purchase page 322
 - Bond Purchase Report, running 327
 - Bond-Fed Reserve - Run Parameters page 323
 - Bond-Federal Reserve page 323
 - bonus
 - tax method 31, 41
 - BPS, *See* business payrolls survey reporting
 - BPS Activities (CAN) page 648
 - BPS Activities page 648
 - BPS Activity Table (CAN) page 646
 - BPS Business Info (CAN) page 646
 - BPS Business Information (CAN) page 646
 - BPS Locations (CAN) page 648–649

- Business Payrolls Survey (BPS) (CAN)
 - page 653
 - business payrolls survey reporting
 - overview 645
 - business payrolls survey reporting (CAN)
 - defining earnings and deduction codes 649
 - electronic data report (EDR) file 651
 - classifying employees 652
 - locating BPS EDR output 652
 - renaming the file 653
 - selecting payroll data by reference month 652
 - PAY104CN process parameters 653
 - setting up 645
 - setting up business and contact information 646
 - Business Payrolls Survey reporting (CAN)
 - activity codes, defining 646
 - locations, specifying 649
 - pay groups and activities, specifying 648
 - reporting units, understanding 646
 - business units
 - connecting from HR to GL 542
 - By Payline - One-Time Deductions
 - page 443
 - By Payline Security - One-Time Deductions
 - page 444
 - By Paysheet - One-Time Deductions
 - page 443
 - By Paysheet - One-Time Garnishments
 - page 443
 - By Paysheet - One-Time Taxes page 443
- C**
 - Calc Allocatd Tip page 317
 - Calc Military Service Interest (USF)
 - page 353
 - Calc Military Service Interest page (USF) 357
 - CALCPAY, *See* pay calculation
 - Calculation Allocated Tip page 319
 - calculation parameters
 - defining for pay groups 18
 - CAN Adjust ROE Balance 1 page 672
 - CAN Adjust ROE Balance 2 page 672
 - CAN Adjust Tax Balance 2 page 640
 - CAN AP Canadian Taxes Extract
 - page 561
 - CAN Bond Purchase Report 306
 - CAN business payrolls survey reporting
 - defining earnings and deduction codes 649
 - electronic data (EDR) report file 651
 - classifying employees 652
 - locating BPS EDR output 652
 - renaming the file 653
 - selecting payroll data by reference month 652
 - PAY104CN process parameters 653
 - setting up 645
 - setting up business and contact information 646
 - CAN Business Payrolls Survey reporting
 - activity codes, defining 646
 - locations, specifying 649
 - pay groups and activities, specifying 648
 - reporting units, understanding 646
 - CAN Canada Savings Bond Table - CSB Deductions page 172
 - CAN Direct Deposit Create File - Run Parameters page 501
 - CAN Employee Tax Distribution
 - page 225
 - CAN federal income tax data
 - entering 242
 - entering additional withholding 246
 - entering commission information 247
 - entering employment insurance 247
 - entering wage loss plan information 247
 - CAN Garnishment Disposable Earnings Definition page 133
 - CAN Garnishment Rules Table - Calculation Formula page 139
 - CAN Garnishment Rules Table - Earnings Inclusions/Exclusions page 138
 - CAN Garnishment Rules Table - Exemption Variables page 138
 - CAN group-term life insurance 178
 - calculating imputed income 179
 - calculating imputed income example 179
 - selecting deduction and tax classifications 178
 - CAN income tax data
 - entering 241
 - CAN low-interest loans

- calculation routines, activating 177
- Government prescribed interest rate 177
- loan deduction, establishing 177
- setting up 177
- CAN Paysheet - One-Time Taxes page 447
- CAN Provincial Income Tax Data page 249
- CAN Quebec Income Tax Data page 248
- CAN Record of Employment
 - automatic data creation 664, 666
 - amended records processing 665
 - calculation of insurable earnings and hours 665
 - new records processing 665
 - selecting amended records 664
 - selecting new records 664
 - changing ROE balances 672
 - creating ROE data 663
 - defining earnings for translation to the ROE form 663
 - deleting ROE records 675
 - generating summary reports 675
 - identifying ROE balances 672
 - manual data creation 665, 667
 - manual data creation, additional (box) information 668
 - online reviewing and updating 670
 - printing ROEs 673
 - reviewing and adjusting balances 671
 - ROE data sources 657
 - tips and techniques for processing
 - job status changes 656
 - managing concurrent multiple jobs 656
 - moving ROE balance amounts 656
 - reallocating insurable earnings and hours to prior pay periods 656
 - recreating ROE data 657
 - reporting earnings when pay frequencies change 657
- CAN savings bonds
 - defining deductions 172
 - establishing purchase programs 171
 - purchase year 172
 - setting up 171
- Canada
 - deductions, examples of benefit deductions 60
 - deductions, understanding 60
 - sales tax calculations 59, 71
- Canada low-interest loans 309
 - home purchase or relocation loan calculation 310
 - loan percentage, specifying 311
 - prerequisites 311
 - taxable benefit calculation example 309
- Canada Payroll Savings Org ID page 173
- Canada Payroll Savings plans
 - administering 306
 - campaign information, specifying 174
 - CPS organization, defining 173
 - deductions, setting up 176
 - maintaining employee contributions 307
 - prerequisites 307
 - processing CPS transmittal file 308
 - setting up 173
 - transmittal file and report 306
- Canada Payroll Savings Table page 173–174
- Canada savings bond program
 - administering 303
 - bond purchase report, using 306
 - prerequisites 304
 - registering employees in 304
 - bond specifications 305
 - registrant details 305
 - savings bond information 305
- Canada Savings Bond Purchase page 304
- Canada Savings Bond Spec page 304
- Canadian Company Tax Table page 177
- Canadian Income Tax Data page 242
- Canadian Tax Balance Adjust page 640
- Canadian Tax Balances page 640
- ChartField Values Selection page 542, 544
- Chartkey Values - Run Parameters page 542
- Check Balance Adjustments page 623
- Check Balances Year-to-Date page 623
- Check Print page 497
- Check Reconciliation Process page 528
- Check Reconciliation Report page 528
- Check Register page 498
- Check Reversal (CAN) page 505
- Check Reversal page 505
- checklists

- parallel test 797
- checks 495, 509
 - See Also* paychecks
 - batch processing for final check 512
 - entering data for manual checks 508
 - final check requests processing 509
 - manual 508
 - online, processing 503
 - paysheets, online 503
 - printing 495
 - printing, run control parameters 499
 - Off-cycle pay calendar 499
 - On-cycle run 499
 - payroll cycle 500
 - processing online final requests 512
 - reprinting 528
 - reprocessing final check paysheets 512
- Cheque Balance Adjustments (CAN)
 - page 623
- Cheque Balances Year-to-Date (CAN)
 - page 623
- Cheque Print (CAN) page 497
- Cheque Register (CAN) page 497
- Closed Account page (USF) 357
- COBOL program
 - main programs 737
 - naming conventions 734
 - PeopleSoft Payroll for North America
 - types 734
 - SQL API 746
- comments, submitting xxxvii
- commission
 - CAN federal income tax data 247
 - Quebec income tax information 249
 - tax method 32, 41
- common elements xxxvii
- Company General Deductions page 87
- Compensation - Expected Pay (USF)
 - page 339
- Compensation - Other Pay Information (USF) page 339
- compensation rates
 - understanding 405
- configuration
 - batch processing 697
 - character fields 757
 - COBOL program types 734, 737
 - considerations 697
 - costs, understanding 698
 - cross-reference (.XRF) files 719
 - cross-reference (.XRF) reports 726
 - dynamic SQL interface 754
 - employee data input tables 704
 - flexible field lengths 756
 - input programs 740
 - interface data 753
 - modification requirements 700–702
 - number fields 758
 - output programs 745
 - paycheck output tables 713
 - payroll process input tables 708
 - payroll system capabilities 699
 - Peoplesoft technical architecture 702
 - process detail 733
 - processes, understanding 715
 - processing programs 742
 - SQL restrictions 752
 - support limitations 698
 - table access programs 738
 - tables, payroll-related 702
 - utility programs 741
 - Vanilla PeopleSoft system 700
- Configure Online 505
- Configure Online Printing page 504
- CONFIRM, *See* pay confirm, pay confirmation
- Consolidated Publications Incorporated (CPI) xxxiv
- contact information xxxvii
- Contract Actuals (E&G) page 364, 366
- Contract Additional Pay - Run Parameters
 - page 613
- contract pay (E&G) 361
 - actual days in a contract,
 - recalculating 368
 - adjusting prepay balances for contract
 - employee 372
 - changing prepay balances 374
 - contract additional pay process,
 - running 367
 - contract periods 361
 - contract prepay 369
 - contract renewal process 366
 - contract types, defining (link) 364
 - employee contracts, entering 364
 - employee earnings and payments,
 - viewing 366
 - example 362
 - interaction with PS Human
 - Resources 362

