

PeopleSoft®

EnterpriseOne B73.3.1
Global Solutions - Canada
PeopleBook

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Glossary

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Solutions Summary



J.D. Edwards Business Solutions for Canada

J.D. Edwards Country Information

Region	Americas
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Payroll Solutions Summary

J.D. Edwards solutions for payroll requirements in Canada include:

- Tax processing
- Payroll payment processing
- Record of employment processing

Tax Processing

J.D. Edwards software provides for the deduction of employment insurance, federal taxes, provincial taxes (Quebec only), and Canada/Quebec Pension Plan contributions from employees' pay.

Availability: B73.3.1

Payroll Payment Processing

J.D. Edwards software meets the Canadian requirements for the following payment formats for payroll:

- Checks
- Automatic deposits

Availability: B73.3.1

Record of Employment Processing

J.D. Edwards software provides functionality for creating a record of employment (ROE), which you issue to an employee when there is an interruption of earnings. Workers can use an ROE to apply for EI Income Benefits when an interruption of earnings has occurred. J.D. Edwards tracks the creation of ROEs to assist employers in accurately reporting employment.

Availability: B73.3.1



Business Processes

This section consists of business processes for which J.D. Edwards provides solutions for Canada. Each business process includes a summary of the process and the tasks required to complete it.

Country-specific tasks are specified by country and are documented in the Country-Specific Tasks section later in this guide. All other tasks are specified by the base J.D. Edwards software guide in which the tasks are documented.

J.D. Edwards business processes for Canada include the following:

- System setup
- Payroll processes
- Accounts payable integration



System Setup

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

J.D. Edwards setup requirements in Canada include the following processes:

- Setting up your system for localization
- Setting up the payroll cycle
- Setting up payroll tax information
- Setting up pay types, deductions, benefits, and accruals
- Additional information

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the following tasks for Canada:

- International: Setting up user display preferences
- Canada: Setting up user defined codes

Setting Up the Payroll Cycle

Before you can use any features of the Payroll system, you need to define critical information that the system uses for processing. To set up the Payroll system, complete the following tasks:

- Payroll: Setting up master pay cycles
- Payroll: Setting up payroll-cycle control parameters
- Canada: Setting up payroll-cycle reports
- Canada: Setting up payment types

- Canada: Setting up a holiday table

Setting Up Payroll Tax Information

Before you begin processing payroll for employees, you must set up tax information so that the system can calculate employees' taxes properly. Setting up payroll tax information includes the following tasks:

- HR and Payroll Foundation: Setting up company options
- Canada: Setting up tax area information
- Canada: Setting up corporate tax IDs
- Canada: Setting up employment insurance rates
- Payroll: Setting up workers compensation insurance-basis tables
- Payroll: Setting up workers compensation insurance rates

Setting Up Pay Types, Deductions, Benefits, and Accruals

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

If you are using the HR Benefits module, you must also set up DBAs before you can enroll employees in benefit plans. You must set up one or more DBAs for each benefit plan.

- Canada: Setting up a pay type
- HR and Payroll Foundation: Setting up essential DBA information
- HR and Payroll Foundation: Setting up group plan DBAs
- HR and Payroll Foundation: Setting up tax status for a deduction
- HR and Payroll Foundation: Setting up tax status for a benefit
- Canada: Setting up tax-deferred compensation deductions
- HR and Payroll Foundation: Setting up category codes for DBAs
- HR and Payroll Foundation: Setting up a DBA based on another DBA

Additional Information

Additional information about setup issues, technical considerations, and using the system is available. When you set up your system, review the following:

- International: Translation considerations for multi-language environments
- International: J.D. Edwards multi-currency solution summary

Payroll Processes

J.D. Edwards provides the following country-specific processes for payroll requirements in Canada:

- Entering employee information
- Processing payroll
- Reviewing payroll-cycle reports
- Working with payroll history
- Working with interim payments
- Reviewing additional payroll reports
- Reconciling payments
- Working with PDBA history integrity
- Processing Records of Employment (ROE)

Entering Employee Information

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

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

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

Adding a new employee record to the database involves completing a series of forms. As you complete each form, the next form appears. You can use the Back button to return to a previous form so that you can review or change information before saving the employee record. The system saves the new record only after you complete the entire sequence of forms.

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

Entering employee information includes the following tasks:

- Canada: Understanding country-specific employee information for Canada
- Canada: Entering basic employee information
- Canada: Entering address book information
- Canada: Entering employee personal information
- Canada: Entering organizational assignment information
- Canada: Entering basic compensation information
- Canada: Entering country-specific information for an employee
- Canada: Entering employee history information
- Canada: Entering additional tax information for an employee
- Canada: Updating position and requisition information
- HR and Payroll Foundation: Processing Options: Employee Master

Before You Begin

- Review the processing options to define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table supplies default job information when you add or change employee information.
- Review the processing options for Address Book Revisions to ensure that the tax ID is not suppressed.

Processing Payroll

Processing payroll consists of the following tasks:

- Canada: Understanding the payroll cycle
- Payroll: Processing pre-payroll
- Payroll: Reviewing payroll-cycle information online
- Payroll: Correcting errors in pre-payroll processing

- Payroll: Understanding recalculation of employee taxes
- Payroll: Printing payments
- Payroll: Reprinting payments
- Payroll: Resetting payroll cycle steps
- Payroll: Processing pro forma journal entries
- Payroll: Printing payroll cycle reports
- Payroll: Processing the final update

Reviewing Payroll-Cycle Reports

During the payroll cycle, you can print any of the following reports to help you verify tax, earnings, and timecard information for employees. You can also create custom reports and set them up to print during the steps of a payroll cycle.

- Payroll: Reviewing the Payroll Register report
- Payroll: Reviewing the Summary Payroll Register report
- Payroll: Reviewing the Payroll Exception report
- Payroll: Reviewing the Time and Pay Entry Journal report
- Payroll: Reviewing the DBA Register report
- Canada: Reviewing the Federal Tax Distribution Summary report
- Canada: Reviewing the Provincial Tax Distribution Summary report
- Canada: Reviewing the Employee Pay and Tax Register report
- Canada: Reviewing the Employee Insurance Register report
- Payroll: Reviewing the Payroll Payment Register report
- Payroll: Reviewing the Automatic Deposits Bank Register report
- Canada: Reviewing the Workers Compensation Register report

Working with Payroll History

To answer questions about an employee's earnings and tax information, you can review the payroll history for that employee. When you review an employee's payroll history, you can verify earnings balances for all tax areas and tax types. You can also review monthly amounts for taxes and PDBAs, as well as year-to-date totals.

When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security, you can manually revise payroll history to correct the error.



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

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes you enter.
- The summary totals do not equal the detail totals.

Working with payroll history includes the following tasks:

- Payroll: Reviewing PDBA history
- Canada: Reviewing tax history
- Payroll: Reviewing earnings history
- Canada: Revising employment insurance history
- Payroll: Voiding payments

Working with Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, a termination payment, or pay for vacation time. When you need to process an interim payment, you set up a payroll ID for interims. When you process the interim payroll ID, you can process the interim payments only, or you can process the interim payments during a regular payroll cycle.

Working with interim payments includes:

- Payroll: Creating an interim payroll ID
- Payroll: Entering interim payments
- Payroll: Processing interim payments

- Payroll: Printing interim checks
- Payroll: Deleting interim payments

Reviewing Additional Payroll Reports

To answer questions about the earnings for a group of employees, you can review additional payroll reports. If your organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

Reviewing additional payroll reports includes:

- Payroll: Reviewing the Certified Payroll Register
- Payroll: Reviewing the DBA Transaction Audit report
- Payroll: Reviewing the Union Distribution report
- Payroll: Reviewing the Union Liability report

Reconciling Payments

To ensure that the information in the Payroll system is consistent with your bank records, you periodically need to reconcile payments. You can either reconcile payments manually or run a program that reconciles payments automatically.

When you reconcile payments manually, you can review the status of individual payments, reopen an item that was previously marked as reconciled, or mark a check as unclaimed.

When you reconcile payments automatically, the system compares your payroll history to the information that you receive from the bank.

To help you reconcile payments, you can review reconciliation reports that help you identify outstanding payments, as well as discrepancies between the net pay amounts that the bank reports and the net pay amounts in your payroll history records.

Reconciling payments includes the following tasks:

- Payroll: Reconciling payments
- Payroll: Reconciling payments manually
- Payroll: Copying bank information to the payroll system
- Payroll: Reconciling payment history automatically

- Payroll: Reviewing payment reconciliation reports

Working with PDBA History Integrity

To ensure that the correct information prints on your company's tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history.

Working with PDBA history integrity includes the following tasks:

- Payroll: Identifying PDBA history integrity errors
- Payroll: Reviewing error codes for the PDBA history integrity report
- Payroll: Correcting PDBA history integrity errors

Processing Records of Employment (ROEs)

Human Resources Development Canada (HRDC) requires employers to issue an ROE when an employee has an interruption of earnings. An interruption of earnings occurs when an employee has quit, was laid-off, or terminated, and has had seven consecutive calendar days without both work and insurable earnings. Interruptions of earnings also occur when insurable earnings fall below 60% of normal weekly earnings due to illness, injury, pregnancy, and so on.

The HRDC uses the ROE to calculate Employment Insurance Benefits for the employee. The ROE that the system generates meets all of the HRDC reporting requirements.

All ROE processing originates on the ROE Workbench.

ROE processing consists of the following tasks:

- Canada: Setting up pay tables for ROE reporting
- Canada: Creating a single ROE
- Canada: Creating multiple ROEs
- Canada: Printing and updating ROEs
- Canada: Reissuing an ROE
- Canada: Deleting an ROE

Accounts Payable Integration

Accounts payable integration includes the following topics:

- Payroll: Accounts payable integration
- Payroll: Setting up accounts payable integration
- Payroll: Working with vouchers



Country-Specific Tasks



System Setup

Setting Up User Defined Codes

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

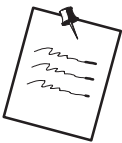


User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

Set up the following user defined codes to process payroll and ROEs in Canada:

EEO Job Code (06/J)	Designate employees by the type of work they do. This code is used for Federal Employment Equity reporting. Codes with EEOG – CDN in the Description 02 field are hard coded. Do not change these codes.
EEO Ethnic Code (06/M)	Record employees' self-identification as a visible minority. This code is used for Federal Employment Equity reporting. Codes with CDN – Employment Equity in the Description 02 field are hard coded. Do not change these codes.
Employee Pay Status (06/PS)	Designate the current pay status, such as active or terminated. Use numeric codes for active statuses and alphabetic codes for inactive statuses.
Employee Status Codes (06/ES)	Designate the current employment status, such as full or part time.
National Occupation Codes (05/NC)	Identify an employee's occupation using these National Occupation Codes, which are provided by J.D. Edwards. This code is used for Federal Employment Equity reporting.
Termination/Change Reasons (06/T)	Identify the reason that an employee's status has changed. Use numeric reason codes for active statuses and alphabetic reason codes for inactive statuses.
Bank Transit Codes (06/BC)	Identify the banks to which you send funds. These codes consist of eight digits. The first three digits are the institution number and the last five digits are the transit number.
Statutory Codes (06/ES)	Identify taxing authorities for tax and insurance purposes. You can add new codes, but do not change the codes provided with the system.

Workers Compensation Insurance Codes (00/W)	Define the classification codes for Worker's Compensation Insurance.
Workers Compensation Basis Table Codes (06/IP)	Define the names of the insured pay tables. These pay tables are used for ROE vacation, sick, maternity, and paternity leave, and wage-loss indemnity pay in addition to worker's compensation..
Plan Union Codes (06/UN)	Identify employees by the group, plan, or union to which they belong.
Job Type Codes (06/G)	Identify employees by the type of work or job that they do.
Job Step Codes (06/GS)	Identify employees by a classification within their job type.
Shift Codes (07/SH)	Identify employees by the shift that they work.
Valid Pay Cycles (06/PY)	Define the pay cycles for the current year.
ROE Work Stoppage Reason (06/RT)	Identify the reason the employee is no longer working. This code is used on ROEs. Do not change these codes.
Recall Expectation (07/RE)	Identify the likelihood that a terminated employee will be recalled. This code is used on ROEs.
Holiday Codes (06/HC)	Identify paid statutory holidays. This code is used on ROEs.



In addition to setting up the user defined codes listed above, you should verify the codes for payroll batch headers (98/IT). In user defined table 98/IT, enter X in the Description 2 field for codes 4, 5, 7, #, and P. Entering an X in this field protects these batch headers from being deleted by the general ledger integrity reports.

Setting Up Payroll-Cycle Reports

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

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

The demonstration data for the Payroll system includes a model report setup. You can use the model to help you determine when in the payroll cycle you might want to print each report.

Before You Begin

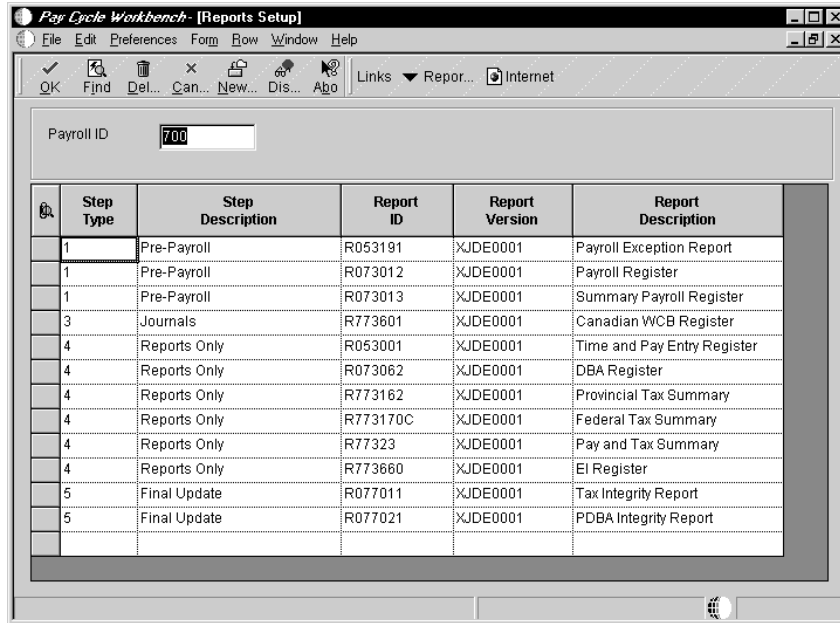
- Create the payroll ID for which you are setting up reports. See *Payroll: Creating a New Payroll ID*.
- Create a version of each report that you intend to set up. See *OneWorld Foundation: Creating (Adding) a Batch Version*.

To set up payroll-cycle reports

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

On Work with Pay Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.



3. On Reports Setup, complete the following fields and then click OK:
 - Step Type
 - Report ID
 - Report Version
 - Report Description
4. To save your report setup, click OK.

Field	Explanation
Step Type	This code indicates when the report will be submitted. Valid values are: 1 Pre-payroll 2 Print Checks 3 Journals 4 Reports Only 5 Final Update
Report ID	The report program that will run.
Report Version	The report version that will run.
Report Description	A user defined name or remark.

Setting Up Payment Types

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

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

Before You Begin

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

▶ To set up payment types

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

On Work with Pay Cycle Workbench

1. Complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and choose Print Setup from the Row menu.

The screenshot shows the 'Pay Cycle Workbench - [Print Payment Setup]' window. The 'Payroll ID' field is set to '700'. The 'Checks' section includes: Print Program (R77231), Version (XJDE0001), Stub Lines (12), and Attachment Program (R07232, Version XJDE0001). The 'Auto Deposits' section includes: Advice Program (R77233, Version XJDE0001), Stub Lines (12), Attachment Program (R07234, Version XJDE0001), and Bank File Program (R77235, Version XJDE0001).

3. On Print Payment Setup, complete the following fields in the Checks area of the form:
 - Print Program
 - Version
 - Stub Lines
4. Complete the following optional fields for checks:
 - Attachment Program
 - Version
5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:
 - Advice Program
 - Version
 - Stub Lines
 - Bank File Program
 - Version
6. Complete the following optional fields for auto deposits, and click OK:
 - Attachment Program
 - Version

Field	Explanation
Print Program	This program prints payroll checks.
Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Stub Lines	The number of lines to print on the check stub.
Attachment Program	This program prints payroll check attachments.
Advice Program	This program prints the auto deposit advices.
Stub Lines	The number of lines to print on the auto deposit advice.
Bank File Program	This program creates the auto deposit file.
Attachment Program	This program prints the auto deposit advice attachments.

Setting Up a Holiday Table

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

You do not need to create a new holiday table each year unless the dates covered in the table become out of date. You can use the same holiday-table information for all ROEs.

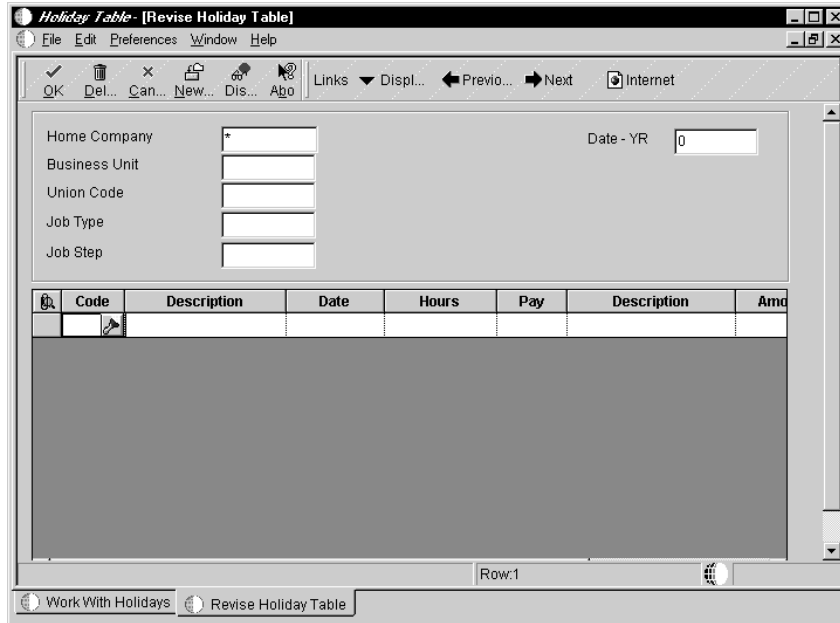
Before You Begin

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

▶ To set up the holiday table

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

1. On Work with Holidays, click Add.



2. On Revise Holiday Table, complete the following field:
 - Home Company
3. Complete the following optional fields:
 - Date – YR
 - Business Unit
 - Union Code
 - Job Type
 - Job Step
4. Complete the following fields for each holiday:
 - Code
 - Date
 - Hours
 - Pay
5. Complete the following optional field:
 - Amount
6. Click OK.



Some of the definitions in the following field table refer to user defined codes tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Home Company	The company number in which the employee generally resides.
Date – YR	The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Job Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.
Code	A user defined code (system 06, type HC) that designates the holiday defined.
Date	The date of the holiday.
Hours	The number of hours associated with each transaction.
Pay	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Amount	A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.

Setting Up Tax Area Information

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

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

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

Tax area code The tax area code is an identifying number assigned to all taxing authorities in Canada by Vertex, Inc. The system contains all federal and provincial income tax area codes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYZZZZ) and consists of three distinct parts. In Canada, the first two numbers identify the country (70) and the next three numbers identify the province (XXX). The last four numbers do not apply.

- 70 = Canada
- YYY = Province
- 0000 = does not apply to Canada

Tax type code The tax type code represents the kind of tax that you are defining. These codes are predefined by J.D. Edwards. In Canada, some examples are CA for federal income tax and CC for employee-paid employment insurance premiums.

J.D. Edwards provides two-digit statutory codes for provincial and federal income taxes.

Tax Area Codes for Canada

The GeoCode and the J.D. Edwards tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYZZZZ) to structure Canadian payroll.

The following examples illustrate the tax area structure:

700030000 British Columbia

700190000	Quebec
CFEDU01	Canadian federal employment insurance taxes
Federal	All federal taxes



Tax area CFEDU01 for tax type CD (employment insurance – company portion) is required for employment insurance. Tax area 700190000 for tax type CF (provincial income tax) is required for Quebec taxes.

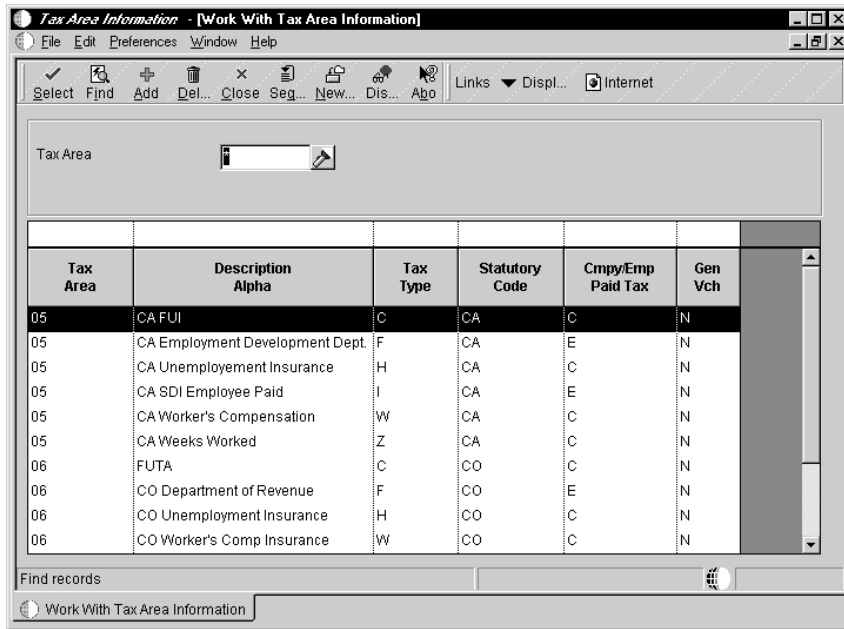
Before You Begin

- Install Quantum for Payroll Tax.
- Set up statutory codes in user defined code list 06/SC. See *Canada: Setting Up User Defined Codes*.

► To set up tax area information

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

On Work With Tax Area Information



1. Click Add.

The screenshot shows a software window titled "Tax Area Information - [Tax Area Revisions]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Address", "Previous", "Next", and "Internet". The main area contains several input fields:

- Tax Area: FEDERAL
- Description: Canadian Federal Income Tax
- Tax Type: CA
- Required section:
 - Statutory Code: [empty]
 - Co/Empl Paid: E
 - Method of Printing: Y
- Optional section:
 - A/P Voucher (Y,N): N
 - Provider/Trustee: [empty]
 - Occ Tax WH Freq: [empty]
 - Arrearage Rules: N
 - Taxes Priority: [empty]
 - Tax Adjustment Limitation: .00

At the bottom, there are two tabs: "Work With Tax Area Information" and "Tax Area Revisions".

2. On Tax Area Revisions, complete the following fields:
 - Tax Area
 - Tax Type
 - Description
 - Co/Empl Paid
 - Method of Printing
3. If the tax area is a province or local, complete the following field:
 - Statutory Code
4. If you are integrating Payroll with Accounts Payable and you intend to create vouchers for this tax type, complete the following field:
 - A/P Voucher (Y,N)
5. To specify a payee for the voucher, complete the following field and click OK:
 - Provider/Trustee

The following fields are not used in Canada:

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



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06, not 07. When

you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee’s work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
Tax Type	<p>A user defined code (06/TX) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are preset by J.D. Edwards. You should not alter the values or their meanings.</p>
Description	<p>Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions:</p> <ul style="list-style-type: none"> Dates – Begin all Date fields with Date Amounts – Begin all Amount fields with Amount Units – Begin all Unit, Quantity, and Volume fields with Units Name – Begin all 30-byte description fields with Name Prompt – Begin any Y/N prompting field with Prompt Address Number – Begin all address numbers (employee, customer, owner) with Address Number <p>..... <i>Form-specific information</i></p> <p>If you are entering state or provincial taxes, J.D. Edwards recommends starting your descriptions with the two-letter state or province abbreviation. This naming convention provides you with an easier search because the system groups all taxes with the same abbreviation together.</p>

Field	Explanation
Co/Empl Paid	<p>A code that specifies whether the payroll tax associated with the tax authority is paid by the company, as an expense, or by the employee, as a deduction (withholding). Codes are:</p> <p>C Company Paid E Employee withheld</p>
Method of Printing	<p>Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes: Y Print on paystub (default) S Print separate check (one item per check) C Print separate check (C types combined) N Do not print on paystub</p> <p>Deduction/Benefit/Accrual Types: Y Print as total deductions (default) S Print separate check (one item per check) C Print separate check (include detail) N Do not print on paystub I Print individual transactions T Print by DBA Print Group</p> <p>The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.</p>
Statutory Code	<p>This code specifies the two-character or three-character state or province code that prints on statutory reports such as W-2s and T4s.</p> <p>For example, on W-2s and T4s, instead of printing 06 which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.</p> <p>Enter in an alpha code from UDC table 07/SC.</p>
A/P Voucher (Y,N)	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <p>N No, do not generate a voucher Y Yes, generate a voucher</p>
Provider/Trustee	<p>The address book number for the supplier who receives the final payment.</p> <p>In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</p> <p>For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.</p>

See Also

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

Setting Up Corporate Tax IDs

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

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



You must set up a corporate tax ID for each Revenue Canada and Revenu Québec Business Number that your company uses.

▶ To set up corporate tax IDs

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

On Work with Corporate Tax IDs

1. Click Add.

2. On Corporate Tax ID Revisions, complete the following field:
 - Company
3. Complete the following fields in the detail area:
 - Work Tax Area
 - T T

- Tax ID
4. Complete the following optional field:
 - Parent Co
 5. Click OK.



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Field	Explanation
Work Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
T T	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are preset by J.D. Edwards. You should not alter the values or their meanings.</p>
Tax ID	<p>A number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.</p> <p>If you do not currently have the number, type "applied for" followed by the tax area and tax type. When you receive the number, replace this temporary entry.</p> <p>For Canadian employment insurance: Enter the Revenue Canada or Revenu Québec business identification number (BIN) as the corporate tax ID.</p>
Parent Co	A user defined name or remark.

Setting Up Employment Insurance Rates

Set up employment insurance rates to calculate company-paid federal employment insurance.

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

Before You Begin

- Define information about each company within your organization. See *HR and Payroll Foundation: Setting Up Company Options*.
- Define a valid tax-type code for each tax authority number (tax area) that you use. See *Canada: Setting Up Tax Area Information*.

► To set up employment insurance rates

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

On Work With Unemployment Insurance Rates Revisions

1. Click Add.

Tax Authority	Rate	Annual Earn Limit	Minimum Hours	Minimum Amount	Exc. Prm.	Tax Authority Description
CFEDU01	1.2390	39000.00			N	EI Reduced Company
CFEDU02	1.4000	39000.00			N	EI Employer Seconda

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

- Company
 - Tax Type
 - Effective Dates Of Rates– From :
 - Thru :
3. Complete the following fields in the detail area:
- Tax Authority
 - Rate
 - Annual Earn Limit
 - Exc Prm.

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

4. Complete steps 3 and 4 for each tax authority that applies to the tax type.
5. Click OK.



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Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>
Tax Type	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.</p>

Field	Explanation
Effective Dates Of Rates— From :	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>The date the U.S. unemployment or Canadian employment insurance rates and annual limit go into effect.</p>
Thru :	<p>The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p> <p>..... <i>Form-specific information</i></p> <p>The effective end date for U.S. unemployment or Canadian employment insurance rates and annual limit.</p>
Tax Authority	<p>A code that identifies a geographical location and the tax authorities for the employee’s work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p> <p>..... <i>Form-specific information</i></p> <p>The code that identifies the tax authority for U.S. unemployment or Canadian employment insurance rates.</p>
Rate	<p>The rate used to compute U.S. unemployment and Canadian employer-paid employment insurance premiums. This is represented as a decimal fraction.</p>
Annual Earn Limit	<p>The annual limit for U.S. unemployment insurance premiums or Canadian EI insurable earnings.</p>

Field	Explanation
Exc Prm.	<p data-bbox="743 258 1414 317">A code that indicates whether the premium portion of overtime pay should be excluded from the calculation.</p> <p data-bbox="743 338 1414 426">For workers compensation rates, this field relates to only those pay types that are defined in the Workers-Compensation Insurance-Basis Table.</p> <p data-bbox="743 447 1414 506">For U.S. unemployment-insurance rates, this field relates to all pay types that are defined as taxable.</p> <p data-bbox="743 527 1414 615">For Canadian employment-insurance rates, this field should be set to No because premium pay such as overtime is not excluded from employment insurance in Canada.</p>

Setting Up a Pay Type

You set up pay types to categorize various employee earnings and to direct labor to different accounts in the general ledger. You can define up to 999 different pay types, using the range of numbers 001 to 999. For example, most companies need to set up different pay types for holiday, sick, and vacation pay or for personal leave pay.

When you set up pay types you can:

- Define how different pay types are used when computing employee pay
- Assign automatic pay methods for autopay employees
- Specify that a pay type is tax exempt
- Define information to be printed on T4 forms for the associated pay type for payroll
- Specify for each pay type whether hours, dollar amounts, or both should be passed to the general ledger

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



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

Supplementary Pay Types

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

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

See Also

- OneWorld Foundation: Working with Media Objects* for more information about working with media objects

► **To set up a pay type**

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

On Work With PDBAs

PDBA Code	Description	French CDN. Description	PDBA Type	Pay Source	Effect on Gross
1	Regular	Régulier	P	H	+
4	1st/Last Chk		P	H	+
100	Overtime 1.5	Temps suppl.	P	H	+
105	Overtime .5		P	H	+
110	Overtime 2.0		P	H	+
300	Sick Pay		P	H	+

1. Click Pay Type and then click Add.

2. On Pay Type Revisions, complete the following fields:
 - Pay Type
 - Paystub Text
 - Print Method
 - French CDN. Paystub Text
 - Pay Type Category
 - Effect on GL
3. To define how you want to calculate the pay type, complete the following fields:
 - Pay Source
 - Pay Type Multiplier
 - Shift Differential Method
 - Shift Differential
 - Auto Pay Methods
4. To override the hourly rate, complete the following field:
 - Amount or Rate
5. To define how the pay type affects an employee's pay complete the following fields:
 - Effect on Gross Pay
 - Effect on Net Pay
6. For tax exempt pay types, choose Tax Exemptions from the Form menu, and specify the taxes types that should not be computed for the pay type.
7. To indicate that the pay type is exempt from all taxes, enter * in the following field:
 - Tax Type 01
8. Click OK to return to Pay Type Revisions.
9. To assign a category code to a pay type, choose Category Codes from the Form menu and assign as many category codes as needed.
10. Click OK to return to Pay Type Revisions.
11. To designate the pay type as a lump sum, an irregular commission payment, or a bonus, choose Canadian Legislative/Regulatory from the Form menu.

12. On Canadian Legislative/Regulatory, click the appropriate type of payment under the following heading:
 - Pay Type Information
13. To allocate earnings to the end date of the current pay period of the current pay run rather than to the pay period in which the money was earned, click the option under the following heading:
 - EI Allocation
14. Click OK.



Some of the definitions in the field level help (F1) and the following field descriptions refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Pay Type	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	The text that you want the system to print on the employee's paystub. For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.

Field	Explanation
French CDN. Paystub Text	<p>The text, in French, that you want the system to print on the employee's paystub.</p> <p>For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.</p>
Pay Type Category	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> • For regular pay • To generate overtime • For reporting purposes on the Certified Payroll Register.
Effect on GL	<p>A code that you use to indicate whether you want the system to write journal entries from the Payroll system to the general ledger, and the method you want to use.</p> <p>Valid codes are:</p> <p>H Write only hours to the general ledger. This code is valid for Generate Timecard Journals. The code should not be used when journals are generated through the pay cycle.</p> <p>M Do not write dollars or hours to the general ledger. Do not calculate workers' compensation and general liability.</p> <p>N Write dollars and hours to the general ledger.</p> <p>Y Write only dollars amounts to the general ledger.</p> <p>W Do not write dollars or hours to the general ledger, but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be written to the general ledger</p>
Pay Source	<p>A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and Canadian lump-sum amounts, irregular commissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.</p>
Pay Type Multiplier	<p>A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.</p>

Field	Explanation
Shift Differential Method	<p>A code that specifies how the system should calculate shift differential.</p> <ol style="list-style-type: none"> <li data-bbox="776 321 1373 443">1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours <li data-bbox="776 447 1414 569">2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours <p>The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result.</p>
Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).</p> <p>..... <i>Form-specific information</i></p> <p>Enter a monetary amount in this field. The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.</p>

Field	Explanation
Auto Pay Methods	<p>A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="714 378 1369 472">Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay. <li data-bbox="714 472 1369 567">N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay. <li data-bbox="714 567 1369 661">S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate. <li data-bbox="714 661 1369 850">B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular commissions, and lump sums use auto pay method B. <li data-bbox="714 850 1369 917">C The hours/dollars entered using this pay type override all autopay instructions.