- prepay balance adjustments, entering
 - reasons for 374
 - prerequisites 369
 - processing 366
 - reviewing contract prepay balance
 - adjustments 373
 - reviewing contract prepay balances
 - 373
 - running contract renewal process 368
 - setting up 364
 - taxing based on each paycheck 362
 - updating contract pay actuals 368
 - using prepay options 370
 - Contract Pay (E&G) page 364
 - Contract Pay Actuals - Run Parameters (E&G) page 368
 - Contract Prepay (E&G) page 370
 - Contract Renewals (E&G) page 368
 - Contract Renewals (E&G) page – Contract Additional Pay 367
 - Contract Work Days (E&G) page – Update Contract Pay Actuals 367
 - contractual employees (E&G)
 - lump sum retro payments for 612
 - processing additional pay 614
 - control totals
 - generating 795
 - Correct IRR Supplement USF - Data Control (USF) page 691
 - Cost Center Report page 589
 - country-specific documentation xxxvi
 - CPS, *See* Canada Payroll Savings plans
 - Create Final Check Paysheets page 458
 - Create Georgia Wage Diskette - Run Parameters page 587
 - Create Magnetic Media page 586
 - cross-reference (.XRF) reports 726
 - cross-references xxxvi
 - CSB, *See* Canada savings bond program
 - CSB Deductions (CAN) page 172
 - CSB Denominations (CAN) page 172
 - Customer Connection
 - year-end processing instructions 695
 - Customer Connection Website xxxiv
- D**
- date processing interactions 91
 - additional pay 92
 - benefit deductions 93
 - deduction table 95
 - general deductions 91
 - job data 94
 - DDP Advice Print (CAN) page 498
 - DDP Advice Print page 498
 - DDP Advice Register (CAN) page 498
 - DDP Advice Register page 498
 - DDP Prenote Memo page 501
 - DDP Prenotification page 501
 - DDP Register (CAN) page 498
 - DDP Register page 498
 - Dead Paychecks page 532
 - deduction
 - setting up payback 449
 - U.S. classifications 58
 - Deduction Balance Adjustment page 626
 - Deduction Balance Adjustments (CAN) page 626
 - Deduction Balances (CAN) page 626
 - Deduction Balances page 626
 - Deduction Class page 66
 - deduction classification,
 - understanding 58
 - Deduction Contact Information page 80
 - deduction distribution
 - entering employee information 263
 - Deduction Distribution Information page 80, 259
 - Deduction Register (CAN) page 588
 - Deduction Register page 588
 - Deduction Remittance Information page 80
 - deduction subset
 - for multiple jobs 121
 - including deductions in 68
 - scenarios and examples 122
 - Deduction Subset Table page 57
 - deduction subsets 57
 - Deduction Table – Process page 76
 - Deduction Table – Schedule page 77
 - Deduction Table – Setup page 66
 - Deduction Table – Tax Effect page 72
 - Deduction Table - Process page 66
 - Deduction Table - Schedule page 66
 - Deduction Table - Setup page 66
 - Deduction Table - Tax Class page 66, 69
 - Deduction Table - Tax Effect page 66
 - Deduction/Frequency Report page 66
 - deductions 55
 - arrears, establishing parameters 76
 - defining 55

- example override evaluation processing
 - in paysheet creation 412
 - additional pay 413
 - benefit deductions 413
 - one-time manual overrides 414
 - pay calendar table 412
 - payroll data 413
 - federal distribution destinations 69
 - frequency schedule, specifying 77
 - general and benefits 56
 - NETPAY 519
 - one-time on paysheet 444
 - one-time garnishment overrides 441
 - override evaluation processing in
 - paysheet creation 412
 - override processing (paysheets) 411
 - override processing in pay calculation
 - (paysheets) 416
 - override processing in pay unconfirm
 - (paysheets) 416
 - override processing, evaluation hierarchy
 - (paysheets) 412
 - override status indicators, paysheet
 - creation 415
 - overrides 441
 - overrides for additional pay
 - (paysheets) 416
 - overriding for net-to-gross
 - processing 452
 - partial, establishing parameters 76
 - paycheck adjustment codes 520
 - prerequisites to defining 56
 - priority and classification in pay
 - calculation 470
 - priority, specifying 66
 - reviewing and adjusting deduction
 - balances 625
 - setting up 57
 - tax classification 69
 - Deductions in Arrears page 589
 - Deductions in Arrears Report (CAN)
 - page 589
 - Deductions Not Taken page 590
 - Default Tax Data Report page 224, 593
 - Delete Balances page 643
 - Direct Deposit (CAN) page 268
 - Direct Deposit Create File - Run Parameters
 - page 501
 - Direct Deposit File - Run Parameters
 - (CAN) page 501
 - Direct Deposit File - Run Parameters
 - page 501
 - Direct Deposit page 268
 - Direct Deposit(US) page 268
 - direct deposits
 - advice suppression (links) 496
 - creating the DDP 501
 - distribution information 269
 - entering information 268
 - generating file 500
 - printing reports, run control
 - parameters 499
 - Off-cycle pay calendar 499
 - On-cycle run 499
 - payroll cycle 500
 - setting up 120, 267
 - disposable earnings
 - adjustments 138
 - garnishments, defined for 131
 - Disposable Earnings Definition page 132
 - documentation
 - country-specific xxxvi
 - printed xxxiv
 - related xxxiv
 - updates xxxiv
- E**
- E&G Adjust 1042 Tax Balances 2
 - page 638
 - E&G Contract Additional Pay page 614
 - E&G contract pay 361
 - actual days in a contract,
 - recalculating 368
 - adjusting prepay balances for contract
 - employee 372
 - changing prepay balances 374
 - contract additional pay process,
 - running 367
 - contract periods 361
 - contract prepay 369
 - contract renewal process 366
 - contract types, defining (link) 364
 - employee contracts, entering 364
 - employee earnings and payments,
 - viewing 366
 - example 362
 - interaction with PS Human
 - Resources 362
 - prepay balance adjustments, entering
 - reasons for 374

- prerequisites 369
- processing 366
- reviewing contract prepay balance adjustments 373
- reviewing contract prepay balances 373
- running contract renewal process 368
- setting up 364
- taxing based on each paycheck 362
- updating contract pay actuals 368
- using prepay options 370
- E&G lump sum retroactive payments understanding 612
- E&G retro pay
 - contractual employees generating 612
 - setting up lump sum payments 614
- earned income credit 233
- earnings
 - affect on leave accruals and special accumulators 50
 - based on other earnings/hours 49
 - calculation rules, specifying 47
 - defining parameters and rules for calculating 36
 - hour distribution and admin stipend 38
 - pay limit processing 52
 - payment type options 37
 - prerequisites to setting up 27
 - reviewing and adjusting employee balances 627
 - special options and tax methods 39
 - tax options and methods 28
- Earnings Accruals USF - Balance page 204
- Earnings Accruals USF - Cascading page 204
- Earnings Accruals USF - Ceiling/Carryover page 204
- Earnings Accruals USF - Earnings Accruals - Expiration/Termination page 204
- Earnings Accruals USF - Earnings Accruals Class page 204
- Earnings Accruals USF - Rates/Bonus page 204
- Earnings Balance Adjustments (CAN) page 628
- Earnings Balance Adjustments page 628
- Earnings Balances (CAN) page 628
- Earnings Balances page 627
- earnings break point
 - for pay groups 24
- earnings codes
 - establishing 33
 - mapping worksheet, using 34
 - paycheck adjustment codes 520
 - setting up payback deduction 449
 - understanding 34
- Earnings Codes for TE page 334
- Earnings Information (USF) page 354
- Earnings Program Report page 53
- Earnings Program Table page 53
- earnings programs
 - defining 53
 - establishing 52
- Earnings Report page 36
- Earnings Table – Calculation page 47
- Earnings Table – Special Process page 50
- Earnings Table – Taxes page 39
- Earnings Table - Calculation page 36
 - tip allocation 190
- Earnings Table - General page 36
 - tip allocation 188
- Earnings Table - Pay Limit page 36
- Earnings Table - Special Process page 36
- Earnings Table - Taxes page 36
 - tip allocation 189
- earnings tables 27
- ECS, *See* electronic certification system (USF)
- ECS Controls page 568, 571
- ECS Extract Controls page 568
- ECS Interface page 573–574
- ECS Schedule Account Information page 568
- ECS Summary Detail page 568
- ECS Summary Reel Number page 568
- ECS Summary Remarks page 568
- Education and Government Additional Earnings Codes page 17
- EI Rebate (CAN) page 594
- electronic certification system
 - establishing control information 568
- electronic certification system (USF)
 - control schedule, creating 571
 - defining formats for summary payments 570
 - entering extract control information 570
 - entering transmission information 569
 - interface process, understanding 567
 - preparing off-cycle disbursements 570