For World:

If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry, multiple active jobs exist for this employee, and the overridden information does not match an existing active job record, this system processes this as additional pay. J.D. Edwards recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.

If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.

If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to accumulate wages. Enter C as the autopay method for this pay type.

Field	Explanation
Amount or Rate	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> <li data-bbox="776 321 1419 632">1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. <li data-bbox="776 638 1419 695">2 For a pay type, amounts entered in this field override the hourly rate.
Tax Type 01	<p>You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.</p> <p>If you enter an asterisk (*) in the first element of this list, no taxes are computed.</p>
Effect on Gross Pay	<p>A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="776 1031 1403 1058">+ Pay type will be added to the employee's gross pay <li data-bbox="776 1064 1403 1121">- Pay type will be subtracted from the employee's gross pay <li data-bbox="776 1127 1403 1184">blank Pay type will not have an effect on the employee's gross pay <p>A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.</p> <p>When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.</p>

Field	Explanation
Effect on Net Pay	<p>A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> + Pay type will be added to the employee's net pay - Pay type will be subtracted from the employee's net pay blank Pay type will not have an effect on the employee's net pay <p>A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D. Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.</p> <p>When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.</p>
Pay Type Information	<p>A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.</p> <p>..... <i>Form-specific information</i></p> <p>In order to calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, or a bonus payment, or none of the above.</p>

Setting Up Tax-Deferred Compensation Deductions

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



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

Setting up tax-deferred compensation deductions consists of the following tasks:

- Setting up a tax-deferred compensation deduction for Canada
- Setting up limits for a tax-deferred compensation deduction

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

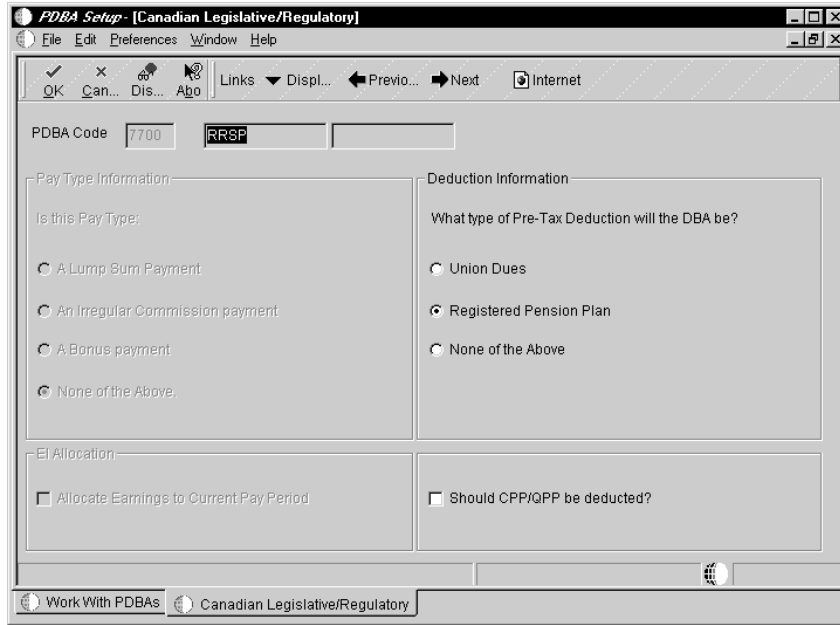
From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

On Work with PDBAs

1. Click Deduction and click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.

See HR and Payroll Foundation: Setting Up Essential DBA Information.

3. Choose Canadian Legislative/Regulatory from the Form menu.



4. On Canadian Legislative/Regulatory, click one of the following options:
 - Union Dues
 - Registered Pension Plan
 - None of the Above
5. To indicate that the current amount of employee-paid CPP or QPP contributions should be used to reduce the Registered Pension Plan deduction, click the following option and click OK:
 - Should CPP/QPP be deducted?



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Field	Explanation
Union Dues	Select the type of deduction to allow Quantum for Payroll Tax to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area.
Registered Pension Plan	

Field	Explanation
None of the Above	<p>A user defined code (07/PB) that defines the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing, and Canadian lump-sum amounts, irregular commissions, and bonuses. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.</p> <p>..... <i>Form-specific information</i></p> <p>In order to calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, or a bonus payment, or none of the above.</p>
Should CPP/QPP be deducted?	<p>A user defined code (07/DB) that defines what the deduction, benefit, or accrual (DBA) is based on. A numeric code indicates that the DBA is based on a disposable net wage calculation. When the system calculates the gross amount for a disposable net wage, it does not use the basis of calculation. The gross amount includes all earnings that have a +/- effect on gross/net.</p> <p>For wage attachments use one one of the following codes:</p> <ul style="list-style-type: none"> 1 – 7 Garnishment Tax levy Wage assignment (child support and maintenance) R Loan Interest 0 Fees <p>..... <i>Form-specific information</i></p> <p>Indicates whether the current amount of employee-paid CPP or QPP contributions should be used to reduce the Registered Pension Plan deduction for this particular DBA.</p>

► To set up limits for a tax-deferred compensation deduction

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

On Work with PDBAs

1. Click the following option and then click Find:
 - Deduction
2. Choose a record in the detail area and then click Select.
3. On Basic PDBA Information, choose Advanced DBA Information from the Form menu.

4. On Advanced DBA Information, complete any of the following fields to set up limit rules:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - DBA For Prior Limit
 - Group Limit Code
 - Limit Method
 - Calendar Month Method

5. To set up minimum and maximum rules, complete any of the following fields and click OK:
 - Limit on Pay Period Percent – Minimum
 - Limit on Pay Period Percent – Maximum
 - Minimum Hours
 - Maximum Hours



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Limit on Pay Period Dollars	The maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit on Monthly Dollars	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit on Quarterly Dollars	The maximum amount that can be withheld or accrued in a quarter for a deduction or benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
DBA For Prior Limit	<p>A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of \$2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.</p> <p>The DBA number of the predecessor must be lower than the successor's number.</p>
Group Limit Code	<p>Specify a code common to all deduction or benefits that share the same limitations (for example, pay period dollar amount or percentage, monthly, annual, and so on). The system takes these limits from the first deduction encountered in the group and withholds for all deductions until the limit is reached for the aggregate.</p> <p>Example:</p> <ul style="list-style-type: none"> Deduction 6400, Group A, Annual Limit = \$1000, No Pay Period Limit Deduction 6430, Group A, No Annual or Pay Period Limit Deduction 7700, Group A, No Annual or Pay Period Limit Deduction 9400, Group B, No Annual or Pay Period Limit Deduction 7550, Group B, No Annual Limit, Pay Period Limit =\$50 <p>For this example, the system looks at the deductions assigned to Group A, and applies a \$1000 annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of \$1000 has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than \$50 per pay period between for the two deductions.</p> <p>When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.</p>

Field	Explanation
Limit Method	<p>Indicates which history file the system uses for DBA limits. Valid values are:</p> <ul style="list-style-type: none"> blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date. 1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date. 2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date. 3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by check date. blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.
Calendar Month Method	<p>This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:</p> <ul style="list-style-type: none"> blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month. 1 The system allocates DBAs to the pay period ending date.
Limit on Pay Period Percent – Minimum	<p>The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.</p>
Limit on Pay Period Percent – Maximum	<p>The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.</p>
Minimum Hours	<p>The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is H or I.</p>

Field	Explanation
Maximum Hours	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or pieces produced are greater than the specified maximum, the system bases the calculation on the maximum. The system uses this field only if the method of calculation is H or I.

Entering Employee Information

Understanding Country-Specific Employee Information for Canada

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

Country Code

Enter the country code for Canada (CA) on the employee record of each Canadian employee when you create the employee record. See *Canada: Entering Basic Employee Information*.

The screenshot shows the 'Employee Information' form for an employee named Debbie Bellas. The form includes the following fields and values:

Employee No.	7703	Bellas, Debbie
Employee Tax ID	481560670	
Alternate Employee No		
Security Business Unit	1	Financial/Distribution Company
Home Company	00077	Canadian Company
Check Route Code		Default value
Pay Frequency	B	Bi-Weekly
Pay Status	0	Active
Employee Benefit Status	A	Active
Benefit Group	CDN\$	Canadian Salary Employees Participation Date
Original Hire Date	3/15/97	Date Started 3/15/97
Leave Begin Date		Leave End Date
Expected Recall Date		Termination Date
Data Protection Standards		Upon Termination
Data Protection Code		<input type="checkbox"/> Move to Applicant Pool
Data Protection Date		Country of Employment
		Country CA Canada

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

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

You must complete these forms in order to process payroll correctly for Canadian employees.

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

Language

Canadian law requires that any correspondence from the company to an employee must be written in the employee’s preferred language. You specify the employee’s preferred language on the Personal form, which is part of the employee record. See *Canada: Entering Employee Personal Information*.

The screenshot shows a web browser window titled "Employee Information - [Personal]". The form contains the following fields and values:

Employee No.	7701	Holiday, Anthony	
Preferred Name	Anthony		
Birth Name			
Name - Employee			
Additional Name			
Salutation		Suffix	
Ethnic Code	01	White (Not of Hispa	Gender
Marital Status	S	Country Of Birth	M
Date of Birth	11/2/80	Life Ins. (Annual Salary 1)	CA
Alien Reg. No		Life Ins. (Annual Salary 2)	23,000.00
Currency Code	CAD	Canadian Doll:	Employee Age (As of Jan/1st)
Language	F		25
1st Nationality-Citizenship	CA	Canada	
2nd Nationality		USA	
3rd Nationality		USA	

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

Entering Basic Employee Information

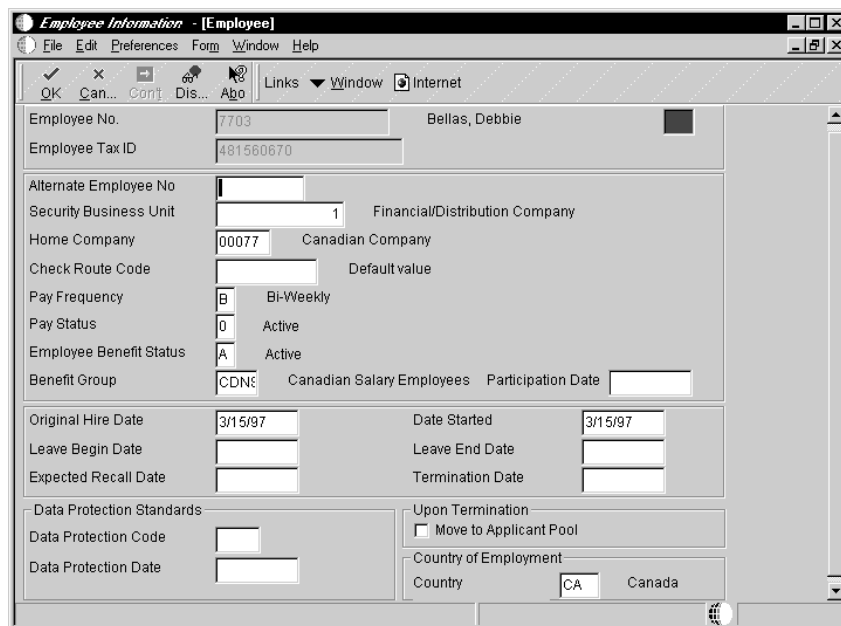
Basic employee information includes general identification information about the employee. You need this information to include the employee in payroll processing.

► To enter basic employee information

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

On Work With Employee Information

1. Click Add.



Employee No.	7703	Bellas, Debbie
Employee Tax ID	481560670	
Alternate Employee No.		
Security Business Unit	1	Financial/Distribution Company
Home Company	00077	Canadian Company
Check Route Code		Default value
Pay Frequency	B	Bi-Weekly
Pay Status	0	Active
Employee Benefit Status	A	Active
Benefit Group	CDNS	Canadian Salary Employees Participation Date
Original Hire Date	3/15/97	Date Started 3/15/97
Leave Begin Date		Leave End Date
Expected Recall Date		Termination Date
Data Protection Standards		Upon Termination
Data Protection Code		<input type="checkbox"/> Move to Applicant Pool
Data Protection Date		Country of Employment
		Country CA Canada

2. On Employee, complete the following employee identification fields:
 - Employee Number
 - Security Business Unit
 - Home Company
 - Pay Frequency
 - Pay Status
 - Original Hire Date
 - Date Started
 - Country

You can leave the Employee Number field blank to let the system assign the next available number.

3. To enter benefits information, complete the following fields:
 - Employee Benefit Status
 - Benefit Group
 - Participation Date
4. To include additional employee identification information, complete the following optional fields:
 - Alternate Employee No
 - Check Route Code
 - Data Protection Code
 - Data Protection Date
5. Click Continue.

The Address Book Revisions form appears.

Follow the steps to enter address book information.



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Security Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>A business-unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.</p>

Field	Explanation
Home Company	The company number in which the employee generally resides.
Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.</p>
Original Hire Date	The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by the data in the Date Started (DST) field.
Date Started	<p>The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.</p> <p>For the calculation tables in the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.</p>

Field	Explanation
Country	<p>A user defined code 00/CN that indicates the country in which the employee resides.</p> <p>..... <i>Form-specific information</i></p> <p>The value that you enter in this field determines the country for which the system displays country-specific forms and fields. For example, for an employee whose country code is CA (Canada), the system displays the National and Fiscal Data form for Canada, where you can enter information that applies to Canadian employees only, such as national occupational classification. For employees whose country code is US (United States), the system displays the National and Fiscal data form for the United States.</p>
Employee Benefit Status	<p>A user defined code (07/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An asterisk (*) indicates that the guidelines refer to all employee actions not otherwise specified.</p> <p>Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.</p>
Benefit Group	<p>The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.</p>
Participation Date	<p>The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.</p>
Alternate Employee No	<p>An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the J.D. Edwards system.</p> <p>To search using this number, preface the number with a slash (/).</p>
Check Route Code	<p>A user defined code (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.</p>
Data Protection Code	<p>A user defined code (05/DP) that indicates whether the employee agrees to have personal information transmitted to countries other than the employee's work country.</p>
Data Protection Date	<p>The date on which the data protection code was last updated.</p>

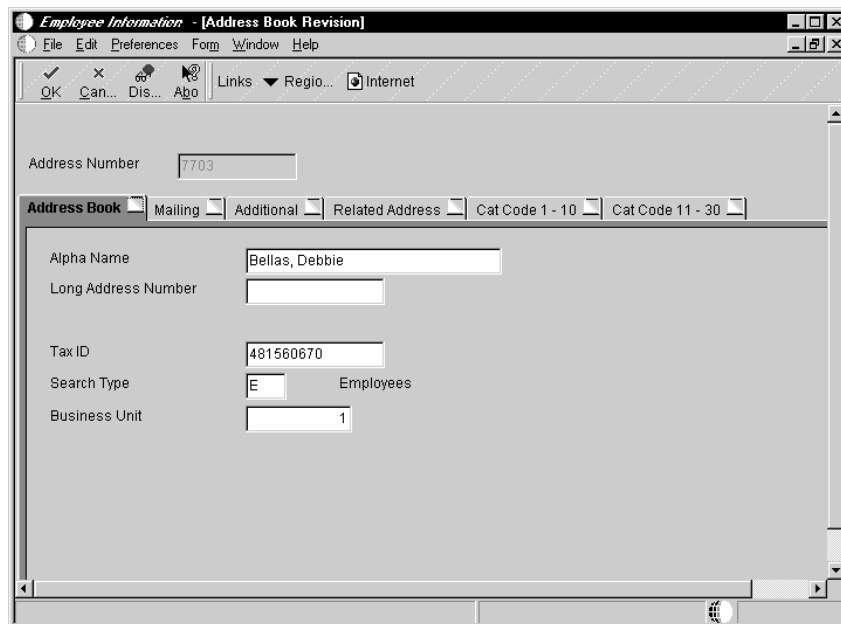
Entering Address Book Information

After you complete the steps to enter basic employee information, you must enter address book information.

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

► To enter address book information

On Address Book Revision



The screenshot shows a software window titled "Employee Information - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Region", and "Internet". The main area of the window contains a form with the following fields:

- Address Number: 7703
- Alpha Name: Bellas, Debbie
- Long Address Number: (empty)
- Tax ID: 481560670
- Search Type: E (selected), Employees
- Business Unit: 1

At the bottom of the window, there are several tabs: "Address Book" (selected), "Mailing", "Additional", "Related Address", "Cat Code 1 - 10", and "Cat Code 11 - 30".

1. Complete the following fields on the Address Book tab:

- Alpha Name
- Tax ID

The Tax ID must be a valid and unique Social Insurance Number (SIN).

2. Review the following fields:

- Search Type
- Business Unit

3. Click the Mailing tab.

Employee Information - [Address Book Revision]

File Edit Preferences Form Window Help

OK Can... Dis... Ab... Links A/R Internet

Address Number 7703

Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Mailing Name Bellas, Debbie

Address Line 1 6000 Younge St. City Thirnhill

Address Line 2 State ON Ontario

Address Line 3 Postal Code M8Y 9J8

Address Line 4 Country CA

County

4. On the Mailing tab, complete the following fields:

- Mailing Name
- Address Line 1
- City
- State
- Postal Code
- Country
- County

5. Complete the following fields if necessary:

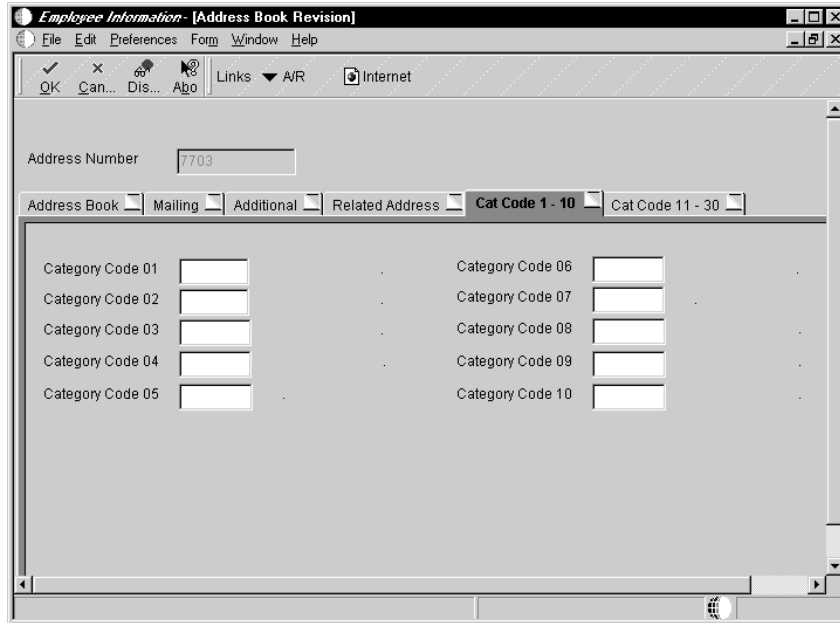
- Address Line 2
- Address Line 3
- Address Line 4

6. Click the Additional tab.

7. On the Additional tab, complete the following optional fields:

- Employee Y/N
- Person/Corporation Code
- Tax Exempt Certificate
- Language
- Add'l Ind Tax ID
- Miscellaneous Code

8. Click either of the Category Code tabs.



9. On a Category Code tab, complete one or more of the Category Code fields.
10. Click OK.

The Personal form appears.

Follow the steps to enter employee personal information. If you need to return to Address Book Revisions, click Back.

See Also

- *HR and Payroll Foundation: Entering User Defined Information for Employees* for more information about entering category codes

Field	Explanation
Alpha Name	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.</p>

Field	Explanation
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.</p> <p>Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.</p> <p>..... <i>Form-specific information</i></p> <p>For US employees, the Tax ID is a social security number.</p> <p>For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).</p>
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a queue.</p>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>

Field	Explanation
Address Line 1	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>The Internal Revenue Service (IRS) restricts the size of the address that prints on employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p> <ul style="list-style-type: none"> • On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. • On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. • On U.S. federal magnetic media, the writes only the last nonblank address line plus the city, state, and postal code.
Country	<p>A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p>
Address Line 2	<p>The second line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>Attention Payroll users: The Internal Revenue Service (IRS) restricts the size of the address that prints on employee's year-end forms. To comply with IRS regulations, the address that prints on W-2 forms includes only the last three nonblank address lines plus the city, state, and postal code. The address that prints on 1099 forms includes only the last nonblank address line plus the city, state, and postal code. If you process year-end information using the federal magnetic media format, the address that prints on those forms contains only the last nonblank address line plus the city, state, and postal code.</p>
Employee Y/N	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether this address is an employee.</p> <p>Valid codes for WorldSoftware are:</p> <p>Y Yes, this is an employee. N No, this is not an employee.</p> <p>This code is informational only. It has no predetermined use in the Address Book system.</p> <p>For OneWorld software:</p> <p>On This is an employee. Off This is not an employee.</p>

Field	Explanation
Person/Corporation Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <ul style="list-style-type: none"> C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Non-corporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <ul style="list-style-type: none"> 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Non-corporate entity 5 Customs authority <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>
Tax Exempt Certificate	<p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p>
Add'l Ind Tax ID	<p>An additional identification number that a tax authority assigns to an individual.</p>
Miscellaneous Code	<p>A user defined code (01/EP) that designates from where a user sends and receives messages. Values include:</p> <ul style="list-style-type: none"> Blank Inactive e-mail. Assigned to a user who sends and receives only internal messages. 1 JDEM Messaging. All messages sent and received using this preference are local to the OneWorld database. JDEM messaging does not allow any access to e-mail (internet). 2 Microsoft Exchange. Assigned to a user who sends and receives internal and external messages using Exchange, which is accessed from the Work Center. 3 Microsoft Outlook. Assigned to a user who sends and receives internal and external messages using Outlook, which is accessed from the Work Center. 4 Other. Assigned to a user who sends and receives internal and external messages using a third-party e-mail system other than Exchange or Outlook, such as Lotus Notes.

Field	Explanation
Category Code 01	One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer

Entering Employee Personal Information

After you complete the steps to enter Address Book information, you must enter employee personal information.

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

► To enter employee personal information

On Personal

Employee No.	7703	Bellas, Debbie		
Preferred Name	Deb			
Birth Name				
Name - Employee				
Additional Name				
Salutation		Suffix		
Ethnic Code	01	White (Not of Hispa	Gender	F
Marital Status	M	Country Of Birth	CA	
Date of Birth	1/15/58	Life Ins. (Annual Salary 1)	53,000.00	
Alien Reg. No		Life Ins. (Annual Salary 2)		
Currency Code		Employee Age (As of Jan/1 st)	47	
Language	E	English		
1st Nationality-Citizenship		USA		
2nd Nationality		USA		
3rd Nationality		USA		

1. Complete the following fields:
 - Ethnic Code
 - Gender
 - Date of Birth
2. Complete any of the following optional fields:
 - Preferred Name
 - Birth Name
 - Name – Employee
 - Additional Name
 - Salutation
 - Suffix

- Marital Status
- Country Of Birth
- Alien Reg. No
- Language
- Life Ins. (Annual Salary 1)
- Life Ins. (Annual Salary 2)
- Currency Code
- Employee Age (As of Jan/1st)
- 1st Nationality–Citizenship
- 2nd Nationality
- 3rd Nationality

3. Click Continue.

The Organizational Assignment form appears.

Follow the steps to enter organizational assignment information.



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that J.D. Edwards provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.
Preferred Name	The preferred name of the employee. For instance, an employee might have the legal name of Catherine, but she might be known as Cathy.
Birth Name	A female employee’s maiden name. This information is used for all government reports.
Name – Employee	A 50-character alphabetical field for the extended name for an employee. You can use this field on certain designated reports in place of the normal 40-character name.
Additional Name	An additional name field for middle name(s), a previous married name, or an alias associated with the employee.

Field	Explanation
Salutation	A code that identifies the proper title for a given employee. Some examples are Mr., Ms., Dr., and so on.
Suffix	A code that identifies the credentials for a given employee. Some examples are Phd, MD, CPA, and so on.
Marital Status	A user defined code (07/MS) that specifies the employee's federal marital status code as retrieved from the W-4 form. This code is used in the computation of all federal income tax. You can add codes if needed.
Country Of Birth	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
Alien Reg. No	The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field.
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. Before any translations can become effective, a language code must exist at either the system level or in your user preferences.
Life Ins. (Annual Salary 1)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.
Life Ins. (Annual Salary 2)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F uses this field.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Employee Age (As of Jan/1st)	The age of the employee as of a certain date (for example, August 1st) for a given year. You can manually update this field or update it each year using the future data facility.

Entering Organizational Assignment Information

After you complete the steps to enter employee personal information, you must enter organizational assignment information.

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, and home business unit.

▶ **To enter organizational assignment information**

On Organizational Assignment

The screenshot shows a web-based form titled "Employee Information - [Organizational Assignment]". The form is organized into several sections:

- Employee No.:** 7703
- Date Started:** 3/15/97
- Supervisor:** [Dropdown menu]
- Home Business Unit:** 7071 (Corporate Administration)
- Position ID:** 0A-3 (Financial Analyst)
- Job Type/Step:** 0A-3 (Financial Analyst)
- Union Code:** [Empty field]
- EEO Job Category:** 001 (Officials and Managers)
- Locality:** [Dropdown menu] (Headquarters (default))
- Job Title:** [Empty field]
- Shift Code:** No Shift
- Type Review:** None Assigned. Next Review Date: [Empty field]
- Employment Status:** Full-time Regular. Full Time Equivalents: 1.00
- Date Pay Starts:** 3/15/97. Date Pay Stops: [Empty field]
- Date in Current Position:** [Empty field]

1. Complete the following fields:
 - Supervisor
 - Home Business Unit
 - Job Type/Step
 - EEO Job Category
 - Locality
 - Employment Status
 - Date Pay Starts
 - Date in Current Position
2. To enter performance review information, complete the following fields:
 - Type Review

- Next Review Date
3. To enter position control information, complete the following field:
 - Position ID
 4. Complete the following optional fields and click Continue:
 - Union Code
 - Job Title
 - Shift Code
 - Date Pay Stops

If the processing options for Organizational Assignment are set to use default job information from the Job Master, the system displays Job Default Window.

	NEW	OLD
Job Type/Step	DA-3 Financial Analyst	5J-4 Fire Fighter
Employee Information		
Pay Frequency	<input checked="" type="radio"/> Semi-Monthly	<input checked="" type="radio"/> Weekly
Benefit Group	SALARY Salary Employee Benefit Gro	
Organizational Assignment		
Union Code		7700 Laborer - Canada
EEO Job Category	002 Professionals	003 Technicians
Basic Compensation		
Pay Class	<input checked="" type="radio"/> Salaried	<input checked="" type="radio"/> Hourly
Pay Grade/Step	S4	
Overtime Exempt	<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO

5. On Job Default Window, review the information, make any necessary changes, and then click OK.

The Basic Compensation form appears.

Follow the steps to enter basic compensation information.



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation										
Job Type/Step	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.										
EEO Job Category	A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC) or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards. You can add codes if needed.										
Locality	A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.										
Employment Status	<p>A user defined code (07/ES) that identifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. For example:</p> <table border="0"> <tr> <td>1</td> <td>Full-time temporary</td> </tr> <tr> <td>2</td> <td>Part-time temporary</td> </tr> <tr> <td>3</td> <td>Part-time regular</td> </tr> <tr> <td>4</td> <td>Seasonal</td> </tr> <tr> <td>5</td> <td>Casual</td> </tr> </table>	1	Full-time temporary	2	Part-time temporary	3	Part-time regular	4	Seasonal	5	Casual
1	Full-time temporary										
2	Part-time temporary										
3	Part-time regular										
4	Seasonal										
5	Casual										
Date Pay Starts	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>										
Date in Current Position	The date the employee started the current position.										
Type Review	A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV.										
Next Review Date	The date on which the employee is scheduled for the next performance or salary review. This field is for information only. It is not used by any programs or processes in the system.										

Field	Explanation
Position ID	<p>A code that you use for budgetary (position) control purposes. The position ID consists of:</p> <ul style="list-style-type: none"> • Position (position code and its description) • Fiscal year • Home business unit <p>For example, you can identify position A0–1 as Accounting Manager for fiscal year 2005–2006, for home business unit 41.</p> <p>You might choose to set up positions so that the position IDs are the same as the corresponding job IDs. Within a home business unit, positions appear in the alphanumeric sequence of their position IDs. For example, position A0-1 appears before position A0-2.</p>
Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>
Job Title	<p>A title associated with an employee’s job.</p>
Shift Code	<p>A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee’s master record. When you enter the shift on the employee’s master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Date Pay Stops	<p>The date that an employee’s pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or accrual instruction stops.</p>

Processing Options for Employee Organizational Assignments

Defaults

JOB INFORMATION - Enter '1' to always default job information when adding an employee or changing the job of an employee. (Default is '0').

- 1. Default Job Information on ADD _____
- 2. Default Job Information on CHANGE _____

JOB CATEGORY CODES - Enter '1' to always default the job category codes when adding an employee or changing the job of an employee. (Default is '0').

- 3. Default Job Category Codes on ADD _____
- 4. Default Job Category Codes on CHANGE _____

Entering Basic Compensation Information

After you complete the steps to enter organizational assignment information, you must enter compensation information.

Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.

► To enter basic compensation information

On Basic Compensation

Employee No.	7703	Bellas, Debbie
Home Business Unit	7071	Corporate Administration
Job Type/Step	0A-3	Financial Analyst
Pay Frequency	S	Semi-Monthly
Union		
Locality		Headquarters (default)
Position ID	0A-3	Financial Analyst
Pay Class	Salaried	
Pay Grade/Step	S4	
Salary	53,000.00 @ A	Pay Rate Source 3 None
Hourly Rate	27.179	Pay Period Salary 2,208.33
		Compa-Ratio 1.39
Std Hrs/Day		Pay on Std Hours
Std Hrs/Year	1950.00	Overtime Exempt Y
Std Days/Year		FTE 1.00
Default Auto Pay Type		

1. If the employee is in the salaried pay class, complete the following field:
 - Salary
2. If the employee is in the hourly pay class, complete the following field:
 - Hourly Rate
3. Complete the following fields:
 - Std Hrs/Day
 - Pay on Std Hours
 - Std Hrs/Year
 - Std Days/Year
 - Default Auto Pay Type
 - FTE

4. Complete the following fields if your processing options are not set up to use the default job information:
 - Pay Class
 - Pay Grade/Step
5. Click Continue.
6. Verify the salary information, and then click Continue again.

Depending on the value you entered in the Country field on the Employee form, a country-specific form appears.

Follow the steps to enter country-specific information for an employee.