- running the interface 573
 - selecting deduction transactions 573
 - selecting net payment transactions 571
 - understanding off-cycle disbursements 570
 - Empl Allocation page 317
 - Employee Accruals (USF) page 342
 - Employee Allocation Data page 316, 318
 - employee balances
 - adjusting tax balances 634
 - adjustments, overview 617
 - balances records, understanding 761
 - changing 1042 tax balances 638
 - changing accumulators 633
 - changing arrears balances 622
 - changing deduction balances 627
 - changing earnings 629
 - changing garnishments 631
 - changing tax balances 636
 - changing tax balances (CAN) 640
 - changing YTD check balances 624
 - converting 761
 - converting ROE data 796
 - creating new balance records 619
 - deleting the batch process, overview 642
 - E&G prepay balance adjustments 372
 - generating adjustment reports 641–642
 - identifying arrears balances 622
 - identifying tax balances 635
 - processing adjustments 618
 - reviewing and adjusting accumulator balances 632
 - reviewing and adjusting arrears balances 620
 - reviewing and adjusting deduction balances 625
 - reviewing and adjusting E&G 1042 637
 - reviewing and adjusting earnings 627
 - reviewing and adjusting garnishments 630
 - reviewing and adjusting tax balances (CAN) 639
 - reviewing and adjusting year-to-date check balances 623
 - reviewing garnishments 631
 - running the delete balance process 643
 - using related balances 619
 - viewing 620
 - Employee Check Information page 593
 - Employee Count page 585
 - Employee Earnings Record (CAN) page 629
 - Employee Earnings Record page 628
 - Employee Earnings Snapshot (CAN) page 629
 - Employee Earnings Snapshot page 629
 - Employee Receipts page 317
 - employee tax data
 - creating distribution data automatically 223
 - entering Canadian tax distribution information 225
 - entering federal tax data 229
 - (E&G) Tax Treaty/NR Data 233
 - earned income credit 233
 - FWT additional amount 232
 - lock-in details 233
 - special tax withholding status 231
 - W-5 processing status 233
 - entering U.S. tax distribution information 224
 - multi-state employees 223
 - employee tax data (USA)
 - entering 226
 - processing W-4 and W-5 employees 251
 - Employee Tax Information page 229, 594
 - employee types
 - defaults for pay groups 18
 - Employees Not Processed page 590
 - Employer Contribution to CNT page 594
 - Employment 1 (USF) page 350
 - Employment 2 (USF) page 350
 - employment insurance
 - CAN federal income tax data 247
 - enterprise integration point
 - PeopleSoft Payroll for North America and Payables Interface 553
 - eRecruit Payment Notification page 400
 - Error Listing – Run Control page – W-2 Reporting 584
 - Exemption Report (CAN) page 242
 - Expense Payment Notification page 404
 - Extract Non-Tax Deductions - Parameters page 556–557
 - Extract TL Costs page 389
- F**
- FC Action/Reason page 110–111

- FC FC Reconcile Report page 458
- FC Program Clone page 116
- FC Reconcile Report page 510
- FC Requests Report page 458, 460, 510
- Fed Liability by State page 593
- Fed Tax Data Status page 254
- Federal Distributions Destination page 66
- Federal General Deduction Routing Information page 80
- Federal Reserve System format
 - producing magnetic media output 327
- Federal Tax Data page 228–229
- Federal Tax Summary - Run Control page 586
- Federal/State Tax Table, tipped employees 187
- FEFFLA and FMLA leave (USF) reports 350
- FGFMLA - FMLA History Summary (USF) page 351
- final check process 109
 - creating paysheet for 457–458
 - creating paysheet process 453
 - defining 109
 - extract process 455
 - deductions 456
 - leave accruals 456
 - generating final check requests report 460
 - in an off-cycle process 453
 - load paysheets 456
 - manual check and reversal processes 455
 - paysheets, general information 452
 - processing requests 509
 - processing requests prerequisites 509
 - rerunning paysheet create process 459
 - rerunning the paysheet create process 459
 - running the request process 510
 - Time and Labor considerations 454
- final check processing
 - creating online final check 512
 - generating the FC reports 512
 - reprocessing paysheets 512
 - running the batch process 512
- Final Check Program Clone - Run Parameters page 111
- Final Check Program page 111
- Final Check Program Table - Deduction Definition page 111, 115
- Final Check Program Table - Earnings Definition page 111, 113
- Final Check Program Table - Leave Accrual Definition page 111, 113
- Final Check Program Table - Program Definition page 110, 112
- Final Check Request page 510
- fiscal data accumulation, tracking 692
- flexible field lengths
 - character fields 757
 - number fields 758
 - overview 756
- FLSA
 - 40 hrs workweek 152
 - calculating overtime premium 165
 - calculating rates 141
 - calculating rates for hourly and exception hourly 151
 - crediting overtime premium against 164
 - determining regular rates 164
 - maximum non-overtime hours under 7K exemption (Public Safety) 162
 - overtime pay less than 40 hrs per workweek 152
 - rate calculations for double-time pay 169
 - rate calculations for hospital employees 154
 - rate calculations for monthly and semimonthly exception hourly employees 158
 - rate calculations for public safety employees 161
 - rate calculations over multiple-pay periods 169
 - rate calculations, mid-period rate changes 166
 - rate calculations, salaried employees 155
 - reversing overtime 165
 - setting up 142
 - understanding hourly rates 152
- FLSA Pay Data page 144, 481, 483
- FLSA Period Definition page 17
- Form 1042 Audit Report page 584, 586, 594
- form table 96

Form Table page 96
 frequency schedule
 deductions, specifying 77
 FUTA Wage Reconciliation Report — Run
 Control page 584
 FWT additional amount 232

G

G/L Distribution Summary page 546
 G/L Interface - Pay Type page 546
 Garn Proration RL page 129
 Garnishment Balance Adjustment
 page 630
 garnishment balances
 reviewing and adjusting 630
 Garnishment Balances page 630–631
 Garnishment DE Definition page 132
 garnishment deduction, *See* garnishments
 Garnishment Disposable Earnings
 Definition page 132
 Garnishment Proration Rules Table
 page 129
 Garnishment Prorations page 288
 Garnishment Rules Rpt (USA) page 135
 Garnishment Rules Table 2 page 135
 Garnishment Rules Table1 page 135
 Garnishment Rules Table2 page 135
 Garnishment Spec 4 (USF) page 300
 Garnishment Spec Data 1 (CAN)
 page 287
 Garnishment Spec Data 1 page 287
 Garnishment Spec Data 2 page 287
 Garnishment Spec Data 3 page 287
 Garnishment Spec Data 4 page 287
 Garnishment Spec Data 5 page 287
 Garnishment Spec Data 6 page 288
 Garnishment Spec Data 7 (CAN)
 page 288
 Garnishment Spec Data 7 page 288
 Garnishment Spec1 (USF) page 300
 Garnishment Spec2 (USF) page 300
 Garnishment Spec3 (USF) page 300
 Garnishment Spec5 (USF) page 300
 Garnishment Spec6 (USF) page 300
 Garnishment Spec7 (USF) page 300
 Garnishment Specification Data 2
 page 290
 Garnishment Specification Data 3
 page 291

Garnishment Specification Data 4
 page 294
 Garnishment Specification Data 5
 page 295
 Garnishment Specification Data 6
 page 296
 Garnishment Specification Data 7
 page 298
 Garnishment Specifications Data 1
 page 288
 garnishments 285
 CAN defining Canadian rules 136
 deduction parameters and limitations,
 defining 291
 deductions from all payrolls,
 defining 294
 defining disposable earnings for 131
 defining employee payroll data 285
 defining U.S. rules 134
 disposable earnings, adjusting 138
 establishing a deduction 127
 exemption amount selection 138
 exemption calculation methods 135
 limitation specifications 286
 maintaining proration rules 128
 one-time deduction overrides 302
 one-time on paysheet 446
 order information, entering 288
 payee information, entering 290
 payment schedule, defining 295
 prerequisites 285
 proration amount and pay mode 298
 rules, applying 296
 Canadian 297
 deductions in DE Calc 298
 exemption parameters 297
 splitting orders 298
 setting up deduction table information
 for 127
 setting up the general deduction table
 information for 128
 understanding Canadian formulas 139
 USF employee payroll data,
 defining 299
 USF garnishment deduction distribution
 information, entering 301
 USF payee information (USF),
 entering 300
 verifying compliance 301
 viewing information 302