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Salary	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year.</p> <p>For World:</p> <p>For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> • Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency) • Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay) <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p>..... <i>Form-specific information</i></p> <p>When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:</p> <ul style="list-style-type: none"> • Standard hours per year entered at the employee level • Standard hours per year specified in company options

Field	Explanation
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p>Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>
Std Hrs/Day	<p>The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants (company options, in OneWorld).</p> <p>For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</p>
Pay on Std Hours	<p>The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required.</p>
Std Hrs/Year	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay-rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> • Employee entry forms (this field) • Pay Grade Step table (hours per day multiplied by days per year) • Payroll company constants for the employee's company • Payroll company constants for the default company (company 00000) • Data dictionary • System default value of 2080 standard hours per year <p>..... <i>Form-specific information</i></p> <p>When you enter a value in this field, that value overrides the default value from the Pay Grade Step table.</p>

Field	Explanation
Std Days/Year	<p>The number of workdays in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants (system options, in OneWorld) to use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>
Default Auto Pay Type	<p>A code that you use to designate the default pay type that the system uses in the generation of automatic payments in those instances where the system does not use the employee labor distribution instructions.</p> <p>If you leave this field blank, the system uses pay type 001.</p>
FTE	<p>The full-time equivalent (FTE) amount. This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.</p>
Pay Class	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>Blank H Hourly S Salaried P Piecework</p> <p>..... <i>Form-specific information</i></p> <p>Depending on how your processing options are set, the system might automatically complete this field with the pay class entered for the employee's job. When you add or change employee information, any value that you enter in the Pay Class field overrides the default value entered at the job level.</p>
Pay Grade/Step	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays either an error or a warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p> <p>If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:</p> <ul style="list-style-type: none"> • Salary • Hourly Rate • Hours per day • Hours per year • Days per year

Processing Options for Basic Compensation Information

Process

1. Workflow Enter a salary
 threshold Zero = default

Rate - Salary, Annual

2. Workflow Enter salary percent
 change threshold

Percent

Entering Country-Specific Information for an Employee

After you complete the steps to enter basic compensation information, you enter country-specific information.

Country-specific information includes information that applies to the country code you entered for the employee. Many of these fields are user-defined fields that you can customize to meet the specific needs of your organization. The following steps apply to an employee in Canada.

► To enter country-specific information for an employee

On National and Fiscal Data – Canada

The screenshot shows a web-based form titled "Employee Information - [National and Fiscal Data - Canada]". The form is displayed in a browser window with a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar (OK, Can..., Back, Finish, Dis..., Ago, Links, Histor..., Internet). The form fields are as follows:

Employee No.	7703	Bellas, Debbie
Tax Area (Residence)	700150000	
Tax Area (Work)	700150000	
Medical Plan ID		
National Occ Code	0114	Other Admin Svcs Managers
Census Metrop Area	60	Toronto, Ontario
Sector Industry Code	712	Business Financing Companies
Workers Comp		No Worker's Comp Code
Disability	<input type="checkbox"/>	

1. If the processing options are set to require tax areas, complete the following fields:
 - Tax Area (Residence)
 - Tax Area (Work)
2. To enter additional information, complete the following optional fields:
 - Medical Plan ID
 - National Occ Code
 - Census Metrop Area
 - Sector Industry Code
 - Workers Comp

- Disability
3. To add the current employee record to the Employee Master table (F060116), click Finish.

The Change Reason form appears.

Field	Explanation
Tax Area (Residence)	A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.
Tax Area (Work)	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
Medical Plan ID	A number that identifies secondary employee numbers, such as an employee's Ontario Health Insurance Plan ID number.
National Occ Code	A code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes. For more information about NOC codes, see the Canadian Federal Employment Equity documentation.
Census Metrop Area	A code that identifies the Census Metropolitan Area code of work. Valid codes are defined by the Canadian government and can be found in the Canadian Federal Employment Equity documentation.
Sector Industry Code	A code that identifies the Sector Industrial Code. These codes are defined by the Canadian government and can be found in the Canadian Federal Employment Equity documentation.

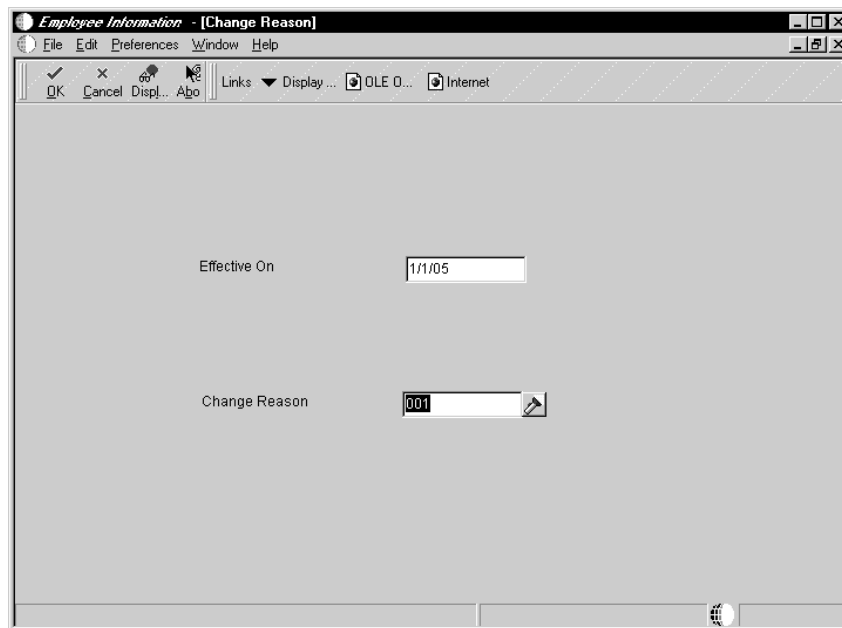
Entering Employee History Information

After you complete the steps to enter country-specific information, you can enter employee history information. You enter this information only if you have set up your system to track employee history.

You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change information in those data items, the system updates the Employee History table (F08042).

► To enter employee history information

On Change Reason



The screenshot shows a dialog box titled "Employee Information - [Change Reason]". The window has a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Cancel", "Display...", "Abolish", "Links", "Display...", "OLE O...", and "Internet". The main area of the dialog contains two fields: "Effective On" with the value "1/1/05" and "Change Reason" with the value "001" and a dropdown arrow.

Complete the following fields and click OK:

- Effective On
- Change Reason

If you click Cancel on the Change Reason form, the system does not create a history record. However, the current employee record is saved in the Employee Master table (F060116).

The Canadian Tax Info by EE form appears.

Follow the steps to enter additional tax information for an employee.



Some of the definitions in the following field table refer to user defined code tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Effective On	<p>The hire date of the employee</p> <p>..... <i>Form-specific information</i></p> <p>The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes that you make to the Employee Master table take effect immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.</p>
Change Reason	<p>A user defined code (06/T) that indicates the reason an employee's record changed. For example, you can enter the reason you are recommending a salary or rate change.</p> <p>Note: If you are reactivating an employee, you must change the code in this field to a numeric character. The default reason code for new hires is the default value for this data item.</p>

Entering Additional Tax Information for an Employee

After you enter country-specific information for an employee and complete the Change Reason form, you must enter additional tax information for the employee.

Both employees and employers contribute to employment insurance (EI). The employee contribution is a flat percentage of gross insurable earnings. The employee pays EI at a specific rate until the employee's year-to-date salary reaches an annual limit. Once earnings reach that limit, both the employee and employer contributions to EI end for the payroll year.

You specify the employer EI rate for each employee as part of the employee master record.



When you designate an employee as exempt from all taxes, the system:

- Changes other tax credits and tax exemptions to the upper limits
- Blanks out non-essential fields
- Sets all other exemption options to Yes

The system issues a warning before this designation goes into effect, and you must confirm your choice by pressing Enter again.

You can exempt students from all taxes.

See Also

- *Canada: Setting Up Employment Insurance Rates* for information on setting up regular and reduced EI rates

▶ **To enter additional tax information for an employee**

On Canadian Tax Info by EE

Employee Information - [Canadian Tax Info by EE]

File Edit Preferences Window Help

OK Can... Dis... Appo Links Displ... Internet

Employee No. 7703 Bellas, Debbie

Federal Quebec Only Other Irregular Commission

Net Tax Credit 6456.00

Additional Tax

Other Tax Credit

EI Rate Code U01 EI Rate 1.2390

EI Exempt EI/ CPP/ QPP Exempt

CPP/ QPP Exempt All Tax Exempt Pensioner/ Non- Resident Flag

1. Complete the following fields:
 - Net Tax Credit
 - Additional Tax
 - Other Tax Credit
 - EI Rate Code
2. If the employee is exempt from certain taxes, complete any of the following fields:
 - EI Exempt
 - CPP/QPP Exempt
 - EI/ CPP/ QPP Exempt
 - All Tax Exempt
3. If the employee is a non-resident or a pensioner of Canada, complete the following field:
 - Pensioner/ Non- Resident Flag
4. For employees who live or work in Quebec, click the Quebec Only tab and complete the following fields:
 - Quebec Net Tax Credit
 - Quebec Additional Tax
 - Additional Deduction
 - Quebec Tax Override
5. If the employee has other deductions or tax overrides, click the Other tab and complete the following fields:

- Prescribed Area Deduction
 - Child Care, Alimony, Etc.
 - Federal Tax Override%
 - CPP-QPP Tax Override%
6. If the employee receives irregular commissions, click the Irregular Commission tab and complete the following fields:
- Estimated Salary
 - Estimated Expenses
 - EIC Status
7. Click OK.

If your System Options are set up to display the Employee Assignment form, the system displays the form after you enter information on the Change Reason window and close the Canadian Tax Info by EE form. The Employee Assignment form updates position and requisition information when you add an employee or change an employee's job.

Field	Explanation
Net Tax Credit	For federal taxes, the net claim amount from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount from the MR-19-V (Exemptions and Deductions form).
Additional Tax	For federal taxes, the amount of additional federal tax to be deducted per pay period. For provincial taxes, the amount of additional provincial tax to be deducted per pay period.
Other Tax Credit	Federal tax credits, such as medical expenses and charitable donations, requested by an employee and authorized by the Revenue Canada district office.
EI Rate Code	<p>This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax.</p> <p>Additionally, the exemptions specified on this line will be used for all state and local authorities for which there is no specific entry lower in this table. The overrides (that is, additional, flat amounts, etc.) do not carry forward.</p> <p>..... <i>Form-specific information</i></p> <p>The statutory code that corresponds to the employer-paid EI rate that is to be used for this employee. For example, you might use U01 if the employee is eligible for a sick leave plan and is subject to a reduced employer-paid EI rate.</p>

Field	Explanation
EI/ CPP/QPP Exempt	<p>An option that indicates whether the employee is exempt or non-exempt from tax deductions. Select an option to indicate the proper exemptions:</p> <ul style="list-style-type: none"> • EI – Employee is exempt from federal employment insurance deduction. • EI/ CPP/QPP – Employee is exempt from employment insurance and Canada pension plan or Quebec pension plan deductions. • CPP/QPP – Employee is exempt from Canada pension plan or Quebec pension plan deductions. • All Taxes – Employee is exempt from all tax deductions.
Pensioner/Non-Resident Flag	<p>This code indicates if the employee is a Non-Resident or a Pensioner of Canada.</p> <p>N Non-Resident of Canada P Pensioner blank Regular employee</p>
Quebec Net Tax Credit	<p>For federal taxes, the net claim amount from the TD1 (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount from the MR-19-V (Exemptions and Deductions form).</p>
Quebec Additional Tax	<p>For federal taxes, the amount of additional federal tax to be deducted per pay period. For provincial taxes, the amount of additional provincial tax to be deducted per pay period.</p>
Additional Deduction	<p>Quebec additional deductions claimed on the MR-19-V (Exemptions and Reductions form) or other deductions authorized by the Ministère du Revenu du Québec.</p>
Quebec Tax Override	<p>A flat percentage that overrides the standard tax rate.</p>
Prescribed Area Deduction	<p>An annual deduction for living in a prescribed area as listed on the TD1 (Personal Tax Credit Return).</p>
Child Care, Alimony, Etc.	<p>An annual deduction, such as child care expenses, alimony payments, maintenance payments, and so on.</p>
Federal Tax Override%	<p>A flat percentage that overrides the standard tax rate.</p>
CPP-QPP Tax Override%	<p>A flat percentage that overrides the standard tax rate.</p>
Estimated Salary	<p>The amount of estimated salary recorded on the employee's TDIX form. This amount, along with the amount of estimated expenses, is used to determine taxable gross for commission taxation.</p>

Field	Explanation
Estimated Expenses	<p>An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations where the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.</p> <p>..... <i>Form-specific information</i></p> <p>The amount of estimated expenses recorded on the employee's TDIX form. This amount is used to determine taxable gross for commission taxation.</p>
EIC Status	<p>Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance?</p> <p>N indicates that the employee does not qualify (default).</p> <p>Y indicates that the employee qualifies.</p> <p>B indicates that the employee qualifies and that his/her spouse also qualifies.</p> <p>..... <i>Form-specific information</i></p> <p>Is the employee paid by irregular commission payments and has a TD1X form been completed for this employee?</p> <p>N Indicates the employee has not (default).</p> <p>Y Indicates the employee has completed the TD1X form for employees paid by irregular commission payments.</p> <p>You must enter Y to correctly calculate taxes for employees who file the TD1X form. When set to Y, the system calculates all taxes regardless of pay type as an irregular commission. CPP and EI are calculated using only the annual limits.</p>

Updating Position and Requisition Information

When your System Options are set up to display the Employee Assignment form, the Employee Assignment form appears after you enter the Change Reason form and close the Canadian Tax Info by EE form.

Employee assignment information updates headcount, requisition activity, and position information when a new hire fills a position.

► To update position and requisition information

On Employee Assignment

The screenshot shows a software window titled "Employee Information - [Employee Assignment]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Ca...", "Dis...", "Ab...", "Links", "Displ...", and "Internet". The main area of the form contains the following fields and values:

- Address Number: 7703
- Bellas, Debbie
- Home Business Unit: 9
- Corporate Administration
- Position ID: A1
- Job Type: A1
- President
- Job Step: (empty)
- Effective Date: (empty)
- Requisition No. to be Filled: (empty)
- Filled Requisition Status: (empty)
- Requisition No. to Detach: (empty)
- Detached Requisition Status: (empty)

1. Complete the following fields and click OK:

- Effective Date
- Requisition No. to be Filled
- Filled Requisition Status
- Requisition No. to Detach
- Detached Requisition Status

2. Click OK.

If the employee takes a new position assignment that corresponds to an open requisition, the system automatically fills the requisition and updates the Requisition table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105) and the Employee Master table (F060116).

Field	Explanation
Effective Date	The date that the current status of a candidate requisition becomes active.
Requisition No. to be Filled	The number that identifies the requisition. This number must be unique. The system automatically assigns a unique number if you leave this field blank when you enter the requisition.
Filled Requisition Status	<p>The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.</p> <p>You can group candidate requisition status codes based on the hard-coded special handling code values in the table. These hard-coded values are:</p> <ul style="list-style-type: none"> CAN Any candidate code DET Any code indicating that the position is detached or no longer filled FIL Any code indicating that the position has been filled REJ Rejected TMP Temporarily filled <p>Candidate requisition status codes that have special handling codes of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to “Filled and Closed.”</p>
Requisition No. to Detach	<p>An approved and unfilled requisition number that the system uses for verification when you enter requisition activity. When you enter a number in this field, the system compares the business unit and position ID associated with the requisition to the business unit and position ID on this form.</p> <p>If the values in these fields are the same, the system indicates that the requisition is filled and places the employee number in the Last Filled By field on Requisition Entry.</p> <p>If the values in these fields are not the same, the system displays a warning message. You can either correct the discrepancy or press Enter again to have the system accept the employee activity.</p> <p>The system verifies the value in this field only if you enter a number in it and the Requisition Master table exists on your system.</p>

Field	Explanation
Detached Requisition Status	<p>The current activity level of a candidate record that is attached to a requisition. The system retrieves these codes from user defined code table 08/CN.</p> <p>You can group candidate requisition status codes based on the hard-coded Special Handling Code values in the table.</p> <p>Valid values are:</p> <ul style="list-style-type: none">CAN Any candidate codeDET Any code that indicates that the position is detached or no longer filledFIL Any code that indicates that the position has been filledREJ RejectedTMP Temporarily filled <p>Candidate requisition status codes that have special handling codes of either FIL or TMP update the Filled Headcount field. However, only those status codes that have special handling codes of FIL can cause the system to change the requisition status to “Filled and Closed.”</p>

See Also

- *HR and Payroll Foundation: Adding Employee Records Using Employee Quick Hire* for information on adding a large number of employee records

Processing Payroll

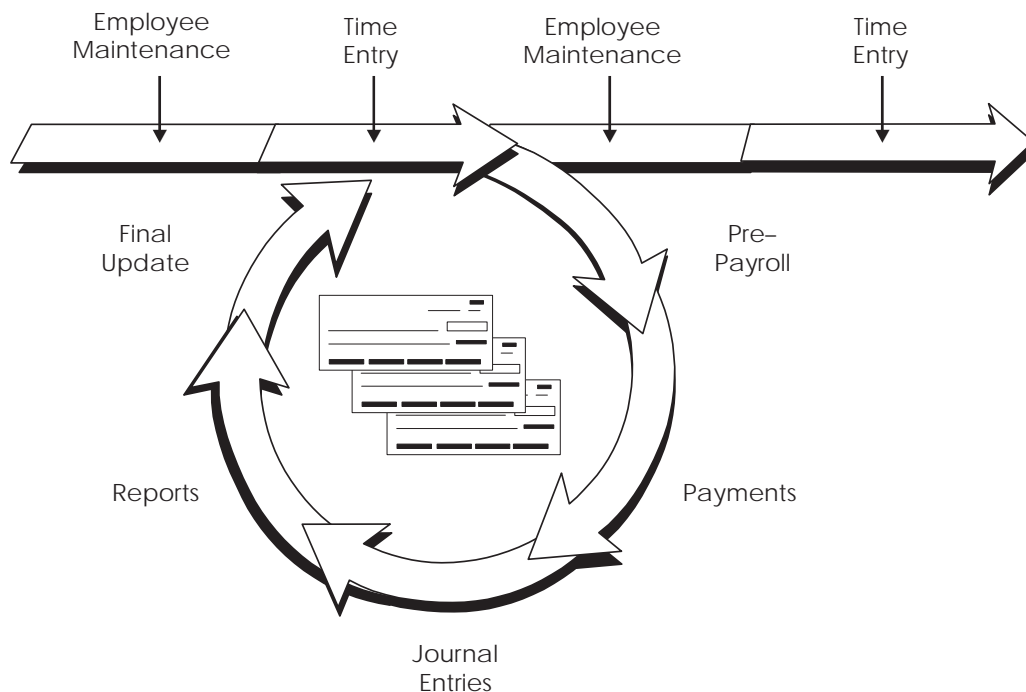
Understanding the Payroll Cycle

The payroll cycle is a process that you complete each time you need to pay your employees. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll-cycle reports
- Process final update

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle, such as the employee's tax ID number, pay rate, and tax information, and timecards.

The following graphic shows the Payroll system flow (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle.



Processing pre-payroll is the first step in the payroll cycle. You must successfully process pre-payroll before you can perform any of the other steps in the payroll cycle. Process pre-payroll to create the workfiles that the system needs to produce payments and reports. You can then review payroll-cycle information and make any necessary corrections before you print the payments.

After you process pre-payroll and print payments, you create the pro forma journal entry workfile. Pro forma journal entries are preliminary journal entries that you can review before you prepare the final journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

The final update is the last step in the payroll cycle. You use the final update to update employees' transactions, tax, and payment history, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information related to that payroll cycle. You have the option to automatically post journal entries during the final update.

You can correct any errors that you encounter before the final update and rerun the necessary payroll-cycle steps. In some cases, you might need to reset a step before you can rerun that step. Resetting is a process that you complete to restore your data to the way it was before you ran a specific step.

Pay Cycle Workbench

The pay cycle workbench is the central location for accessing all of the forms related to payroll-cycle processing. For example, you access the payroll workbench to perform the following procedures:

- Process a payroll cycle
- Review payroll cycle information
- Set up payroll instructions
- Correct errors in a payroll cycle
- Reset payroll-cycle steps

The payroll workbench displays information about each payroll ID that you have set up. Use the workbench to review the status of a payroll cycle and to verify information.

Definition of a Payroll ID

The payroll cycle is controlled by a payroll ID. When you process pre-payroll, you must enter a payroll ID that selects employees to be paid. You use the same payroll ID for all steps of a payroll cycle. You can use different payroll IDs to process multiple payroll cycles simultaneously.

Locked Records

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll. If you locate an employee who is included in a payroll cycle, the system displays a warning message. On some forms, a locked record appears in a bright pink color. On other forms, the status box in the upper right corner appears bright pink.

When the system establishes a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records (except timecards) that are included in the pre-payroll.

If an employee record is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is cleared. To clear the lock, you must either complete the final update or run a reset.

See Also

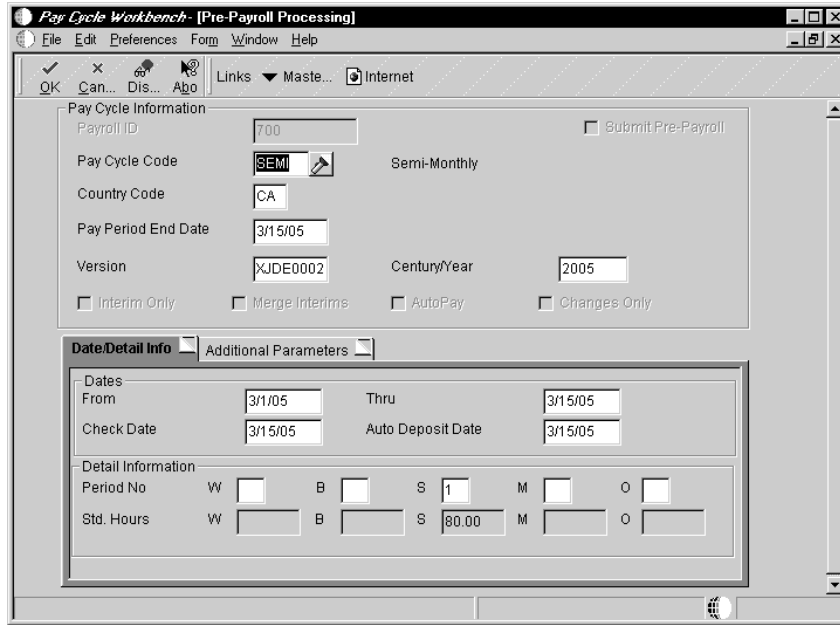
- *Payroll: Resetting Payroll Cycle Steps* for information on correcting errors by resetting and rerunning payroll cycle steps

Canadian Payroll Considerations

You process both Canadian and US payroll from the Pay Cycle Workbench. To process a Canadian payroll, you must enter the country code for Canada and select Canadian employees for the payroll.

Country Code

To process a Canadian payroll, enter the country code for Canada (CA) on the Pre-Payroll Processing form.



Data Selection

You cannot include both Canadian and US employees in the same payroll. To select only Canadian employees for a payroll, include the country code for Canada in the data selection for your pre-payroll program version. If all of your employees are Canadian, you do not need to include the country code in the data selection.

Coexistence

The Payroll system for OneWorld is not coexistent with the Payroll system for WorldSoftware. Once you have run a payroll in OneWorld, you can not revert back to the World payroll system. Also, you cannot begin the payroll cycle in WorldSoftware and complete it OneWorld.

Reviewing the Federal Tax Distribution Summary Report

You use the information on the Federal Tax Distribution Summary report (R773170C) to determine the federal tax burden for a payroll cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

You can print the Federal Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

See Also

- R773170C, *Federal Tax Distribution Summary* in the *Reports Guide* for a report sample

Reviewing the Provincial Tax Distribution Summary Report

Quebec is the only province that collects a provincial tax.

The Provincial Tax Distribution Summary report (R773162) provides the following information, which is required by the Quebec provincial government:

- Current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for Quebec provincial taxes and pension deductions

You can print the Provincial Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

See Also

- R773162, *Provincial Tax Distribution Summary* in the *Reports Guide* for a report sample

Reviewing the Employee Pay and Tax Register Report

Use the Employee Pay and Tax Register report (R77323) to review an individual employee's taxes and the pay amounts on which those taxes are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

At year-end, you can use the Employee Pay and Tax Register report to verify the information that you print on employees' year-end forms.

The system retrieves information for the earnings and tax history reports from the Canadian Tax History table (F0713). In addition, the system retrieves information from the Tax Ledger table (F0716) when you print the Employee Pay and Tax Register report.

See Also

- R77323, *Employee Pay and Tax Register* in the *Reports Guide* for a report sample

Processing Options for Employee Pay and Tax Register Report (R77323)

Tab

(1) Enter the type of Employee Number to Print. A= Address Book Number (Default) S= Social Insurance Number O=Third Employee Number
O=Third Employee Number _____

(2) Enter Date for the end period (MMDDYY) _____

(3) Enter the type of history to print 1=Quarter- to- Date w/Monthly Balances 2=Quarter-to-Date Totals only 3=Year-to-Date w/Monthly Balances 4=Year-to- Date w/Quarterly Balances 5=Year-to- Date Totals only Balances 5=Year-to- Date Totals only _____

(4) Print detailed transactions associated with each Balances (Y/N) _____

(5) Enter '1' to print multipl employees per page. Enter '0' to print one employee per page. (Default ='0') NOTE: The detailed transaction will only print when requesting monthl totals: Summary totals do not permit this type of detail. _____

(6) Enter '1' to print company totals. A blank is the default and will print detail information and company. _____

Reviewing the Employment Insurance Register Report

The Employment Insurance Register report (R773660) lists the rates for EI. The report also includes the following information for each employee in the payroll:

- Social Insurance Number
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- EI rate
- Current tax amounts

See Also

- R773660, *Employment Insurance Register* in the *Reports Guide* for a report sample

Reviewing the Workers Compensation Register Report

You can print the Workers Compensation Register report (R773601) to review workers compensation insurance amounts.

The report lists the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and job step
- Excludable and overtime wages
- Premium amounts for each employee
- Totals for each province and company
- Grand totals for the report

You can choose to print the report in either of the following formats:

- Detailed report that shows each line of time entry
- Summary report that consolidates the information by employee, company, tax area, workers compensation code, job type, and job step

The information provided in the Workers Compensation Register report is based on the Payroll Transaction History table (F0618).

See Also

- R773601, *Workers Compensation Register* in the *Reports Guide* for a report sample

Reviewing Payroll History

Reviewing Tax History

To answer questions about employee taxes and taxable earnings, review the tax history for the employee. You can review the following types of information:

- Gross pay
- Excludable pay (pay that is not taxable)
- Pay that is in excess of the tax limit
- Tax amount

The system retrieves information from the Canadian Tax History table (F0713).

► To review summary tax history

From the Canadian History Inquiries menu (G77BCA14), choose Tax History.

On Work with Pay and Taxes By Month

Employee Identification	Tax Area	Tax Type	Company	Year	Tax Identification	Tax History Type
7701	FEDERAL	CA	00077	99	BIN246566786755	
7701	FEDERAL	CB	00077	99	BIN246566786755	
7701	FEDERAL	CC	00077	99	BIN246566786755	
7701	FEDERAL	CD	00077	99	BIN246566786755	
7701	FEDERAL	CE	00077	99	BIN246566786755	
7703	FEDERAL	CA	00077	99	BIN246566786755	
7703	FEDERAL	CB	00077	99	BIN246566786755	
7703	FEDERAL	CC	00077	99	BIN246566786755	

1. Complete the following field and click Find:
 - Employee Identification
2. To limit the information that appears in the detail area, complete the following fields and click Find:
 - Tax Area
 - Tax Type

- Company
3. Choose a record in the detail area and click Select.

Month	Gross Pay	Excludable	In Excess	Tax Amount
January	1,856.26			300.12
February	1,856.26			300.12
March	2,256.26	400.00		389.88
April	928.13			150.06
May				
June				
July				
August				
September				

4. On Pay & Taxes By Month, review the information in the following fields:
- Gross Pay
 - Excludable
 - In Excess
 - Tax Amount

If your user account has the necessary security, you can correct any of the information.



Some of the definitions in the following field table refer to user defined codes tables for system 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

Field	Explanation
Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using.</p> <p>For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.</p>
Tax Type	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.</p>
Company	<p>The company number in which the employee generally resides.</p>
Gross Pay	<p>This field represents the Gross Amount of the transaction. Dependent upon the type of transaction the specific meaning will be as follows;</p> <ul style="list-style-type: none"> <li data-bbox="776 1125 1398 1184">A Pay Types – The total amount of earnings related to the type of pay <li data-bbox="776 1188 1398 1247">B D/B/A Types – The total amount of the deduction, benefit or accrual <li data-bbox="776 1251 1398 1310">C Payroll Taxes – The total amount of gross wages, before exclusions or paid-in-excess <p>The amount in this field represents the 1st month of the Payroll Year (F06146) or Calendar Year (F06145) dependent on the inquiry form being used.</p>
Excludable	<p>For months 01 – 12, the amount of gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and so on.</p>
In Excess	<p>The amount of wages earned, but in excess of the annual limit, for tax calculation.</p>
Tax Amount	<p>For months 01 – 12, this is the amount of tax calculated.</p>

Revising Employment Insurance History

Use EI History Revisions to locate the employment insurance history for individual employees and make revisions. The EI History Revisions program revises the EI History table (F06176).

If you have corrected a serial number on an ROE, you can use EI History Revisions to change the mailing date so that you can mail the updated ROE.

If you make changes to the EI history, you must also make the same changes in the tax history.

► To revise EI history

From the EI History menu (G77BCAP16), choose EI History.

On Work With EI History

Employee Number	Alpha Name	Gross Pay	Pay Per Ending Date	Tax Identification	ROE Number	Date/Time Stamp
7701	Holiday, Anthony	928.13	4/15/99	BIN246566786755		1315
7701	Holiday, Anthony	1,328.13	3/31/99	BIN246566786755		1310
7701	Holiday, Anthony	928.13	3/15/99	BIN246566786755		1305
7701	Holiday, Anthony	928.13	2/28/99	BIN246566786755		1250
7701	Holiday, Anthony	928.13	2/15/99	BIN246566786755		1250
7701	Holiday, Anthony	928.13	1/31/99	BIN246566786755		1230
7701	Holiday, Anthony	928.13	1/15/99	BIN246566786755		1220
7703	Bellas, Debbie	2,102.18	4/15/99	BIN246566786755		1310
7703	Bellas, Debbie	2,602.18	3/31/99	BIN246566786755		1310
7703	Bellas, Debbie	2,102.18	3/15/99	BIN246566786755		1305

- Complete the following field and click Find:
 - Employee ID
- Choose a record in the detail area and click Select.

Gross Pay	Pay Frequency	ROE Number	Company	Tax Identification	Check Date	Pay Ending
928.13	B		00077	BIN246566786755	1/15/99	
928.13	B		00077	BIN246566786755	1/31/99	
928.13	B		00077	BIN246566786755	2/15/99	
928.13	B		00077	BIN246566786755	2/28/99	
928.13	B		00077	BIN246566786755	3/15/99	
1,328.13	B		00077	BIN246566786755	3/31/99	
928.13	B		00077	BIN246566786755	4/15/99	

3. On EI History Revisions, complete the following field only if it is blank:
 - ROE Number
4. To update the mailing date of a revised ROE, complete the following field:
 - Check Date
5. Review the information in any of the following fields:
 - Pay Period Ending Date
 - Hours Worked
 - Check Control
 - Insured Amount
 - Insured Premium

If your user account has the necessary security, you can correct any of the information.

6. Click OK.

Field	Explanation
ROE Number	Record of Employment Serial Number

Field	Explanation
Check Date	<p>The date associated with the various types of net pay instructions. This date relates to a payroll check, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.</p> <p>..... <i>Form-specific information</i></p> <p>The date on which the ROE was issued to the employee.</p>
Pay Period Ending Date	The date that corresponds to the end of a processing period (pay period, month, quarter or year).
Hours Worked	The number of hours associated with each transaction.
Check Control	<p>A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment workfile contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions.</p> <p>The check control number is not the actual check number.</p>
Insured Amount	The amount that is subject to taxation or withholdings.
Insured Premium	The employment insurance premium withheld from the employee's pay for the current pay period.

Processing Records of Employment (ROEs)

Setting Up Pay Tables for ROE Reporting

You can set up pay tables to calculate amounts reported on an ROE for vacation, statutory, or sick, maternity, or family leave pay. You set up these pay tables in the Workers Compensation Insurance Basis Tables program (P079071). Like workers compensation tables, pay tables for ROE reporting reference a range of PDBA codes.

To set up pay tables, follow the steps for setting up workers compensation insurance-basis tables. Note, however, that you do not need to complete the Exclude Premiums field when you are setting up pay tables for ROE reporting.