- General Ded Code Override page 259, 264
 - General Ded/Frequency Report page 80
 - General Deduction Data (USF) page 259
 - General Deduction Data page 259
 - General Deduction Distrib USF - Distributions page 80
 - General Deduction Table page 80, 177
 - general deductions
 - arrears payback limits 265
 - assigning to a company 86
 - date processing interactions 91
 - defining 79
 - defining calculation of 80
 - distribution remittance frequency (USF) 85
 - distribution routing and summary levels (USF) 84
 - entering distribution information (USF) 84
 - overrides, one-time 258
 - overrides, understanding 257
 - overriding processing parameters for an employee 264
 - setting limits 125
 - setting up employees 257
 - single check 121
 - specifying calculation methods 259
 - specifying calculation methods (USF) 262
 - general ledger interface
 - associating HR chart keys to GL accounts 544
 - connecting business units, HR to GL 542
 - generating payroll accounting lines 547
 - mapping PS Payroll chartfield keys to GL accounts and depts 543
 - payroll activities delivered with Canadian installation 537
 - payroll activities delivered with U.S. installation 535
 - populating HR BU charfield keys automatically for pay earnings 545
 - preparing and transferring payroll data to GL 546
 - resetting the GL Interface run flag 549
 - setting up 541
 - simulating the GL process 546
 - tables for creating HR chart keys 544
 - transferring PS Payroll information to PS General Ledger 549
 - Generate Chartkey page 542, 545
 - GL BusUnit/HR BusUnit Mapping - Business Units Link Details page 542
 - GL Intfc - Non Comm Acctg - Run Parameters page 547
 - GLI, *See* general ledger interface
 - glossary 857
 - group-term life insurance
 - adjusting imputed income for U.S. employees 328
 - calculating USA imputed income 194
 - example of imputed income adjustment process 329
 - imputed income adjustment process 328
 - prerequisites for imputed income adjustment process 331
 - viewing imputed income calculation results 333
 - group-term life insurance (CAN) 178–179
 - calculating imputed income 179
 - selecting deduction and tax classifications 178
 - group-term life insurance (USA)
 - calculating imputed income 194
 - calculating imputed income example 194
 - deduction classifications, defining 192
 - dependent life plans 194
 - for dependents 192
 - for employees 192
 - setting up and calculating 191
 - setting up tax options for 193
 - Gvt Retro Int (government retroactive interest) page 616
- H**
- health insurance premium report
 - producing 596
 - Health Insurance Premium Rpt page 594
 - holiday schedule
 - setting up 99
 - Holiday Schedule Table page 100
 - hospital employees
 - FLSA rates 154
 - hours distribution
 - for earnings 38

HR Accounting Line page 547
 HR Chartfield Distribution page 543
 HR ChartField Distribution page 542
 HR Chartfield Keys page 544
 HR ChartField Keys page 542

I

Identify Military Serv Deposit - Earnings Information (USF) page 353
 Identify Military Serv Deposit - Service Information (USF) page 353
 Identify Military Serv Deposit - Transaction Information (USF) page 353
 Imputed Income Adjustment - Imputed Income page 331
 Imputed Income Adjustment Rpt page 331
 imputed income for U.S. employees
 adjusting 328
 adjusting example 329
 adjusting prerequisites 331
 running the process 331
 viewing calculation results 333
 Imputed Income page 331
 Individual Retirement Records (USF)
 accumulating and adjusting fiscal data 692
 adjusting IRR yearly amounts 694
 entering IRR remarks 685
 entering tracking comments on employee page 681
 fiscal data accum report 693
 generating final IRRs 688
 generating the final supplemental or correction IRR 692
 IRR worksheets, for separated employee 687
 IRR worksheets, overview 686
 prerequisites 678
 supplemental and correction IRRs, understanding 691
 supplemental or correction IRR, initiating a PAR 691
 understanding the IRR component 679
 understanding the IRR process 677
 viewing and entering PAR comments 682
 viewing and maintaining employee data 679
 viewing employee fiscal history 683

 viewing employee service history 682
 viewing IRR control information 680
 input programs, overview 740
 interest calculations and rates
 retro pay (USF) 615
 reviewing (USF) 616
 interfaces
 enterprise integration points 553
 extracting Time and Labor costs 388
 loading variable compensation data into paysheets 398
 PeopleSoft Expenses 402
 PeopleSoft General Ledger 535
 PeopleSoft HRMS and PeopleSoft Expenses 393
 PeopleSoft Human Resources: Manage Variable Compensation 394
 PeopleSoft Human Resources: Recruit Workforce 398
 PeopleSoft Payables 551
 PeopleSoft Time and Labor 375
 IRR, *See* Individual Retirement Records (USF), USF Individual Retirement Records
 IRR Control (USF) page 680
 IRR Fiscal Data Accum (USF) page 693
 IRR Remarks (USF)
 understanding 218
 IRR Remarks (USF) page 680
 IRR Remarks page 218
 IRR Service Hist (USF) page 680
 IRR Worksheet - Separated Empl (USF) page 687

J

job data
 retro pay requests 600
 Job Data - Compensation page 613
 Job Data - Payroll page 190

L

leave accrual (USF)
 changing individual leave accrual transactions 346
 managing and understanding 341
 prerequisites 341
 updating restored hrs of leave expiration dates 344

- viewing employees' individual leave accrual transactions 345
- viewing employees' leave balance information 342
- leave accrual process (USF)
 - accrual class properties, defining 204
 - annual leave entitlement calculation 202
 - applying expiration and termination rules 210
 - cascading leave, setting up 216
 - creating a schedule for granting leave based on length of service 212
 - defining earnings accrual classes 201
 - earnings accrual classes 201
 - earnings codes, affect on leave balances 213
 - establishing ceilings and carryover limits 207
 - leave balances, affect of earnings codes on 213
 - relationship between earnings codes and accrual classes 202
- leave accruals
 - effect of earnings codes 50
- Leave Accruals - Run Control (USF) page 342
- Leave Audit SF1150 Report (USF) page 342
- limitations, garnishments 286
- Load Off-Cycle Data page 384, 386
- Load Paysheet Trans Rpt page 429
- Load Time and Labor page 384
- Load TL History - Load Time Labor page 387
- Load TL History - Off-Cycle Data page 388
- Load/Reset Paysheet Trans page 424, 429
- Load/Reset Transaction page 429
- local tax data
 - entering 239
 - entering special tax status 241
- Local Tax Data page 229, 239
- Local Tax Deposit page 592
- local tax distribution
 - understanding split local distribution 226
- lock-in details
 - federal tax 233
 - for state tax 237

- low interest loans, *See* Canada low-interest loans
- low-interest loans (CAN)
 - calculation routines, activating 177
 - Government prescribed interest rate 177
 - loan deduction, establishing 177
 - setting up 177
- lump sum
 - retro payments for contractual employees 612
 - tax method 33, 41

M

- Maintain IRR, Identify IRRs - Fiscal History (USF) page 680
- Maintain IRR, Identify IRRs - PAR Remarks (USF) page 680
- Maintain IRR, Identify/Review IRRs - Employee (USF) page 680
- manual checks 508
 - entering data 508
- mass requests
 - defining for retro pay processing 601
- maximum arrears payback 68
- messages
 - on the pay record 515
 - paysheet pages
 - manual check 411
 - normal 409
 - reversal 410
 - reversals and adjustments 410
 - reviewing payroll messages 484
- Mil Dep Closed Acct Rpt - Closed Accounts (USF) page 353
- Military Deposit Interest page 217
- military deposits (USF)
 - defining deduction codes 217
 - entering interest rate 217
- military service (USF)
 - calculate military service deposit interest process 357
 - closed accounts 352
 - crediting to civilian retirement 351
 - account information 354
 - period of service 354
 - entering deposit information 353
 - entering service period earnings and deduction information 354

- multiple military service deposit
 - accounts 355
 - service period earnings information 355
- generating OPM military deposit worksheet 357
- listing closed accounts 357
- military deposit interest 352
- prerequisites 353
- processing closed military service deposit accounts 357
- viewing deposit and interest information 355
- modifications
 - contacting customers 702
 - cross-reference (.XRF) files 719
 - cross-reference (.XRF) reports 726
 - employee data input tables 704
 - flexible field lengths 756
 - number fields 758
 - paycheck output tables 713
 - payroll process input tables 708
 - Peoplesoft technical architecture 702
 - processes, understanding 715
 - producing a list 701
 - requirements, revisiting 700
 - reviewing 701
 - tables, payroll-related 702
- multiple jobs 119
 - FLSA overtime requirements for 119
 - issuing single checks 120
 - setting up deduction subsets 121
- Multiple Worksite Report - Run Parameters page 585
- MVS/DB2
 - process example 733

N

- national ID
 - searching for employees and their dependents by 222
- net pay
 - insufficient net pay and pay calculation 473
 - insufficient net pay and pay calculation (CAN) 475
- net-to-gross
 - overriding deductions 452
 - overriding taxes 452
 - processing options on paysheets 451