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

See Also

- *Payroll: Setting Up Workers Compensation Insurance-Basis Tables* for the steps for setting up pay tables

Creating a Single ROE

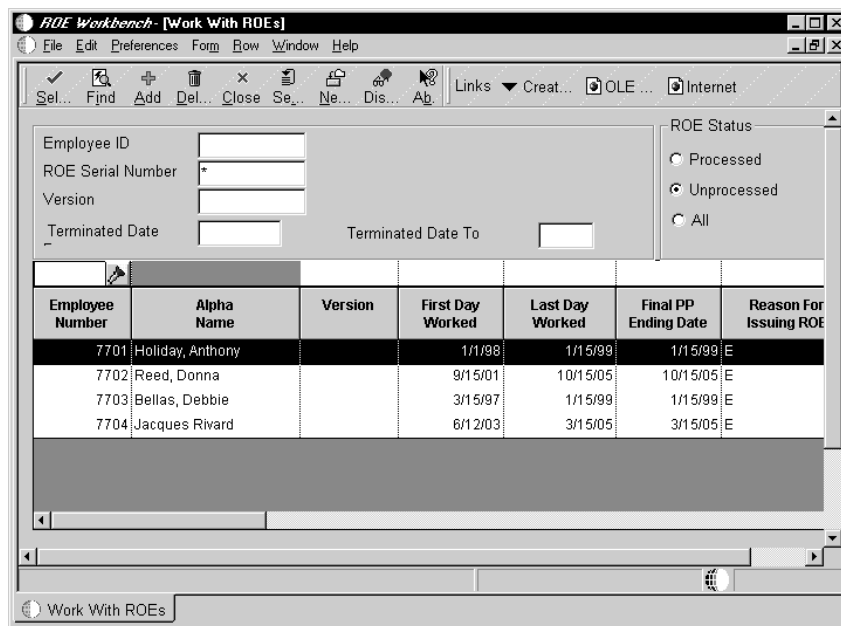
You can enter a single ROE when an employee:

- Takes a leave of absence
- Submits a resignation
- Terminates employment for any reason

► **To enter a single ROE**

From the ROE Processing menu (G77BCA16), choose ROE Workbench.

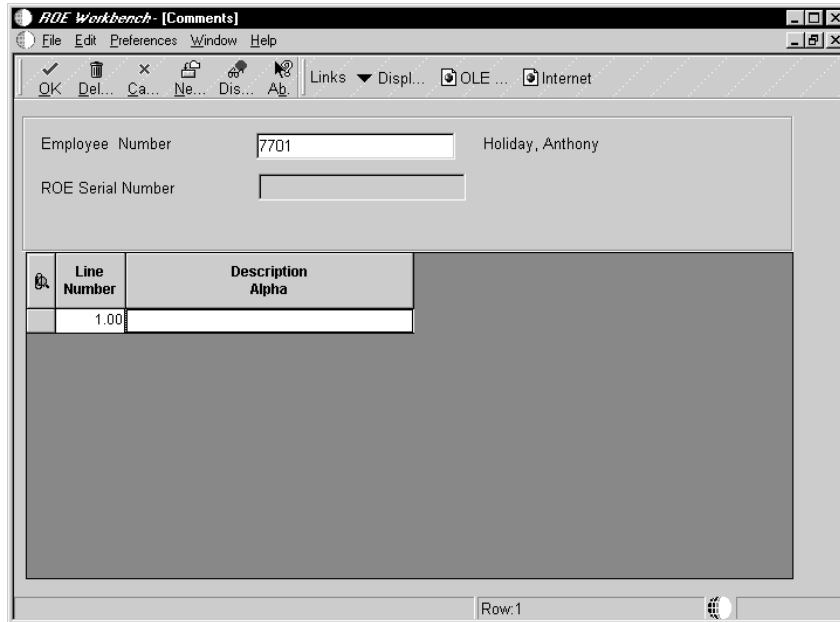
On Work With ROEs



1. Click Add.

2. On Revise ROE, complete the following fields on the Date Reason tab:
 - Employee Number
 - First day Worked
 - Last Day Worked
 - Expected recall Date
 - Final PP Ending Date
 - No Return/Unknown
 - Reason for Issuing ROE
3. To include holiday pay upon termination, click the Holiday Pay tab and complete the following fields:
 - Code
 - Amount
4. To include pay (other than regular pay) upon termination, click the Other Monies tab and complete the following fields:
 - Explanation
 - Amount
5. To include pay for sick leave, maternity or paternity leave, or wage-loss indemnity, click the Sick/Maternity/Paternity/Vacation tab and complete the following fields:
 - Start Date
 - Weeks
 - Amount

6. To include vacation pay, complete the following field on the Sick/Maternity/Paternity/Vacation tab:
 - Vacation Pay
7. To attach comments to an ROE, choose Comments from the form menu.



8. On Comments, enter any comments, and then click OK.
9. On Revise ROE, click OK.

Field	Explanation
First day Worked	<p>The actual day the employee started to work.</p> <p>If you do not know the actual first day worked and the employee has worked for you more than two years, enter the date exactly two years before the interruption of earnings.</p> <p>If the employee has worked for you on several occasions, the date to be entered is the start of the most recent period in which the worker returned to work (since you last issued an ROE to this person).</p>
Last Day Worked	<p>The actual last date the employee performed services.</p> <p>If employee has reached 65 and continues to work enter the date of the last day worked in the month in which the 65th birthday occurred.</p>
Expected recall Date	<p>The date on which the employee can be recalled for employment.</p>

Field	Explanation
Final PP Ending Date	<p>The date that corresponds to the end of a processing period (pay period, month, quarter or year).</p> <p>..... <i>Form-specific information</i></p> <p>The date that corresponds to the end of the payroll processing period during which the employee's last day worked occurred.</p>
No Return/Unknown	<p>ROE recall flag.</p> <p>Y Yes, employee is expected to be recalled.</p> <p>N No, employee is not expected to be recalled.</p> <p>U It is unknown whether employee will be recalled.</p>
Reason for Issuing ROE	<p>When a Record of employment is issued, designate the appropriate reason for the work stoppage or interruption.</p> <p>If you enter any of the following reason codes, you must choose the ROE Comments function and attach comments:</p> <p>E Quit voluntarily</p> <p>G Retirement under age 65</p> <p>K Other</p> <p>M Dismissal</p> <p>N Leave of absence</p>
Code	<p>A user defined code (system 06, type HC) that designates the holiday defined.</p>
Amount	<p>Statutory holiday pay paid after the last day worked. The system automatically populates this amount based on the Statutory Pay Table indicated in the processing options for ROE Workbench, Box 17/19. The Statutory Pay Table is established on the Worker's Compensation Insurance Basis Tables form.</p>
Explanation	<p>A short Description of the following payments which are paid or payable in contemplation of, on, or after separation from employment, enter the type of payment:</p> <p>Pension payments</p> <p>Severance Pay</p> <p>Retiring Allowances</p> <p>Accumulated retirement or sick leave credits</p> <p>Bonuses or Gratuities</p> <p>Wages in lieu of notice</p> <p>Retroactive wage increases</p> <p>A payment in kind</p> <p>All other monies (please specify)</p>
Amount	<p>The amount of the payments owed to the employee following an interruption of earnings.</p>
Start Date	<p>Date payments start for paid sick/maternity/parental leave or group wage-loss indemnity payments after the last day worked</p>
Weeks	<p>The number of weeks or days which employee will receive paid sick, maternity, or parental leave, or group wage loss indemnity payments.</p>

Field	Explanation
Amount	The rate of the payments, either per day or per week, which employee will receive for paid sick, maternity, or parental leave, or group wage loss indemnity after the last day worked.
Vacation Pay	The amount of vacation pay paid or owing to the employee on the interruption of earnings. The system will automatically populate this amount based on the Vacation Pay Table indicated in the processing options for ROE Workbench, Box 17/19. The Vacation Pay Table is established on the Workers Compensation Insurance Basis Tables form.

Processing Options for ROE Workbench (P770631)

Print Default

- 1. Name of Issuer _____
- 2. Contact Name _____
- 3. Contact Phone Number _____
- 4. Employer Phone Number _____
- 5. Employer's Payroll Reference _____
- 6. Default ROE Work Stoppage Reason _____
- 7. Language _____

Box 17/19

- 1. Vacation Pay Table _____
- 2. Statutory Pay Table _____
- 3. Sick/Maternity Pay Table _____

Creating Multiple ROEs

You might need to process many ROEs at one time if you have a mass layoff or at the end of a seasonal employment period.

When you create multiple ROEs, you enter information that applies to every employee who is receiving an ROE, such as the reason for the ROE and the expected recall date. You use data selection to specify which employees should receive the ROE.

Before You Begin

- Create a version of Create Multiple ROEs (R770631A) with data selection that selects the employees you are creating ROEs for. See *OneWorld Foundation: Creating (Adding) a Batch Version* and *OneWorld Foundation: Accessing Data Selection and Sequencing for Batch Versions*.

▶ To create multiple ROEs

From the ROE Processing menu (G77BCA16), choose ROE Workbench.

1. Choose Create Multiple ROEs from the Form menu.

2. On Revise ROE, complete the following fields:

- Expected recall Date
- Final PP Ending Date
- No Return/Unknown

- Reason for Issuing ROE
3. To include holiday pay termination, click the Holiday Pay tab and complete the following fields:
 - Code
 - Amount
 4. To include pay (other than regular pay) upon termination, click the Other Monies tab and complete the following fields:
 - Explanation
 - Amount
 5. To include pay for sick, maternity, or paternity leave, wage-loss indemnity, click the Sick/Maternity/Paternity/Vacation tab and complete the following fields:
 - Start Date
 - Weeks
 - Amount
 6. To include vacation pay, complete the following field on the Sick/Maternity/Paternity/Vacation tab:
 - Vacation Pay
 7. Click OK.
 8. On Work With Batch Versions – Available Versions, choose a version and click Select.

Printing and Updating ROEs

You must print and issue ROEs to employees within five days of an interruption of earnings. The ROE may be used by the employee to file a claim for EI Benefits.

When you print ROEs, the system updates the EI History table with ROE serial numbers so that the EI history is not included in any subsequent ROE records. The update also keeps a record of ROEs. ROE records must be complete and correct, particularly if the government requests an audit. After successfully printing the ROE, the system locks the employee records in the EI History table (F06176).

In addition to updating history when you print ROEs, you can update history for ROEs that you have issued manually.

Each time you print and update ROEs, the system generates a report if it encounters any of the following exceptions:

- Employee number is not found in the Address Book system.
- Company number is not found in the Address Book system.
- Tax ID number is not found in the tax ID table.
- Insurable gross pay has exceeded the yearly limit.
- EI rate for the yearly maximum has not been set up.

The system prints an exception report if errors occur during ROE processing.

If you are printing and updating a single ROE when the system detects an error, only the exception report prints. The update is not complete, and the system does not print an ROE.

If you are printing and updating multiple ROEs when the system detects an error, it prints and updates history only for ROEs that are not in error. The system lists each ROE that is in error on the exception report.

Printing and updating ROEs consists of the following tasks:

- Printing and updating multiple ROEs
- Printing and updating a single ROE

Before You Begin

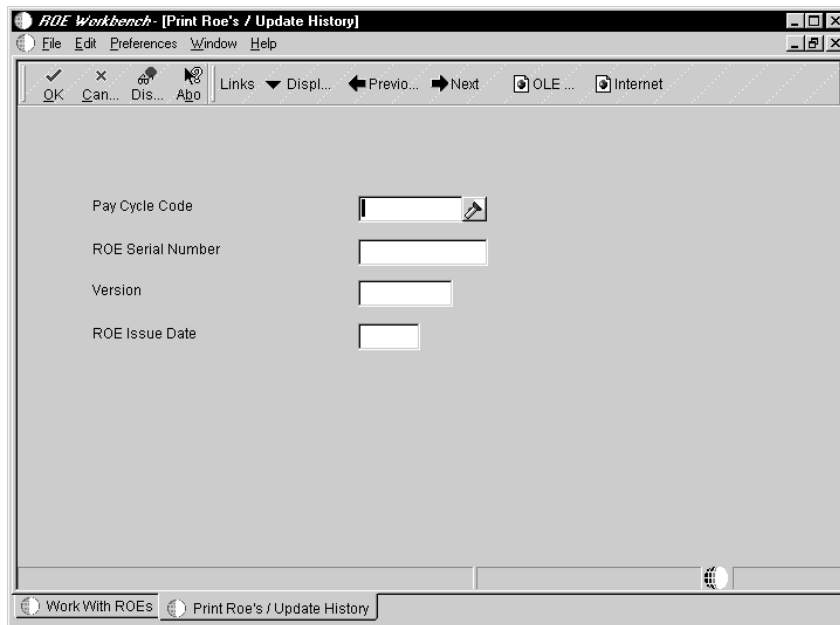
- Create a version of Print ROEs / Update History (R770631B) with data selection that selects the ROEs you are printing and updating. See *OneWorld Foundation: Creating (Adding) a Batch Version* and *OneWorld Foundation: Accessing Data Selection and Sequencing for Batch Versions*.

► **To print and update multiple ROEs**

From the ROE Processing menu (G77BCA16), choose ROE Workbench.

On Work With ROEs

1. Choose Print/Update ROEs from the Form menu.



2. On Print ROEs / Update History, complete the following fields and click OK:
 - Pay Cycle Code
 - ROE Serial Number
 - Version
 - ROE Issue Date

► **To print and update a single ROE**

From the ROE Processing menu (G77BUSP16), choose ROE Workbench.

On Work With ROEs

1. Complete the following field and click Find:
 - Employee ID
2. Choose a record in the detail area and then choose Print Single ROE from the Row menu.

3. On Print ROEs / Update History, complete the following fields and click OK:

- Pay Cycle Code
- ROE Serial Number
- ROE Issue Date

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
ROE Issue Date	The date the ROEs are mailed.

Reissuing an ROE

You can reissue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record and requires you to complete the validation, print, and update sequence again.

When you reissue an ROE, the system creates a duplicate record in the EI History table (F06176). The system stores the original ROE record with the original serial number and a notation that the ROE has been reissued.

► To reissue an ROE

From the ROE Processing menu (G77BCA16), choose ROE Workbench.

On Work With ROEs

The screenshot shows the 'ROE Workbench - [Work With ROEs]' window. It features a menu bar (File, Edit, Preferences, Form, Row, Window, Help) and a toolbar with icons for selection, find, add, delete, close, save, new, display, and abort. Below the toolbar are search fields for Employee ID, ROE Serial Number, Version, and Terminated Date, along with a 'Terminated Date To' field. On the right, there is a 'ROE Status' section with radio buttons for 'Processed', 'Unprocessed' (which is selected), and 'All'. The main area contains a table with the following data:

Employee Number	Alpha Name	Version	First Day Worked	Last Day Worked	Final PP Ending Date	Reason For Issuing ROE
7701	Holiday, Anthony		1/1/98	1/15/99	1/15/99	E
7702	Reed, Donna		9/15/01	10/15/05	10/15/05	E
7703	Bellas, Debbie		3/15/97	1/15/99	1/15/99	E
7704	Jacques Rivard		6/12/03	3/15/05	3/15/05	E

1. Complete either of the following fields and click Find:
 - Employee ID
 - ROE Serial Number
2. Choose a record in the detail area and then choose Reissue Single ROE from the Row menu.
3. Click Yes to reissue the ROE.
4. On Re-issue of Issued ROE, complete the following field and click OK:
 - ROE Serial Number

Deleting an ROE

You can delete an ROE that was issued if you determine that the ROE is a duplicate, is in error, or is unnecessary. An unnecessary ROE might be one that you created in anticipation of a layoff that did not subsequently occur.

When you delete an issued ROE, the system unlocks the record in the EI History table (F06176) and deletes the ROE serial number. You use this procedure only after an ROE has been updated to history.

You can delete an ROE before updating it to history. You cannot delete a reissued ROE.

► To delete an ROE

From the ROE Processing menu (G77BCA16), choose ROE Workbench.