- net-to-gross processing (paysheets) 450
- net-to-gross processing, net pay (paysheets) 450
- net-to-gross processing, understanding (paysheets) 450
- net-to-gross processing, zero net (paysheets) 450
- NETPAY deduction code 519
- Non Paid FEFLA Limit Report (USF) page 351
- Non Paid FGFMLA - FMLA Limit (USF) page 351
- Non Pay Data (USF) page 350
- Non-Commit Reset Processing - Run Parameters page 547
- notes xxxvi
- Notify Variable Compensation page 396, 398
- number fields, overview 758
- Nunavut Payroll Tax page 595
- NW Territories Payroll Tax page 595

O

- Off Cycle Deduction Payment ID Information page 571
- Off Cycle Deduction Summary Information page 571
- Off Cycle Deductn page 571
- Off Cycle Net Check Summary Information page 571
- Off Cycle Net page 571
- Off Cycle Net Payment ID Information page 571
- off-cycle
 - payroll processing 467
 - selecting employees or earnings codes 386
- off-cycle disbursements
 - preparing the electronic certification system (USF) 570
 - understanding electronic certification system (USF) 570
- one-time deduction overrides processing 302
- one-time deductions
 - overrides 440
 - one-time deductions on paysheets 444
 - one-time garnishments on paysheets 446
 - one-time taxes
 - on paysheets 442

- one-time taxes on paysheets 447
- online checks 503
 - creating final check 512
 - displaying results 507
 - paysheet options 503
 - printing configuration 505
 - reversing 507
 - using payseets for 505
- Online Results (CAN) page 504
- Online Results page 481, 504, 507
- OPM 1514 (USF) page 353
- OPM 1514 page 357
- organizational framework
 - setting up pay groups 11
- Other Earnings Register page 589
- output programs, overview 745
- overrides
 - one-time deductions 440
 - one-time garnishment deductions 441
 - permanent deductions 441
- Overtime Bank Report page 591

P

- PA tax summary (USF)
 - generating 595
- Paid/Non Paid - FMLA Summary (USF)
 - page 351
- Paid/Non Paid FEFFLA Summary (USF)
 - page 351
- parallel test checklist 797
- Pay All Calculated - Run Control
 - page 611
- pay calculation (CALCPAY)
 - correcting errors 484
 - automatic recalculation 485
 - reasons for corrections 485
 - deduction priority and classification 470
 - errors, correcting
 - error types and corrections 485
 - errors that pay calc does detect 486
 - errors that pay calc does not detect 486
 - FLSA rate calculations for double-time pay 169
 - FLSA rate calculations for hospital employees 154
 - FLSA rate calculations for monthly and semimonthly exception hourly employees 158
 - FLSA rate calculations for public safety employees 161
 - FLSA rate calculations over multiple-pay periods 169
 - FLSA rate calculations, mid-period rate changes 166
 - FLSA rate calculations, salaried employees 155
 - general processing information 469
 - how pay calculation work
 - definition of payroll data 468
 - options for calculating pay 467
 - pay run IDs 467
 - how pay calculation works 466
 - imputed income for group term life insurance calculations (links) 475
 - insufficient net pay 473
 - insufficient net pay (CAN) 475
 - precalculation audit, running 476
 - process overview and summary 465
 - reviewing payroll messages 484
 - reviewing results 479
 - running pay calc 476
 - calculation options 478
 - on-cycle or off-cycle 477
 - on-cycle preliminary calc run 477
 - running the final calculation 486
 - setting up FLSA 142
 - setting up run parameters 475
- Pay Calculation page 476
- pay calendar
 - date fields interactions 91
- pay calendars
 - confirming by paycheck month 491
- pay caps and limits (USF) 337
 - changing pay limit to emergency limit 340
 - overtime 338
 - pay cap, basic pay processing 338
 - pay limit, premium pay processing 338
 - pay limit, total annual 338
 - paying out deferred earnings 340
 - prerequisites 338
 - reviewing processing results 339
- pay confirm (CONFIRM)
 - run parameters, defining 492
 - off-cycle run 493
 - on-cycle or off-cycle run 493
 - running the process 491
- pay confirmation (CONFIRM)

- confirming pay calendars by check date
 - month 491
- finalizing calculations before
 - running 489
- overview 489
- process summary 490
- results, reviewing 493
- Pay Confirmation page 492
- Pay Group - Bank/Tip Info page 187
- Pay Group Report page 18
- pay group table
 - tipped employees 187
- Pay Group Table
 - affect on paysheets 14
- Pay Group Table - Bank/Tip Info page 18, 25
- Pay Group Table - Calc Parameters page 17–18
- Pay Group Table - Check Distribution page 17, 20
- Pay Group Table - Check Sequencing page 18, 22
- Pay Group Table - Definition page 17–18
- Pay Group Table - Paysheets page 17, 19
- Pay Group Table - Process Control page 17–18
- Pay Group Table - Report Parameters page 18, 23
- Pay Group Table - Time and Labor page 18, 379–380
- pay groups 11
 - checklist for employee membership 12
 - default for the company 11
 - defining 16, 18
 - establishing calculation parameters 18
 - establishing default employee types 18
 - example of set up 12
 - payroll data, optional 280
 - purpose and function 11
- Pay Limit (USF) page 339
- Pay Message Table 118
- Pay Plan page – Pay Plan Table USF 199
- Pay Plan Process Control (USF) page 339
- Pay Plan Process Control page 200
- Pay Plan Table USF - Pay Plan page 199
- Pay Plan Table USF - Pay Plan Process Control page 199
- pay plans (USF)
 - configuration for pay caps and limits 197
 - defining 199
 - establishing 197
 - pay caps/limits and exempt o/t rates 200
- Pay Summary - Run Control page 611
- Pay Terms Calculated - Run Control page 611
- pay unconfirm (UNCONFIRM)
 - running the process 491, 493
- Pay Unconfirm page 492
- pay unsheet 732
- Pay Unsheet page 434
- PAY015A 524
- PAY015B 524
- payables interface
 - enterprise integration points 553
 - extracting Canadian tax deductions 561
 - extracting federal tax deductions 559
 - extracting local tax deductions 560
 - extracting nontax deductions 557
 - extracting state tax deductions 560
 - posting voucher 564
 - setup requirements 554
 - viewing extracted deductions 562
 - viewing payroll deduction records for vendor 563
 - viewing payroll deduction total for vendor 563
 - voucher records 553
- Payback deduction codes
 - setting up 449
- Payback Deductions
 - calculating 449
- paycheck
 - employee sequence for pay groups 22
 - final check process 109
- Paycheck Deductions page 480–481
- Paycheck Earnings - Additional Data page 480
- Paycheck Earnings page 480, 532, 534
- paycheck pages 479
- Paycheck Reprint page 532
- Paycheck Reversal/Adjustment page 516, 519, 521
- Paycheck Summary page 481
- Paycheck Taxes page 480
- paychecks
 - address options for pay groups 22
 - adjusting 518
 - adjustments 512, 519

- adjustments and run controls 513
- after the reprint process 533
- bank file 523
- check numbers in the reprint process 530
- comparing reversal and adjustment processes 514
- general SQR information 496
- identifying forms for printing 96
- location options for pay groups 22
- location options, payroll data – optional 280
- NETPAY deduction code 519
- pay record and messages 515
- PAY015A 524
- PAY015B and reconciliation reports 524
- print sequence for pay groups 22
- reconciliation 523
- reconciliation example 524
- reconciliation reports 524
- reprinting 528
- reversal and viewing the effects of 518
- reversal, running pay confirm after 518
- reversals 512
- reversals and run controls 513
- reversals, viewing confirmed 518
- reverse or adjust 513
- reversing 515
- running a reversal 516
- running the reprinting process 532
- setting up direct deposits 120
- setting up forms for printing 96
- sort order for pay groups 20
- taxing on each, E&G employees 362
- understanding check numbers when reprinting 530
- viewing reprinted checks 534
- Payline Earnings (Account) page 433
- Payline Earns (Acct) Security page 434
- paylines 406, 408
 - accessing data 432
 - difference between paylines and paysheets 407
 - on paysheets 408
- payroll accounting lines
 - generating 547
- payroll data
 - maintaining 221
- Payroll Data 1 page 278
- Payroll Data 2 page 278, 280
- payroll data, optional
 - distribution mail option 279
 - maintaining 277
 - pay group 280
 - paycheck location options 280
 - processing information, entering 278
 - processing information, other, entering 280
- Payroll Error Messages (inquiry) page 484
- Payroll Error Messages for Employees (report) page 484
- Payroll Error Messages page 339, 419–420
- payroll messages
 - reviewing and modifying 117
- payroll process
 - designating holidays 100
 - HR information used 89
 - supporting tables 90
- payroll processes
 - loading payable time for 384
- payroll processing
 - off-cycle 467
- Payroll Register (CAN) page 588
- Payroll Register page 589
- Payroll Savings Create File (CAN) page 307
- Payroll Summary (CAN) page 590
- Payroll Summary page 590
- payroll summary report
 - generating 595
- Paysheet - Additional Data page 438
- Paysheet - One-Time Deductions page 444
- Paysheet - One-Time Garnishment page 446
- Paysheet - One-Time Taxes page 447
- Paysheet - Page Balances page 461
- Paysheet - Paysheet page (CAN) 438
- Paysheet Add Balance Page 461
- Paysheet Creation page 419
- Paysheet Earnings (Short Form) page 434
- paysheet load process
 - using with PeopleSoft Expenses and HRMS applications 427
 - using with rapid entry paysheets 427
- Paysheet page 433, 435
- Paysheet page - Additional Data page 433