On Work With ROEs

The screenshot shows the 'ROE Workbench - [Work With ROEs]' application window. The window has a menu bar (File, Edit, Preferences, Form, Row, Window, Help) and a toolbar with icons for selection, find, add, delete, close, save, new, display, and abort. Below the toolbar are several input fields: Employee ID, ROE Serial Number (with an asterisk), Version, Terminated Date, and Terminated Date To. On the right side, there is a 'ROE Status' section with radio buttons for 'Processed', 'Unprocessed' (which is selected), and 'All'. The main area of the window contains a table with the following data:

Employee Number	Alpha Name	Version	First Day Worked	Last Day Worked	Final PP Ending Date	Reason For Issuing ROE
7701	Holiday, Anthony		1/1/98	1/15/99	1/15/99	E
7702	Reed, Donna		9/15/01	10/15/05	10/15/05	E
7703	Bellas, Debbie		3/15/97	1/15/99	1/15/99	E
7704	Jacques Rivard		6/12/03	3/15/05	3/15/05	E

At the bottom of the window, there is a status bar that reads 'Work With ROEs'.

1. Complete either of the following fields and click Find:
 - Employee ID
 - ROE Serial Number
2. Choose a record in the detail area and then click Delete.

Glossary

Glossary

1040 form. The form approved by the Internal Revenue Service for filing individual income tax information.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and noncorporate entities.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods or, more rarely, 52 periods. There can also be an additional period for year-end adjustments and another additional period for audit adjustments.

accrual. A monetary amount or number of hours that employees can accumulate over time. Accruals can be compounded by employees and used at a later date. Examples of accruals are vacation leave and sick time.

adjusted wages. The amount of wages (taxable plus adjustments) that are reported on the year-end form and for which the employee must pay taxes.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

adjustments. The various amounts processed for the employee such as pay, deductions, and benefits. Each adjustment either was not included in the taxable wage amount for the pay period or is an amount that must be reported to the IRS even though it was previously included in the taxable wage. In the first case, the employee is deemed responsible for the tax, so it must be added back to the taxable wage.

allocated tips. An amount that the IRS has determined to be taxable to the employee even though the employee did not receive the amount in the form of a wage. Allocated tips are calculated based on the actual tips that the employee claimed, not the tips based on the IRS 8% rule.

allocated wages. The amount of federal adjusted wages and tax that has been allocated across all states in which the employee worked.

applicant. A person who applies for a job with an organization and who does not currently work for that organization.

application. A computer program or set of programs used to accomplish a task. In OneWorld, there are interactive applications and batch applications. Interactive applications are made up of a set of forms through which the user interacts with OneWorld. Interactive application identifiers begin with "P." For example, Address Book Revisions (P01012) is an interactive application. Batch applications run without user interaction. Reports and table conversions are examples of batch applications. Batch application identifiers begin with "R." For example, the Print Mailing Labels report (R01401) is a batch application.

arrearage. An past due amount. Typically, an arrearage is an amount that the Payroll system could not deduct from an employee's pay because the employee did not earn enough to pay for the deduction.

arreared taxes. The amount of payroll tax that could not be withheld from an employee's paycheck because of a condition such as negative net pay. To track arreared taxes, you must tell the system to do so. It does not automatically generate these amounts.

as of report. A report that lists information from history tables in summary or detail for a specific point in time.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.

automatic accounting instruction (AAI). A code that refers to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries, including interfaces between the Accounts Payable, Accounts Receivable, Financial Reporting, and General Accounting systems. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a specific expense account and a credit to a specific accounts payable account.

automatic deposit advice slip. See payment.

base state. The state in which an employee resided during the tax-reporting year. The system generates a state and local control record for each employee regardless of whether the employee worked in a state that levies taxes. This state record provides the federal information that prints on the employee's year-end form if you choose to print only one state on each form.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch input. A group of transactions loaded from an external source.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The system performs a batch job with little or no user interaction.

batch processing. A method by which the system selects jobs from the job queue, processes them, and sends output to the outqueue. Contrast with interactive processing.

batch type. A code assigned to a batch job that designates to which system the associated transactions pertain, thus controlling which records are selected for processing. For example, the Post General Journal program selects for posting only unposted transaction batches with a batch type of O.

beneficiary. The person for whose benefit a trust is created or designated to receive the proceeds or benefits accruing from an annuity or insurance policy.

benefit. Something that employees receive as part of their total compensation for working for an organization. Examples of benefits include group medical insurance, paid vacations, and 401(k) plans.

benefit group. A group of employees who, for benefit enrollment purposes, have access to the same benefit plans. For example, you can set up benefit groups for salaried workers, hourly workers, and executives.

benefit plan. A plan that provides additional compensation for employees. Examples of benefit plans include health insurance, 401(k), and profit sharing plans.

broadcast message. 1) An e-mail message that you send to multiple recipients. 2) A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit-and-loss statement. Also known as a cost center.

candidate. A person who applies for a job with your organization. A candidate can be either an employee (a person who currently works for your organization) or an applicant (a person who does not currently work for your organization).

category code. A type of user defined code for which you can provide the title. For example, if you were adding a code that designated different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes. Sometimes referred to as reporting codes. See also user defined code.

chart of accounts. The structure for general ledger accounts. The chart of accounts lists types of accounts, describes each account, and includes account numbers and posting edit codes.

check. See payment.

COBRA. An acronym for Consolidated Omnibus Budget Reconciliation Act. A law that requires most employers who sponsor group health plans to offer employees and their dependents continuation of coverage at the group rates that the employee would otherwise have forfeited due to a qualifying event. Federal and state agencies regulate COBRA coverage.

coexistence. An AS/400 environment in which similar features and functions of WorldSoftware and OneWorld software access the same database.

compa-ratio. An employee's salary divided by the midpoint amount for the employee's pay grade.

consolidation. A method of grouping or combining financial information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

constants. Parameters or codes that you set and that the system uses to standardize the processing of information by associated programs.

corporate tax ID. The number assigned to the taxing authority for the governmental agency in which an employee is working.

cost allocations. A procedure that distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See business unit.

customer. An individual or organization that purchases goods and services.

data dictionary. A database table that OneWorld uses to manage the definitions, structures, and guidelines for the usage of fields, messages, and help text. J.D. Edwards has an active data dictionary, which means that it is accessed at runtime.

data types. Categories in which you can track supplemental information for employees, applicants, jobs, and requisitions. Narrative data types contain free-form text. Code data types are based on user defined code tables.

database. A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

deduction. A monetary amount that is taken out of an employee's pay. For example, a deduction can be used to contribute toward a benefit plan, such as life or medical insurance.

deduction, benefit, and accrual (DBA). See individual entries for deduction, benefit, and accrual.

default. A code, number, or parameter that the system supplies when the user does not specify one.

deferred compensation. An amount withheld from an employee's payment for the purpose of retirement savings. Deferred compensation is taxed at a later time, generally after the employee retires.

detail. The specific information that makes up a record or transaction. Contrast with summary.

detail area. An area of a form that displays detailed information associated with the records or data items displayed on the form. See also grid.

display sequence. A number that the system uses to reorder a group of records on a form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

e-mail. Electronic mail.

effective date. The date upon which an address, item, transaction, change, or table becomes effective. For example, the date a change of address

becomes effective or the date that a pay change becomes effective. Effective dates allow you to track employee history and turnover.

Electronic Data Interchange (EDI). The paperless, computer-to-computer exchange of business transactions, such as purchase orders and invoices, in a standard format with standard content.

employee. A person who works for and is paid by your organization.

employee history. Historical records that show changes to employee information. You can track employee history for any of the information stored in the Employee Master table (F060116).

employee turnover. Records of employee movement within your organization, such as when an employee receives a promotion or transfers from one department to another. Movement also includes employees entering or leaving your organization for any reason. You can track employee turnover for any of the information stored in the Employee Master table (F060116).

Enterprise Workflow Management. A OneWorld system that provides a way of automating tasks, such as notifying a manager that a requisition is waiting for approval, using an e-mail-based process flow across a network.

ERISA. An acronym for Employee Retirement Income Security Act of 1974. A law that is designed to protect the interests of employees who participate in employer-sponsored benefit plans and the beneficiaries of those employees. The law establishes standards of conduct, responsibility, and obligations for fiduciaries of employee benefit plans. The law also specifies rules for participation in benefit plans, vesting of benefits, and funding for new and existing plans. Additionally, it provides employees with appropriate remedies, sanctions, and access to federal courts.

facility. An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.

field. 1) An area on a form that represents a particular type of information, such as name, document type, or amount. 2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number.

file. A set of information stored under one name. See also table.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different from a calendar year. For example, a fiscal year might be the period from October 1 through September 30.

form. The element of the OneWorld graphical user interface by which the user exchanges data with interactive applications. Forms are made up of controls, such as fields, options, and the grid. These controls allow the user to retrieve information, add and revise information, and navigate through an application to accomplish a task.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

G/L. General ledger.

grid. A control that displays detail information on a form. The grid is arranged into rows, which generally represent records of data, and columns, which generally represent fields of the record. See also detail area.

gross up. The process by which the Payroll system calculates gross wages from net pay. For example, you can use the gross up feature to determine the gross amount of a bonus paycheck that produces 500.00 net payment for the employee.

head count. The number of people in a position.

header. Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

highly compensated employee (HCE). A distinction made for 401(k) discrimination testing. A highly compensated employee is one who meets one of the following criteria: 1) During the current year or the preceding year, the employee owned at least five percent of the company. 2) During the preceding year, the employee earned more than 80,000 (indexed for inflation) and was in the top 20% of employees ranked by compensation.

HIPAA. An acronym for Health Insurance Portability and Accountability Act. A federal law that prohibits health insurance companies from denying employees coverage or charging them higher premiums because of their medical condition.

The act also requires that insurance companies allow terminated employees to continue their medical coverage.

history. See employee history.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. Processing actions that occur in response to commands that you enter directly into the system. During interactive processing, you are in direct communication with the system, and it might prompt you for additional information while processing your request. Contrast with batch processing.

job. An employee's work duties and responsibilities.

job queue. A group of jobs waiting to be batch processed. See also batch processing.

language preference. An address book code that specifies a language for the computer to use when displaying information.

locked record. A record in the database that you cannot update because it is currently being updated by another user. For example, when you are processing a payroll cycle, record locking prevents other users from changing timecard information for the employee records that are included in the payroll cycle.

mail distribution list. A list of people to whom you send e-mail messages. This list enables you to quickly send notices, instructions, and requests to a predefined group of people.

master business function. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.

master table. A database table used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data, such as paid tax amounts, supplier names, addresses, employee information, and job information.

menu masking. A security feature that lets you prevent individual users from accessing specified menus or menu selections.

next numbers. A feature used to control the automatic numbering of items such as new G/L accounts, vouchers, and addresses. Next numbers provides a method of incrementing numbers.

nonprimary record. A record representing the various companies that make up the primary record. When tax ID summarization occurs, all companies with the same federal corporate tax ID are summarized together under one parent. See also primary record.

OASDI. An acronym for Old Age, Survivors, and Disability Insurance. The legal terms for the Federal Insurance Contributions Act (FICA), commonly known as Social Security.

option. A selection on a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

OSHA. An acronym for Occupational Safety and Health Administration. An agency that assists states in establishing safe and healthful working conditions for employees.

output queue. See print queue.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among the individuals within your organization. This relationship is helpful when you need to provide executives and managers with a summary of the reporting relationships within your organization. You can define parent/child relationships either by employee (address number) or by position.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

pay type. A method of categorizing the various types of earnings that employees receive. You use pay types to direct labor costs to separate accounts in the general ledger.

payment. A form that employees receive when they get paid, such as a check or an automatic deposit advice slip.

payroll cycle. The process that you complete to pay your employees. The payroll cycle consists of the following five steps: 1) Process pre-payroll, 2) Print payments, 3) Process pro forma journal entries, 4)

Print payroll cycle reports, and 5) Process final update.

position. An employee's assignment for a fiscal year.

position budget. The amount of money budgeted for an employee's assignment for a fiscal year. You define a position budget to establish, monitor, and control budgets for employee assignments.

pre-note code. A code that indicates whether an employee is set up for automatic deposit of payments.

primary record. The record that is used for printing reports and forms. The primary record is created under one of two circumstances: 1) If you have requested tax ID summarization not to occur, all company-level records automatically become primary and no nonprimary records exist. This happens even if the federal corporate tax ID is the same for multiple companies. 2) If you have requested tax ID summarization to occur, all companies with the same federal corporate tax ID are summarized together under one parent company number, and the individual companies that made up the primary record automatically become nonprimary records. All other companies with unique federal corporate tax IDs automatically become primary. See also nonprimary record.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table identifier from the print queue.

processing option. A feature that allows you to direct the functions of a program. For example, processing options allow you to specify defaults for certain forms, control the format in which information prints on reports, and change how information appears on a form or in a report.

PST. An acronym for provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information.

requisition. A record or document that contains information about an open position. You enter a

requisition to begin the process of filling a vacancy within your organization.

reset. To return data to the way it was before you ran a process, such as pre-payroll. Resetting allows you to correct information and then run the process again.

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. The routing/transit number consists of two parts: a routing number and a transit number.

RRSP. An acronym for Registered Retirement Savings Plan. A Canadian national retirement plan, similar to the Social Security plan in the United States, which is funded by payroll taxes.

school district tax. Generally, a payroll tax based on the school district in which the employee lives.

sequence ID. A code that defines the order in which payments print in a payment group. Each sequence ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. An acronym for standard industry classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

special handling codes. The IRS-reserved codes that are printed in boxes 13 and 14 on W-2 and W-2c forms.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await processing.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organizational structure with its own hierarchy in the Address Book system.

SUI. An acronym for state unemployment insurance. A type of insurance, funded by payroll

taxes, that employees might collect when they lose their jobs for certain reasons.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information stored in certain tables. Contrast with detail.

supplemental data. Additional user-defined information about an employee, job, applicant, or requisition that is not included in the master tables.

system. A group of related applications identified by a name and a system code. For example, the Address Book system code is 01. All applications, tables, and menus within a system can be identified by the system code.

system code. A code that identifies a system, for example, 01 for the Address Book system and 31 for the Shop Floor Management system.

table. In database environments, a two-dimensional entity made up of rows and columns. All physical data in a database are stored in tables. See also file.

tax history type. A code that represents the various types of taxation history that can be tracked by the Payroll system. The following are the current types of history: 1) Standard tax history uses the code of blank. 2) Third-party sick pay uses code 1. 3) Retired (pension) employee uses code 2. This code is necessary to generate a 1099-R form for retired persons being paid a pension. 4) Medicare-qualified employee uses a code 3. This code is used for those employees who are taxed only on the Medicare portion of their income. 5) Noncovered employee uses code 4. This code is used for employees who are exempt from both FICA and Medicare, such as summer youth employees. 6) Contract employee uses code C. This code is necessary to generate a 1099-MISC form for a contract employee.

taxable wages. The amount of wages derived directly from the Taxation Summary History table (F06136). The actual amount is determined by subtracting the excludable and excess amounts from the gross wages. This amount might or might not be the amount reported on the form.

tier I tax. A payroll tax calculated for employees who work for a railroad company. It is equivalent to the FICA tax withheld for nonrailroad employees.

tier II tax. A payroll tax calculated for employees who work for a railroad company. This tax is

completely separate from standard FICA and Medicare taxes.

timecard. A record of an employee's hours worked. The Payroll system uses timecards to calculate the employee's pay.

transaction code. A code that specifies the type of transaction on a bank statement.

Universal Batch Engine (UBE). Processes reports and batch jobs in OneWorld.

user defined code (UDC). A code that users can define, assign code descriptions, and assign valid values. Examples of such codes are unit-of-measure codes, state names, and employee type codes.

user defined code type. The identifier for a table of codes with a meaning that you define for the system, such as ST for the Search Type codes table in Address Book. OneWorld provides a number of these tables and allows you to create and define tables of your own.

vocabulary overrides. A feature that you can use to override field, row, or column title text on forms and reports.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction produces an audit trail.

W-3 form. The form approved by the Internal Revenue Service for summarizing the amounts reported on all W-2 forms. Form W-3 should accompany W-2 forms (Copy A) when you submit the paper forms to the government. Form W-3 is not for magnetic media filers. The form should be used only for employers who file paper copies of W-2s with the Social Security Administration.

W-3c form. The form approved by the Internal Revenue Service for printing the corrected earnings and taxes on reports previously filed for an employee who worked in the United States. The W-3c form summarizes the information on the individual forms W-2c.

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