- Paysheet Page Bals (Shrt Form) page 461
- paysheet pages
 - messages 409
 - manual check 411
 - normal 409
 - reversals and adjustments 410
- paysheet paylines, *See* paylines
- paysheet processes
 - correcting errors in update
 - processing 387
- paysheet processing
 - job data effective date 94
- paysheets 406
 - automatically creating 417
 - checking for payroll error
 - messages 420
 - creating, overview 406
 - creation process 418
 - deduction override evaluation
 - processing 412
 - deduction override processing in pay
 - calculation 416
 - deduction override processing in pay
 - unconfirm 416
 - deduction override status
 - indicators 415
 - deduction overrides for additional pay,
 - separate check 416
 - difference between paylines and
 - paysheets 407
 - entering adjustments 521
 - entering one-time deductions 444
 - entering one-time garnishments 446
 - entering one-time taxes 447
 - establishing run IDs 418
 - example deduction override evaluation
 - processing 412
 - additional pay 413
 - benefit deductions 413
 - one-time manual overrides 414
 - pay calendar table 412
 - payroll data 413
 - final check load process 456
 - final check process 453
 - final check process, rerunning 459
 - final check processing, general
 - information 452
 - final checks, process 457
 - for online checks 505
 - garnishment deduction overrides 441
 - generating final check reports 460
 - loading data/resetting transactions 429
 - calculation options 431
 - off-cycle run 430
 - on-cycle or off-cycle run 430
 - loading payable time into 381
 - loading retro pay 609
 - manual checks and reversals, final check
 - payments 455
 - net-to-gross processing 450
 - net-to-gross processing options 451
 - net-to-gross processing, net pay 450
 - net-to-gross processing, zero net 450
 - one-time taxes 442
 - override deduction processing 411
 - override deduction processing, evaluation
 - hierarchy 412
 - override deduction processing, fields for
 - specifying deductions 412
 - payback deductions 449
 - paylines on 408
 - presheet audit report 419
 - processing final checks, 458
 - recording one-time deductions 440
 - recording one-time garnishments 440
 - recording one-time taxes 440
 - reports 462
 - reprocessing for final checks 512
 - reviewing balances 460
 - reviewing for accuracy 461
 - running creation process 419
 - sequence, online, and printed for pay
 - groups 19
 - using paysheet forms 463
 - using pre-printed forms 463
 - viewing and updating 432, 435
 - (CAN) By Paysheet - Paysheet
 - Page 438
 - earnings 435
 - other earnings 438
 - paysheet details 435
 - viewing multiple earnings reported 462
- Paysheets Earnings Distributns page 462
- paysheets for rapid entry, *See* rapid entry
- paysheets
- PeopleBooks
 - ordering xxxiv
- PeopleCode, typographical
 - conventions xxxv

- PeopleSoft application
 - fundamentals xxxiii
 - PeopleSoft Time and Labor
 - other pages with related fields 379
 - processing information and guidelines 381
 - understanding consolidation 377
 - PERS, *See* Public Employees' Retirement System
 - Precalculation Audit page 476
 - Preconfirm Audit page 492
 - Prepay Balance Adjustments (E&G) page 373
 - Prepay Balances (E&G) page 373
 - prerequisites xxxiii
 - prescribed interest rate, *See* low-interest loans (CAN), Government prescribed interest rate
 - presheet audit report 419
 - Presheet Audit Report page 419
 - Print Paysheets - Paysheets page 462
 - Print ROE Exceptions (CAN) page 674
 - printed documentation xxxiv
 - Process IRRs - IRR (USF) page 688
 - processing programs, overview 742
 - Program Definition page 106
 - Program Table page 106
 - Prorate Rule page 130
 - Proration Rule 129
 - proration rules
 - applying hourly 16
 - applying salaried 15
 - examples of 14
 - garnishments 128
 - on Pay Group Table 14
 - specifying for pay groups 19
 - Provincial Income Tax Data (CAN) page 242
 - PS_BOND_LOG 770
 - PS_CAN_CHECK_YTD 772
 - PS_CAN_DED_BALANCE 772
 - PS_CAN_ERN_BALANCE 773
 - PS_CAN_TAX_BALANCE 773
 - PS_CHECK_YTD 775
 - PS_DED_ARREARS 775
 - PS_DEDUCTION_BAL 775
 - PS_EARNINGS_BAL 777
 - PS_GARN_BALANCE 778
 - PS_INS_EARNS_BAL 779
 - PS_LEAVE_ACCRUAL 780
 - PS_LEAVE_ACCRUAL (USF) 781
 - PS_ROE (CAN) 790
 - PS_TAX_BALANCE 793
 - PSPPYWKS 737
- Q**
- quarterly state employee wage listing
 - generating 587
 - Quebec Income Tax Data page 242
 - Quebec income tax information
 - entering 248
 - entering additional withholding information 249
 - entering commission information 249
- R**
- Rapid Entry Paysheet page 424
 - rapid entry paysheet template 103
 - rapid entry paysheets 421
 - common elements 422
 - defining templates 105
 - fields available on 104
 - fields displayed on 421
 - loading or resetting payroll data into paysheets 427
 - prerequisites 422
 - resetting transactions 427
 - template types 104
 - using for amounts only 425
 - using for hours only 424
 - using for hours or amounts 426
 - using the paysheet load process 427
 - viewing validation results 426
 - Rapid Entry Template page 105
 - Re-employed Annuitant Information (USF)
 - viewing 358
 - viewing annuity report details 359
 - viewing annuity report totals 359
 - reconciliation
 - bank file 523
 - checks example 524
 - paychecks 523
 - Reconciliation, Ohio Local page 592
 - Record of Employment (CAN)
 - automatic data creation 664, 666
 - amended records processing 665
 - calculation of insurable earnings and hours 665
 - new records processing 665

- selecting amended records 664
 - selecting new records 664
- changing ROE balances 672
- creating ROE data 663
- defining earnings for translation to the ROE form 663
- deleting ROE records 675
- generating summary reports 675
- identifying ROE balances 672
- manual data creation 665, 667
- manual data creation, additional (box) information 668
- online reviewing and updating 670
- overview 655
- printing ROEs 673
- reviewing and adjusting balances 671
- ROE data sources 657
- tips and techniques for processing
 - job status changes 656
 - managing concurrent multiple jobs 656
 - moving ROE balance amounts 656
 - reallocating insurable earnings and hours to prior pay periods 656
 - recreating ROE data 657
 - reporting earnings when pay frequencies change 657
- Reg of Separation and Transfer (USF) page 690
- Register of Separations and Transfers (USF)
 - overview 689
 - running the ROST report 690
- related documentation xxxiv
- reports 809
 - balance adjustment 641
 - cross-reference (.XRF) reports 726
 - defining parameters for pay groups 23
 - fiscal data accum report (USF) 693
 - health insurance premium 596
 - PA tax summary 595
 - payroll for North America, direct deposit reports 810
 - payroll reports for North America A to Z 809
 - payroll reports for North America, payroll reports 811
 - payroll reports for North America, selected reports 837
 - payroll reports for North America, tax reports 830
 - payroll summary 595
 - quarterly state employee wage listing 587
 - retro pay, all calculated 612
- Request Mass Retro Processing - Retro Pay Mass Request page 601
- retro pay
 - changing additional pay data 601
 - changing job data 600
 - creating automatic requests 600
 - defining mass requests 601
 - generating the request summary 611
 - loading to paysheets 609
 - managing USF interest calculations 615
 - processing, inquiring and reporting on 610
 - processing, overview 599
 - processing, prerequisites 600
 - reviewing and deleting requests 603
 - reviewing and updating 606
 - running and reviewing calculations 605
 - running calculation process 605
 - running the all calculated report 612
 - running the load pay to paysheets process 609
 - undoing process 607
 - individual retro 608
 - mass retro 608
 - off-cycle run 608
 - on-cycle or off-cycle run 608
 - USF interest, understanding 615
- retro pay (E&G)
 - contractual employees, generating lump sum payments 612
 - setting up lump sum payments 614
- Retro Pay Calculate page 605
- Retro Pay Delete page 607
- Retro Pay Interest page 616
- Retro Pay Load Paysheets page 609
- retro pay mass request criteria specifying 601
- Retro Pay Mass Request page 601
- Retro Pay Messages page 611
- retro pay program
 - defining 106
 - establishing 106
 - understanding 106
- Retro Pay Program - Program Table page 106

- retro pay programs
 - marking earnings as eligible for retro pay 38
 - Retro Pay Request Summary - Run Control page 611
 - Retro Pay Request Summary page 611
 - Retro Pay Review and Update page 605–606
 - Retro Pay Summary page 611
 - Retroactive Pay Mass Request - Retro Pay Mass Request page 601
 - reversals, *See* reversals and adjustments
 - reversals and adjustments
 - adjusting paychecks 518
 - adjustment deduction codes 520
 - adjustment earnings codes 520
 - collecting negative adjustments 520
 - employee owes you 522
 - entering adjustment on paysheets 521
 - NETPAY deduction 519
 - reversal and view effects of 518
 - reversing paychecks 515
 - running pay confirm after reversal 518
 - running paycheck reversal 516
 - running the process 521
 - understanding adjustments 519
 - viewing confirmed reversals 518
 - you owe employee 522
 - Review T/L Load History - Load Time Labor page 384
 - Review T/L Load History - Off-Cycle Data page 384
 - RITS Interface page 579
 - RITS interface process (USF), running 579
 - ROE, *See* CAN Record of Employment, Record of Employment, Record of Employment (CAN)
 - ROE Balances (CAN) page 671
 - ROE Balances Adjustments (CAN) page 671
 - ROE Data 1 (CAN) page 666–667
 - ROE Data 2 (CAN) page 666, 668
 - ROE Mass Create (CAN) page 666
 - ROE Print (CAN) page 674
 - ROE Summary (CAN) page 675
 - ROST, *See* Register of Separations and Transfers (USF), USF Register of Separations and Transfers
 - ROST Summary (USF) page 690
 - Rules Table CAN - Calculation Formula page 137
 - Rules Table CAN - Description page 137
 - Rules Table CAN - Exemption Variables page 137
 - Run Control - Pay Confirmation page 492
 - Run Leave Accruals (USF) page 342
 - Run Parameters (E&G) page 367
 - Run Parameters (E&G) page – Contract Additional Pay 367
 - Run Parameters (E&G) page – Update Contract Pay Actuals 367
 - Runcontrol TAX 103/113 page 253
 - Runctl Pay W4 W5 page 253–254
- S**
- salaried employees, FLSA rates 155
 - savings bonds (CAN)
 - defining deductions 172
 - establishing purchase programs 171
 - purchase year 172
 - setting up 171
 - savings bonds purchases (USA) 321
 - bond purchase and amount activity, viewing 326
 - bond purchase report, running 327
 - entering data to purchase 323
 - bond owner employee 324
 - delivery address 325
 - examples 325
 - other registrant 324
 - portion of deducted amount 325
 - priority 324
 - Semi-Annual Headcount (USF) page 360
 - semi-annual headcount report details (USF) viewing 359
 - Send Vouchers to AP page 557, 564
 - Service Information (USF) page 353
 - setup list
 - batch processing 750
 - Shift Report page 102
 - Shift Table page 102
 - shifts 100
 - calculating differentials 101
 - defining 102
 - Single Check Paysheet page 504–505
 - single checks
 - issuing for multiple jobs 120
 - Spcl Accum Balance Adjustment (CAN) page 633

Spcl Accum Balance Adjustment
page 633

Special Accumulator Balances page 632

Special Accumulator Earnings page 109

Special Accumulator Report page 109

Special Accumulator Table page 109

special accumulators
establishing 108
rolling deductions together 72

Special Accumulator Balances (CAN)
page 633

special tax withholding status 231

Specify Tax Form Print Parm — Run
Parameters page 584

SQL API
data list 750
dynamic SQL interface 754
interface 747
interface data 753
overview 746
parameter descriptions 748
restrictions 752
setup list 750

SQRs
using 795

state tax data
entering 235
entering additional amount
adjustments 237
entering lock-in details 237

State Tax Data page 228, 235

State Tax Summary Report - Run Control
page 586

State Unemployment Tax Rpt - Run
Parameters page 586

State Wage Listing Report - California
page 585

State Wage Listing Report - Michigan
page 585

State Wage Listing Report - Minnesota
page 585

State Wage Listing Report - Others
page 585

Statistics Canada (Educ) page 591

Statistics Canada (Non-Educ) page 591

stock options
calculating taxes for 401
loading tax data for 401

stock purchase contributions
loading refunds to 401

stock purchase refunds and stock option
data
loading 400

suggestions, submitting xxxvii

T

table access programs 738

tables
employee data input tables 704
output programs 745
paycheck output tables 713
payroll process input tables 708
payroll-related 702
processes, understanding 715

tax
bonus calculation method 31
Canadian methods 31
classifications for deductions 69
commission calculation method 32
contract pay (E&G) 362
lump sum calculation method 33
methods for earnings codes 39
one-time taxes on paysheet 447
one-time taxes on paysheets 442
options and methods for earnings 28
overriding taxes for net-to-gross
processing 452
tax effect considerations 72
U.S. tax considerations,
understanding 59

Tax Balance Adjustments page 635

Tax Balance AuditRun Parameter
page 586

tax balances
reviewing and adjusting (CAN) 639
reviewing and adjusting (USA) 634
reviewing and adjusting E&G 1042 637

Tax Balances page 635

Tax Deposit Summary page 591

Tax Distribution (CAN) page 224

Tax Distribution page 224

Tax Form Definition (CAN) page 650

Tax Summary - Federal page 592

Tax Summary - State page 592

Tax Summary PA page 592

Tax Summary Submission page 584

Temp Emp Buying FEHB (USF) page 360

template types
fields available for rapid entry
paysheets 104

- tenure and probation (USF)
 - dates with nonpay hours 348
 - termination
 - stopping deductions 95
 - terminations
 - final check process 109
 - terms 857
 - thrift savings plan interface (USF)
 - setting up 576
 - thrift savings plan voucher (USF)
 - entering off-cycle information 577
 - running the interface 578
 - setting up 576
 - Time & Effort page 334
 - time and effort certification (E&G) 333
 - Time and Labor
 - final check considerations 454
 - tip allocation
 - entering data 318
 - reporting on the process 320
 - reviewing the process status 320
 - running calculation process 319
 - selecting end date 318
 - updating balances 319
 - viewing for an establishment 319
 - tip allocation calculation methods 314
 - good faith agreement method 316
 - gross receipts method 314
 - hours worked method 315
 - tip allocation process, prerequisites 316
 - tip allocation process, understanding 313
 - Tip Establishment page 185, 187
 - Tip Establishments page – Tip Establishment Report 185
 - tipped employees
 - Federal/State Tax Table 187
 - pay group table 187
 - tipped employees (USA)
 - allocating tips 313
 - earnings codes for tip allocation, setting up 188
 - earnings codes tax information for tip allocation 189
 - earnings for 183
 - entering tip allocation data 318
 - federal and state tax table, viewing 187
 - running tip allocation calculation process 319
 - selecting tip allocation end date 318
 - setting up job data records 190
 - setting up pay group table for tip allocation 187
 - setting up the payroll system 183
 - setting up W-2 forms 191
 - tax information 184
 - tip allocation calculation methods 314
 - good faith agreement method 316
 - gross receipts method 314
 - hours worked method 315
 - tip allocation process 313
 - tip allocation process, prerequisites 316
 - tip allocation process, reporting on 320
 - tip allocation process, reviewing the status 320
 - tip allocations, viewing for an establishment 319
 - tip credit and minimum wage 184
 - tip establishments table, setting up 187
 - tip processing in the company 185
 - updating tip allocation balances 319
 - tips
 - processing for pay groups 25
 - Tips Alloc Status page 318
 - Tips Allocation Status page 320
 - Tips Processing (USA) page 185
 - Tips Processing page 185
 - tips, tipped employees, *See* tipped employees (USA), USA tipped employees
 - Transaction Information (USF) page 355
 - transmittal file and report
 - Canada Payroll Savings plans 306
 - Treasury and FRB Bonds page 575
 - Treasury and FRD Bond Interface (USF)
 - setting up 574
 - Treasury/FRB Bonds page 574
 - TSP Interface page 576
 - TSP Voucher Detail page 576
 - TSP Vouchers page 576
 - typographical conventions xxxv
- U**
- U.S. Savings Bond Activity Log page 322, 326
 - U.S. Savings Bond Specification page 322
 - U.S. Savings Bond Table page 322
 - UNCONFIRM, *See* pay unconfirm
 - union dues 124
 - unsheet pay 732
 - Update Alloc Bals page 317

- Update Allocation Balances page 319
- Update Paysheets, By Payline -Payline page 433
- Update Paysheets, By Payline Security - Payline page 434
- Update Source Deductions page 594
- update source deductions process, running tax form footnote table 596
- upgrades
 - cross-reference (.XRF) files 719
 - cross-reference (.XRF) reports 726
 - employee data input tables 704
 - future ongoing liability 698
 - modification requirements 700–702
 - payroll process input tables 708
 - payroll system capabilities 699
 - Peoplesoft technical architecture 702
 - tables, payroll-related 702
- US Savings Bond Table - Run Control page 322
- USA employee tax data
 - entering 226
 - processing W-4 and W-5 employees 251
- USA group-term life insurance
 - calculating imputed income example 194
 - deduction classifications, defining 192
 - dependent life plans 194
 - for dependents 192
 - for employees 192
 - setting up and calculating 191
 - setting up tax options for 193
- USA savings bonds purchases 321
 - bond purchase and amount activity, viewing 326
 - bond purchase report, running 327
 - entering data to purchase 323
 - bond owner employee 324
 - delivery address 325
 - examples 325
 - other registrant 324
 - portion of deducted amount 325
 - priority 324
- USA tipped employees
 - allocating tips 313
 - earnings codes for tip allocation, setting up 188
 - earnings codes tax information for tip allocation 189
 - earnings for 183
 - entering tip allocation data 318
 - federal and state tax table, viewing 187
 - running tip allocation calculation process 319
 - selecting tip allocation end date 318
 - setting up job data records 190
 - setting up pay group tables for tip allocation 187
 - setting up payroll system 183
 - setting up W-2 forms 191
 - tax information 184
 - tip allocation calculation methods 314
 - good faith agreement method 316
 - gross receipts method 314
 - hours worked method 315
 - tip allocation process 313
 - tip allocation process, prerequisites 316
 - tip allocation process, reporting on 320
 - tip allocation process, reviewing the status 320
 - tip allocations, viewing for an establishment 319
 - tip credit and minimum wage 184
 - tip establishments table, setting up 187
 - tip processing in the company 185
 - updating tip allocation balances 319
- USF Accrual Summary page 342
- USF Adjust Employee Fiscal Year History page 694
- USF agency interfaces
 - electronic certification system (ECS) 567
 - setting up and processing 567
- USF Correction IRR page 691
- USF Deduction Distribution Information page 263
- USF Deduction Remittance Information page 85
- USF Deduction Table – Setup page 66
- USF Earnings Accrual - Class page 204
- USF Earnings Accruals – Balance page 213
- USF Earnings Accruals - Cascading page 216
- USF Earnings Accruals - Ceiling/Carryover page 207
- USF Earnings Accruals - Expiration/Termination page 210

- USF Earnings Accruals - Rates/Bonus page (USF) 212
- USF ECS Controls page 568
- USF ECS Extract Controls page 570
- USF ECS off-cycle disbursements, preparing 570
- USF ECS Summary Detail page 570
- USF ECS Transmission Data/Summary page 569
- USF electronic certification system (ECS) setting up controls 567
- USF Federal Distribution Destinations page 69
- USF Federal General Deduction Routing Information page 84
- USF FEFLA and FMLA leave reports 350
- USF Fiscal History page 683
- USF Garnishment Specification Data 2 page 300
- USF General Deduction Data page 262
- USF General Deduction Distribution page 84
- USF General Deduction Table page 80
- USF Government Retro Interest page 616
- USF Individual Retirement Records
 - accumulating and adjusting fiscal data 692
 - adjusting IRR yearly amounts 694
 - entering IRR remarks 685
 - entering tracking comments on employee page 681
 - fiscal data accum report 693
 - generating final IRRs 688
 - generating the final supplemental or correction IRR 692
 - IRR worksheets, for separated employee 687
 - IRR worksheets, overview 686
 - prerequisites 678
 - supplemental and correction IRRs, understanding 691
 - supplemental or correction IRR, initiating a PAR 691
 - understanding the IRR component 679
 - understanding the IRR process 677
 - viewing and entering PAR comments 682
 - viewing and maintaining employee data 679
 - viewing employee fiscal history 683
 - viewing employee service history 682
 - viewing IRR control information 680
- USF IRR Control page 680
- USF IRR Fiscal Data Accumulation page 693
- USF IRR Remarks
 - understanding 218
- USF IRR Remarks page 218, 685
- USF IRR Service Hist page 682
- USF leave accrual
 - changing individual leave accrual transactions 346
 - managing and understanding 341
 - prerequisites 341
 - updating restored hrs of leave expiration dates 344
 - viewing employees' individual leave accrual transactions 345
 - viewing employees' leave balance information, 342
- USF leave accrual process
 - accrual class properties, defining 204
 - annual leave entitlement calculation 202
 - applying expiration and termination rules 210
 - cascading leave, setting up 216
 - creating a schedule for granting leave based on length of service 212
 - defining earnings accrual classes 201
 - earnings codes, affect on leave balances 213
 - establishing ceilings and carryover limits 207
 - leave balances, affect of earnings codes on 213
 - relationship between earnings codes and accrual classes 202
 - understanding earnings accrual classes 201
- USF military deposits
 - defining deduction codes 217
 - entering interest rate 217
- USF military service
 - calculate military service deposit interest process 357
 - closed accounts 352
 - crediting to civilian retirement 351
 - account information 354

- period of service 354
 - entering deposit information 353
 - entering service period earnings and deduction information 354
 - multiple military service deposit accounts 355
 - service period earnings information 355
 - generating OPM military deposit worksheet 357
 - listing closed accounts 357
 - military deposit interest 352
 - prerequisites 353
 - processing closed military service deposit accounts 357
 - viewing deposit and interest information 355
 - USF Military Service Deposit page 217
 - USF Off-Cycle Deduction page 573
 - USF Off-Cycle Net page 571
 - USF PAR Remarks page 682
 - USF pay caps and limits 337
 - changing pay limit to emergency limit 340
 - overtime 338
 - pay cap, basic pay processing 338
 - pay limit, premium pay processing 338
 - pay limit, total annual 338
 - paying out deferred earnings 340
 - prerequisites 338
 - reviewing processing results 339
 - USF pay plans
 - configuration for pay caps and limits 197
 - defining 199
 - establishing 197
 - pay caps/limits and exempt o/t rates 200
 - USF Re-employed Annuitant Information
 - viewing 358
 - viewing annuity report details 359
 - viewing annuity report totals 359
 - USF Register of Separations and Transfers
 - overview 689
 - running the ROST report 690
 - USF Retro Pay Interest page 616
 - USF RITS Interface page 579
 - USF RITS interface process, running 579
 - USF semi-annual headcount report details
 - viewing 359
 - USF Supplemental IRR page 691
 - USF thrift savings plan interface
 - setting up 576
 - USF thrift savings plan voucher
 - entering off-cycle information 577
 - running the interface 578
 - setting up 576
 - USF Treasury and FRD Bond Interface
 - setting up 574
 - USF TSP Interface page 578
 - USF TSP Voucher page 576
 - (USF) nonpay hours
 - tenure and probation 347
 - WGI 347
 - utility programs, overview 741
- V**
- Validate Variable Comp Awards
 - page 396–397
 - Validation Results page 424
 - Vanilla Payroll
 - Peoplesoft technical architecture 702
 - running at site 700
 - using 699
 - Vanilla PeopleSoft system 700
 - variable compensation awards
 - processing 397
 - Verify Balance page 318
 - View/Delete Retro Pay Request
 - page 603–604
 - visual cues xxxvi
 - voucher records 553
- W**
- W-2 forms
 - setting up for tipped employees 191
 - W-4
 - determining exempt employees manually 252
 - determining exempt employees with workflow 251
 - submitting to IRS 252
 - W-4 and W-5 processing 251
 - generating reset reports 255
 - running the determination process 254
 - W-5 processing status 233
 - W-4 Audit Report page 253
 - W-4 IRS Report page 254
 - W-4 processing

Index

- generating W-4 IRS report 256
- W-4 Processing SW-4
 - updating W-4 processing status 257
- W-5
 - determining eligibility with workflow 252
- wage loss plan information
 - CAN federal income tax data 247
- warnings xxxvii
- WGI
 - dates with nonpay hours 347
- WGI/Tenure Update (USF) page 350
- WGI/Tenure Update report 348
- withholding
 - CAN federal income tax data 246
 - Quebec income tax information 249
- Workers Compensation Report page 591

Y

- year-end processing
 - access instructions 695
- YTD 1042 Adjustment page 638
- YTD 1042 Tax Balances 1 page 638